

CLEVELAND PUBLIC LIBRARY  
Minutes of the Regular Board Meeting  
December 16, 2010  
Trustees Room                      Louis Stokes Wing  
12:00 Noon

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

Absent: Ms. Butts

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

**Approval of the Minutes**

Mr. Hairston moved approval of the minutes for the 11/18/10 Regular Board Meeting. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

**Presentation:** Richard Ortmeyer, Bostwick Design Partnership

Mr. Corrigan introduced Richard Ortmeyer of Bostwick Design Partnership, who gave a detailed review of the Main Library Reconfiguration Project presentation made at the Joint Finance, Human Resources and Community Service Committee Meeting on December 14, 2010. Mr. Ortmeyer's review included the details necessary to complete each of the five project phases that include: (1) Tech Central; (2) First Floor Main Library; (3) First Floor Louis Stokes Wing; (4) Research Center; and (5) Discovery Center for Families and Children. The presentation summary and recommendations are available on the Staff Intranet.

**COMMUNICATIONS**

Director Thomas stated that there were no communications to report.

MINUTES OF  
REG. BRD. MTG.  
OF 11/18/10  
Approved

**FINANCE COMMITTEE REPORT**

Ms. Rodriguez presented the following report.

GIFT REPORT  
Approved

Gift Report for November

(See page 1231)

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

SEVENTH  
AMENDMENT TO  
THE YEAR 2010  
APPROPRIATION  
Approved

Seventh Amendment to the Year 2010 Appropriation

(See pages 1232-1236)

Ms. Rodriguez moved approval of the following  
resolution. Mr. Seifullah 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  
December 6, 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  
Seventh Amendment to the Year 2010 Appropriation  
Schedule be approved.

YEAR 2011  
ANNUAL  
APPROPRIATION  
MEASURE  
Approved

Year 2011 Annual Appropriation Measure

(See pages 1237-1241 1156)

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

WHEREAS, On December 9, 2010, the Cuyahoga County Budget Commission issued a Certificate of Estimated Resources for the Year 2011 for Cleveland Public Library; and

WHEREAS, Ohio Revised Code Sections 5705.38-5705.39 provide for passage of an appropriation measure not to exceed certified estimated resources; and

WHEREAS, The appropriation totals on the attached schedules do not exceed the estimated resources on the December 9, 2010 Certificate; now therefore be it

RESOLVED, That the Year 2011 Appropriation Measure in the amount of \$57,516,264 for the General Fund and listed amounts for other funds be approved as detailed in the attached schedules.

Resolution to Contract with Strategy Design Partners

(See pages 1242-1243)

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

WHEREAS, Strategy Design Partners will provide strategic, marketing and communications planning to Cleveland Public Library; and

WHEREAS, This professional service will provide organizational restructuring assistance in the Marketing and Communications Department; and

WHEREAS, Media training and presentation counseling will be provided; and

WHEREAS, Strategy Design Partners will provide proactive media relations counseling, idea development and ongoing strategic planning; and

WHEREAS, Increased marketing and communications to the residents of Greater Cleveland and Cleveland's

RESOLUTION TO  
CONTRACT  
WITH STRATEGY  
DESIGN  
PARTNERS  
Approved

leadership is essential to our growth and development;  
and

WHEREAS, Strategy Design Partners will assist in critical communications to keep the Library at the forefront as well as continuous efforts to promote Library services; now therefore be it

RESOLVED, That Cleveland Public Library contract with Strategy Design Partners from January 1, 2011 through December 31, 2011 for enhanced marketing and communications services with the estimated expenditure of \$4,000 per month, or \$48,000 being charged to the General Fund Account: 11610053-53710 (Professional Services).

RESOLUTION  
REQUESTING  
TAX ADVANCE  
Approved

Resolution Requesting Tax Advance

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

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

RESOLVED, That the Board of Library Trustees requests that the County Auditor advance any tax funds that may be made available to the Library prior to the regular settlement dates during fiscal 2011.

RESOLUTION  
FOR MATERIAL  
AND CASH  
RECOVERY  
SERVICES  
Approved

Resolution for Material and Cash Recovery Services

(See pages 1244-1245)

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

WHEREAS, At the regular meeting of the Board of Library Trustees on June 17, 2010, the Board authorized the

Director to negotiate a 90-day trial agreement with Unique Management Services, Inc., a vendor of material and cash recovery services; and

WHEREAS, The President of the Board of Trustees, in accordance with the Board's resolution, executed the Agreement which commenced October 1, 2010, with the submission of the first account; and

WHEREAS, The Library Administration recommends that the service, having met the expected benchmarks, continue beyond the end of the 90-day trial period; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Director to negotiate a long-term agreement between Cleveland Public Library and Unique Management Services, Inc., subject to review and approval of the contract by the Library's legal counsel; and be it further

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

Mr. Corrigan stated that this resolution is a follow-up from the amnesty program and stated that this is worthwhile return on investment and requested that staff continue to be sensitive to patrons.

Ms. Rodriguez submitted the following reports.

Fiscal Officer's Report

(See pages 1246-1253)

Special Report on Income and Expenditures

(See pages 1254-1258)

Report on Investments

(See page 1259)

FISCAL OFFICER'S  
REPORT  
Submitted

SPECIAL REPORT  
ON INCOME &  
EXPENDITURES  
Submitted

REPORT ON  
INVESTMENTS  
Submitted

REPORT ON  
CONFER. &  
TRAVEL  
EXPENDITURES  
Submitted

Report on Conference and Travel Expenditures

(See page 1260)

**HUMAN RESOURCES COMMITTEE REPORT**

REGULAR  
EMPLOYMENT  
REPORT  
Approved

Mr. Seifullah presented the following report.

Regular Employee Report

(See pages 1261-1263)

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

Retirement Recognition Citation

RETIREMENT  
RECOGNITION  
CITATION  
Approved

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

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

Theresa Mallette (after 39 years of service), Catalog Assistant, Grade F, Technical Services (Catalog) retires 12/17/10

Amy Pease (after 25 years of service), Library Asst. Subject Dpt., Grade F, Public Services (History & Geography) retires 12/31/10

Malka Khan (after 9 years of service), Children's Librarian, Grade H, Public Services (Addison), retires 12/31/10

Ellen Leavitt (after 5 years of service), East Team Manager, Grade L, Public Services (Branches), retires 12/17/10

Grady Thomas (after 25 years of service) Custodian II, Grade B, Facilities (Harvard Lee), retires 12/31/10

Dennis Niedermyer (after 16 years of service), Assistant Facilities Administrator, Grade K, Facilities, retires 12/31/10

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

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

Ms. Mallette, Ms. Pease and Ms. Khan gave remarks reflecting on their years of service at Cleveland Public Library. Various Trustees, Administrators and staff expressed congratulations and well wishes to the retirees.

Resolution for Staff Not Covered by the Collective Bargaining Agreement

Mr. Seifullah moved approval of the following resolution. Ms. Rodriguez 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, In an effort to reduce the financial shortfall caused by the reduction in funding without layoffs; and

WHEREAS, There will be no general increases, no step increments, a reduction in the length of paid "supper hour" in 2011; and

WHEREAS, Presidents Day, Columbus Day, and Veterans' Day 2011 are to be designated as unpaid furlough days on which the Library is to be closed in 2011, and the pay rate for substitute and Page employees will be adjusted to reflect the equivalent of three furlough days; and

WHEREAS, Section 241.3 of the Human Resources Manual is to be amended to reduce retirement separation payments effective July 2011, and

WHEREAS, The Library management will continue to propose additional salary and benefit cost saving measures to

RESOLUTION FOR  
STAFF NOT  
COVERED BY THE  
COLLECTIVE  
BARGAINING  
AGREEMENT  
Approved

mitigate projected revenue losses; and therefore be it

RESOLVED, That such changes to salaries and benefits be in effect beginning January 2, 2011; and be it further

RESOLVED, That the sick retirement separation payment be reduced to a maximum of 900 hours of accrued sick time paid at 40% to eligible retirees effective July 1, 2011.

PROPOSED REVISIONS TO THE HUMAN RESOURCES MANUAL  
Approved

Proposed Revisions to the Human Resources Manual

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

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

(See pages 1264-1268 948 for full report)

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

Resolution for Acceptance of Labor Contract with Local 224 City, County & Waste Paper Drivers

RESOLUTION FOR ACCEPTANCE OF LABOR CONTRACT WITH LOCAL 244 CITY, COUNTY & WASTE PAPER DRIVERS  
Approved

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

WHEREAS, The Cleveland Public Library management team negotiated in good faith with Local 244, City, County & Waste Paper Drivers Union and the negotiations ended in impasse, and

WHEREAS, Alan M. Wolk, J.D., the fact finder appointed by the State Employee Relations Board, recommended four (4) unpaid furlough days in 2010 and that when a Security Officer works on a closed holiday, the pay rate will be one and one-half (1 ½) times the hours worked, plus the day of the holiday pay, and a Reopener for 2011, and

WHEREAS, Local 244 voted on December 8, 2010 to accept the fact finder's recommendation on the open



contract issues, and therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees accepts the fact finder's recommendations, and be it further,

RESOLVED, That the Local 244 contract be accepted that calls for no general increases, no step increments, and be it further,

RESOLVED, That the Cleveland Public Library Board of Trustees commends the diligence of both parties to reach an agreement.

Mr. Seifullah submitted the following reports.

Report on Paid Sick Time Use by the Month

(See page 1269)

Affirmative Action Plan Report

(See page 1270)

Insurance Summary Report

(See page 1271)

**COMMUNITY SERVICES REPORT**

Mr. Werner presented the following report.

Resolution for Special Closings and Holidays in 2011

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

WHEREAS, The Cleveland Public Library desires to keep the public informed of it's hours of operation, and

WHEREAS, The Cleveland Public Library will be closed in 2011 in observance of the following Holidays and special closings as listed below.

REPORT ON PAID SICK TIME Submitted

AFFIRMATIVE ACTION PLAN REPORT Submitted

INSURANCE SUMMARY REPORT Submitted

RESOLUTION FOR SPECIAL CLOSING AND HOLIDAYS IN 2011 Approved

New Year's Day	January 1,
Martin Luther King Day	January 17,
President's Day	February 21,
Memorial Day	May 30,
Staff Development Day	June 3,
Independence Day	July 4,
Labor Day	September 5,
Columbus Day	October 10,
Veteran's Day	November 11,
Thanksgiving	November 24,
Christmas Eve	December 24,
Christmas	December 26 for December 25,

Be it resolved that the proposed schedule be approved by the Cleveland Public Library Board of Trustees, to become effective immediately.

MONTHLY  
ACTIVITY  
REPORT  
Submitted

Monthly Activity Report

(See pages 1272-1278)

Building Status Update

Director Thomas stated that there was no Building Status Update to report.

NEW BUSINESS

Mr. Corrigan presented the following items of New Business.

Resolution to Salute Amy McMaken

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

WHEREAS, Amy McMaken has served faithfully and with distinction on the Board of Trustees of the Friends of the Cleveland Public Library since 2003; and

WHEREAS, The Library and the people it serves have benefited greatly from her dedicated leadership, first as Vice President, and then as President for the past three years; and

RESOLUTION TO  
SALUTE AMY  
McMAKEN  
Approved

WHEREAS, During her term as President, Ms. McMaken led the Board forward with new ideas and initiatives, including the successful *Night at the Library: Characters Alive!* and *Night at the Library: Unlock the Mystery!* events; and

WHEREAS, Ms. McMaken has consistently brought the full measure of her ability and personal loyalty to the mission of the Friends of the Cleveland Public Library; now therefore be it

RESOLVED, The Cleveland Public Library Board of Trustees commends Amy McMaken for her exemplary service, and extends appreciation for all of her work and efforts to increase community support of the Cleveland Public Library.

Mr. Corrigan thanked Ms. McMaken for her service and looked forward to her continued future involvement.

Ms. McMaken thanked the Board, Administration and staff and stated that Allison Wallace is the incoming president of the Friends of Cleveland Public Library.

Election of Nominating Committee for 2011 Library Officers

Mr. Corrigan made a motion to select a Nominating Committee and designated Mr. Werner as chair with Mr. Parker and Mr. Seifullah to serve on the Committee. Ms. Rodriguez seconded the motion, which passed unanimously by roll call vote.

**DIRECTOR'S REPORT**

Before presenting his report, Director Thomas made November WOW Award presentation to Amy Dawson, Special Collections Department for her efforts in coordinating the kick-off and developing a series for Octavofest.

Director Thomas announced that Cindy Lombardo will assume the role of Acting Deputy Director and Timothy Diamond will oversee the Library's strategic planning initiative.

ELECTION OF  
NOMINATING  
COMMITTEE FOR  
2011 LIBRARY  
OFFICERS  
Approved

DIRECTOR'S  
REPORT  
Presented

Ms. Rodriguez congratulated Mr. Werner for his upcoming graduation receiving Masters of Library Science degree.

### **Monthly Statistics**

Circulation for the month of November remained stable at 593,970, an increase of less than 2% increase over last year's November circulation of 583,054. These numbers are impressive, considering that the Library was open fewer hours to the public, and Veteran's Day was a staff furlough day. A factor in the increase was the Woodland closure during part of November last year.

The number of computer sessions was down by 15%, from 86,581 in 2009 to 73,772 in 2010. Additionally, the number of hours in use for our computers increased from 47,449 in 2009 to 51,273 in 2010. This was an increase of 8%. As mentioned above, the additional closed day to the public affected these numbers, but the mixed message of the numbers may relate to our new procedures for computer use.

Attendance for the month of November was 300,348. This is a decrease of almost 8% from last year's November attendance of 326,645. Both the Main Library and Branches reported decreases in attendance.

### **Program and Outreach Highlights**

On November 7, CPL welcomed the author *Time Magazine* hailed as the "great American novelist." Mr. Franzen absolutely delighted a crowd of over 600 bibliophiles with captivating stories and some impromptu humor. When a student in the room asked Mr. Franzen to help him with a paper he was writing, Mr. Franzen responded, "Let me get this straight, you would like me to help you with a paper you are writing...ummm, no." The crowd found that as funny as Thomas Mulready of Cool Cleveland asking Mr. Franzen to sign his iPad. The CPL staff did an outstanding job of promoting and implementing the program.

On November 4, Board President **Thomas Corrigan** and I attended the Octavofest closing reception. The reception was held at the Intermuseum Conservation Association and was sponsored by Case Western Reserve University's Kelvin Smith Library.

The Friends of Cleveland Public Library hosted their annual fundraiser "Unlock the Mystery!" on November 6 in our Main Library. The event was well attended and allowed the guests to interact with famous mystery book authors and characters, such as Nancy Drew, Sherlock Holmes, Edgar Allen Poe, and Agatha Christie.

In collaboration with the Soul Soldiers exhibit at the Western Reserve Historical Society, CPL presented two film and discussion programs at the Carnegie West and Martin Luther King, Jr. Branches. The program explored the plight of African American soldiers in the Vietnam War and their treatment during and after the war. Both programs were well received.

On Saturday, November 26, CPL partnered with the Downtown Cleveland Alliance, Huntington Bank, and other downtown entities to celebrate Winterfest 2010. The programs which promoted holiday activities throughout Downtown were very successful, as was the library program. Nearly 200 audience members enjoyed hot cocoa and cookies while being entertained by the Andrew Venable Celebration Library Chorus, Rainey Institute, and Karamu Theatre.

### **Marketing and Communications**

**Anastasia Diamond-Ortiz** was interviewed on November 9 by Radio Disney host Jag as a part of their "Staying Safe While Online" campaign. Cyber-bullying has recently come to the forefront as an issue that is significantly affecting young people, and CPL offered tips for parents to keep their children safe online.

CPL has 2,196 total followers on Twitter and 2,722 Facebook fans.

### **Buildings Update**

Contractors are continuing to complete punch lists items on the Rice and Woodland Branches.

### **Meetings and Activities**

- I met with Judith Mansour, Executive Director of the LIT, to discuss ways that our organizations could work together.

- I attended a program to honor Jesse Owens by designating East Roadway near Public Square as Jesse Owens Way.
- I attended a reception for the new editor of the Cleveland Plain Dealer, Debra Adams Simmons with Board President **Thomas Corrigan**.
- I met with the Metro Directors and State Librarian, Beverly Cain, to discuss legislative advocacy plans.
- Cleveland Public Library hosted a Turkey Bowl to support the United Way. Six of the nine library systems in Cuyahoga County were represented and five of the library directors were in attendance.

### **CLEVNET**

November's total OverDrive CLEVNET eMedia collection circulation was 23,307, sizably up from last year's total of 13,140.

### **Staff Highlights**

The CPL Work of Wonder (WOW!) award winner for November was **Amy Dawson**, Special Projects Librarian, Fine Arts and Special Collections Department.

### **PUBLIC SERVICES**

#### MAIN LIBRARY

#### Programs/Exhibits:

- Audio-Video Technicians provided technical support for the Jonathan Franzen, *Writers and Readers* program, *Winterfest*, *Soul Soldiers* and many other meetings and programs scheduled throughout the system.
- Acting Business, Economics, and Labor Manager Michael Ruffing met with two representatives of the Legal Aid Society of Cleveland Ann McGowan Porath, Managing Attorney, Intake Unit and Volunteer Lawyers Program, and Melanie Shakarian, Director of Development on November 23 regarding future programs.
- Fine Arts Librarian Bruce Biddle and clerk Magaly Lannum participated in the CPL Choir for
-

*Winterfest*. Special Collections Department was host for the Friends fund raiser

- "Unlock the Mystery" on November 6. Staff assisted in preparing the department for the event.
- Librarian Amy Dawson is preparing an exhibit for January 2011 titled *Women in Chess*. Fine Arts Manager Pamela Eyerdam is preparing 2011 exhibits *Women of a New Tribe* (2<sup>nd</sup> floor Main and at MLK) and the *Robert A. Little* architect exhibit in conjunction with the Cleveland Artists Foundation.
- Foreign Literature Librarian Victoria Kabo hosted Russian Book Club meeting at Memorial Nottingham Branch. Eleven patrons attended event and checked-out 14 items following the program.
- On November 10 Maps Librarian Tom Edwards held a workshop in the CPL Computer Lab instructing participants on basic research principals using Google Earth. History Department held a Genealogy Clinic on Saturday, November 13.
- With assistance from the Social Sciences and the Science and Technology Departments, Public Administration Library (PAL) created a Thanksgiving display. Money was approved and transferred to PAL so that a display rack could be ordered to hold the great variety of pamphlets and literature.
- Displays featured in the Popular Library during November included books and magazines on Thanksgiving, True Crime and Serial Killers, Horror Stories, and books to travel with. Richard Fox led the Main Library Book Discussion Group in a discussion of *A Day and a Night and a Day* by Glen Duncan on November 3.
- Also on November 3, Mr. Fox facilitated a discussion at Cleveland State University on *No Impact Man* by Colin Beavan, which was the Common Reading Book for freshman this year. Over 60 members of the students, faculty, and staff attended.
- Social Sciences Librarian Mark Moore secured permission to screen the documentary, *Only the Ball was White* for the "Pride and Passion" exhibit. On November 14, Social Sciences Book Club discussed *Fatal Vows* by Joseph Hosey. Librarian Tonya Jenkins conducted the November "Sneak Peek First Friday" event on November 5 for senior patrons.
- Youth Services hosted class visits from the E-prep school. The computer lab was reserved for this

visit and staff provided bibliographic instruction. Sandy Nosse and Kathryn Feeley (Acting dyad manager of Garden Valley and Woodland) conducted the morning session and Jen Wihebrink and Christine Feczkanin presented the afternoon session.

Outreach:

- On November 9, Computer Learning Coordinator, Anastasia Diamond-Ortiz was interviewed by host Jag as part of Radio Disney's Backyard Show. She provided information to listeners of Radio Disney's on staying safe while online and recognizing cyber bullies.
- During the month of November, Anastasia Diamond-Ortiz visited 26 branches to demonstrate the tech toolbox and distribute memory card readers for branch staff to use with patrons. Items in the tech toolbox are now listed in the catalog under tech toolbox and may be checked out by Library staff by contacting CLC.
- Fine Arts Librarian, Kelly Ross is working on 2011 April program to highlight Audubon's *Birds of America*. Guest lecturers will present programs during Saturday hours. Talks by James McCarty, *Plain Dealer* bird watch columnist, Dr. Andrew James (Head of Ornithology at the Cleveland Museum of Natural History), the Art Curator from the Cleveland Museum of Natural History, and one other bird enthusiast are being arranged. Librarian Amy Dawson volunteered to be a judge for the *Society of Ohio Archivists Ohio History Day Project*. Ms. Dawson was a guest lecturer for a Kent State Library class on Saturday November 20 for Dr. Roland Baumann's course on Archival Cataloging and Description. Dawson attended the ICA Annual Meeting at the Tremont Pointe Community Center and heard a presentation of the restoration of two groups of WPA murals worked on by the group.
- History Manager Ron Burdick attended a recognition luncheon at the Cuyahoga Valley Career Center in Brecksville. The luncheon recognized the several organizations and businesses that sponsored teachers at their workplaces as part of the "Teacher's in the Workplace," program. On November 15, the Northeast Ohio Archival Spatial Data Infrastructure (NEO-ASDI) Committee met in the Map



Collection to continue ongoing research into collaborative sustainable digital preservation and access within the northeast Ohio area.

- Popular Department Manager, Richard Fox and Assistant Public Services Administrator, John Skrtic met with representatives from Tri-C on November 29 to discuss the implementation of a browsing collection at the Metro campus in 2011.
- Social Sciences Department staff members Pam Benjamin and Harriette Parks met with John Skrtic, Merce Robinson, and Amy Pawlowski regarding Cuyahoga Community College and the GED/ABLE transition as well as pertinent information to be added to the CPL web site.
- Youth Services Manager Sandy Nosse was a judge for Cleveland Scores Poetry Competition. Sandy also attended a training session to be a judge for the Maltz Jewish Heritage Museum's "Stop the Hate" essay contest. Numerous CPL staff members are serving as volunteer reviewers again this year for this contest.

#### Collections/Reference:

- Business Department staff continued to weed aggressively, with 2-3 trucks being withdrawn per week. Several boxes of new display materials (book cradles, book racks, and sign holders, etc.) were received on November 30 and will replace and augment existing holders to sharpen the look of the department.
- Mr. Ruffing guided the purchase of "Mergent/Moody's Manuals Historical Collection" through CPL's review and procurement process. The department will purchase the content to this historical collection for \$25,000 using all remaining book funds from 2010 and funds from 2011 and 2012 (if needed). This collection offers digital access to all of the information-rich manuals published by Moody's/Mergent since 1909.
- Fine Arts librarian William Anderson finished reviewing a sheet music gift and added selected items to the collection. Librarian Michael Dalby continues to work on his MLA 2011 session proposal on digital music delivery services for public libraries and has done numerous catalog corrections.

- Final wording on the contract between NewsBank and the Library for perpetual rights to the *Plain Dealer* online database between 1845 and 1991 was finalized. Patrons should have access to the new database early in December.
- Archival copies of the "State of the City Address" for Cleveland covering the years 1991-2005 were requested by Mayor Frank Jackson's office and converted to PDF documents, which in turn were shared with PAL.
- Social Sciences librarian Mark Moore proposed a way to focus the collection development aspect for baseball materials by breaking it into four areas targeting four time periods: baseball fiction (1860-1910), baseball instruction manuals and how-to's (1910-1960), Black baseball history (1960-present), and Jackie Robinson (1945-1975).

Staff/Professional Development:

- Cindy Lombardo was named Acting Deputy Director effective January 2, 2011. John Skrtic was named Acting Public Services Administrator effective the same date.
- Anastasia Diamond-Ortiz was promoted to the position of Acting Assistant Planning and Research Administrator. Her last day in the Computer Learning Connection will be Friday, December 3.
- Michael Ruffing was promoted to a new position titled Assistant Acting Coordinator of Research Collections & Services" starting January 2, 2010. Program and Scheduling Services Manager, Aaron Mason will be moving to Acting Public Services Manager, Business, Economics, and Labor.
- Carlos Latimer was promoted to Acting Assistant Public Services Administrator - Popular Collections and Services beginning January 2.
- Popular Library Manager Richard Fox will be taking over Mr. Latimer's position as Acting Public Services Manager of General Reference. Sarah Moore, Popular Department librarian will become Acting Public Services Manager of the Popular Department on January 2.
- Ellen Leavitt, Neighborhood Team Manager East retires on December 17. Stephanie Tyus, currently Acting Dyad Manager of Hough and Langston Hughes

will become Acting Public Services Neighborhood Team Manager, east team.

- Larry Hinton, OLBDP Clerk, was promoted to the position of Library Assistant - Computer Emphasis in the Computer Learning Connection, effective December 6, 2010. Seventeen people applied for the CLC position and eight were interviewed following a thorough screening process.
- AV/Lending Department Manager Daniel Oreskovic, visited the Shaker Heights Library, along with John Skrtic, to view a presentation about shelf check out machines.

#### WEST TEAM BRANCHES

- West Team Branches focused on meeting standards and objectives of the new branch checklist. Branches were visited on several occasions and managers were charged with engaging staff to meet the ideal standard of a functional branch. Completed checklists were given to managers and upper level administrators for review.
- South Branch hosted the program *Tell Me the Truth: Art Journals*. The teen art journals program is a four-session long program. Teens are encouraged to express themselves by contributing pages to blank journals. The blank journals will circulate between four different CPL branches so that the blank books will be filled by teens all over the city.
- The Adoption Network of Cleveland set up a display on adoption at the Broadway Branch.
- "*Ohio & Erie Canal: a new kind of National Park*" was warmly received by Broadway Branch patrons.
- The League of Women Voters met at Fulton Branch and had Case Western Reserve University, Professor Bromley, specialist in housing speak on "Foreclosures."
- Classical Music Appreciation Month was celebrated at the Carnegie West Branch. A violinist from the Oberlin College Conservatory of music and two oboe players from the Cleveland Institute of Music performed for two visiting classrooms.
- Several Vietnam veterans and individuals impacted by the Vietnam War were featured with the program *Soul Soldiers*. The event included a panel discussion with African American Vietnam Veterans

who served and lived in Vietnam during the war. Following the panel discussion was a showing of the documentary *In the Land of Jim Crow: Vietnam - The Dream Shot Down*.

- Northeast Ohio College Preparatory School (I Can Schools) grades K-7 visited the Jefferson Branch.
- In recognition of Native American History Month, Rockport Branch held a Native American Dance program. An audience of 30 participated in the tribal *Round Dance* and the *Snake Dance*. Audience members also learned about the historical significance of native groups connected to Cleveland and Cuyahoga County and key events related to the settlement of Ohio.
- South Brooklyn's program "Connect Your Community" continued twice-weekly computer classes.
- Staffing level adjustments resulted in the following clerk transfers:
  - Crystal Hammond (Rockport) from Union
  - Justin Smith (Lorain) from Addison
  - Quentin Congress (Eastman) from Sterling
  - Daniel Nabb (Lorain) from Eastman

#### EAST TEAM BRANCHES

Throughout the month of November, branch staff has been very involved in the process of enhancing the appearance of each East Team branch. Emphasis has been placed on "de-cluttering" the facility and weeding the collection. A checklist has been given to each Branch Manager to ensure that all areas in the branch are better organized and more appealing to library patrons. Circulation workrooms have been reorganized, important staff information is now posted for all staff to see, and each staff member is now responsible for some aspect of the improved appearance of their branch. Individual tasks have been delegated to staff members, and the staff member now has a stake in the overall appearance of their facility. The East Team Manager is very pleased with the progress and the overall improved appearance of the East Team branches.

- (1) The Addison Branch was very busy on Tuesday, November 2. The branch served as a polling location and, as a result, many residents visited the branch that day.

- (2) The "Page Turners" Book Club led by Branch Clerk Elizabeth Brown-Patterson at Collinwood Branch continues to be successful.
- (3) East 131<sup>st</sup> Branch Manager Paula Logan-Reid was appointed to represent Cleveland Public Library Branches at the 2010 "Economic Re-Opener" that was a part of the SEIU 1199 Bargaining Unit Contract.
- (4) The staff at the Garden Valley Branch created a book display on the Thanksgiving holiday.
- (5) Glenville Branch Manager Carol Johnson conducted the Glenville Branch Adult Book Club. This book club was created three years ago and continues to be successful.
- (6) Collection Manager Rollie Welch visited the Harvard-Lee Branch and assisted with weeding the Reference Collection.
- (7) Staff has been working to create more attractive displays and refocus various areas of the collection at the Langston Hughes Branch in an effort to improve the marketing of library materials.
- (8) Martin Luther King, Jr. Branch Manager Darlene Ronney has been very busy planning and preparing for the system-wide Martin Luther King, Jr. program in January.
- (9) GED classes began in mid-November at the Memorial-Nottingham Branch Library.
- (10) Mt. Pleasant Branch Manager, Paula Logan-Reid, attended the Mt. Pleasant Arts, Culture & Entertainment District Advisory Board Meeting on November 19.
- (11) Library Assistant Eric Eubanks joined the staff at the Rice Branch. Mr. Eubanks previously served as the Library Assistant (Youth Emphasis) at the Union Branch.
- (12) Union Branch Children's Librarian Donna Willingham conducted a Thanksgiving Literacy and Craft program.
- (13) Kristen Schmidt, the Children's Librarian at the Woodland Branch, attended an orientation program at the Maltz Museum to become a volunteer reader for the "Stop the Hate" essay competition.

MOBILE SERVICESBookmobile Statistics

53 Stops

8 New library card applications

657 Persons on board

970 Reference, 539 Directional in person

152 Reference, 67 Directional via phone

Holds counts - Sept 968 filled, Oct 1172 filled, Nov 1139 filled

On the Road to Reading Information

- 12 Pediatric and WIC sites were visited with 60 people contacts at these sites. 43 daycare classes were visited with a total of 715 in attendance. 874 items were circulated in 38 deposit kits.
- Rhonda has worked with Merce and the Friends to purchase giveaway books for the pediatric and WIC site stops. The books have been ordered by the Borders store at Tower City.
- Rhonda attended the Cleveland Association for the Education of Young Children Fall meeting on November 10. She represented the library at the Starting Point Homecare Providers Breakfast on November 20.
- Rhonda has trained 2 new Branch Children's librarians in Every Child Ready to Read (ECRR) skills, had them observe and participate in her demonstration story time at a daycare site, and has given them a packet of suggestions for story times.

General Mobile Services Activities

- Weeding reports of 11/1 and 11/8 were cleared with items marked missing or weeded as needed.
- Linda is working on site visits to give feedback to coordinators at bookmobile sites. Some of these visits, which are intended to inspire more participation at low-performing sites, have already improved attendance.
- Linda met with Jill Lemmerman from the City regarding bookmobile service to the City's Recreation program in summer 2011.
- New Part-time Clerk Julian Khan began on November 21.

- Trainer Carol Thomas has submitted a proposal about time and costs of training Mr. Khan as well as observation and brush-up training for all staff.

OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED  
(OLBPD)

- OLBPD circulated 63,246 items directly to patrons for November. OHIO-BARD circulated 54,191 digital books for Federal FY2010 and 1,131 total patrons are registered. State Library of Ohio (SLO) distributed 9,000 digital talking book players to patrons and expects all patrons to have players by summer 2011.
- The OLBPD Manager attended the National Federation of the Blind of Ohio annual conference in Columbus, Ohio on November 6. During a thirty minute presentation he provided news and updates about OLBPD, including progress of the digital talking book service and information about OHIO-BARD, an unveiling of CPL's new logo, information about an upcoming public relations campaign to increase awareness about the service, and announcements from NLS about the final new titles produced on cassette. NFB-Ohio is one of OLBPD's strongest consumer advocacy groups.
- The OLBPD Manager met with CPL Graphics Manager Cathy Poilpre to discuss items that will be printed to co-promote OLBPD and SLO services throughout Ohio. OLBPD will be working with The State Library to design a new cooperative media kit and promotional items to tie in with the 80<sup>th</sup> anniversary celebration of the National Library Service program in 2011.
- OLBPD submitted a request to SLO for additional monies to purchase new described DVD and Playaway titles, as well as titles of local interest to produce for OLBPD patrons. The State Librarian advised OLBPD to submit a letter requesting that 4,999.00 be released at her discretion to purchase DVD's and Playaways. Also, SLO will be requesting a 4.5% increase (roughly \$10,000) to OLBPD's LSTA funding starting in FY2012 to be used to purchase titles of local interest, and new described DVD's and Playaways.
- OLBPD scheduled its annual holiday online book chats with the Ohio State School for the Blind

(OSSB). We will be discussing *Horrible Harry and the Holiday* by Suzy Kline on December 3 with the younger classes and *The True Story of Christmas* by Anne Fine on December 10 with the older classes. These book discussions will be led by OLBDP Children's Reader Advisor Stephanie Combs and OSSB Library Media Specialist Janell Brown.

- In our continuing efforts to increase public awareness about the OLBDP program and service OLBDP staff member Ken Redd participated in an informational program for senior citizens at Menorah Park on November 1.
- OLBDP's Cyber-Dialogue online book club met on Thursday, November 4 to discuss the *Feast of All Saints* by Anne Rice.

#### **TECHNICAL SERVICES**

Patricia Lowrey participated in the Economic Re-Opener Contract Negotiations with SEIU1199. She met with Michael Ruffing, Acting Manager, to discuss several projects for the Business, Economics and Labor collection. She served as the Administrator-in-Charge on Friday, November 26.

All Technical Services Managers attended the Management Training workshop on November 4.

Collection Management: Bonnie Bolton and Laura Mommers continued helping out in the Acquisitions Department by receiving new materials. Pam Pressly and Ms Mommers continued to volunteer in the Shelf/Shipping Department.

Ms. Bolton and Ms. Mommers readily pitched in to re-distribute approximately 150 music CDs from Langston Hughes and Hough by checking circulation statistics. Their efforts helped relieve the surplus of titles at both Branches. Rollie Welch visited the Harvard-Lee Branch and discussed weeding the print reference collection with Branch Manager Cynthia Coccaro. Mr. Welch also offered suggestions of adjusting shelf signage to accurately pinpoint types of materials.

Mr. Welch published a review in the *Cleveland Plain Dealer* on November 22.



High Demand: High Demand had another productive month, receiving and adding 22,236 items and paying for about \$496,000 worth of materials. The number of titles cataloged was over 1,000, showing the increasing range of titles handled by the department.

Carole Brachna met with the Ingram representative on November 17<sup>th</sup> to resolve some outstanding issues. She worked at the Harvard-Lee Branch on November 12<sup>th</sup>, helping to assign genres to the fiction collection.

Book Preparation: Materials Processing Technicians completed work on 29,454 items in November. Elizabeth Hegstrom volunteered one day in the Ohio Library for the Blind and Physically Disabled.

Catalog: Staff cataloged 7,821 titles and added 12,463 items for CPL.

Dawn Grattino cataloged Cyrillic books while Larisa Povitsky is on leave. Regina Houseman attended the Northeast Ohio Technical Services Librarians (NOTSL) Fall Meeting. Jeremy White-Zeager showed Michael Monaco the procedures for editing and loading OverDrive records. Andrea Johnson enjoyed working with the staff at Carnegie-West Branch on Nov. 30.

Shelf/Shipping: A total of 281 requested items were sent to the Main Library. Shelf/Shipping staff packed and sent a total of 1,607 telescopes to Main and to Branches. Receiving/Distribution Technicians received, checked in, and placed 36,010 items on trucks for the Acquisitions and High Demand departments. Juanita Turner spent a day working at the West Park Branch with Linda Jaekel and her staff. Mrs. Turner met with the Pitney-Bowes representative concerning the department mailing system.

Acquisitions: Staff from other Technical Service Departments continued to volunteer in the Acquisitions Department and Serials Section. Tonya Jenkins, Subject Department Librarian in the Social Sciences Department, began cross-training in the Serial Section for one day a week. Ms. Jenkins will be assisting with some of the responsibilities related to the acquisition and renewal of electronic products and databases.

Acquisitions staff ordered a total of 9,303 titles and 13,614 items, received 17,531 items, and processed a

total of 2,617 invoices. Serials staff received 2,767 periodicals and 594 serials, added 208 items and 1,474 paperbacks, processed 52 periodical and serial claims, and modified 45 serial controls.

Preservation: Four plans for the West Side Market were treated and cataloged as a separate collection. The images of the plans are being sent to the University of Akron Press for use in Laura Taxel's forthcoming book about the history of the Market.

Conservation treatment of a 1573 imprint from Special Collections, volume 1 of *Kriegssbuch* by Leonhard Fronsberger, was completed. This book is notable for wood-block print illustrations by the sixteenth century European engraver Jost Amman (1539-1591) and followers. Works by Amman are held by many important museums. Two foldout illustrations were restored and digitally photographed to create images of enhanced visual quality. Archival quality prints of the foldouts were also made.

Facsimile copies of the 1931 and 1932 Cleveland City directories were received. Microfilm of two volumes of Cleveland criss-cross directories (1984, 1985) were received and inspected.

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.

#### **MARKETING & COMMUNICATIONS**

The Cleveland City Council recognized Cleveland Public Library as a Star Library after the Library received a Five Star rating by *Library Journal*. The Council presented Director Felton Thomas with a Resolution that highlighted the significant contributions of the Library in Cleveland and Northeast Ohio.

The Public Relations Society of America (PRSA) Cleveland Rocks 2010 Award was given to Cleveland Public Library for the 2009 Annual Report. On December 3, 2010, CPL and Falls Communications, the designer of the Library's

winning report, will be receive top Gold Level honors at a PRSA community event.

Jonathan Franzen, hailed by some as "the greatest American novelist," took center stage this month for Writers and Readers. An overflow crowd packed the auditorium, lobby and meeting room to hear the best-selling literary celebrity. Free parking was offered at the event as part of a pilot project to increase attendance at the Main Library.

CPL teamed with Downtown Cleveland Alliance, Huntington Bank and neighboring downtown organizations for Winterfest 2010, a celebration that filled the afternoon and evening with numerous activities and ended with fireworks on Public Square. Hot cocoa and cookies were enjoyed by all who attended the afternoon concert at the Library, which featured the Andrew Venable Celebration Library Chorus, Rainey Institute and Karamu Theatre.

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

- Attended or held regular weekly meetings with Director, Administrators, Communications Team, Graphics Manager and Programming and Scheduling Services Manager.
- Attended regular monthly meetings of the Board of Trustees and Public Services Managers.
- Held regular meetings with marketing and communications consultants, David Fitz, Michael Graham and Erika McLaughlin, of Strategic Design Partnership.
- Met with the Signage Task Force to continue the development of an 18-month signage update plan for Branches, currently working on Rice Branch and an overall plan to expediate system plan.
- Met with Falls Communications to discuss and solicit proposals for three projects: Writers and Readers, Women of a New Tribe Exhibit, and the 2010 Annual Report.
- Met with media outlets: Call & Post Newspaper, Cool Cleveland.
- Met with four consultants to discuss copywriting, media training, strategic initiatives branding and marketing plan development.

- Met with library staff to plan and produce upcoming exhibits for Main Library and Martin Luther King, Jr. Branch.
- Attended City Council meeting to photograph presentation of Resolution to the Library.
- Presented at Medina County Library's Staff Development Day on November 11, a CPL furlough day.
- Met with Yvonne Pointer, local author and speaker, to plan "Conversations," a new series of programming to create dialogue about important issues in the Branch libraries.
- Attended meeting on library advocacy with library staff, Board of Trustees representatives and lobbyist Timothy Cosgrove.
- Planned and facilitated a program planning breakfast and video shoot of participants of the Women of a New Tribe exhibition with visiting photographer Jerry Taliaferro.

Public Relations:

Marketing, Graphics and Webware staff wrote and distributed press releases, featured events on the Library website, arranged and prepared interviews, and designed and distributed print materials to promote the following major events:

- Featured November and December events on online community calendars, the Library website, the Library Facebook page, Twitter and Flickr accounts.
- Wrote and edited copy for the staff newsletters.
- Wrote, distributed and followed up on the following press releases:
  - CPL Board of Trustees Meeting November 18, 2010
  - Illustrator David Diaz visits December 6, 2010 & Celebrate With Books
  - Winterfest 2010
- Promoted library events in University Circle's "Inner Circle," *Call and Post* newspaper, RealNeo, Ohio.com, Plugged In Cleveland, Singles Events Guide, Cleveland.com, *The Plain Dealer* Newspaper, Ohio Library Council's Access Newsletter and website, NEO-RLS, Cleveland.com and National Public Radio WCPN 90.3.

Graphics:

Cathy Poilpré, Graphics Manager, and staff designed, printed and/or produced 75 printed pieces, including a full page ad for the Martin L. King, Jr. Holiday

Scholarship fundraiser, Star Library graphic, OLBDP newsletter, slides for the lobby message display, banners, signs, ads, fliers, invitations, forms, programs, book lists, posters and book marks for Playhouse Square events, business cards, four staff newsletters, routing slips, and calendars.

Promotional pieces for Winter Reading Club and the Friends fundraiser took high priority in Graphics.

Web: (relating to Marketing and Public Relations)  
Amy Pawlowski and David Reynolds performed routine updates and maintenance, featured events on the Library website, posted events on the Board website, and posted press releases upon request.

Webware staff updated the website as indicated on the Marketing and Communications Editorial Calendar, providing input and assistance at weekly planning meeting. Amy Pawlowski met with Becky Ranallo, Internet and Media Services Manager of the Cuyahoga County Public Library, to discuss the web presence for the Libraries Work campaign. The collection of webpage statistics for the marketing graphics began.

#### Programming & Scheduling Services:

Aaron Mason, PSS Manager, and staff scheduled 25 meeting rooms for public use, completed the first month of the "Bark About Books" series for 70 children, planned the Winter Reading Club "Cover to Cover" program, staffed numerous library programs, staffed the Louis Stokes Wing concierge desk 22 days for one hour a day, completed proof of January/February program guides, completed Celebrate with Books 2010, and began the "Cleveland Goes to College" program series. Additional security was required for three events in the month of November.

PSS staffing changes: Age Specialist Elizabeth Saxton transferred from PSS to South Branch on November 22 as Teen Librarian. Aaron Mason accepted a position as Acting Public Services Manager, Business, Economics and Labor, beginning January, 2011. The position vacated by Elizabeth Saxton remains open.

#### Other:

The Library received coverage or references on over 100 occasions in November with a verified ad value exceeding \$71,800 to an audience exceeding 45,876,900 people. A

complete listing and printout of all publications is available in the Marketing and Communications office.

### **BUILDINGS SERVICES**

The Buildings Office completed numerous branch inspections and continues to monitor utility bills. We have attended 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. The fountain in the Eastman garden was drained and shut down for the season. The insulation in the boiler was replaced and a new inline draft inducer was installed for the boiler at Fulton. The hot water pump coupler was replaced at Jefferson. One of the hot water pumps was removed for repair at Langston Hughes. Work has started to install extra power outlets in the multipurpose room at Lorain. All clocks in LSW and Main were reset and new batteries were installed due to the time change. Exhaust fans #20 and #21 were repaired and two fan motors were replaced in the ceiling mounted heaters in Main. A new backflow preventer was installed in the boiler room of MLK. The hot water pump and motor was replaced at Rockport. The controller board for the furnace in the carpenter's area was replaced and the hot water tank was replaced at Woodland. Work continues with contractors to complete punch list items at Rice and Woodland.

The Carpenters and Painters started repairing the walls in the basement stairwell to prepare them for painting at Collinwood. File cabinets and shelving were removed and rearranged on the 5<sup>th</sup> floor of LSW. Patching and painting of the hallway walls on the 10<sup>th</sup> floor of LSW was started. Book drops were installed in the circulation desk at Jefferson and Lorain.

The Garage completed service to all snow blowers and tractors and took them out to the branches.

### **SECURITY OPERATIONS**

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

A service call was made to repair malfunctioning cameras

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
November			
<b>Year to Date</b>	<b>601</b>	<b>453</b>	<b>-148</b>

**AUTOMATION SERVICES**CPL:

Ann Palomo and Jim Benson worked with Richard Fox to develop a pull list "fill rate" report for Main Library, replacing a manual process and more accurately documenting productive work.

The Last Copy Marked Missing report was modified to include titles with no copies available at either the Main Library or the branches. Five custom shelf lists for Science and Technology were done for weeding purposes as well as several weeding lists for branches. Hilary Prisbylla provided retrospective statistics for Homebound Services. She was able to provide the number of active patrons and the circulation for the last five years.

Larry Finnegan and Carrie Krenicky attended a seminar covering extensive changes in the federal Erate program. The Library receives substantial subsidies for telecommunication costs through this program.

Sign up stations for the Comprise SAM PC management software were installed at Jefferson, Rockport, South Brooklyn, and West Park branches.

Six hundred (600) staff and public PCs were updated to Internet Explorer 8.

A Share Point test server was installed and configured for Planning & Research. Potential applications include online forms processing; data mining and archiving; and an improved ability to present Library procedures online.

During the month of November, the following events, programs, and information were either edited or added to promote on [www.cpl.org](http://www.cpl.org): 2009 Annual Report, Proud Member of CLEVNET, Exhibits at Main, the Friends Fundraiser, Music at Main, Eastman Reading Garden, Genealogy & Family History Clinics, Winterfest 2010, Friends Annual Meeting - Dianna Tittle, Cleveland Public Library Board of Trustee November meeting, and Celebrate with Books - David Diaz visit.

The following pages were edited, added, or promoted on the CPL Staff Center: SEIU Contract Re-Opener Ratification Meeting; ESS Help Documents (Vacation Request Instructions); and Staff Hires, Changes & Transfers.

The Web team developed a process to collect statistics on the number of times marketing graphics are clicked on.

CLEVNET:

Ms. Prisbylla trained Medina County District Library technical services staff in determining policy options for the Acquisitions module.

Ms. Palomo spoke at the Elyria Public Library's staff day to introduce and demonstrate the Bibliocommons public catalog.

Policy changes were made for several CLEVNET libraries: two new patron profiles for Milan-Berlin were added; item types and associated circulation map entries for Twinsburg, Barberton, Perry, Cleveland Heights, and Wayne County were added; and the item type BKONSPD-J was added for Medina.

Ms. Palomo configured a test Flowan help desk environment for Medina County District Library.

On Thursday, November 4, Amy Pawlowski and David Reynolds did a presentation on the CLEVNET eMedia collection for Sandusky Library employees.

#### KnowItNow:

L-Net, the Oregon virtual reference service, has experienced a significant number of automated spam attacks. This month, Brian Leszcz developed and implemented a strategy to identify and reject automated question entries.

This month, it was decided to reduce the number of simultaneous customers that each KnowItNow24x7 librarian can serve from four to three to reduce stress on those staffing the service.

Meetings held in November include: the OhioLINK WebRef committee; the monthly SparkRef Forum; and monthly online meeting of the Virtual Reference (VR) Collaborative listserv members.

Don Boozer wrote a Year in Review article for the State Library of Ohio's December newsletter and a review for the Ohio Library Council Access newsletter on Bit.ly's new "bundle" option for consolidating multiple URLs into one shortened URL.

#### Statistics

	November 2009	November 2010
<b>OverDrive Downloads</b>	13,140	23,307
<b>Twitter Followers</b>	1,491	2,196
<b>Facebook Fans</b>	1,875	2,722

<b>Automation Services Statistics, 11/2010</b>				
	<b># Cases Opened</b>	<b># Cases Closed</b>	<b>Site Visits</b>	<b>TOTAL</b>
<b>HARDWARE</b>				
CPL Main	91	58	35	<b>184</b>
CPL Branch	142	142	71	<b>355</b>
CPL Lake Shore	39	59	11	<b>109</b>
CLEVNET	35	29	41	<b>105</b>
PUBLIC	2			<b>2</b>
<b>HARDWARE TOTAL</b>	<b>309</b>	<b>288</b>	<b>158</b>	<b>755</b>
<b>SOFTWARE</b>				
CPL Main	18	18		<b>36</b>
CPL Branch	16	15		<b>31</b>
CPL Lake Shore	18	18		<b>36</b>
CLEVNET	80	80		<b>160</b>
PUBLIC	2	2		<b>4</b>
<b>SOFTWARE TOTAL</b>	<b>134</b>	<b>133</b>	<b>0</b>	<b>267</b>
<b>WEBWARE</b>				
CPL Main	7	7	2	<b>16</b>
CPL Branch	3	3		<b>6</b>
CPL Lake Shore	1	1		<b>2</b>
CLEVNET	7	7		<b>14</b>
PUBLIC	41	41		<b>82</b>
<b>WEBWARE TOTAL</b>	<b>59</b>	<b>59</b>	<b>2</b>	<b>120</b>
<b>KIN</b>				
CPL Main	16	13		<b>29</b>
CPL Branch	15	9		<b>24</b>
CLEVNET	15	11		<b>26</b>
PUBLIC	1	1		<b>2</b>
KIN Library	9	8		<b>17</b>
OHIOlink Library	3	3		<b>6</b>
After Dark	1	1		<b>2</b>
<b>KIN TOTAL</b>	<b>60</b>	<b>46</b>	<b>0</b>	<b>106</b>
<b>GRAND TOTAL</b>	<b>562</b>	<b>526</b>	<b>160</b>	<b>1,248</b>

Mr. Corrigan adjourned to the meeting at 1:26 p.m.

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Thomas D. Corrigan  
President

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Alan Seifullah  
Secretary

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee  
December 16, 2010**

**GIFT REPORT FOR NOVEMBER 2010****LIBRARY SERVICE MATERIALS**

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	677	8,876
Periodicals	80	923
Publishers Gifts	14	122
Non-Print Materials	<u>45</u>	<u>758</u>
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	<b>816</b>	<b>10,679</b>

**MONEY GIFTS**

FUND	PURPOSE	AMOUNT	
		Month	Year to date
Library Fund	Unrestricted	\$ 10	\$ 4,473
Library Fund	Restricted	0	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	36,500	73,000
Founders Fund	Unrestricted	6,000	13,645
Founders Fund	Restricted	<u>35,000</u>	<u>46,243</u>
<b>TOTAL MONEY GIFTS</b>		<b>\$ 77,510</b>	<b>\$ 467,215</b>

**SUMMARY**

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	18	176	816	10,679
Money Gifts	<u>4</u>	<u>90</u>	<u>4</u>	<u>90</u>
<b>TOTAL GIFTS</b>	<b>22</b>	<b>266</b>	<b>820</b>	<b>10,769</b>

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

Dec. 6. 2010 3:47PM

No. 3511 P. 2

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

December 6, 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			1,890,592.20	11,729,139.59
Capital	5,890,210.76			0.00	5,890,210.76
Permanent	1,698,700.18			35,580.00	1,734,280.18
<b>Totals/Subtotals</b>	<b>42,093,399.73</b>	<b>29,738,384.02</b>	<b>19,726,367.80</b>	<b>12,238,519.20</b>	<b>103,796,670.75</b>

Totals/Subtotals

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

Based on 84.10% current collection of current levy for previous tax year.

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

December 6, 2010

<i>David Peenes</i>	Budget	<i>James Roberts</i>
<i>Donna Oliver</i>	Commission	<i>Kate H. Job</i>



# CLEVELAND PUBLIC LIBRARY

325 Superior Avenue • Cleveland, Ohio 44114 • 216.623.2800 • www.cpl.org

December 6, 2010

Mr. Brian Dunn, Budget Analyst  
Cuyahoga County Budget Commission  
1219 Ontario Street/Room 121  
Cleveland, Ohio 44113

Dear Mr. Dunn:

Please issue an Amended Certificate of Estimated Resources for 2010 for an increase due to the transfer of matching amount from the General Fund to the Gates Grant for \$54,600, St Lukes/NPI for \$26,517.20, PNC for \$6,372, Cuyahoga Arts & Culture for \$5,701 and Target for \$35,000 all of which will increase the Special Revenue's Other Sources revenue by \$128,190.20 as amended as follows:

Fund Category	Actual Unencumbered Balance as of January 1, 2010	Property Tax & PLF	Other Sources	Total Resources Available for Expenditures for 2010
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		\$ 1,890,592.20	\$ 11,729,139.59
Capital	\$ 5,890,210.76			\$ 5,890,210.76
Permanent	\$ 1,698,700.18		\$ 35,580.00	\$ 1,734,280.18
<b>TOTAL</b>	<b>\$42,093,399.73</b>	<b>\$49,464,751.82</b>	<b>\$ 12,238,519.20</b>	<b>\$ 103,796,670.75</b>

Would it be possible to receive a faxed (216-623-2852) copy or scanned email copy to [sandy.kuban@cpl.org](mailto:sandy.kuban@cpl.org) upon its completion as I'm trying to prepare Board packets?  
Thank you for your assistance.

Very truly yours,

*H. Sandra Kuban*

H. Sandra Kuban  
Finance Administrator

**Board of Library Trustees**

Thomas D. Corrigan, President • Maritza Rodriguez, Vice President • Alan Seifullah, Secretary  
Alice G. Butts • John M. Hairston, Jr. • Anthony T. Parker • Rick Werner  
**Felton Thomas, Jr., Director**



**CLEVELAND PUBLIC LIBRARY  
2010 APPROPRIATION: SEVENTH AMENDMENT  
DECEMBER 16, 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
<b>TOTAL RESOURCES</b>	<b>84,443,040.22</b>	<b>0.00</b>	<b>84,443,040.22</b>

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	-54,600.00	770,359.00
Other Objects	120,000.00	0.00	120,000.00
<b>SUBTOTAL OPERATING</b>	<b>60,928,431.00</b>	<b>-54,600.00</b>	<b>60,873,831.00</b>
Transfers/Advances	0.00	54,600.00	54,600.00
<b>TOTAL APPROPRIATION</b>	<b>60,928,431.00</b>	<b>0.00</b>	<b>60,928,431.00</b>

(1) Certificate dated November 10, 2010

(2) Certificate dated December 6, 2010

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

**CLEVELAND PUBLIC LIBRARY  
2010 APPROPRIATION: SEVENTH AMENDMENT  
DECEMBER 16, 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	73,590.20	1,668,166.00
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	54,600.00	174,200.00
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	360,010.84	0.00	360,010.84
KnowItNow-LSTA	742,601.95	0.00	742,601.95
MyCom	198,000.00	0.00	198,000.00
<b>TOTAL SPECIAL REVENUE</b>	<b>9,108,891.89</b>	<b>128,190.20</b>	<b>9,237,082.09</b> (4)

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

(4) \$9,838,547 unencumbered cash carried forward (plus \$406,221 encumbered cash.) \$1,890,592.20 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.  
( $\$9,838,547 + \$1,890,592 = \$11,729,139$  less  $\$2,492,057 = \$9,237,082$ )

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

**CLEVELAND PUBLIC LIBRARY  
2010 APPROPRIATION: SEVENTH AMENDMENT  
DECEMBER 16, 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
<b>TOTAL PERMANENT</b>	<b>1,734,280.18</b>	<b>0.00</b>	<b>1,734,280.18</b> (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)

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 81.65% current collection of current levy for previous tax year.  
Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

December 9, 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, 2011, as revised by the Budget Commission of said County, which shall govern the total of appropriations made at any time during such fiscal year:

Fund	Unencumbered Balance Jan. 1, 2011	General Property Tax	PLF	Other Sources	Total
General Fund	23,510,000.00	29,214,496.00	21,272,331.73	7,029,437.00	81,026,264.73
Special Revenue	9,305,824.00		\$ 57,516,204.73	1,104,530.00	10,410,354.00
Capital	4,960,000.00			0.00	4,960,000.00
Permanent	1,551,800.00			25,800.00	1,577,600.00
<b>Totals/Subtotals</b>	<b>39,327,624.00</b>	<b>29,214,496.00</b>	<b>21,272,331.73</b>	<b>\$ 8,159,767.00</b>	<b>97,974,218.73</b>

<i>David Reiss</i>	Budget	<i>Jim Rahels</i>
<i>Donna Oliver</i>	Commission	<i>Ch Wright</i>

## CLEVELAND PUBLIC LIBRARY

GENERAL FUND		APPROPRIATION 2011
<b>Salaries/Benefits</b>		
61.5%		
TOTAL		\$ 35,360,000
<b>Supplies</b>		
1.8%		
TOTAL		1,036,885
<b>Purchased/Contracted Services</b>		
17.5%		
TOTAL		10,042,266
<b>Library Materials/Information</b>		
17.8%		
TOTAL		10,250,362
<b>Capital Outlay</b>		
1.2%		
TOTAL		718,924
<b>Other</b>		
0.2%		
TOTAL		107,827
<b>SUBTOTAL GENERAL OPERATING EXPENDITURES</b>		
		57,516,264
100.0%		
<b>Transfers/Advances</b>		
TOTAL		-
<b>TOTAL GENERAL FUND</b>		
		\$ 57,516,264

## CLEVELAND PUBLIC LIBRARY

SPECIAL REVENUE FUNDS	FUND NO.		APPROPRIATION 2011
Anderson	201		\$ 149,000
Endowment for the Blind	202		1,230,000
Founders	203		1,356,412
Kaiser	204		35,000
Kraley	205		127,000
Library	206		147,000
Pepke	207		78,000
Wickwire	208		892,170
Wittke	209		55,000
Young	210		2,470,000
Friends	225		12,000
Judd	226		200,000
Lockwood Thompson	228		282,000
Ohio Center for the Book	229		900
Schweinfurth	230		50,000
NCA Kiosk	242		9,906
Gates Foundation	243		109,200
Harvard Kiosk	244		7,260

## CLEVELAND PUBLIC LIBRARY

LSTA-LBPH	251		223,892
LSTA-Know It Now	252		358,556
MetLife - Fit for Life	253		0
MyCom	254		125,000
<b>TOTAL SPECIAL REVENUE FUNDS</b>			<b>\$ 7,918,296</b>
<b>CAPITAL FUNDS</b>	<b>FUND NO.</b>		<b>APPROPRIATION 2011</b>
Building and Repair Fund	401		\$ 4,960,000
<b>TOTAL CAPITAL FUNDS</b>			<b>\$ 4,960,000</b>
<b>PERMANENT FUNDS</b>	<b>FUND NO.</b>		<b>APPROPRIATION 2011</b>
Abel	501		\$ 133,000
Ambler	502		1,000
Beard	503		85,000
Klein	504		2,700
Malon/Schroeder	505		76,000
McDonald	506		103,000

## CLEVELAND PUBLIC LIBRARY

Ratner	507		50,000
Root	508		17,000
Sugarman	509		600
Thompson	510		59,000
Weidenthal	511		3,500
White	512		1,046,800
<b>TOTAL PERMANENT FUNDS</b>			<b>\$ 1,577,600</b>



# STRATEGY

DESIGN PARTNERS

November 22, 2010

Ms. Tena Wilson  
Marketing & Communications Administrator  
Cleveland Public Library  
325 Superior Ave NE  
Cleveland OH 44114

Dear Ms. Wilson:

SDP has greatly enjoyed working with Cleveland Public Library (CPL) in 2010. Together, we have created language that established CPL as the place for Clevelanders to "Dream, Create, and Grow." We have crafted an 18 month action plan focusing on service, innovation, education, and community responsibility, and positioned CPL as a community deficit fighter in the areas of technology, economic development, and education. And we have improved the way in which CPL communicates, broadcasting a consistent, compelling message to the public. But we know there is more work to be done, and we look forward to working with you to achieve your transformative goals for our longstanding community institution.

## I. SCOPE

SDP would provide the following services:

- Strategic, marketing and communications planning and execution
- Organizational restructuring advice
- Media training
- Presentation development
- Proactive media relations counseling, idea development, and ongoing strategic planning
- Critical communications counseling

2088 West Boulevard, Cleveland, OH 44102  
strategydesignpartners.com  
216.402.7581 (c) 216.228.3484 (f)

**II. PERSONNEL**

SDP works with businesses, non-profits, and public officials to identify and focus their vision, design dynamic strategies, and achieve & communicate measurable results.

SDP consists of two Partners with more than 20 years of combined strategy and communications experience, David Fitz and Michael Graham. David will serve as the lead and point of contact with Michael providing support.

**III. TIMETABLE**

SDP will provide the services described above from January 1, 2011 through December 31, 2011.

**IV. COSTS**

CPL will pay SDP \$48,000.00 for the above services, with payments of \$4,000.00 each month.

**V. CONCLUSION**


Thank you again for your time and consideration. Please sign below if you accept the terms of this proposal.

Sincerely,

David Fitz

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David Fitz, Founding Partner  
Strategy Design Partners, LLC

 11/29/10  
Tena Wilson  
Marketing & Communications Administrator  
Cleveland Public Library

**UNIQUE** Management  
Services, Inc.  
*Library Division*

**Cumulative Recovery:**

***Cleveland Public Library***

<b>Accounts Submitted:</b>	<b>6,364</b>
<b>Dollars Submitted:</b>	<b>\$763,904.16</b>
Cash Recovery:	\$10,394.41
Material Recovery:	\$67,067.37
Waives:	\$1,158.61
<b>Recovery Total:</b>	<b>\$78,620.39</b>

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<b>Activation Rate:</b>	<b>22.75%</b>
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<b>Projected Invoice Amount Owed for Trial</b> (\$8.95/Account):	<b>\$56,957.80</b>
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<b>15% Trial Discount:</b>	<b>-\$8,543.67</b>
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<b>Projected Trial Invoice</b> (Before Budget Neutral Reconcile):	<b>\$48,414.13</b>
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<b>Projected Invoice Due</b> (After Budget Neutral Reconcile):	<b>\$11,553.02</b>
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<b>Amount Delayed</b> (To be invoiced in the future as recovery allows):	<b>\$36,861.11</b>
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<b>Total ROI:</b>	<b>\$6.81:\$1</b>
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# UNIQUE

Management Services, Inc.

Library Division

## Monthly Recovery Statistics: Cleveland Public Library

Month	Cash	Material	Waives	Total
December-10	\$2,055.74	\$9,839.54	\$207.15	\$12,102.43
November-10	\$5,059.52	\$29,199.96	\$347.94	\$34,607.42
October-10	\$3,279.15	\$28,027.87	\$603.52	\$31,910.54
<b>Total</b>	<b>\$10,394.41</b>	<b>\$67,067.37</b>	<b>\$1,158.61</b>	<b>\$78,620.39</b>
<b>Average</b>	<b>\$3,464.80</b>	<b>\$22,355.79</b>	<b>\$386.20</b>	<b>\$26,206.80</b>

\*December recoveries as of 12/13/2010

CLEVELAND PUBLIC LIBRARY  
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES  
FOR THE PERIOD NOVEMBER 1 – NOVEMBER 30, 2010

*H. Sandra Kuban*

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library  
Revenues, Expenditures and Changes in Fund Balance  
For the Period Ending November 30, 2010

	General Fund	Special Revenue	Capital Projects	Permanent	Total
41 Taxes	29,409,031.28	0.00	0.00	0.00	29,409,031.28
42 Intergovernmental	28,271,883.21	762,691.41	0.00	0.00	29,034,574.62
43 Fines & Fees	414,055.15	0.00	0.00	0.00	414,055.15
44 Investment Earnings	650,463.64	10,299.43	0.00	3,396.77	664,159.84
45 Charges for Services	2,526,991.10	0.00	0.00	0.00	2,526,991.10
46 Contributions & Donations	0.00	467,215.26	0.00	0.00	467,215.26
48 Miscellaneous Revenue	428,827.91	53,164.89	0.00	0.00	481,992.80
<b>Total Revenues</b>	<b>\$ 61,701,252.29</b>	<b>\$ 1,293,370.99</b>	<b>\$ 0.00</b>	<b>\$ 3,396.77</b>	<b>\$ 62,998,020.05</b>
51 Salaries/Benefits	34,076,377.16	451,524.47	0.00	0.00	34,527,901.63
52 Supplies	810,371.39	115,236.24	0.00	2,294.00	927,901.63
53 Purchased/Contracted Services	9,729,278.77	548,584.66	0.00	2,332.47	10,280,195.90
54 Library Materials	8,238,333.16	84,020.13	0.00	17,466.78	8,339,820.07
55 Capital Outlay	395,326.91	122,231.74	2,320,475.55	0.00	2,838,034.20
57 Miscellaneous Expenses	109,929.26	49,291.04	0.00	0.00	159,220.30
<b>Total Expenditures</b>	<b>\$ 53,359,616.65</b>	<b>\$ 1,370,888.28</b>	<b>\$ 2,320,475.55</b>	<b>\$ 22,093.25</b>	<b>\$ 57,073,073.73</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 8,341,635.64</b>	<b>\$(77,517.29)</b>	<b>\$(2,320,475.55)</b>	<b>\$(18,696.48)</b>	<b>\$ 5,924,946.32</b>
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
<b>Total Other Sources / Uses</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$ 8,341,635.64</b>	<b>\$(77,517.29)</b>	<b>\$(2,320,475.55)</b>	<b>\$(18,696.48)</b>	<b>\$ 5,924,946.32</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 29,806,256.19</b>	<b>\$ 10,234,794.92</b>	<b>\$ 7,553,771.11</b>	<b>\$ 2,426,168.38</b>	<b>\$ 50,020,990.60</b>
<b>Current Cash Balance</b>	<b>\$ 38,147,891.83</b>	<b>\$ 10,157,277.63</b>	<b>\$ 5,233,295.56</b>	<b>\$ 2,407,471.90</b>	<b>\$ 55,945,936.92</b>

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending November 30, 2010

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	13,139,001.00	13,549,864.80	10,415,374.29	0.00	3,134,490.51
51120 Clerical Salaries	9,819,992.00	9,628,304.68	9,634,863.70	0.00	(6,559.02)
51130 Non-Clerical Salaries	464,799.00	955,032.60	1,171,362.78	0.00	(216,330.18)
51140 Buildings Salaries	3,574,445.00	3,701,771.36	3,395,469.01	0.00	306,302.35
51150 Other Salaries	1,707,991.00	1,766,099.08	1,392,458.94	0.00	373,640.14
51180 Severance Pay	0.00	53,622.48	367,974.84	0.00	(314,352.36)
51190 Non-Base Pay	208,805.00	214,891.16	156,746.25	0.00	58,144.91
51400 OPERS	4,036,260.00	4,246,578.87	3,707,882.44	0.00	538,696.43
51610 Health Insurance	3,505,479.00	3,505,479.00	3,167,123.91	0.00	338,355.09
51620 Life Insurance	73,430.00	73,430.00	42,797.59	0.00	30,632.41
51630 Workers Compensation	241,887.00	491,887.00	259,581.70	0.00	232,305.30
51640 Unemployment Compensation	0.00	41,507.66	40,611.21	33,780.02	(32,883.57)
51650 Medicare - ER	327,911.00	334,911.00	305,015.14	0.00	29,895.86
51900 Other Benefits	0.00	3,027.26	19,115.36	1,115.30	(17,203.40)
<b>Salaries/Benefits</b>	<b>37,100,000.00</b>	<b>\$ 38,566,406.95</b>	<b>\$ 34,076,377.16</b>	<b>\$ 34,895.32</b>	<b>\$ 4,455,134.47</b>
52110 Office Supplies	73,980.00	81,767.51	41,213.43	7,005.86	33,548.22
52120 Stationery	170,260.00	185,030.03	81,829.71	29,115.29	74,085.03
52130 Duplication Supplies	104,410.00	110,425.38	67,002.06	2,494.34	40,928.98
52140 Hand Tools	4,800.00	5,469.80	1,788.77	2,440.81	1,240.22
52150 Book Repair Supplies	111,211.00	113,927.04	62,235.19	10,435.77	41,256.08
52210 Janitorial Supplies	121,347.00	126,146.62	98,170.19	25,109.09	2,867.34
52220 Electrical Supplies	48,814.00	55,903.71	46,988.06	4,655.13	4,260.52
52230 Maintenance Supplies	111,985.00	135,745.70	120,842.52	8,757.60	6,145.58
52240 Uniforms	12,550.00	10,225.00	0.00	9,072.70	1,152.30
52300 Motor Vehicle Supplies	57,700.00	92,149.00	72,639.50	9,473.37	10,036.13
52900 Other Supplies	327,322.00	371,910.99	217,661.96	44,587.32	109,661.71
<b>Supplies</b>	<b>1,144,379.00</b>	<b>\$ 1,288,700.78</b>	<b>\$ 810,371.39</b>	<b>\$ 153,147.28</b>	<b>\$ 325,182.11</b>





Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending November 30, 2010

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
54220	264,669.00	381,037.50	138,378.55	38,496.29	204,162.66
54310	1,588,354.00	1,757,800.12	1,434,096.95	216,998.92	106,704.25
54320	263,586.00	373,494.89	261,255.56	56,526.87	55,712.46
54325	643,847.00	692,371.12	486,352.80	107,429.07	98,589.25
54350	296,500.00	361,768.71	241,170.79	60,933.80	59,664.12
54500	1,404,016.00	1,785,654.86	1,009,272.15	374,960.47	401,422.24
54600	6,500.00	9,788.18	6,723.58	2,954.87	109.73
54710	85,874.00	132,224.65	19,814.25	65,526.80	46,883.60
54720	100,000.00	125,570.72	63,469.01	59,039.77	3,061.94
54730	10,000.00	10,969.53	9,493.65	1,222.97	252.91
54790	65,000.00	87,071.85	34,044.12	41,528.27	11,499.46
54900	1,000.00	1,000.00	0.00	0.00	1,000.00
<b>Library Materials</b>	<b>10,674,635.00</b>	<b>\$ 12,873,488.27</b>	<b>\$ 8,238,333.16</b>	<b>\$ 2,837,038.42</b>	<b>\$ 1,798,116.69</b>
55510	84,435.00	126,954.29	38,841.05	22,316.69	65,796.55
55520	129,326.00	144,856.66	35,108.10	11,026.45	98,722.11
55530	555,200.00	568,790.77	321,377.76	96,212.38	151,200.63
55700	51,000.00	50,100.00	0.00	0.00	50,100.00
<b>Capital Outlay</b>	<b>819,961.00</b>	<b>\$ 890,701.72</b>	<b>\$ 395,326.91</b>	<b>\$ 129,555.52</b>	<b>\$ 365,819.29</b>
57100	59,500.00	62,661.00	60,668.80	1,992.20	0.00
57200	1,500.00	2,075.77	1,248.58	262.21	564.98
57500	19,000.00	58,204.12	48,011.88	3,217.22	6,975.02
<b>Miscellaneous Expenses</b>	<b>80,000.00</b>	<b>\$ 122,940.89</b>	<b>\$ 109,929.26</b>	<b>\$ 5,471.63</b>	<b>\$ 7,540.00</b>
<b>Advances</b>	<b>0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
59900	3,000,000.00	0.00	0.00	0.00	0.00
<b>Transfers</b>	<b>3,000,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>TOTAL</b>	<b>62,243,433.00</b>	<b>\$ 66,068,745.79</b>	<b>\$ 53,359,616.65</b>	<b>\$ 4,744,292.63</b>	<b>\$ 7,964,836.51</b>

Cleveland Public Library  
 Revenue, Expenditures and Changes in Fund Balances  
 For the Period Ending November 30, 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	61,701,252.29	53,359,616.65	4,744,292.63	33,403,599.20
<b>Total General Fund</b>	<b>\$ 29,806,256.19</b>	<b>\$ 61,701,252.29</b>	<b>\$ 53,359,616.65</b>	<b>\$ 4,744,292.63</b>	<b>\$ 33,403,599.20</b>
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	59,888.68	87,094.48	29,618.93	3,989,845.81
204 Kaiser	37,706.75	121.36	0.00	0.00	37,828.11
205 Kralej	135,692.44	0.00	1,895.92	0.00	133,796.52
206 Library	154,761.46	11,518.41	15,617.97	1,100.79	149,561.11
207 Pepke	83,531.57	174.09	1,105.44	0.00	82,600.22
208 Wickwire	949,604.55	399.97	8,902.27	2,191.91	938,910.34
209 Wiflke	55,831.04	28.83	0.00	0.00	55,859.87
210 Young	2,485,473.78	77,725.67	0.00	0.00	2,563,199.45
225 Friends	11,655.02	6,000.00	7,900.01	0.00	9,755.01
226 Judd	8,159.84	165,984.75	137,719.68	10,171.83	26,253.08
228 Lockwood Thompson Memorial	334,708.11	84,795.50	63,590.63	295,391.98	60,521.00
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	4,574.54	(8,835.47)
242 Cleveland NCA Kiosk	12,306.51	0.00	1,943.70	456.30	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	597.72	321.50	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	472,884.55	482,066.00	215,546.86	(54,349.21)
253 MetLife-Fit for Life II	6,677.45	0.00	0.00	0.00	6,677.45
254 MyCom	0.00	144,709.86	71,709.86	108,202.76	(35,202.76)
<b>Total Special Revenue Funds</b>	<b>\$ 10,234,794.92</b>	<b>\$ 1,293,370.99</b>	<b>\$ 1,370,888.28</b>	<b>\$ 667,577.40</b>	<b>\$ 9,489,700.23</b>
401 Building & Repair	7,553,771.11	0.00	2,320,475.55	267,771.24	4,965,524.32

Cleveland Public Library  
 Revenue, Expenditures and Changes in Fund Balances  
 For the Period Ending November 30, 2010

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
<b>Total Capital Project Funds</b>	<b>\$ 7,553,771.11</b>	<b>\$ 0.00</b>	<b>\$ 2,320,475.55</b>	<b>\$ 267,771.24</b>	<b>\$ 4,965,524.32</b>
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	1,813.00	98,843.89
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	14,866.78	12,411.94	1,469,856.67
<b>Total Permanent Funds</b>	<b>\$ 2,426,168.38</b>	<b>\$ 3,396.77</b>	<b>\$ 22,093.25</b>	<b>\$ 14,224.94</b>	<b>\$ 2,393,246.96</b>
<b>Total All Funds</b>	<b>\$ 50,020,990.60</b>	<b>\$ 62,998,020.05</b>	<b>\$ 57,073,073.73</b>	<b>\$ 5,693,866.21</b>	<b>\$ 50,252,070.71</b>

Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending November 30, 2010

Balance of All Funds	\$ 55,945,936.92
Chase-Checking	9,188.09
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	1,498,148.64
KeyBank-MC/VISA	40,438.60
Fifth Third - Checking	1,453,511.89
Petty Cash	330.00
Change Fund	5,420.00
KeyBank-Payroll Account (ZBA)	0.00
KeyBank-Savings Bond Acct	0.00
<b>Cash in Library Treasury</b>	<b>\$ 3,007,037.22</b>
PNC - Money Market	10,000.00
PNC - Investments	33,624,227.02
PNC/Allegiant Money Market	156,825.77
KeyBank - Victory Fund	0.00
STAR OHIO Investment	7,665,682.13
<b>Investments</b>	<b>\$ 41,456,734.92</b>
PNC Endowment Acct	11,482,164.78
<b>Endowment Account</b>	<b>\$ 11,482,164.78</b>
<b>Cash in Banks and On Hand</b>	<b>\$ 55,945,936.92</b>

**CLEVELAND PUBLIC LIBRARY**  
**SPECIAL REPORT ON GENERAL FUND INCOME AND EXPENDITURES**  
**AND ON STRATEGIC PLAN EXPENDITURES**  
**THROUGH NOVEMBER 30, 2010**

**CLEVELAND PUBLIC LIBRARY**  
**SPECIAL REPORT ON INCOME AND EXPENDITURES**  
 For the Period Ended  
 November 30, 2010

General Fund - Receipts						
	Certified	Income	Balance	Percent	Percent	Percent
	Revenue (1)	To Date		To Date	To Date	Prior Year
PLF- Public Library Fund	19,726,368	18,834,313	892,054	95%	94%	
General Property Tax	27,738,384	29,409,031	(1,670,647)	106%	108%	
Rollback, Homestead, CAT	8,127,349	8,158,378	(31,029)	100%	121%	
Federal Grants	4,998	4,998	0	100%	0%	
State Aid	800,000	1,274,194	(474,194)	159%	78%	
Fines & Fees	300,000	414,055	(114,055)	138%	93%	
Investment Earnings	300,000	650,464	(350,464)	217%	96%	
Services to Others-Clevnet	2,400,000	2,526,991	(126,991)	105%	91%	
Miscellaneous	380,000	428,828	(48,828)	113%	19%	
Advances & Transfers	0	0	0	0%	0%	
TOTALS	59,777,099	61,701,252	(1,924,153)	103%	102%	

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  
 November 30, 2010

General Fund - Expenditures						
	Appropriation (2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year	
Salaries/Benefits	38,566,407	34,111,272	4,455,134	88%	90%	
Supplies	1,288,701	963,519	325,182	75%	80%	
Purchased Services	12,326,507	11,313,463	1,013,044	92%	96%	
Library Materials	12,873,488	11,075,372	1,798,117	86%	91%	
Capital Outlay	890,702	524,882	365,819	59%	74%	
Other	122,941	115,401	7,540	94%	77%	
<b>SUBTOTAL</b>	<b>66,068,746</b>	<b>58,103,909</b>	<b>7,964,837</b>	<b>88%</b>	<b>91%</b>	
Advances/Transfers	0	0	0	0%	0%	
<b>TOTALS</b>	<b>66,068,746</b>	<b>58,103,909</b>	<b>7,964,837</b>	<b>88%</b>	<b>87%</b>	

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

Note (3): Subtotal includes 81% expended and 7% encumbered.

**CLEVELAND PUBLIC LIBRARY**  
**SPECIAL REPORT ON INCOME AND EXPENDITURES**  
**For the Period Ended**  
**November 30, 2010**

<b>Strategic Plan Expenditures - In Millions</b>																	
	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									
Library Materials	0.385	0.385	0.373	0.373	0.118	0.118	0.021	0.021									
Capital Projects (4)	3.000	0.000	3.000	0.236	3.000	0.845	3.000	0.435									
<b>TOTALS</b>	<b>4.182</b>	<b>1.182</b>	<b>5.572</b>	<b>2.477</b>	<b>6.215</b>	<b>3.509</b>	<b>6.370</b>	<b>3.539</b>									
Salaries/Benefits	3.622	3.425	0.000	1.461	0.000	0.000	13.064	13.180									
Library Materials	0.029	0.033	0.000	0.000	0.000	0.000	0.925	0.931									
Capital Projects (4)	3.000	1.163	0.000	4.627	0.000	2.237	15.000	9.543									
<b>TOTALS</b>	<b>6.651</b>	<b>4.622</b>	<b>0.000</b>	<b>6.088</b>	<b>0.000</b>	<b>2.237</b>	<b>28.990</b>	<b>23.654</b>									

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  
 November 30, 2010

Strategic Plan Capital Projects - In Dollars					
	Budget	Expended	Expended	Encumbered	Balance
		Through 2009	2010		
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	1,380,688	61,090	(1,194,098)
Rice	5,300,000	4,179,223	850,444	15,283	255,050
South Brooklyn	96,000	77,522	0	0	18,478
Garden Valley	285,000	350,019	0	2,124	(67,143)
<b>Totals</b>	<b>8,234,430</b>	<b>7,306,848</b>	<b>2,237,120</b>	<b>99,426</b>	<b>(1,408,965)</b>

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – November 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 November 1, 2010 through November 30, 2010.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment	
					Income	Investment Form
11/01/10 - 11/30/10	30	Various	STAR Ohio	Various	878.39	Investment Pool
11/01/10 - 11/30/10	30	Various	PNC	Various	2.73	Sweep Money Market
08/05/10 - 11/03/10	91	2,000,000	Federal Farm Credit Bank	0.740%	3,617.78	Federal Agency
05/05/10 - 11/05/10	185	500,000	Federal Home Loan Mort Crp	3.500%	8,750.00	Federal Agency
05/16/10 - 11/16/10	185	500,000	Federal Home Loan Bank	1.375%	3,437.50	Federal Agency
08/16/10 - 11/16/10	93	1,000,000	Federal Farm Credit Bank	0.740%	2,250.00	Federal Agency
05/23/10 - 11/23/10	185	750,000	Fed Natl Mort Assn	1.000%	3,750.00	Federal Agency
08/23/10 - 11/23/10	93	750,000	Federal Home Loan Bank	1.000%	1,875.00	Federal Agency

Earned Interest November 2010 \$ 24,561.40  
 Earned Interest Year To Date \$ 650,463.64

**CLEVELAND PUBLIC LIBRARY****Finance Committee  
December 16, 2010****REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR NOVEMBER 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
Environmental Systems Research Institute Increase Productivity Seminar Columbus, Ohio	10/28/10	Thomas Edwards	132.00
Art Libraries Society of North America Ohio Valley regional Meeting Cincinnati, Ohio	10/21/10 -10/22/10	Pam Eyerdam	121.00
Cleveland Society for Human Resources Pays Program Seminar Berea, Ohio	11/10/10	Dawntae Jackson	35.80
Munis Ohio User Group User Group Meeting Mansfield, Ohio	11/4/10	Dawntae Jackson	85.92
Northeast Ohio Regional Library System Violent Intruder Response Workshop Cleveland, Ohio	10/28/10	Lisa Kowalczyk	18.00
Munis Ohio User Group User Group Meeting Mansfield, Ohio	11/4/10	Larry Novotny	70.00
National Federation of the Blind Annual Conference Columbus, Ohio	11/6/10	William Reed	115.00
<b>TOTAL</b>			<b>\$577.72</b>

**SUMMARY**

FUND	NOVEMBER	YEAR TO DATE
General	\$577.72	\$17,344.70
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
<b>TOTAL</b>	<b>\$937.59</b>	<b>\$28,470.67</b>

**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 11/01/2010 TO 11/30/2010**

Human Resources Committee Report  
December 16, 2010

EXHIBIT 6

**EMPLOYEE:** COLSTON, MARY J  
**JOB TITLE:** SECURITY OFFICER

**CURRENT GRADE:** C **EFFECTIVE DATE** 11/23/2010  
**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	0.00	34,437.26	RECALL FROM LAYOFF

**EMPLOYEE:** GAUGHAN, ELIZABETH M  
**JOB TITLE:** CHILDRENS LIBRARIAN

**CURRENT GRADE:** H **EFFECTIVE DATE** 11/21/2010  
**CURRENT STEP:** 7 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE	63,980.28	63,287.38	DEMOTION VOLUNTARY

**EMPLOYEE:** HUBBARD, MARIO D  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFECTIVE DATE** 10/29/2010  
**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:** KHAN, JULIAN J  
**JOB TITLE:** BRANCH CLERK

**CURRENT GRADE:** B **EFFECTIVE DATE** 11/21/2010  
**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	15.86	PROMOTION

**EMPLOYEE:** LABUNSKIY, OLGA  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFECTIVE DATE** 11/02/2010  
**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:** MASTERS-ALLEN, MEGAN L  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFECTIVE DATE** 11/22/2010  
**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 11/01/2010 TO 11/30/2010**

Human Resources Committee Report  
December 16, 2010

**EMPLOYEE:** MORALES, NELSON J  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFECTIVE DATE** 11/01/2010  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
NEW HIRE	0.00	9.01	VACANCY

**EMPLOYEE:** PERRY, YUSEFF L  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFECTIVE DATE** 11/10/2010  
**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:** SMITH, JOSEPH E  
**JOB TITLE:** SECURITY OFFICER

**CURRENT GRADE:** C **EFFECTIVE DATE** 11/23/2010  
**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	0.00	34,437.26	RECALL FROM LAYOFF

**EMPLOYEE:** TRAPP, ALVIN  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFECTIVE DATE** 10/29/2010  
**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  
HUMAN RESOURCES DEPARTMENT  
LIBRARY BOARD OF TRUSTEES  
TERMINATION REPORT  
11/01/2010 TO 11/30/2010

Human Resources Committee Report  
December 16, 2010

EMPLOYEE NAME	DEPARTMENT	JOB TITLE	TERMINATE DATE	REASON
<b>RESIGNATIONS</b>				
BAIR, ANGELINA	SHELF PAGES	PAGE	11/04/2010	ANOTHER JOB
PITTMAN, TERRANCE L	MARTIN LUTHER KING	PAGE	11/12/2010	MOVING
REESE, KEYINA	SHELF PAGES	PAGE	11/27/2010	RETURN TO SCHOOL
<b>RETIREMENTS</b>				
HOLLINGSWORTH, SHIRLEY D	COLLINWOOD	BRANCH MANAGER (MEDIUM)	11/30/2010	RETIREMENT
<b>OTHER TERMINATIONS</b>				
VANNI, THOMAS J	BUILDING MAINT MECHANICS	MAINTENANCE MECHANIC (INCUMBEN	11/22/2010	TERMINATION INVOLUNTARY

**CLEVELAND PUBLIC LIBRARY**

**Human Resources Committee Report**  
December 16, 2011

**PROPOSED REVISIONS TO THE HUMAN RESOURCES MANUAL**

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

**Section 241 – Retirement****Subsection 241.3– Retirement****Section 241.3 – Reads**

For **retirements through April 2, 2010**, the employee will be paid for one-half unused sick hours in cash at his/her current salary rate. In addition, for each full year of service exceeding twenty-five (25) years the employee will be paid an additional 37.5 hours, until the remaining unused sick balance is exhausted.

For **retirements from April 3,2010 through December 31,2010**: 50% of sick leave balance up to 900 hours,(900 hour cap); 1 extra week of sick time,(37.5) for each year after 30 years.

For **retirements from January 1,2011 through June 30, 2011**: 40% of sick leave balance up to 900 hours,(900 hour cap); 1 extra week of sick time (37.5 hours) for each year after 32 years.

For retirements from July 1, 2011 and thereafter: 40% of sick leave balance up to 900 hours, (900 hour cap);1 week extra week of sick leave,(37.5 hours),for each year after 35 years

**Change to:****Effective January 1, 2011**

Employees with less than 5 years Cleveland Public Library service at their retirement date shall not be entitled to payout for unused sick hours at time of their retirement.

For **retirements from April 3,2010 through December 31,2010**: 50% of sick leave balance up to 900 hours,(900 hour cap); 1 extra week of sick time,(37.5) for each year after 30 years.

For **retirements from January 1,2011 through June 30, 2011**: 40% of sick leave balance up to 900 hours,(900 hour cap); 1 extra week of sick time (37.5 hours) for each year after 32 years.

For **retirements from July 1, 2011 and thereafter**: 40% of sick leave balance up to 900 hours, (900 hour cap).

**Addition****241.4**

All full-time and part-time regular employees leaving the service of the Library shall receive an exit information package from Human Resources Department

**Human Resources Committee Report**  
December 16, 2010

**Section 242 – Resignations**

**Section 242 – Reads**

Heads of Departments or agencies and employees in professional service must advise the Human Resources Department one month in advance of their leaving the service of the Library. All other employees (with exception of pages) must give notice two weeks in advance. In all cases the Notice of Resignation form 417 is to be used.

**Change to:**

Managers of Departments or agencies and employees in professional service must advise the Human Resources Department one month in advance of their leaving the service of the Library. All other employees (with exception of pages) must give notice two weeks in advance. In all cases the Notice of Resignation form is to be used.

**Subsection 242.1 – Reads**

All full-time employees leaving the service of the Library shall have an exit interview scheduled with the Human Resources Department.

**Change to:**

All full-time and part-time regular employees leaving the service of the Library shall have an exit information packet sent to them from the Human Resources Department.

**361 – Sick Leave**

**361- Reads**

Sick leave is allowed full-time employees (and part-time regular employees on a pro-rated basis) for personal illness or injury, professional medical or dental attention, personal illness of an adopted or natural child in the home up to 14, except for a medical disability for a child up to 18, and in certain circumstances, emergency leave.

**Change to:**

Sick leave is allowed full-time employees (and part-time regular employees on a pro-rated basis) for personal illness or injury, professional medical or dental attention, approved FMLA for personal illness or injury, personal illness of an adopted or natural child in the home up to 14, except for a medical disability for a child up to 18, and in certain circumstances, emergency leave.



**Human Resources Committee Report**  
December 16, 2010

**Subsection 361.1** – Sick Leave

**Subsection 361.1 – Reads:**

The sick leave allowance is earned at the rate of 4.33 hours per pay period, or 112 1/2 (15 working days) per year.

Sick leave will be shown on each employee's paycheck as of the previous pay period and it may be taken only after it is earned.

**Change to:**

The sick leave allowance is earned at the rate of .0577 per hour compensated, or 112 1/2 (15 working days) per year.

Sick leave will be shown on each employee's pay advice as of the previous pay period and it may be taken only after it is earned.

**Section 372**– Vacation Time Allowances

**Section 372 – Reads**

The amount of vacation time actually earned will appear on the stubs of the employee's paychecks as it accrues.

**Change to:**

The amount of vacation time actually earned will appear on the employee's pay advice as it accrues.

**Subsection 372.1 – Reads:**

All professional librarians and all administrative staff (including non-professional heads of departments or agencies) shall accumulate vacation time at the rate of 6.35 hours per pay period or 165 hours (22 days) per year

**Change to:**

All professional librarians and all administrative staff (including non-librarian managers of departments or agencies) shall accumulate vacation time at the rate of .0846 per hour compensated and furlough time

**Subsection 372.2 - Reads:**

All other personnel shall accumulate vacation time as follows

Personnel with less than 3 years of service: 2.88 hours per pay period, or 75 hours (10 days) per year;

Personnel with 3 to 5 years of service: 4.33 hours per pay period, or 112 1/2 hours (15 days) per year.

Personnel with 5 years of service: 6.35 hours per pay period, or 165 hours (22 days) per year.

**Change to:**

All other personnel shall accumulate vacation time as follows

Personnel with less than 3 years of service: .0385 per hour compensated & furlough time, or 75 hours (10 days) per year;

Personnel with 3 to 5 years of service: .0577 per hour compensated & furlough time, or 112 1/2 hours (15 days) per year.

Personnel with 5 years of service: .0846 per hour compensated & furlough time, or 165 hours (22 days) per year.

**Human Resources Committee Report**

December 16, 2010

**Section 373** – Holiday time in Connection with Vacation time**Section 373 – Reads:**

If an employee works on a holiday when the Library is open, the number of hours he/she worked will be added to his/her vacation time. (See Section 385)

**Change to:**

Delete

**Section 376**– Honored Vacation Extension**Section 376 – Reads**

Effective January 1, 1976, employees who have completed 25 years of service to the Library will receive 25 days of vacation time per year thereafter instead of 22 (187.5 hours instead of 165), calculated at the rate of 7.21 hours per pay period. The new rate will appear on check stub the month following completion of 25 years of service.

**Change to:**

Effective January 1, 1976, employees who complete 25 years of service to the Library will receive 25 days of vacation time per year thereafter instead of 22 (187.5 hours instead of 165), calculated at the rate of .0962 per hour compensated and furlough time. The new rate will appear on the pay advice the month following completion of 25 years of service.

**Section 381** Regular Time Allowance with Pay during the workday**Subsection 381.1 – Reads**

Two fifteen-minute relief periods are allowed to full-time employees during each 7 ½ hour working day. One shall be taken in the morning and the other in the afternoon, or one in the afternoon and one in the evening. Part-time regular and hourly-paid employees are entitled to one fifteen minute relief period every three hours they work during any give day. Relief periods may not be used at the beginning or end of a workday to shorten the day, or to extend dinner or lunch periods, and they are nor cumulative. No staff member may leave the premises during relief period.

**Change to:**

Two fifteen-minute relief periods are allowed to full-time employees during each 7 ½ hour working day. One shall be taken in the morning and the other in the afternoon, or one in the afternoon and one in the evening. Part-time regular and hourly-paid employees are entitled to one fifteen minute relief period every three hours they work during any given day. Relief periods may not be used at the beginning or end of a workday to shorten the day. Relief periods are not cumulative.

**Human Resources Committee Report**  
December 16, 2010

**Subsection 381.2 – Reads**

All staff members are entitled to a paid supper "hour" of 45 minutes if they work both afternoon and evening, or if they work an evening shift beginning no later than 4:00 p.m.

**Change to:**

All staff members are entitled to a paid supper period of 30 minutes if they work a seven and one-half (7.5) hour day and are scheduled to work until 7:00 p.m. Staff may combine their paid evening fifteen (15) minute break with their thirty (30) minute supper for a total of forty-five minutes. There will be no additional evening relief period if that relief period was combined with the paid supper period.

**Section 385 Legal Holidays**

**Subsection 385.4 – Reads**

For 2010 only, Presidents' Day, Columbus Day, Veterans' Day, and June 1, 2010 are unpaid furlough days on which the Library will be closed. Part-time regular employees will be scheduled for four hours on the closed furlough days 2010 within their normal schedule. The pay rate for substitutes and page employees will be adjusted to reflect the equivalent of four furlough days in 2010.

**Change to:**

For 2011 only, Presidents' Day, Columbus Day & Veterans' Day, are unpaid furlough days on which the Library will be closed. Part-time regular employees will be scheduled for four hours on the closed furlough days in 2011 within their normal schedule. The pay rate for substitutes and page employees will be adjusted to reflect the equivalent of three furlough days in 2011.

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

**CLEVELAND PUBLIC LIBRARY****Human Resources Committee Report  
December 16, 2010****Report on Paid Sick Time Used by the Month  
Hours Used Per Each Two Pay Periods**

<b>MONTH</b>	<b>2009</b>	<b>2010</b>
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	3,646.62
December	4,244.91	

**\*Covers three pay dates**

**CLEVELAND PUBLIC LIBRARY**  
**Nov. 1, 2010- Nov. 30, 2010**  
**EE0-4 REPORT**  
**FULL/PART-TIME EMPLOYEES**

**Human Resources Committee Report**  
**December 16, 2010**

Totals	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	18	9	7	1				1				
Para-Professionals	133	19	38		1		31	35	6	3		
Administrative Support	310	26	70	4	5		51	134	19	1		
Skilled Craft	11	7	2		1							
Service Maintenance	48	11	32	1			2	2				
<b>Grand Total</b>	<b>702</b>	<b>122</b>	<b>163</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>162</b>	<b>206</b>	<b>27</b>	<b>6</b>	<b>0</b>	

**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  
December 16, 2010

**Staff Enrollments-Health Care/Dental**

	Single	Family	Total
<b>Kaiser POS</b>	88	78	166
<b>Kaiser HMO</b>	210	97	307
<b>Delta Dental</b>	238	167	405

**Workers' Compensation Lost Time Report**

	Dept/Location	Date of Injury	Total days missed during report month
<b>Classification</b>			
<b>Outreach Service Manager</b>	Main Library Office	8/4/2010	21

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

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2010	2009	2010	2009	2010	2009	
Main Library	169,454	159,313	883	738	1,817,453	1,826,118	-0.5%
Branches & Mobile Units	360,147	361,608	1,779	1,612	3,755,104	3,964,483	-5.3%
Library for the Blind	64,369	62,133	402	388	669,523	503,979	32.8%
<b>TOTAL CIRCULATION</b>	<b>593,970</b>	<b>583,054</b>			<b>6,242,080</b>	<b>6,294,580</b>	<b>-0.8%</b>

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2010	2009	2010	2009	
eBook	1,798	828	16,569	8,622	92.2%
eAudioBook	1,665	1,267	17,810	13,007	36.9%
eMusic	17	26	317	394	-19.5%
eVideo	32	22	392	553	-29.1%
<b>TOTAL eCIRCULATION</b>	<b>3,512</b>	<b>2,143</b>	<b>35,088</b>	<b>22,576</b>	<b>55.4%</b>

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	10,816	14,613	8,004	11,144	-28.2%
Branches	327	40 minutes	62,956	71,968	43,269	36,305	19.2%
<b>TOTAL USAGE</b>	<b>399</b>		<b>73,772</b>	<b>86,581</b>	<b>51,273</b>	<b>47,449</b>	<b>8.1%</b>

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	48,517	58,751	253	272	598,691	655,032	-8.6%
Branches	251,174	267,507	1,241	1,193	2,983,894	3,203,665	-6.9%
Mobile Unit	657	387			8,095	8,149	-0.7%
<b>TOTAL VISITS</b>	<b>300,348</b>	<b>326,645</b>			<b>3,590,680</b>	<b>3,866,846</b>	<b>-7.1%</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH AND MOBILE UNIT DIRECT & TOTAL CIRCULATION FOR NOVEMBER 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	9,283	1,025	806	1,105	0	12,219	1,114	13,333
Broadway	3,145	170	88	114	0	3,517	334	3,851
Brooklyn	7,313	770	630	793	0	9,506	927	10,433
Carnegie West	9,109	813	984	1,384	0	12,290	1,050	13,340
Collinwood	8,402	745	509	829	0	10,485	1,102	11,587
East 131st	3,536	645	324	462	0	4,967	529	5,496
Eastman	15,289	1,564	1,267	1,599	0	19,719	1,830	21,549
Fleet	10,772	776	847	1,066	0	13,461	1,301	14,762
Fulton	9,258	892	678	1,019	0	11,847	1,030	12,877
Garden Valley	3,418	261	121	105	0	3,905	477	4,382
Glenville	5,645	717	493	848	0	7,703	583	8,286
Harvard-Lee	7,993	590	538	927	0	10,048	1,040	11,088
Hough	5,485	800	455	632	0	7,372	605	7,977
Jefferson	7,364	765	783	1,105	0	10,017	922	10,939
Langston Hughes	6,081	503	586	572	0	7,742	838	8,580
Lorain	9,852	864	725	846	0	12,277	984	13,261
Martin Luther King, Jr.	5,808	492	829	806	220	8,155	1,075	9,230
Memorial-Nottingham	14,902	964	1,218	1,617	0	18,701	1,516	20,217
Mt. Pleasant	4,924	576	342	529	0	6,371	657	7,028
Rice	11,262	722	645	1,007	0	13,636	1,170	14,806
Rockport	18,751	1,588	1,284	1,924	4	23,551	1,879	25,430
South	7,018	485	379	451	0	8,333	915	9,248
South Brooklyn	16,612	1,297	1,189	2,050	0	21,148	2,682	23,830
Sterling	5,449	534	434	651	125	7,193	552	7,745
Union	4,643	719	367	677	0	6,406	550	6,956
Walz	13,531	1,077	819	1,495	0	16,922	1,400	18,322
West Park	18,241	1,423	2,190	2,892	358	25,104	3,196	28,300
Woodland	8,689	678	368	613	0	10,348	998	11,346
<b>BRANCH TOTAL</b>	<b>251,775</b>	<b>22,445</b>	<b>19,898</b>	<b>28,118</b>	<b>707</b>	<b>322,943</b>	<b>31,256</b>	<b>354,199</b>
<b>Mobile Units</b>	<b>4,025</b>	<b>299</b>	<b>339</b>	<b>312</b>	<b>874</b>	<b>5,849</b>	<b>99</b>	<b>5,948</b>
<b>TOTAL</b>	<b>255,800</b>	<b>22,744</b>	<b>20,237</b>	<b>28,430</b>	<b>1,581</b>	<b>328,792</b>	<b>31,355</b>	<b>360,147</b>



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

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2010	2009	2010	2009		
Addison	13,333	16,530	152,563	176,358	-23,795	-13.5%
Broadway	3,851	4,005	38,995	42,909	-3,914	-9.1%
Brooklyn	10,433	8,863	93,320	106,567	-13,247	-12.4%
Carnegie West	13,340	13,906	143,476	144,815	-1,339	-0.9%
Collinwood	11,587	12,504	121,020	140,728	-19,708	-14.0%
East 131st	5,496	5,751	52,864	62,184	-9,320	-15.0%
Eastman	21,549	21,132	234,206	213,402	20,804	9.7%
Fleet	14,762	16,670	159,607	162,993	-3,386	-2.1%
Fulton	12,877	11,871	127,869	111,184	16,685	15.0%
Garden Valley	4,382	4,843	53,604	50,219	3,385	6.7%
Glenville	8,286	8,990	84,739	102,576	-17,837	-17.4%
Harvard-Lee	11,088	11,341	110,711	116,855	-6,144	-5.3%
Hough	7,977	8,006	72,486	83,020	-10,534	-12.7%
Jefferson	10,939	12,484	119,603	138,391	-18,788	-13.6%
Langston Hughes	8,580	7,314	85,467	79,850	5,617	7.0%
Lorain	13,261	13,820	143,097	149,822	-6,725	-4.5%
Martin Luther King, Jr.	9,230	10,124	101,058	106,411	-5,353	-5.0%
Memorial-Nottingham	20,217	20,514	218,206	223,159	-4,953	-2.2%
Mt. Pleasant	7,028	8,214	74,818	93,986	-19,168	-20.4%
Rice*	14,806	9,982	149,617	101,932	47,685	46.8%
Rockport	25,430	24,725	258,748	262,566	-3,818	-1.5%
South	9,248	12,258	103,770	125,945	-22,175	-17.6%
South Brooklyn	23,830	26,728	266,782	283,952	-17,170	-6.0%
Sterling	7,745	8,900	73,509	81,794	-8,285	-10.1%
Union	6,956	8,317	67,744	92,978	-25,234	-27.1%
Walz	18,322	18,834	196,506	194,582	1,924	1.0%
West Park	28,300	29,491	316,201	332,822	-16,621	-5.0%
Woodland**	11,346	1,136	74,851	123,726	-48,875	-39.5%
<b>BRANCH TOTAL</b>	<b>354,199</b>	<b>357,253</b>	<b>3,695,437</b>	<b>3,905,726</b>	<b>-210,289</b>	<b>-5.4%</b>
<b>Mobile Units</b>	<b>5,948</b>	<b>4,355</b>	<b>59,667</b>	<b>58,757</b>	<b>910</b>	<b>1.5%</b>
<b>TOTAL</b>	<b>360,147</b>	<b>361,608</b>	<b>3,755,104</b>	<b>3,964,483</b>	<b>-209,379</b>	<b>-5.3%</b>

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

\*\*Woodland Branch closed 10/28/2009 - 04/29/2010 for ADA accessibility renovation, asbestos abatement, and roof repair.

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

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2010	2009	2010	2009		
Addison	6,748	8,316	77,639	96,803	-19,164	-19.8%
Broadway	1,716	1,983	18,974	24,928	-5,954	-23.9%
Brooklyn	4,292	4,075	48,559	52,828	-4,269	-8.1%
Carnegie West	18,592	18,288	212,418	242,549	-30,131	-12.4%
Collinwood	6,807	8,730	87,522	104,723	-17,201	-16.4%
East 131st	7,197	6,267	73,062	74,873	-1,811	-2.4%
Eastman	13,115	12,989	147,987	152,706	-4,719	-3.1%
Fleet	9,921	10,529	118,043	127,642	-9,599	-7.5%
Fulton	7,512	6,918	84,212	80,559	3,653	4.5%
Garden Valley	5,360	7,785	72,942	78,521	-5,579	-7.1%
Glenville	7,654	8,203	96,407	104,184	-7,777	-7.5%
Harvard-Lee	7,966	11,551	105,900	135,611	-29,711	-21.9%
Hough	11,822	13,616	156,686	187,022	-30,336	-16.2%
Jefferson	8,187	10,273	94,927	105,415	-10,488	-9.9%
Langston Hughes	6,142	6,553	77,777	77,966	-189	-0.2%
Lorain	7,742	7,751	87,333	100,176	-12,843	-12.8%
Martin Luther King, Jr.	5,370	6,635	70,767	80,427	-9,660	-12.0%
Memorial-Nottingham	8,482	9,786	103,412	109,129	-5,717	-5.2%
Mt. Pleasant	6,918	9,640	89,823	105,880	-16,057	-15.2%
Rice*	15,704	8,291	173,912	76,160	97,752	128.4%
Rockport	10,199	11,447	126,558	137,276	-10,718	-7.8%
South	8,306	9,343	102,144	109,267	-7,123	-6.5%
South Brooklyn	14,652	17,329	185,802	191,134	-5,332	-2.8%
Sterling	12,557	12,887	140,620	142,444	-1,824	-1.3%
Union	9,322	14,046	115,904	140,497	-24,593	-17.5%
Walz	10,191	11,888	119,514	129,149	-9,635	-7.5%
West Park	11,365	12,388	135,339	143,229	-7,890	-5.5%
Woodland*	7,335	0	59,711	92,567	-32,856	-35.5%
<b>BRANCH TOTAL</b>	<b>251,174</b>	<b>267,507</b>	<b>2,983,894</b>	<b>3,203,665</b>	<b>-219,771</b>	<b>-6.9%</b>
<b>Mobile Unit</b>	<b>657</b>	<b>387</b>	<b>8,095</b>	<b>8,149</b>	<b>-54</b>	<b>-0.7%</b>
<b>TOTAL</b>	<b>251,831</b>	<b>267,894</b>	<b>2,991,989</b>	<b>3,211,814</b>	<b>-219,825</b>	<b>-6.8%</b>

\*See footnote p. 3

**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS NOVEMBER 2010**

Branch	Total Circulation	Branch	Attendance	Branch	Population*	
					2009	2000
1 West Park	28,300	1 Carnegie West	18,592	1 South Brooklyn	31,511	34,217
2 Rockport	25,430	2 Rice*	15,704	2 Fleet	27,822	34,598
3 South Brooklyn	23,830	3 South Brooklyn	14,652	3 West Park	27,291	29,398
4 Eastman	21,549	4 Eastman	13,115	4 Eastman	23,686	25,873
5 Memorial-Nottingham	20,217	5 Sterling	12,557	5 Rice	22,240	25,893
6 Walz	18,322	6 Hough	11,822	6 Fulton	20,026	22,575
7 Rice	14,806	7 West Park	11,365	7 Memorial-Nottingham	19,553	22,598
8 Fleet	14,762	8 Rockport	10,199	8 Rockport	19,404	21,467
9 Carnegie West	13,340	9 Walz	10,191	9 Harvard-Lee	18,834	21,246
10 Addison	13,333	10 Fleet	9,921	10 Langston Hughes	17,982	21,224
11 Lorain	13,261	11 Union	9,322	11 Glenville	17,317	20,302
12 Fulton	12,877	12 Memorial-Nottingham	8,482	12 Walz	16,558	18,497
13 Collinwood	11,587	13 South	8,306	13 Collinwood	16,270	19,377
14 Woodland	11,346	14 Jefferson	8,187	14 Addison	16,169	19,263
15 Harvard-Lee	11,088	15 Harvard-Lee	7,966	15 East 131st	15,658	18,001
16 Jefferson	10,939	16 Lorain	7,742	16 Martin Luther King, Jr.	15,212	15,483
17 Brooklyn	10,433	17 Glenville	7,654	17 Mt. Pleasant	14,724	17,155
18 South	9,248	18 Fulton	7,512	18 Lorain	13,233	14,589
19 Martin Luther King, Jr.	9,230	19 Woodland	7,335	19 Carnegie West	10,549	11,716
20 Langston Hughes	8,580	20 East 131st	7,197	20 Union	10,316	12,603
21 Glenville	8,286	21 Mt. Pleasant	6,918	21 Sterling	8,046	8,712
22 Hough	7,977	22 Collinwood	6,807	22 Woodland	7,492	7,213
23 Sterling	7,745	23 Addison	6,748	23 South	7,009	7,729
24 Mt. Pleasant	7,028	24 Langston Hughes	6,142	24 Hough	6,197	7,845
25 Union	6,956	25 Martin Luther King, Jr.	5,370	25 Brooklyn	5,419	6,430
26 East 131st	5,496	26 Garden Valley	5,360	26 Jefferson	3,587	3,987
27 Garden Valley	4,382	27 Brooklyn	4,292	27 Garden Valley	2,857	3,220
28 Broadway	3,851	28 Broadway	1,716	28 Broadway	1,687	1,966
	354,199		251,174		416,649	473,177

\*Rice Branch ranked #18 in November 2009.

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

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

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2010	2009	2010	2009	
CLEVNET	76,472	71,777	843,614	787,988	7.1%
MORE	1,065	1,550	9,751	17,211	-43.3%
Other Libraries	583	625	6,565	7,129	-7.9%
<b>TOTAL</b>	<b>78,120</b>	<b>73,952</b>	<b>859,930</b>	<b>812,328</b>	<b>5.9%</b>

\*Totals included in Main Library and Branch circulation counts.

PHOTODUPLICATION	Monthly Total		Year-to-Date		YTD Gain/Loss
Items copied Prints	2010	2009	2010	2009	
	26,910	25,650	295,826	281,951	4.9%
Projected (Mon - Sat)	1,428	1,612	14,183	22,258	-36.3%
KnowItNow Web Reference*	1,129	1,076	13,063	14,953	-12.6%
Research Correspondence	4,242	6,244	42,651	68,083	-37.4%
Interlibrary Loan Requests	0	0	0	5,521	-100.0%
<b>Sunday Count**</b>	<b>33,709</b>	<b>34,582</b>	<b>365,723</b>	<b>392,766</b>	<b>-6.9%</b>

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)	1,428	1,612	14,183	22,258	-36.3%
KnowItNow Web Reference*	1,129	1,076	13,063	14,953	-12.6%
Research Correspondence	4,242	6,244	42,651	68,083	-37.4%
Interlibrary Loan Requests	0	0	0	5,521	-100.0%
<b>Sunday Count**</b>	<b>33,709</b>	<b>34,582</b>	<b>365,723</b>	<b>392,766</b>	<b>-6.9%</b>

\*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	8,811	6,144	77,058	74,666	3.2%
Total Items Added	36,299	30,753	346,520	310,932	11.4%

PERMANENT CARDS ISSUED	Monthly Total		Year-to-Date		Difference
	2010	2009	2010	2009	
	1,170	*	23,124	*	
					-11.1%
					-9.7%

\*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	2010	2009	Difference
Main Library	192.0	216.0	-11.1%
Branches (average)	202.4	224.3	-9.7%

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

