

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
January 20, 2011
Trustees Room Louis Stokes Wing
12:00 Noon

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

Absent: None

Mr. Corrigan called the meeting to order at 12:04 p.m.

Approval of the Minutes

Mr. Werner moved approval of the minutes for the 12/16/10 Regular Board Meeting; the 12/14/10 Joint Finance, Human Resources and Community Services Committee Meeting. Mr. Hairston seconded the motion, which passed with six in favor and one abstention by Ms. Butts who explained that she was unable to attend the December meeting.

REG. BRD. MTG.
OF 12/16/10; JOINT
FINANCE, HUMAN
RESOURCES AND
COMMUNITY
SERVICES COM.
MTG. OF 12/14/10
Approved

Endowment Portfolio Presentation

William Mitchner, Vice President, Director of PNC Institutional Investments gave a detailed presentation of Cleveland Public Library's Endowment Portfolio as of December 31, 2010. Mr. Mitchner's presentation included but was not limited to: Market Review consisting of quarterly economic, equity, fixed income market reviews; Investment Guidelines reviewing asset allocation, equities and fixed income; Account Review with an overall asset allocation summary, portfolio performance, account review, fixed income structure and allocation; and Market Outlook consisting of asset allocation, equity and fixed income summaries.

COMMUNICATIONS

Director Thomas stated that there were no communications to report.

FINANCE COMMITTEE REPORT

Ms. Rodriguez presented the following report.

GIFT REPORT
Approved

Gift Report (See page 37)

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

RESOLUTION
REGARDING
DECEMBER 31,
2009 GENERAL
FUND BALANCE
Approved

Resolution Regarding December 31, 2010 General Fund
Balance

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 3375.40 (K)
provides for the set aside of unencumbered General
Fund balances at the end of each fiscal year; and

WHEREAS, *Ohio Revised Code* Section 5705.14 provides
for the transfer and advance of funds from the General
Fund to other funds; and

WHEREAS, The December 31, 2010 General Fund cash
balance is as follows:

| | |
|---|-------------------------|
| General Fund Balance - Dec. 31, 2010 | \$ 35,273,231.06 |
| Transfer - Building and Repair Fund | - 5,000,000.00 |
| Temporary Advance - Schweinfurth Fund | - 50,000.00 |
| Temporary Advance - LSTA KnowItNow Fund | - 110,000.00 |
| Temporary Advance - MyCom Grant Fund | - 50,000.00 |
| | <u>\$ 30,063,231.06</u> |
| Reserve for Encumbrances | - 6,311,374.77 |
| Unencumbered Balance | <u>\$ 23,751,856.29</u> |

BE IT RESOLVED, That the Unencumbered General Fund
Balance of \$23,751,856.29 be carried forward for 2011
operating expenses, that the annual set aside of
\$5,000,000.00 for capital projects be transferred to
the Building & Repair Fund at this year-end, that
\$50,000.00 be temporarily advanced to the Schweinfurth

Fund, and that \$110,000.00 be temporarily advanced to the LSTA-KnowItNow Fund and that \$50,000.00 be temporarily advanced to the MyCom Grant Fund.

Mr. Corrigan stated that an ad hoc committee of the Board will be formed to discuss the Unencumbered General Fund Balance as it has been the tradition of the Board to carry forward into the next year at least one quarter of the operating expenses. This ad hoc committee will consider current economic crisis, staff and public sacrifices, to determine if the carry forward amount should change in upcoming years. Mr. Werner has agreed to chair the subcommittee.

Mr. Werner requested that Mr. Corrigan draft a charge for the subcommittee as well as guidelines to clarify the subcommittee's work.

Mr. Corrigan stated that the temporary advances from the special funds are in accordance with the limitations for the use of the funds in their special projects.

First Amendment to the Year 2011 Appropriation

(See pages 38-41)

Ms. Rodriguez moved approval of the following resolution. Ms. Butts 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 2011 Appropriation Measure to comply with the attached January 18, 2011 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 First Amendment to the Year 2011 Appropriation Schedule be approved.

FIRST
AMENDMENT TO
THE YEAR 2011
APPROPRIATION
Approved

Mr. Corrigan stated that this resolution is a customary action and noted that funds received from the County are higher than originally anticipated and also an increase in the Public Library Fund as a result of an improving State economy.

**RESOLUTION TO
ISSUE RFQ FOR
FACILITIES
ASSESSMENT**
Approved

Resolution to Issue RFQ for Facilities Assessment

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

WHEREAS, The year 2011 is a year of strategic planning for Cleveland Public Library; and

WHEREAS, The planning process requires the systematic gathering of information about the needs of the community and the provision of library services to meet those needs; and

WHEREAS, The condition of the physical infrastructure of each Branch Library is crucial to the delivery of library services to the people who live, work, and raise their families in the neighborhoods of Cleveland; and

WHEREAS, A professional assessment of the branch facilities will enable the Administration to make informed recommendations to the Board of Trustees regarding existing Branch Library buildings; now therefore be it

RESOLVED, The Cleveland Public Library Board of Trustees authorizes the Library's Administration to issue a Request for Qualifications for professional services to provide an assessment of branch buildings, recommendations for key deficiencies, and budgets for renovations, maintenance and capital improvements.

Mr. Corrigan stated that the last facilities assessment occurred approximately ten years ago and a professional assessment of the branch facilities condition will enable the Administration to make informed recommendations to the Board of Trustees regarding existing Branch Library buildings.

Resolution to Accept LSTA Grant to Purchase Videos and Playaways for the Ohio Library for the Blind and Physically Disabled at Cleveland Public Library

(See page 42)

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

WHEREAS, The State Library of Ohio had previously granted LSTA funds to the Cleveland and Cincinnati Regional Libraries for the Blind to start a collection of described videos and Playaways; and

WHEREAS, In an effort to assist the Ohio Library for the Blind and Physically Disabled (OLBPD) to further develop its current described DVD and Playaway collections; and

WHEREAS, To allow OLBPD to offer a newer, more current selection, and wider variety of described DVD and Playaway titles for our patrons, and the Library has requested from the State Library of Ohio a grant to purchase additional described videos and Playaways for patron use; and

WHEREAS, A grant of \$4,999 from Library Services and Technology Act (LSTA) FY 2010 funds has been approved for the Ohio Library for the Blind and Physically Disabled (OLBPD) at Cleveland Public Library for the period of December 15, 2010 through June 30, 2011; therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees accepts the LSTA funds of \$4,999 into LSTA LBPH Fund Account: 251042-42100-11707 Federal Aid.

Mr. Corrigan stated that this grant will allow the Ohio Library for the Blind and Physically Disabled to provide newer titles and formatted materials than are generally available to patrons.

Resolution to Create Tech Central

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

RESOLUTION TO
ACCEPT LSTA
GRANT TO
PURCHASE VIDEOS
AND PLAYAWAYS
FOR THE OHIO
LIBRARY FOR THE
BLIND AND
PHYSICALLY
DISABLED AT
CLEVELAND
PUBLIC LIBRARY
Approved

RESOLUTION TO
CREATE TECH
CENTRAL
Approved

WHEREAS, The Cleveland Public Library is committed to continuing its tradition of service excellence; and

WHEREAS, Changes in workflow, staffing, budget, collections, customer needs and expectations, and library models of service have changed; and

WHEREAS, The Main Library complex requires modification to respond successfully to these changes by positioning it as a destination experience; and

WHEREAS, The Library contracted with Bostwick Design Partnership (BDP) to provide the Library with a report and presentation detailing recommendations for a multi-phase Main Library Consolidation; and

WHEREAS, Bostwick Design Partnership delivered this report and presentation to the Board of Trustees at the December 14, 2010 board meeting; and

WHEREAS, The scope of work for the Main Library Consolidation project may be addressed in multiple phases that include: 1. TechCentral; 2. First floor of Main Library, 3. First floor Louis Stokes Wing; 4. Research Center; and 5. Discovery Center for Families and Children; now therefore be it

RESOLVED, That the Library Board of Trustees authorizes the Library director to move forward in taking the steps necessary to work with Bostwick Design Partnership to create TechCentral as the first phase of the Main Library Consolidation project.

Mr. Corrigan stated that this is the only part of the five phases that funds are currently available and also noted that repurposing space at the Main Library for this phase is to accommodate and concentrate patrons with public access computers.

Change Order #16: New Rice Branch Library Project

(See pages 43-44)

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

CHANGE ORDER
#16: NEW RICE
BRANCH
LIBRARY
PROJECT
Approved

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

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

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

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

| <u>Contractor</u> | <u>Change</u> | <u>Amount</u> | <u>Description</u> |
|----------------------------------|---------------|---------------------|--|
| East-West Construction Co. | CO- 017 | \$ -5,000.00 | This change reconciles the \$5,000.00 balance remaining in Allowance G4. Giving the Library credit Against the Contract Sum in the amount of (\$5,000.00). |
| | Total | \$ <u>-5,000.00</u> | |

BE IT RESOLVED, That the Change Order above be approved with the \$5,000.00 decrease being credited to the Building and Repair Fund: 40177605-55300-10776.

Mr. Corrigan stated that this resolution restores unused money to the General Fund.

Mr. Corrigan submitted the following reports.

**FISCAL
OFFICER'S
REPORT**

Submitted

Fiscal Officer's Report

(See pages 45-52)

**SPECIAL REPORT
ON INCOME &
EXPENDITURES**

Submitted

Special Report on Income and Expenditures

(See pages 53-57)

**REPORT ON
INVESTMENTS**

Submitted

Report on Investments

(See page 58)

**REPORT ON
CONF. & TRAVEL
EXPENDITURES**

Submitted

Report on Conference and Travel Expenditures

(See pages 59-60)

**PURCHASES
FROM \$5,000-
\$25,000, 10/1/10-
12/31/10**

Submitted

Purchases from \$5,000 to \$25,000 for the period
10/1/10-12/31/10

(See page 61)

**PRUCHASES
EXCEEDING
\$25,000, 10/1/10-
12/31/10**

Submitted

Purchases Exceeding \$25,000 for the period, 10/1/10-
12/31/10

(See page 62)

HUMAN RESOURCES COMMITTEE REPORT

**REGULAR
EMPLOYMENT
REPORT**

Approved

Mr. Seifullah presented the following report.

Regular Employee Report

(See pages 63-65)

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. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

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

Juanita Zeda (after 32 years of service), Branch Clerk, Grade B, Public Services, Carnegie West, retires 1/31/11

BE IT RESOLVED, That the citation for the above staff member be presented by the Board of Trustees in appreciation of the loyal, faithful and dedicated service given to the Library by her, be recorded in the minutes of this meeting, and

BE IT FURTHER RESOLVED, That the citation be sent to her forthwith if she is not present at this meeting of the Board of Trustees.

Ms. Zeda gave remarks reflecting on her years of service at Cleveland Public Library. Various Trustees, Administrators and staff expressed congratulations and well wishes to the retiree.

Mr. Seifullah submitted the following reports.

Report on Paid Sick Time Used by the Month

(See page 66)

Affirmative Action Plan Report

(See page 67)

Insurance Summary Report

(See page 68)

COMMUNITY SERVICES

Mr. Werner submitted the following report.

Monthly Activity Report

(See pages 69-75)

REPORT ON PAID
SICK TIME
Submitted

AFFIRMATIVE
ACTION PLAN
REPORT
Submitted

INSURANCE
SUMMARY REPORT
Submitted

MONTHLY
ACTIVITY REPORT
Submitted

Building Status Update

BUILDING
STATUS
UPDATE
Presented

Myron Scruggs, Facilities Administrator, stated that punch list items for the Woodland Branch Library were in the process of being completed.

DIRECTOR'S REPORT

DIRECTOR'S
REPORT
Presented

Before presenting his report, Director Thomas acknowledged Myron Scruggs, Facilities Administrator and the Facilities Department for their work making the Main Library more sustainable as Cleveland Public Library has been recognized as fourth and fifth place winner of the most green buildings downtown by the Northeast Ohio Chapter of the United States Green Building Coalition. Director Thomas expressed his condolences to Bob Carterette, Automations Administrator, for the recent loss of his wife, Pat Carterette.

Monthly Statistics

Circulation for the month of December was 535,673. This is a decrease of nearly 8% from last year's December circulation of 578,877. These numbers were affected by a number of challenges to circulation. First, we have reduced our open hours by over 10% since last year. Second, the number of hours open to the public was further reduced due to a snow day, and lastly, attendance was affected by a series of winter storms that kept community members from getting to their libraries.

The number of computer sessions was down by 17%, from 81,161 in 2009 to 67,529 in 2010. Additionally, the number of hours in use for our computers increased from 45,476 in 2009 to 47,397 in 2010. This was an increase of 4%. As mentioned above, the additional closed day to the public affected these numbers, but the mixed message of the numbers may be pointing to a transition period in our new computer use procedures.

Attendance for the month of December was 246,244. This is a decrease of almost 18% from last year's December attendance of 299,308. Both the Main Library and Branches reported decreases in attendance.

Program and Outreach Highlights

On Sunday, December 5, the Martin Luther King, Jr. Branch welcomed over 400 community members to their CircleFest festivities. A Cleveland holiday tradition, CircleFest featured holiday activities by more than twenty of the University Circle institutions. Highlights of the day's festivities included performances by the Cleveland School of the Arts' choir and dance groups, while staff provided crafts for the community children.

CPL welcomed the Caldecott Medal winning illustrator David Diaz to the Louis Stokes Wing Auditorium on December 6. Mr. Diaz enthralled a capacity crowd of students and educators with his words and his illustrations. Every attendee received a copy of CPL's 2010 Celebrate with Books, an annual buying guide and that features a list of suggestions for holiday book purchases for boys and girls. Cover art and interior illustrations featured the work of Mr. Diaz as well.

CPL reached out to students with two important programs that began in December. The 2011 Winter Reading Club, entitled "Cover to Cover: Reading, Writing and the Art of the Book, promotes the importance of reading, especially during the holiday break. From December 18 through January 28, CPL will encourage the youth of Cleveland to check out books from their public libraries and read a book or portions of a book to as many people as possible - family members, neighbors, school friends, pets, and librarians - whoever will listen. The Cleveland Goes to College series is a collaboration between CPL, the City of Cleveland and the Cleveland Scholarship Program. The college prep program works with high school students to prepare them for college applications and the ACT/SAT tests.

Buildings Update

Cleveland Public Library was nominated for two awards by the Northeast Ohio Chapter of the United States Green Building Coalition at its Annual meeting. CPL was selected as the fourth "Most Improved" Green Building and the fifth "Best Green Building Downtown."

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

Meetings and Activities

- I met with Councilman Tony Brancatelli and Marie Kittredge, Executive Director of the Slavic Village Development Corporation, to tour the Slavic Village community.
- I met with Dr. Jure Zmauc, Consul General of the Republic of Slovenia, to discuss the Slovenia Museum and Archives.
- I spoke before the Friends of the Cleveland Public Library's Annual Meeting.
- I served on an education panel that spoke to the 2011 Leadership Cleveland class.

CLEVNET

December's total OverDrive CLEVNET eMedia collection circulation was 27,928, sizably up from last year's total of 14,675. CPL has 2,258 total followers on Twitter and 2,815 Facebook fans.

Staff Highlights

Cindy Lombardo was named the Acting Deputy Director.

Rollie Welch had two reviews published in the *The Plain Dealer* on December 4 and 12.

PUBLIC SERVICES

MAIN LIBRARY

Programs/Exhibits:

Audio-Video Technicians provided support for the children's book illustrator, David Diaz, Cleveland Metropolitan School District Professional Development Meeting and the many other meetings and programs throughout the branches.

Michael Ruffing and Ronald Burdick met with Rhonda Harris of Gale/Cengage on December 10 to discuss programming to promote the Career Transitions database. Two possible program types were proposed: a "train the trainer" program involving training professionals who provide career services through social agencies and public "career resources" programs that would feature

the database along with other resources for job and career development available at the Library.

New acrylic end-of-aisle and table-top book display racks were put into use in the Business Department, enabling staff to prepare mini topical displays throughout the department. The first two table-top displays, which are intended to be ongoing, are books on careers & jobs, located in the career reference aisle, and a display on the "best business books of all time" as rated by the book *The 100 Best Business Books of All Time* and lists such as those published by the "New York Times."

Fine Arts Librarian Michael Dalby submitted requisitions, contracts, and tax info for *Music at Main* events for January and February 2011. Fine Arts and Special Collections Manager Pam Eyerdam is assisting the coordination of the installations of the *Women of a New Tribe* exhibits at Main Library and Martin Luther King, Jr. Branch; curating the *Robert A. Little* exhibit at Main, and working with the Cleveland Adoption Network for the February 2011 exhibit called *Moving Hearts*.

On December 11, Foreign Literature Librarian Victoria Kabo hosted a Russian Book Club meeting at Memorial Nottingham Branch. Michael Jacobs, Victoria Kabo, and Mary Torres devoted time and energy to setting up vibrant holiday book displays in Foreign Literature which showcased department assets and provided greater accessibility to patrons.

Public Administration staff member Eddie Johnson created a book list on the topic of "spiritual literacy" based on the collection of the Social Sciences department. The list was distributed as part of a December exhibit on holiday books.

On December 1, the Main Library Book Discussion group met to discuss *Twelve by Twelve* by William Powers. There were six attendees and the discussion was led by Richard Fox.

Social Sciences Librarian Harriette Parks was selected to be the on the African American Planning Committee. Mrs. Parks duties consisted of contacting various churches who could participate in African American Month programs.

December was a slow month for visits from local area schools. Youth Services Manager Sandy Nosse conducted tours for Riverside and St. Barnabas schools.

Outreach:

Pam Eyerdam presented Bibliographic Instruction at the *Virginia Marti College of Art & Design* (Lakewood) on December 21, focusing on visual arts, costume, and design materials available at CPL. Special Collections Librarian Kelly Ross created a holiday chess wreath made for Positively Cleveland. Ms. Ross is in correspondence with representatives of the *World Checker Tournament* which may be held in Cleveland in summer 2011.

December 10, Mary Torres participated in regular UVA Partnership program at Lorain Branch where she provided CPL information and displayed reading options for attendees.

Science and Technology staff members, Debbie Hajzak and Elvira Baron contributed their time, talents, and yarn to the "Warm-Up Cleveland" program. Science and Technology Manager Maureen Mullin was a reader for the Maltz Museum's "Stop the Hate" essay contest.

The Social Science Book Club discussion was held. The title discussed was *Tuesdays with Morrie*.

Collections/Reference:

Fine Arts Department received a donation of *Cleveland Orchestra programs*. The staff processed the donation. Fine Arts staff assisted the granddaughter of Ora Coltman who visited CPL (Coltman was the WPA artist who painted several murals for CPL in the 1930s). Fine Arts Librarian Amy Dawson assisted with training new librarian Stacie Brisker on Special Collections Department procedures. Pam Eyerdam shipped the *Lincoln Bank* architectural rendering by Walker & Weeks (elephant folio) and the 1879 *Theatre Comique* poster (encapsulated in mylar from the Howell & Thomas collection - elephant folio). Kelly Ross worked with Bill Chase to finish processing the *Howell & Thomas* Cleveland area architectural drawings and safely store the prints/folders in the flat files.

John Donaldson (Mechanics Institute Library and Chess Room) came to Cleveland to do research on Chess. Mr. Donaldson donated some chess periodicals that were missing from our own collection. Several other books were donated by the chess author Val Zemitis, a Latvian chess player/author who lives in California. Mr. Andy Ansel (NY) donated a chess book called *An Overview of Yugoslavian Chess Literature*.

The Mayor's Office gave the Public Administration Library PDF scans of unpublished mayoral "State of the City" addresses, many of which were scanned from PAL's collection. These scans were sent to Preservation, where copies lacking from PAL's collection were printed and bound.

Richard Fox and Sarah Moore met with Collection Management on December 29 to discuss the college browsing collections as well as details about the transition to materials for Popular Library being ordered by Collection Management in 2011.

Staff/Professional Development:

Angela Harris-Scott transferred back to the Audio Video/Lending Department in December.

Shipping Clerk Larry Hinton began employment in the Business, Economics, and Labor Department on December 6, 2010. Mr. Hinton will primarily work in the Computer Learning Connection (CLC).

Michael Ruffing interviewed five candidates for CLC librarian and selected Olivia Hoge, who was already a member of the CLC staff, for the position. Olivia began her new responsibilities on Monday, December 20.

Michael Ruffing's last day as Business, Economics, and Labor Manager was December 30. Mr. Ruffing gave incoming department manager Aaron Mason a thorough review of the Department on December 28. Michael Ruffing and Ann Olszewski, Preservation Manager, were interviewed by Rob Byrne, as part of his research on silent movie "Coming Attraction" glass lantern slides for a chapter he is writing for an upcoming book on movie advertising.

Librarian Michael Dalby continues to work on a MLA 2011 session proposal on digital music delivery services for public libraries. Amy Dawson won the December WOW Award for coordinating the 2010 *Octavofest* program. Ms. Dawson also accepted the position of Acting Manager of the Literature Department. Librarian Stacie Brisker (from AV) was transferred to Special Collections as of December 19. Fine Arts staff member Magaly Lannum resigned her position as clerk in Special Collections in early December. Kelly Ross became an honorary member of the *Ken Whyld Association* (international association of collectors of chess literature and historians, authors, book antiquarians and librarians who bring together the information scattered worldwide to give the public access to it).

Manager Burdick conducted interviews for a Subject Department Librarian with assistance from Manager Maureen Mullin and Human Resources staff person Sharon Allen. Four individuals were interviewed and the selection of Beverly Austin was made. Subject Department Library Assistant Amy Pease retired at the end of December.

Popular Department Manager, Richard Fox was named Acting Manager of General Reference Department effective January 3, 2011. Sarah Moore was named Acting Manager of Popular Library effective January 3, 2011.

Debbie Hajzak participated in a webinar, "The Road to CIVILITY: Implementing a Choose Civility Initiative", on Friday, December 10. "Choose Civility" was featured at the 2010 American Library Association Conference. Led by Howard County Library (MD), it is designed to enhance civility, respect, empathy, consideration, and tolerance.

NEIGHBORHOOD TEAM - EAST BRANCH SUMMARY REPORT

There continued to be a great deal of emphasis on weeding during the month of December. Managers received the final weeding shelf list reports from Collection Management for 2010 and worked with branch staff to improve collection accessibility and marketability as we approach the New Year.

East Team Branch Highlights include:

- A new after-school program for kindergarten and first graders began this month with King Kennedy and CMHA at Woodland Branch.
- The after-school snack program at Rice was a great success in December increasing the number of snacks delivered per day to 25.
- Langston Hughes staff welcomed new Computer Aide, Adam Jaenke.
- The Holiday Extravaganza held at Garden Valley hosted 82 attendees.
- Memorial Nottingham manager, Joyce Bowers attended a community Kwanzaa event hosted by the African American Cultural Gardens.
- The Youthful Movie Review Program at Collinwood was successful in receiving a grant from Neighborhood Connections to continue the program.
- Children's Librarian, Donna Willingham of the Union Branch visited schools in the branch service area to leave literature for teachers to promote the Cover to Cover Winter Reading Club.
- Mt. Pleasant Branch hosted a Chess Club meeting this month.
- The annual Circle Fest program at Martin Luther Jr. was a success with over 400 in attendance.
- Anna Ford joined the Hough staff as a Library Assistant - Computer Emphasis.
- Carol Johnson, Glenville Branch Manager, conducted the Glenville Branch Adult Book Club. Councilmen Eugene Miller and Kevin Conwell attended the meeting.
- During the month of December, Branch Manager, Paula Logan-Reid spent a day working in the General Reference Department as part of the branch/main manager exchange initiative.
- Staff at Addison communicated with the Foreign Literature Department concerning deposit collections of Chinese and Spanish language materials to commence in 2011.

NEIGHBORHOOD TEAM - WEST BRANCH SUMMARY REPORT

West Team Branch Highlights include:

- The West and East Team Managers continued to meet with Public Services Administrators throughout the month of December to address on going branch issues and develop strategies to implement system wide initiatives.
- Public Services delivered evaluations for West Team managers.
- Branch Managers met at Lake Shore on December 1 and Youth Services Staff met on December 15.
- Service was interrupted at branches due to weather on December 8 and 13.
- Branch managers finished the year by completing monthly and annual reports.

OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

OLBPD circulated 60,207 items directly to patrons for December, including an additional 13,313 OLBPD Dimensions Newsletters which are sent out each quarter to patrons.

OLBPD hosted its annual holiday online book chats with the Ohio State School for the Blind (OSSB). The book discussions were led by OLBPD Manager Will Reed, Children's Reader Advisor Stephanie Combs, and OSSB Library Media Specialist Janell Brown. The holiday book chats included a discussion of "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.

OLBPD Manager Will Reed met with CPL Web Applications Manager Amy Pawloski to receive training on how to update the content of the OLBPD web pages.

In continuing efforts to increase public awareness about the OLBPD program and service, OLBPD staff member Ken Redd participated in informational programs at the Cleveland Sight Center's Vision Day on December 2, ABLE on December 3, and the Famico Bibi Retirement Center on December 7.

OLBPD's Cyber-Dialogue online book club met on Thursday, December 9 to discuss the "The Spy Who Came For Christmas" by David Morrell.

MOBILE SERVICES DEPARTMENT

STATISTICS

52 Stops
5 New library card applications

621 Persons on board
762 Reference, 453 Directional in person
116 Reference, 61 Directional via phone
Holds counts - Dec 1030 filled

SUMMARY OF ACTIVITIES

"On the Road to Reading":

- 12 Pediatric and WIC sites were visited with 87 people contacted at these sites. 72 daycare classes were visited with a total of 660 in attendance. 920 items were circulated in 40 deposit kits.
- Rhonda Fulton has worked with Merce Robinson 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 will attend ALA Midwinter in San Diego in January.
- Rhonda has trained 2 new Branch Children's librarians in Every Child Ready to Read (ECRR) skills. She had them observe and participate in her demonstration of story time at a daycare sites. She also has given them a packet of suggestions for story times. In addition, she will provide refresher training in ECRR for the Youth Services meetings in January and February of 2011.

GENERAL ACTIVITIES

Weeding reports for December were cleared with items marked missing or weeded as needed.

Bookmobile stops were cancelled on December 13 due to inclement weather and also cancelled for December 31 as the Library was closed.

Drivers' Trainer Carol Thomas has been given a PO by Human Resources to provide for Julian Khan (new employee) and refresher/observation for existing drivers. Linda will work to schedule this in January.

TECHNICAL SERVICES

Patricia Lowrey provided a tour of Technical Services for several staff members of the Medina Public Library, a CLEVNET partner. She met with Amy Pawlowski to discuss a new Technical Services section in the Staff Center. Ms Lowrey and Rollie Welch, Collection Manager, met with several Main Library and Public Services managers to finalize the plan for selection of popular materials in the Popular Library, Audio-Visual Department and Youth Services Department.

The year-long spirit of cooperation in Technical Services continued through the month of December with staff helping out in other departments. On a particularly short-staffed day this month, Ms Lowrey unpacked CDs and DVDs in the Shelf Shipping Department. She attended the retirement celebration for Neighborhood Team Manager Ellen Leavitt.

Collection Management: Bonnie Bolton, Pam Pressley and Laura Mommers continued to help out in the Acquisitions and Shelf/shipping Departments by receiving new materials. The efforts of these three Collection Management staff members have been invaluable in processing of new materials and avoiding serious backlogs in Technical Services. Ms. Mommers continues to serve as a representative for the Library's Corporate Challenge committee.

Rollie Welch had a review published in the December issue of Library Journal, co-authored a column in VOYA (Voice of Youth Advocates) journal and his street lit column appeared in Booksmack, Library Journal's online newsletter. He was cited in the December issue of Library Journal for recommending top street lit novels for Library Journal's Best Genre Fiction of 2010. Mr. Welch also has two reviews published in the Cleveland

Plain Dealer on December 4 and 12. Mr. Welch's professional development book for librarians, *A Core Collection for Young Adults* was published by Neal-Schuman during the last week in December.

Book Preparation: Materials Processing Technicians completed work on 25,613 items in December. Darryl Pless was promoted to Technical Services Sr. Technician in the Lake Shore Shelf/Shipping department. Mya Warner from High Demand and Karima Ward from Catalog volunteered to assist with non-book processing.

Preservation: Silent film historian Rob Bryne of San Francisco interviewed Ann Olszewski and Michael Ruffing via telephone on December 24 about the history and preservation of the W. Ward Marsh lantern slide collection, for a forthcoming book. Technical Services Senior Clerk Gloria Massey scanned the 17 selected slides at 2400 dpi to create the appropriate size image for full screen projection for a possible screening.

Four Collinwood High School Yearbooks were added to the Digital Gallery. A facsimile copy of the 1930 Cleveland City Directory was received.

Ms Olszewski collaborated with Pam Eyerdam and Ann Marie Wieland in leading a tour of New Deal murals and other art at the Main Library for a Cleveland State University art history class on December 2. Senior Preservation Technician Renee Pride and Ms Olszewski went to Special Collections on December 28 to measure five Audubon elephant folios for new boxes. Senior Preservation Technician Elizabeth Bardossy treated 9 Cleveland park plans. Preservation staff continued to assist in other departments.

Shelf/Shipping: The staff of the Shelf/Shipping department sent 548 items to the Main Library for requests. A total of 1,691 telescopes of new materials were shipped out to Main and Branches. This was a 22% increase over last December. The technicians and volunteers sent 20,783 items to the Acquisitions and High Demand departments.

Juanita Turner attended the Branch Managers' meeting at the Lake Shore Facility. Darryl Pless joined the Shelf/Shipping staff as a Technical Services Senior

Technician. Antonio Williams left the department for a promotion to computer aide at the Addison branch.

Acquisitions: Acquisitions staff spent the first part of December placing the remaining orders for 2010 and all orders were placed by December 17th. Staff spent the second part of the month completing several end of the year projects to ensure that the order information for all open purchase orders would rollover into the 2011 fiscal year in Sirsi. The projects consisted of manually canceling old orders; creating new orderlines on existing purchase orders for titles with partial receipts; reviewing and editing order information; and deleting any EDI invoices from Sirsi that had not be approved for payment before the end of the year.

December 27th was the last day for staff to receive materials and pay invoices in Sirsi.

Staff from other Technical Service Departments continued to volunteer in the Acquisitions Department and Serials Section.

Acquisitions staff ordered a total of 5,768 titles and 23,824 items, received 14,484 items, and processed a total of 2,940 invoices. Serials staff received 2,779 periodicals and 535 serials, added 292 items and 1,300 paperbacks, processed 67 periodical and serial claims, and modified 88 serial controls.

High Demand: High Demand staff added 571 titles and 12,798 items. Because ordering for the Branches concluded for the year in November, staff volunteered to help other departments. Anarie Lanton helped Acquisitions place orders and receive items for three full weeks. Mya Warner processed 829 items for the Book Preparation Department. Rosalyn Easley received 460 Acquisitions items and paid numerous invoices. Dale Dickerson worked in Shelf/Shipping for a total of 10 hours. Steven Best processed 354 music CDs for Book Preparation

Thanks go out to Automation for making it possible to have the call number and the class scheme inserted automatically for all mass market paperbacks received. This saves several keystrokes for every paperback added by High Demand. Over 21,000 paperbacks were added in 2010, so the labor savings will be substantial.

Carole Brachna, High Demand Manager, demonstrated the Library's combination of 9xx/EDI ordering to three Technical Services staff from the Medina County District Library. They seemed very interested in the process and intend to proceed with a similar method.

Catalog: Theresa Mallette retired from the Cleveland Public Library after 39 years of faithful service. Jeninne Delfs temporarily took over responsibility for quality control review of items and labels.

Vivian Grayson, YoLanda Lawler, Rodney Lewallen and Ms. Mallette assisted Acquisitions by searching and downloading OCLC records for orders. Karima Ward volunteered to process DVDs for Materials Processing. A total of 12,912 items were added and 5,441 titles were cataloged.

MARKETING & COMMUNICATIONS

The Library received good media coverage during December, appearing more than 70 times in print and online publications. The full report, available in the department, shows the ad value exceeds \$35,000 with a news circulation audience of over 17 million people. Less than \$100 in advertising dollars was spent to receive this amount of coverage.

Marketing and Communications Administrator **Tena Wilson** finalized 2011 advertising contracts and budgets, as part of year-end activities. A snapshot of departmental activities is reflected in the following meetings conducted or attended:

- Regular meetings with director; Graphics and PSS managers; Board of Library Trustees and committees; PR consultants David Fitz, Michael Graham and Erika McLaughlin; administrators; webware communications team; and incoming PSS manager
- Ohio City neighborhood volunteer for Christmas Walk
- Promotional items representatives
- Falls Communications representatives to work on 2010 annual report
- Public relations representative Arlene Watson, Mobius Gray
- Freegal presentation on downloadable eMedia product

- Cleveland Councilmen Eugene Miller and Tijuana "T.J." Dow to plan 2011 "Four Men and a Book" discussion group (also includes Councilmen Terrell Pruitt and Kevin Conwell)
- Kent State University and University Circle libraries collaboration celebration at Cleveland Botanical Gardens
- Women of a New Tribe exhibit and "Soul of the Village" women's workshop planning breakfast
- Mike Bacon, public access television executive producer, planning 2011 media productions
- Media training information meeting with Dawn Hanson, The Fairmount Group
- Positive Plus Women's Support Group 25th Anniversary celebration, Yvonne Pointer
- Strategy planning meetings for 2011 marketing plan

Administrative Assistant **Michael Young** wrote or facilitated Meet the Staff articles to introduce the following staff: Damion Johnson, Bonnie Bolton, Joseph Parnell, and Amy Dawson. The system-wide calendar of events was updated and upcoming Library events were posted on community calendars.

PROGRAMMING & SCHEDULING SERVICES (PSS)

A visit from illustrator David Diaz highlighted the month and packed the Louis Stokes Wing auditorium with students from area schools. Diaz delighted the audience with interactive and engaging onstage illustrations. The artist also gave a presentation at Artemus Ward School, a reward to the school for their outstanding participation in Summer Reading Clubs.

The Cleveland Goes to College series attracted an average of 20 students to each of the six workshops. This college-prep series represents an ideal partnership and an example of how CPL is fulfilling its role as "community deficit fighter."

During December, the collection of YRead materials circulated 220 items in December. This collection will be transferred to Youth Services beginning in January of 2011. PSS received program submissions for March-May 2011 from Public Services staff. PSS scheduled 27 meeting room reservations.

PSS Manager Aaron Mason attended meetings with the MCD and Public Services administrators, Public Service managers, Human Resources staff to plan the staff recognition reception, Youth Services staff, and incoming PSS manager Ron Antonucci.

The following programs were implemented and staffed during December by the PSS staff:

- Cover to Cover Winter Reading Club 3rd Grade Initiative at all CMSD schools
- Circlefest at Martin L. King, Jr. Branch in University Circle
- Illustrator David Diaz at CPL and Artemus Ward School
- Bark About Books at several CPL branches
- Cleveland Goes to College (six branches)

GRAPHICS

Graphics Manager Cathy Poilpre facilitated and hung the Women of a New Tribe satellite exhibit at Martin L. King, Jr. Branch. Graphics staff designed, printed and distributed 133 printed pieces in December, including graphics for the library website. Graphics manager attended regular meetings with MCD Administrator and Public Services managers.

Promotional pieces included: program guides for adults, children and teens; Friends of the Library year end appeal; redesign of all signage in the Youth Services department; the calendars, flyers and web graphics for Martin L. King, Jr.; Computer Learning Connection January/February schedule; genealogy clinics 2011 flyer and web graphics; five staff newsletters; Cleveland Playhouse bookmark for *Trip to Bountiful*; 92,000 routing slips; and 300,000 CLEVNET form #119.

WEBWARE www.cpl.org

Web Manager Amy Pawlowski reported 27,928 eMedia downloads in December, up from 14,675 in December last year; 2,258 Twitter followers, up from 1,533 one year ago; 2,815 Facebook fans, up from 1,916 last year.

During the month of December, the following events, programs and information was either edited or added to website: 2009 Annual Report, Proud Member of CLEVNET, Your Changing Cleveland, Genealogy & Family History

clinics, Celebrate with Books, Cover to Cover Winter Reading Club, and the MLK Day program.

Library News on the website featured for December: Five Star Library, Cover to Cover Winter Reading Club, Martin L. King, Jr. Day Commemorative program, and the Board of Library Trustees December meeting.

Nineteen Popular Topic pages were updated with new content in December and the three seasonal reading lists were updated on the Kids webpage.

The following pages were edited, added or promoted on the Staff Center intranet webpage: Director of Email Distribution Lists, Staff Newsletter, and the Public Services Updates page.

Web Assistant David Reynolds trained Public Services Administrative Assistant Yarimilka Beavers on the procedure to add posts to the Public Services Updates page. He also resolved an issue with the Historical Plain Dealer database regarding its display on the Catalog Plus computers. Amy Pawlowski trained OLBDP Manager Will Reed on managing and editing the content on the OLBDP pages on www.cpl.org. Amy Pawlowski built a page for the Cover to Cover: Reading, Writing and the Art of the Book" to highlight event details, the program events, and suggested reading lists.

BUILDINGS SERVICES

The Buildings Office completed numerous branch inspections and continues to monitor utility bills.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. Repairs were made to the #1 boiler at Eastman. The combustion air supply ductwork was extended to the floor and repairs were made to the boilers at Fleet. The HVAC systems were drained to winterize them and glycol was added to the cooling coils at Lakeshore. A repaired pump and motor was installed on the HVAC system at Langston Hughes. A new variable frequency drive was installed on the return fan and air handling unit #5 was winterized at LSW. Exhaust fan #22 motor starter was repaired, two fan motor were replaced in ceiling heaters in the garage area and air handling unit #25 was winterized at Main. A

new backflow preventer is being installed in the boiler room at MLK. Work continues at Rice and Woodland with the contractors to complete the punch list items.

The Carpenters and Painters continue work to repair the walls in the basement stairwell to prepare them for painting at Collinwood. Wall repair and painting continues at LSW and Main.

The Garage completed service to vehicles #3, #6, #10, #12, #13, #15 and repaired West Parks snow blower. They also did snow plowing and delivered salt 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 6 alarms. Only 2 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.

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 2 items were returned to their owners; 5 bags 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 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 27 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 | -09 |
| September | 53 | 58 | +05 |
| October | 70 | 35 | -35 |
| November | 51 | 36 | -15 |
| December | 53 | 27 | -26 |
| Total | 705 | 516 | -189 |

AUTOMATION SERVICESCPL Projects:

Ann Palomo met with Anastasia Diamond-Ortiz to work on resolutions for outstanding circulation procedural issues. The Fill Rate report developed for Main Library in November was also discussed. It was decided to issue the report to Planning and Research only for the next few months so the usefulness of the report can be evaluated.

Hilary Prisbylla scripted a special report for High Demand to help process and track end-of-year orders.

At the request of Acquisitions, Jim Benson modified a script identifying partially received orders from orders in the last 30 days to orders-to-date.

An updated list of the top 200 circulating titles at CPL was run for Literature Department.

The Phone system was upgraded as follows:

Upgrade Call manager from 4.2 to 7.1

Upgrade High Availability Unity 4.2 to 7.0

Upgrade UCCX 4.0 to 7.0

Larry Finnegan and George McLemore met with AT&T to discuss telephony/data maintenance for CPL.

A new MUNIS server was installed and to replace existing unit. George Lenzer made changes on the firewall to allow the new server to work as expected.

Larry Finnegan filed a response with Sprint Wireless for e-rate cellular service.

During the month of December, the following events, programs, and information were either edited or added to promote on www.cpl.org: 2009 Annual Report, Proud Member of CLEVNET, Your Changing Cleveland: the Group Plan, Genealogy & Family History Clinics, Celebrate with Books, Cover to Cover Winter Reading Club, and the MLK Day program.

Library News on the www.cpl.org homepage featured the following items for December: Five Star Library, Winter Reading Club - Cover to Cover, Martin L. King Jr. Day Commemorative program, and Cleveland Public Library Board of Trustee December Meeting.

19 Popular Topic pages were updated with new content in December and the three seasonal reading lists were updated on the Kid's site.

The following pages were edited, added, or promoted on the CPL Staff Center: Directory of E-mail Distribution Lists, Staff Newsletter (all 2011 issues added), and the Public Services Updates page.

David Reynolds trained Yarimilka Beavers on the procedure to add posts to the Public Services Updates page.

David Reynolds resolved an issue with the Historical Plain Dealer database regarding its display on the Catalog Plus computers.

Amy Pawlowski trained Will Reed, OLBDP Manager, on managing/editing the content for OLBDP pages on www.cpl.org.

Amy Pawlowski built a page for the "Cover to Cover: Reading, Writing, and the Art of the Book". The page highlights event details, all of the Cover to Cover events, and all of the suggested reading lists.

CLEVNET Projects:

Ann Palomo and Jim Benson attended the Circulation SIG meeting in Twinsburg.

Ann and Larry Finnegan met with William Rutger, director of Milan-Berlin Public Library and with Anne Hinton, outgoing director of Huron Public Library.

John Parker of Stitts, Parker and Associates met with Ann, Larry and Bob Carterette regarding a program to automatically print hold slips. The program will need to work on a wide variety of receipt printers and drivers in order to be available throughout CLEVNET.

Policy changes:

- Hold limits changed for Bellevue.
- Configured item types and associated circulation map entries for Medina.
- Overdue thresholds changed for Willoughby-Eastlake.

Special reports were done for Lorain Public Library (5), Barberton, and Twinsburg (2).

Companies Printerion and Ricoh presented a test/demo for wireless printing. Automation is testing their campus solution inside the CPL network.

Madison Public Library's network infrastructure was upgraded with new switches.

A network access list was created and installed to block bit torrents on Public WiFi.

New "SVA" (Clevsval and Clevsval2) servers replaced existing units. These servers make automated calls to patrons for hold pick ups.

Assisted East Cleveland in troubleshooting problems with mandatory profiles in Windows XP.

Several issues with Comprise SAM were handled including one that caused 58,000 cards to expire simultaneously.

Special email issues were supported for CPL Foreign Literature, Twinsburg and Law Library.

On Tuesday, December 14, Amy Pawlowski presented a program on eReaders for patrons at Ritter Public Library. The event was well attended and Amy Trotter, Head of Reference at Ritter, is working with Ms. Pawlowski to set up several follow-up sessions.

Special Projects:

Bibliocommons Catalog: Beth Jefferson, founder of Bibliocommons, visited on-site for a day with Bob, Ann and Amy Pawlowski. In discussion were local set up options, a tentative implementation time line, and Bibliocommons future development. A validation release of the CLEVNET instance of the new catalog was released to Automation staff for testing at the end of the month.

Automation staff began work on setting up individual instances of the catalog for each CLEVNET library system. Two conference calls with Amanda Leclerc, the project manager, have helped direct the process. Special access to both the Sirsi production server and test server was set up for Bibliocommons support staff.

Directors' Station: A new server was installed and configured to support the next software version. The product was then upgraded to v4.9 by SirsiDynix client care staff. This process completely deleted the previous configuration and user accounts, an event anticipated by SirsiDynix but not relayed to Automation. Finding the previous configuration and user accounts and manually re-entering all data required two days off staff time. Many thanks to Hilary Prisbylla for handling this task. There are still outstanding issues with the data update to be resolved with SirsiDynix.

KnowItNow:

Don Boozer participated in a Pathfinder Editorial Committee for KIN24x7 (PECK) meeting. Highlights included new pathfinders that have been published, upcoming OLC presentation, and a possible presentation at the OLC statewide conference in October 2011.

Don also chaired a meeting of the ALA RUSA Virtual Reference Committee. Business included planning for the program sponsored by the committee at the ALA Annual Conference in June 2010 and for the meeting at ALA Midwinter in January.

Don contacted with Chris Wilkin, Webmaster of the Ohio.gov site to request corrections to KnowItNow24x7's mention on the Education web page of the site.

In the monthly call with Noah Himes and Caleb Tucker-Raymond of L-Net, Don and Brian Leszcz discussed issues related to the AfterDark service and the Mosio Text-a-Librarian service. We continued to answer questions on how this would work for the various libraries around the state and decided on keywords "knowitnow" (for KnowItNow.org) and "ohiolink" (for KnowItNow Academic).

Don and Brian, along with Andrea Adkins from Washington County Library, participated in a KIN24x7 chat using the SparkRef software. Under discussion was our partnership

with Mosio's Text-a-Librarian and how Ohio's libraries could participate. Strategies on how to use SMS were also discussed.

Additionally this month, the SparkRef/Openfire support contract with SourceN was finalized.

Brian also made security improvements to the KnowItNow24x7 site, made improvements on how the transcripts display to the librarians.

Wright Memorial Public Library decided to stop participating in KIN24x7 as of December 22. Portsmouth Public Library is considering ending participation. Don shared with them the reduced-price texting offer from Mosio for KIN24x7-participating libraries. As of December 30, they are considering their options, and KIN24x7 is awaiting their final decision.

This month, Brian completed his online JavaScript class from O'Reilly and has also begun preliminary planning on implementing Mosio's SMS API with Openfire.

Brian also successfully dealt with a software issue on the chat server that resulted in KIN24x7 being down for most of the day on December 28, 2010. The server was brought back up on the morning of December 29. While the service's librarians were unable to chat, the leave-a-message form was available to help several customers. Brian used Twitter, email, and postings to the KIN24x7 Provider site to keep librarians apprised of the situation and the progress to resolve the issues involved.

Statistics

| | December 2009 | December 2010 |
|--------------------------------|--------------------------|--------------------------|
| OverDrive Downloads | 14,675 | 27,928 |
| Twitter Followers | 1,533 | 2,258 |
| Facebook Fans | 1,916 | 2,815 |

| Automation Services Statistics, 12/2010 | | | | |
|--|---------------------------|---------------------------|------------------------|--------------|
| | # Cases Opened | # Cases Closed | Site Visits | TOTAL |
| HARDWARE | | | | |
| CPL Main | 104 | 91 | 45 | 240 |
| CPL Branch | 144 | 149 | 57 | 350 |
| CPL Lake Shore | 47 | 37 | 15 | 99 |
| CLEVNET | 80 | 72 | 9 | 161 |
| PUBLIC | 49 | 49 | 0 | 98 |
| HARDWARE TOTAL | 424 | 398 | 126 | 948 |
| SOFTWARE | | | | |
| CPL Main | 17 | 17 | | 34 |
| CPL Branch | 17 | 17 | | 34 |
| CPL Lake Shore | 11 | 11 | | 22 |
| CLEVNET | 50 | 50 | | 100 |
| PUBLIC | 2 | 2 | | 4 |
| SOFTWARE TOTAL | 97 | 97 | 1 | 195 |
| WEBWARE | | | | |
| CPL Main | 10 | 10 | 2 | 22 |
| CPL Branch | 3 | 3 | | 6 |
| CPL Lake Shore | 1 | 1 | | 2 |
| CLEVNET | 4 | 4 | | 8 |
| PUBLIC | 47 | 47 | | 94 |
| WEBWARE TOTAL | 65 | 65 | 2 | 132 |
| KIN | | | | |
| CPL Main | 4 | 4 | | 8 |
| CPL Branch | 9 | 8 | | 17 |
| CLEVNET | 9 | 7 | | 16 |
| PUBLIC | | | | 0 |
| KIN Library | 8 | 8 | | 16 |
| OHIOLink Library | 8 | 8 | | 16 |
| After Dark | 1 | 1 | | 2 |
| KIN TOTAL | 39 | 36 | 0 | 75 |
| GRAND TOTAL | | | | |
| | 625 | 596 | 131 | 1,291 |

Mr. Corrigan adjourned to the Organizational Meeting at
12:46 p.m.

Thomas D. Corrigan
President

Alan Seifullah
Secretary

2011 ORGANIZATIONAL MEETING OF THE LIBRARY BOARD

Mr. Werner called the meeting to order at 12:47 p.m.

Election of Officers

Mr. Werner, Chair of the Nominating Committee presented the following report on behalf of the Nominating Committee which was comprised of himself, Alan Seifullah and Anthony Parker.

President-----Thomas D. Corrigan
Vice President-----Maritza Rodriguez
Secretary-----Alan Seifullah

Mr. Werner stated that current officers retain their offices for 2011.

Mr. Werner moved that the nominations be closed. Mr. Hairston second the motion, which passed unanimously by roll call vote.

The Nominating Committee's report was approved unanimously by voice vote.

Election of Fiscal Officer & Appointment of Deputy Fiscal Officers

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

BE IT RESOLVED, That H. Sandra Kuban be elected to serve as Fiscal Officer from the Year 2011 Organizational Meeting through the Year 2012 Organizational Meeting and that a stipend of \$400.00 per month be paid for the duties as Fiscal Officer; and

BE IT RESOLVED, That Carolyn Krenicky and Lawrence J. Novotny be appointed to serve as First and Second Deputy Fiscal Officer from the Year 2011 Organizational Meeting through the Year 2011 Organizational Meeting and that a stipend of \$250.00 per month be paid to each for the duties as First and Second Deputy Fiscal Officer.

OFFICERS
Elected

FISCAL OFFICER
Elected

DEPUTY FISCAL
OFFICERS
Appointed

Mr. Corrigan jokingly stated that these are the three individuals, under the Ohio Revised Code, who can go to jail. Mr. Corrigan thanked them for their work with the Board.

Renewal of Surety Bonds on Fiscal Officers

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

BE IT RESOLVED, That the Public Official Surety Bond on the Fiscal Officer and Deputy Fiscal Officers for coverage of \$250,000 be renewed through the next Organizational Meeting in 2012.

The Organizational Meeting was adjourned at 1:00 p.m.

Thomas D. Corrigan
President

Alan Seifullah
Secretary

SURETY BOND ON
FISCAL OFFICERS
Approved

CLEVELAND PUBLIC LIBRARY

Finance Committee
January 20, 2011

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

| DESCRIPTION | QUANTITY | |
|--|----------|--------------|
| | Month | Year to date |
| Books | 177 | 9,053 |
| Periodicals | 9 | 932 |
| Publishers Gifts | 0 | 122 |
| Non-Print Materials | 1 | <u>759</u> |
| TOTAL LIBRARY SERVICE MATERIALS | 187 | 10,866 |

MONEY GIFTS

| FUND | PURPOSE | AMOUNT | |
|-------------------------------------|--------------|------------|---------------|
| | | Month | Year to date |
| Library Fund | Unrestricted | \$ 325 | \$ 4,798 |
| Library Fund | Restricted | 652 | 7,697 |
| Library Fund - Oral History Project | Restricted | 0 | 0 |
| Young Fund | Restricted | 9,765 | 39,059 |
| Friends Fund | Restricted | 12,000 | 18,000 |
| Schweinfurth Fund | Restricted | 0 | 36,734 |
| Ohio Center for the Book | Restricted | 900 | 900 |
| Judd Fund | Restricted | 55,328 | 221,313 |
| Lockwood Thompson Fund | Restricted | 84,796 | 169,591 |
| MetLife - Fit for Life | Restricted | 0 | 0 |
| MyCom Fund | Restricted | 0 | 73,000 |
| Founders Fund | Unrestricted | 15,274 | 26,517 |
| Founders Fund | Restricted | <u>0</u> | <u>48,645</u> |
| TOTAL MONEY GIFTS | | \$ 179,039 | \$ 646,254 |

SUMMARY

| CATEGORY | DONORS | | QUANTITY | |
|---------------------------|-----------|--------------|-----------|--------------|
| | Month | Year to date | Month | Year to date |
| Library Service Materials | 14 | 190 | 187 | 10,866 |
| Money Gifts | <u>19</u> | <u>109</u> | <u>19</u> | <u>109</u> |
| TOTAL GIFTS | 33 | 299 | 206 | 10,975 |

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

**CLEVELAND PUBLIC LIBRARY
2011 APPROPRIATION: FIRST AMENDMENT
JANUARY 20, 2011**

| GENERAL FUND CERTIFIED REVENUE | Prior Certificate (1) | Increase/ Decrease | Amended Certificate (2) |
|---|----------------------------------|-------------------------------|------------------------------------|
| Cash January 1 | 23,510,000.00 | 241,856.29 | 23,751,856.29 (3) |
| Taxes - General Property | 26,214,496.00 | 0.00 | 26,214,496.00 |
| Public Library Fund (PLF) | 21,272,331.73 | 527,125.16 | 21,799,456.89 |
| State Rollbacks/CAT | 5,000,000.00 | 0.00 | 5,000,000.00 |
| Federal Aid | 0.00 | 0.00 | 0.00 |
| State Aid | 1,200,000.00 | 0.00 | 1,200,000.00 |
| Fines and Fees | 300,000.00 | 0.00 | 300,000.00 |
| Earned Interest | 700,000.00 | 0.00 | 700,000.00 |
| Services | 2,400,000.00 | 0.00 | 2,400,000.00 |
| Miscellaneous | 429,437.00 | 0.00 | 429,437.00 |
| Return of Advances | 0.00 | 0.00 | 0.00 |
| TOTAL RESOURCES | 81,026,264.73 | 768,981.45 | 81,795,246.18 |

| GENERAL FUND APPROPRIATION | Prior Appropriation | Increase/ Decrease | Amended Appropriation |
|---------------------------------------|--------------------------------|-------------------------------|----------------------------------|
| Salaries/Benefits | 35,360,000.00 | 324,067.00 | 35,684,067.00 |
| Supplies | 1,036,885.00 | 9,503.00 | 1,046,388.00 |
| Purchased/Contracted Services | 10,042,266.00 | 92,035.00 | 10,134,301.00 |
| Library Materials/ Information | 10,250,362.00 | 93,943.00 | 10,344,305.00 |
| Capital Outlay | 718,924.00 | 6,589.00 | 725,513.00 |
| Other Objects | 107,827.00 | 988.00 | 108,815.00 |
| SUBTOTAL OPERATING | 57,516,264.00 | 527,125.00 | 58,043,389.00 |
| Transfers/Advances | 0.00 | 0.00 | 0.00 |
| TOTAL APPROPRIATION | 57,516,264.00 | 527,125.00 | 58,043,389.00 |

(1) Certificate dated December 9, 2010

(2) Certificate dated January 18, 2011

(3) \$23,751,856.29 unencumbered cash carried forward (plus \$6,311,374.77 encumbered cash.)

**CLEVELAND PUBLIC LIBRARY
2011 APPROPRIATION: FIRST AMENDMENT
JANUARY 20, 2011**

| SPECIAL REVENUE FUNDS | Prior Fund Balance | Increase/ Decrease | Amended Fund Balance |
|------------------------------|-----------------------|-----------------------|-------------------------|
| Anderson | 149,000.00 | 20,492.50 | 169,492.50 |
| Endowment for the Blind | 1,230,000.00 | 145,391.48 | 1,375,391.48 |
| Founders | 1,356,412.00 | 440,733.92 | 1,797,145.92 |
| Kaiser | 35,000.00 | 5,238.89 | 40,238.89 |
| Kraley | 127,000.00 | 13,583.80 | 140,583.80 |
| Library | 147,000.00 | 13,252.51 | 160,252.51 |
| Pepke | 78,000.00 | 9,619.01 | 87,619.01 |
| Wickwire | 892,170.00 | 106,468.86 | 998,638.86 |
| Wittke | 55,000.00 | 4,386.26 | 59,386.26 |
| Young | 2,470,000.00 | 285,399.78 | 2,755,399.78 |
| Friends | 12,000.00 | 10,950.00 | 22,950.00 |
| Judd | 200,000.00 | 0.00 | 200,000.00 |
| Lockwood Thompson | 282,000.00 | 15,323.06 | 297,323.06 |
| Ohio Center for the Book | 900.00 | 58.00 | 958.00 |
| Schweinfurth | 50,000.00 | 6,899.53 | 56,899.53 |
| Cleveland NCA Kiosks | 9,906.00 | 0.51 | 9,906.51 |
| Bill & Melinda Gates | 109,200.00 | 19,681.22 | 128,881.22 |
| Harvard Kiosk | 7,260.00 | 0.43 | 7,260.43 |
| MetLife-Fit for Life | 0.00 | 0.00 | 0.00 |
| LSTA-LBPH | 223,892.00 | 4,999.00 | 228,891.00 |
| LSTA-Know It Now | 358,556.00 | -134,072.88 | 224,483.12 |
| MyCom | 125,000.00 | 16,800.36 | 141,800.36 |
| TOTAL SPECIAL REVENUE | 7,918,296.00 | 985,206.24 | 8,903,502.24 (5) |

| CAPITAL PROJECTS FUNDS | Prior Fund Balance | Increase/ Decrease | Amended Fund Balance |
|------------------------------|-----------------------|-----------------------|-------------------------|
| BUILDING & REPAIR | 4,960,000.00 | 5,005,917.79 | 9,965,917.79 (6) |

(5) \$10,266,313 unencumbered cash carried forward (plus \$607,687 encumbered cash.) \$1,129,246 additional revenue. Non-expendable principal amounts of \$2,492,057 in Anderson, Founders and Wickwire Funds are included in the certified fund balances but are not included in appropriated amounts.

(6) \$9,965,918 unencumbered cash carried forward (plus \$235,640 encumbered cash.) \$-0- additional revenue.

**CLEVELAND PUBLIC LIBRARY
2011 APPROPRIATION: FIRST AMENDMENT
JANUARY 20, 2011**

| PERMANENT FUNDS | Prior Fund Balance | Increase/ Decrease | Amended Fund Balance |
|------------------------|-----------------------|-----------------------|-------------------------|
| Abel | 133,000.00 | 17,917.69 | 150,917.69 |
| Ambler | 1,000.00 | 345.77 | 1,345.77 |
| Beard | 85,000.00 | 11,381.44 | 96,381.44 |
| Klein | 2,700.00 | 463.83 | 3,163.83 |
| Malon/Schroeder | 76,000.00 | 20,938.71 | 96,938.71 |
| McDonald | 103,000.00 | 14,279.08 | 117,279.08 |
| Ratner | 50,000.00 | 6,750.50 | 56,750.50 |
| Root | 17,000.00 | 3,625.23 | 20,625.23 |
| Sugarman | 600.00 | 15,991.69 | 16,591.69 |
| Thompson | 59,000.00 | 10,864.58 | 69,864.58 |
| Weidenthal | 3,500.00 | 556.48 | 4,056.48 |
| White | 1,046,800.00 | 166,327.60 | 1,213,127.60 |
| TOTAL PERMANENT | 1,577,600.00 | 269,442.60 | 1,847,042.60 (7) |

(7) \$1,821,242 unencumbered cash carried forward (plus \$2,800 encumbered cash.) \$25,800 additional revenue. Non-expendable principal amounts (\$717,035) are not included in either the certified fund balances or the appropriated amounts.

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 81.05% current collection of current levy for previous tax year.

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

January 18, 2011

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 appropriations made at any time during such fiscal year:

| Fund | Unencumbered Balance Jan. 1, 2011 | General Property Tax | PLF | Other Sources | Total |
|-------------------------|--------------------------------------|----------------------|----------------------|---------------------|-----------------------|
| General Fund | 23,751,856.29 | 29,214,496.00 | 21,799,456.89 | 7,029,437.00 | 81,795,246.18 |
| Special Revenue | 10,266,313.74 | | | 1,129,246.00 | 11,395,559.74 |
| Capital | 9,965,917.79 | | | 0.00 | 9,965,917.79 |
| Permanent | 1,821,242.60 | | | 25,800.00 | 1,847,042.60 |
| Totals/Subtotals | 45,805,330.42 | 29,214,496.00 | 21,799,456.89 | 8,184,483.00 | 105,003,766.31 |

| |
|-------------------|
| Budget |
| Commission |



December 6, 2010

Felton Thomas, Jr., Director
Cleveland Public Library
325 Superior Ave.,
Cleveland, OH 44114

Dear Mr. Thomas:

A grant of \$4,999 from Library Services and Technology Act (LSTA) FY 2010 funds has been approved for the Ohio Library for the Blind and Physically Disabled (OLBPD) at Cleveland Public Library for the period of December 15, 2010 through June 30, 2011. This grant will allow the OLBPD to purchase additional described videos and Playaways for patron use.

The terms of the agreement are as follows:

1. A check for \$4,999 made payable to the Cleveland Public Library will be sent upon acceptance of this letter of agreement.
2. The Cleveland Public Library will file a narrative report by July 31, 2011 providing the number of described videos and Playaways purchased, circulation figures for these materials and any evaluative or anecdotal information available.
3. The Cleveland Public Library will file a final financial report by July 31, 2011 detailing how LSTA grant funds were expended.
4. All promotional materials must note that the items were purchased using LSTA funds and must acknowledge both the State Library and IMLS, using the publicity guidelines found at: <http://library.ohio.gov/lpd/lsta-publicity-information>.

If you agree to the terms outlined above, please sign this letter in the space provided below and return one copy to me.

Sincerely,

Beverly Cain

Beverly Cain
State Librarian

(Signed) _____

(Date) _____

Felton Thomas, Jr.
11/13/10

c. William Reed

Knowledge ~ Power ~ Opportunity

274 E. First Ave., Columbus, OH 43201

Serving Ohio's State Government, Libraries, and Residents

Tel: 614-644-7061

www.library.ohio.gov

VIII-60-10



CLEVELAND PUBLIC LIBRARY
www.cpl.org

**CLEVELAND PUBLIC LIBRARY
BUILDING DEPARTMENT**

To Sandra Kuban
From Myron Scruggs
Date December 27, 2010
Subject Change Order #17 East West (Rice)

Change Order #17

This change order is needed to reconcile the (\$5,000.00) balance remaining in Allowance G4 that was never used. This gives the Library a credit against the Contract Sum in the amount of (\$5,000.00).


AIA Document G701™ – 2001
Change Order

| | | |
|--|---|--|
| PROJECT <i>(Name and address):</i> Rice Branch Cleveland Public Library Corner of Shaker Boulevard and E. 116th Street Cleveland, OH 44104 | CHANGE ORDER NUMBER: 017 DATE: 09 December 2010 | OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/> |
| TO CONTRACTOR <i>(Name and address):</i> East West Construction Co., Inc. 7120 Harvard Avenue Cleveland, OH 44105-7307 | ARCHITECT'S PROJECT NUMBER: 07049 CONTRACT DATE: September 30, 2008 CONTRACT FOR: General Construction | |

THE CONTRACT IS CHANGED AS FOLLOWS:

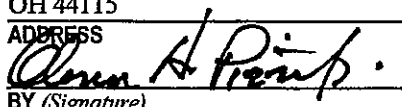
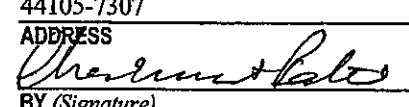
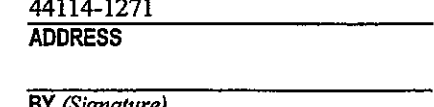
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
This Change reconciles the \$5,000.00 balance remaining in Allowance G4 that was never used by giving the Owner a \$5,000.00 credit against the Contract Sum.

| | |
|--|-----------------|
| The original Contract Sum was | \$ 2,560,600.00 |
| The net change by previously authorized Change Orders | \$ 62,712.37 |
| The Contract Sum prior to this Change Order was | \$ 2,623,312.37 |
| The Contract Sum will be decreased by this Change Order in the amount of | \$ 5,000.00 |
| The new Contract Sum including this Change Order will be | \$ 2,618,312.37 |

The Contract Time will be increased by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

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

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

| | | |
|---|---|--|
| <u>Bostwick Design Partnership</u> ARCHITECT <i>(Firm name)</i> | <u>East West Construction Co., Inc.</u> CONTRACTOR <i>(Firm name)</i> | <u>Cleveland Public Library</u> OWNER <i>(Firm name)</i> |
| 2729 Prospect Avenue, Cleveland, OH 44115 ADDRESS | 7120 Harvard Avenue, Cleveland, OH 44105-7307 ADDRESS | 325 Superior Avenue, Cleveland, OH 44114-1271 ADDRESS |
|  BY <i>(Signature)</i> |  BY <i>(Signature)</i> |  BY <i>(Signature)</i> |
| Glenn A. Pizzuti, AIA, Vice President <i>(Typed name)</i> | Chad Patel <i>(Typed name)</i> | Myron Scruggs <i>(Typed name)</i> |
| 9 DEC 2010 DATE | 11/11/11 DATE | DATE |

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

C. Kericky
Deputy FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending December 31, 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 | 29,850,611.15 | 825,031.17 | 0.00 | 0.00 | 30,675,642.32 |
| 43 Fines & Fees | 445,236.39 | 0.00 | 0.00 | 0.00 | 445,236.39 |
| 44 Investment Earnings | 752,045.41 | 557,400.91 | 0.00 | 150,307.90 | 1,459,754.22 |
| 45 Charges for Services | 2,764,731.29 | 0.00 | 0.00 | 0.00 | 2,764,731.29 |
| 46 Contributions & Donations | 0.00 | 646,254.15 | 0.00 | 0.00 | 646,254.15 |
| 48 Miscellaneous Revenue | 428,931.82 | 53,164.89 | 0.00 | 0.00 | 482,096.71 |
| Total Revenues | \$ 63,850,587.34 | \$ 2,081,851.12 | \$ 0.00 | \$ 150,307.90 | \$ 65,882,746.36 |
| 51 Salaries/Benefits | 36,814,772.53 | 544,485.33 | 0.00 | 0.00 | 37,359,257.86 |
| 52 Supplies | 919,749.63 | 128,706.55 | 0.00 | 2,294.00 | 1,050,750.18 |
| 53 Purchased/Contracted Services | 10,464,979.68 | 617,988.14 | 0.00 | 2,332.47 | 11,085,300.29 |
| 54 Library Materials | 9,470,344.32 | 134,106.04 | 0.00 | 30,772.27 | 9,635,222.63 |
| 55 Capital Outlay | 453,990.13 | 122,231.76 | 2,352,213.09 | 0.00 | 2,928,434.98 |
| 57 Miscellaneous Expenses | 115,176.18 | 49,727.16 | 0.00 | 0.00 | 164,903.34 |
| Total Expenditures | \$ 58,239,012.47 | \$ 1,597,244.98 | \$ 2,352,213.09 | \$ 35,398.74 | \$ 62,223,869.28 |
| Revenue Over/(Under) Expenditures | \$ 5,411,574.87 | \$ 484,606.14 | \$(2,352,213.09) | \$ 114,909.16 | \$ 3,658,877.08 |
| 91 Sale of Capital Assets | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 98 Advances | (100,000.00) | 100,000.00 | 0.00 | 0.00 | 0.00 |
| 99 Transfers | (5,054,600.00) | 54,600.00 | 5,000,000.00 | 0.00 | 0.00 |
| Total Other Sources / Uses | \$(5,154,600.00) | \$ 154,600.00 | \$ 5,000,000.00 | \$ 0.00 | \$ 0.00 |
| Revenue & Other Sources Over/(Under) Expenditures & Other Uses | \$ 256,974.87 | \$ 639,206.14 | \$ 2,647,786.91 | \$ 114,909.16 | \$ 3,658,877.08 |
| Beginning Year Cash Balance | \$ 29,806,256.19 | \$ 10,234,794.92 | \$ 7,553,771.11 | \$ 2,426,168.38 | \$ 50,020,990.60 |
| Current Cash Balance | \$ 30,063,231.06 | \$ 10,874,001.06 | \$ 10,201,558.02 | \$ 2,541,077.54 | \$ 53,679,867.68 |

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending December 31, 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 | 11,235,199.06 | 385,497.97 | 1,929,167.77 |
| 51120 Clerical Salaries | 9,819,992.00 | 9,628,304.68 | 10,386,493.96 | 362,199.89 | (1,120,389.17) |
| 51130 Non-Clerical Salaries | 464,799.00 | 955,032.60 | 1,264,589.04 | 41,318.55 | (350,874.99) |
| 51140 Buildings Salaries | 3,574,445.00 | 3,701,771.36 | 3,693,142.91 | 135,173.22 | (126,544.77) |
| 51150 Other Salaries | 1,707,991.00 | 1,766,099.08 | 1,487,348.66 | 46,254.26 | 232,496.16 |
| 51180 Severance Pay | 0.00 | 53,622.48 | 442,287.32 | 81,503.11 | (470,167.95) |
| 51190 Non-Base Pay | 208,805.00 | 214,891.16 | 166,129.06 | 1,035.58 | 47,726.52 |
| 51400 OPERS | 4,036,260.00 | 4,246,578.87 | 4,001,633.43 | 136,596.59 | 108,348.85 |
| 51610 Health Insurance | 3,505,479.00 | 3,505,479.00 | 3,434,038.18 | 133,894.41 | (62,453.59) |
| 51620 Life Insurance | 73,430.00 | 73,430.00 | 46,530.79 | 3,694.47 | 23,204.74 |
| 51630 Workers Compensation | 241,887.00 | 491,887.00 | 259,581.70 | 220,000.00 | 12,305.30 |
| 51640 Unemployment Compensation | 0.00 | 41,507.66 | 48,455.53 | 25,935.70 | (32,883.57) |
| 51650 Medicare - ER | 327,911.00 | 334,911.00 | 329,884.69 | 11,812.71 | (6,786.40) |
| 51900 Other Benefits | 0.00 | 3,027.26 | 19,458.20 | 772.46 | (17,203.40) |
| Salaries/Benefits | 37,100,000.00 | \$ 38,566,406.95 | \$ 36,814,772.53 | \$ 1,585,688.92 | \$ 165,945.50 |
| 52110 Office Supplies | 73,980.00 | 81,440.34 | 47,052.81 | 3,688.65 | 30,698.88 |
| 52120 Stationery | 170,260.00 | 185,037.85 | 113,409.16 | 2,775.80 | 68,852.89 |
| 52130 Duplication Supplies | 104,410.00 | 110,840.02 | 80,329.86 | 1,276.54 | 29,233.62 |
| 52140 Hand Tools | 4,800.00 | 5,469.80 | 3,003.31 | 1,226.27 | 1,240.22 |
| 52150 Book Repair Supplies | 111,211.00 | 114,370.63 | 73,903.69 | 4,710.06 | 35,756.88 |
| 52210 Janitorial Supplies | 121,347.00 | 139,029.08 | 121,542.96 | 17,450.09 | 36.03 |
| 52220 Electrical Supplies | 48,814.00 | 57,367.08 | 55,121.49 | 714.07 | 1,531.52 |
| 52230 Maintenance Supplies | 111,985.00 | 140,827.75 | 130,803.99 | 124,110.41 | (14,086.65) |
| 52240 Uniforms | 12,550.00 | 10,256.27 | 81.27 | 0.00 | 10,175.00 |
| 52300 Motor Vehicle Supplies | 57,700.00 | 92,669.53 | 78,347.96 | 5,392.33 | 8,929.24 |
| 52900 Other Supplies | 327,322.00 | 351,392.43 | 216,153.13 | 43,846.34 | 91,392.96 |
| Supplies | 1,144,379.00 | \$ 1,288,700.78 | \$ 919,749.63 | \$ 205,190.56 | \$ 163,760.59 |

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

| | Current Year | Total Appropriated | Current Year | Encumbered and | Unencumbered Balance |
|--------------------------------------|---------------|--------------------|-------------------------|------------------------|----------------------|
| | Appropriation | Funds | Expenditures | Unpaid | |
| 53100 | 41,609.00 | 48,189.00 | 18,106.30 | 11,305.63 | 18,777.07 |
| 53210 | 449,894.00 | 571,552.18 | 473,741.21 | 98,029.94 | (218.97) |
| 53230 | 140,100.00 | 167,365.84 | 131,326.55 | 3,111.26 | 32,928.03 |
| 53240 | 270,600.00 | 252,173.87 | 120,938.29 | 87,333.12 | 43,902.46 |
| 53310 | 155,890.00 | 237,199.92 | 156,043.29 | 73,547.97 | 7,608.66 |
| 53320 | 55,725.00 | 52,704.42 | 36,934.32 | 8,932.80 | 6,837.30 |
| 53340 | 143,700.00 | 179,530.24 | 135,686.59 | 13,385.89 | 30,457.76 |
| 53350 | 280,627.00 | 428,496.28 | 294,290.80 | 119,971.97 | 14,233.51 |
| 53360 | 811,532.00 | 857,419.70 | 810,457.12 | 17,364.13 | 29,598.45 |
| 53370 | 24,400.00 | 30,662.40 | 22,019.56 | 3,808.44 | 4,834.40 |
| 53380 | 909,473.00 | 1,034,421.60 | 1,010,674.91 | 23,746.69 | 0.00 |
| 53390 | 30,000.00 | 30,913.29 | 21,058.00 | 4,852.00 | 5,003.29 |
| 53400 | 448,300.00 | 448,300.00 | 435,260.00 | 2,244.00 | 10,796.00 |
| 53510 | 115,372.00 | 139,655.47 | 103,172.77 | 35,962.70 | 520.00 |
| 53520 | 272,960.00 | 333,998.90 | 304,464.85 | 28,383.27 | 1,150.78 |
| 53610 | 1,903,000.00 | 2,340,755.78 | 2,178,094.52 | 128,110.82 | 34,550.44 |
| 53620 | 396,950.00 | 341,616.93 | 252,551.53 | 16,169.74 | 72,895.66 |
| 53630 | 663,554.00 | 1,120,787.71 | 915,824.84 | 196,837.28 | 8,125.59 |
| 53640 | 125,314.00 | 126,787.69 | 80,378.04 | 25,196.57 | 21,213.08 |
| 53710 | 1,129,140.00 | 1,537,345.06 | 1,062,329.06 | 402,490.15 | 72,525.85 |
| 53720 | 700,000.00 | 1,707,919.17 | 1,633,510.32 | 485,392.62 | (410,983.77) |
| 53800 | 332,818.00 | 312,379.15 | 242,090.56 | 69,461.50 | 827.09 |
| 53900 | 13,500.00 | 26,332.58 | 26,026.25 | 126.25 | 180.08 |
| Purchased/Contracted Services | | | \$ 10,464,979.68 | \$ 1,855,764.74 | \$ 5,762.76 |
| 54110 | 3,660,300.00 | 4,465,358.77 | 3,488,589.61 | 700,720.25 | 276,048.91 |
| 54120 | 755,167.00 | 869,487.74 | 579,181.85 | 326,627.00 | (36,321.11) |
| 54210 | 1,529,822.00 | 1,819,889.63 | 1,101,897.79 | 367,792.63 | 350,199.21 |

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

| | Current Year Appropriation | Total Appropriated Funds | Current Year Expenditures | Encumbered and Unpaid | Unencumbered Balance |
|-------------------------------|----------------------------------|--------------------------------|---------------------------------|-----------------------------|-------------------------|
| 54220 | 264,669.00 | 381,037.50 | 262,150.17 | 28,068.73 | 90,818.60 |
| 54310 | 1,588,354.00 | 1,757,800.12 | 1,582,328.64 | 99,525.40 | 75,946.08 |
| 54320 | 263,586.00 | 373,494.89 | 292,837.75 | 41,058.81 | 39,598.33 |
| 54325 | 643,847.00 | 692,371.12 | 553,978.16 | 40,182.71 | 98,210.25 |
| 54350 | 296,500.00 | 361,768.71 | 242,719.37 | 86,633.80 | 32,415.54 |
| 54500 | 1,404,016.00 | 1,785,654.86 | 1,209,247.98 | 573,072.53 | 3,334.35 |
| 54600 | 6,500.00 | 9,788.18 | 7,247.58 | 390.98 | 2,149.62 |
| 54710 | 85,874.00 | 132,224.65 | 21,289.05 | 64,052.00 | 46,883.60 |
| 54720 | 100,000.00 | 130,991.72 | 67,044.19 | 65,074.89 | (1,127.36) |
| 54730 | 10,000.00 | 10,969.53 | 10,354.86 | 467.96 | 146.71 |
| 54790 | 65,000.00 | 81,650.85 | 51,477.32 | 29,818.38 | 355.15 |
| 54900 | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 |
| Library Materials | 10,674,635.00 | \$ 12,873,488.27 | \$ 9,470,344.32 | \$ 2,423,486.07 | \$ 979,657.88 |
| 55510 | 84,435.00 | 197,534.15 | 40,469.90 | 101,579.52 | 55,484.73 |
| 55520 | 129,326.00 | 124,376.80 | 36,882.51 | 67,281.30 | 20,212.99 |
| 55530 | 555,200.00 | 514,190.77 | 376,637.72 | 68,831.79 | 68,721.26 |
| Capital Outlay | 819,961.00 | \$ 836,101.72 | \$ 453,990.13 | \$ 237,692.61 | \$ 144,418.98 |
| 57100 | 59,500.00 | 62,661.00 | 61,903.00 | 758.00 | 0.00 |
| 57200 | 1,500.00 | 2,075.77 | 1,248.58 | 262.21 | 564.98 |
| 57500 | 19,000.00 | 58,204.12 | 52,024.60 | 2,531.66 | 3,647.86 |
| Miscellaneous Expenses | 80,000.00 | \$ 122,940.89 | \$ 115,176.18 | \$ 3,551.87 | \$ 4,212.84 |
| 59810 | 0.00 | 0.00 | 210,000.00 | 0.00 | (210,000.00) |
| Advances | 0.00 | \$ 0.00 | \$ 210,000.00 | \$ 0.00 | \$(210,000.00) |
| 59900 | 3,000,000.00 | 5,054,600.00 | 5,054,600.00 | 0.00 | 0.00 |
| Transfers | 3,000,000.00 | \$ 5,054,600.00 | \$ 5,054,600.00 | \$ 0.00 | \$ 0.00 |
| TOTAL | 62,243,433.00 | \$ 71,068,745.79 | \$ 63,503,612.47 | \$ 6,311,374.77 | \$ 1,253,758.55 |

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

| | Beginning Year Balance | Year to Date Receipts | Year to Date Expenditures | Year to Date Encumbrances | Unencumbered Balance |
|------------------------------------|---------------------------|--------------------------|------------------------------|------------------------------|-------------------------|
| 101 General Fund | 29,806,256.19 | 63,760,587.34 | 63,503,612.47 | 6,311,374.77 | 23,751,856.29 |
| Total General Fund | \$ 29,806,256.19 | \$ 63,760,587.34 | \$ 63,503,612.47 | \$ 6,311,374.77 | \$ 23,751,856.29 |
| 201 Anderson | 178,391.08 | 11,243.93 | 0.00 | 0.00 | 189,635.01 |
| 202 Endowment for the Blind | 1,286,477.12 | 88,914.36 | 0.00 | 0.00 | 1,375,391.48 |
| 203 Founders | 4,046,670.54 | 301,844.19 | 88,452.65 | 49,681.80 | 4,210,380.28 |
| 204 Kaiser | 37,706.75 | 2,532.14 | 0.00 | 0.00 | 40,238.89 |
| 205 Kralej | 135,692.44 | 6,787.28 | 1,895.92 | 0.00 | 140,583.80 |
| 206 Library | 154,761.46 | 17,199.83 | 15,866.69 | 842.09 | 155,252.51 |
| 207 Pepke | 83,531.57 | 5,192.88 | 1,105.44 | 0.00 | 87,619.01 |
| 208 Wickwire | 949,604.55 | 59,291.12 | 9,691.02 | 1,483.16 | 997,721.49 |
| 209 Wittke | 55,831.04 | 3,555.22 | 0.00 | 0.00 | 59,386.26 |
| 210 Young | 2,485,473.78 | 234,926.00 | 0.00 | 0.00 | 2,720,399.78 |
| 225 Friends | 11,655.02 | 18,000.00 | 22,805.02 | 600.00 | 6,250.00 |
| 226 Judd | 8,159.84 | 221,313.00 | 221,672.10 | 7,800.74 | 0.00 |
| 228 Lockwood Thompson Memorial | 334,708.11 | 169,591.00 | 110,130.74 | 236,845.31 | 157,323.06 |
| 229 Ohio Center for the Book | 1,500.00 | 900.00 | 2,342.00 | 0.00 | 58.00 |
| 230 Schweinfurth | 11,370.07 | 86,734.00 | 87,305.00 | 3,899.54 | 6,899.53 |
| 242 Cleveland NCA Kiosk | 12,306.51 | 0.00 | 1,943.70 | 456.30 | 9,906.51 |
| 243 Gates Foundation | 119,600.00 | 54,600.00 | 99,918.78 | 0.00 | 74,281.22 |
| 244 Harvard CS Kiosk Project | 8,179.65 | 0.00 | 657.37 | 261.85 | 7,260.43 |
| 251 LSTA-Library for the Blind | 136,118.84 | 228,891.00 | 360,010.84 | 0.00 | 4,999.00 |
| 252 LSTA-Know It Now | 170,379.10 | 634,425.67 | 604,039.95 | 194,837.70 | 5,927.12 |
| 253 MetLife-Fit for Life II | 6,677.45 | 0.00 | 0.00 | 6,677.45 | 0.00 |
| 254 MyCom | 0.00 | 200,509.50 | 79,407.76 | 104,301.38 | 16,800.36 |
| Total Special Revenue Funds | \$ 10,234,794.92 | \$ 2,346,451.12 | \$ 1,707,244.98 | \$ 607,687.32 | \$ 10,266,313.74 |
| 401 Building & Repair | 7,553,771.11 | 5,000,000.00 | 2,352,213.09 | 235,640.23 | 9,965,917.79 |

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

| | Beginning Year Balance | Year to Date Receipts | Year to Date Expenditures | Year to Date Encumbrances | Unencumbered Balance |
|------------------------------------|---------------------------|--------------------------|------------------------------|------------------------------|-------------------------|
| Total Capital Project Funds | \$ 7,553,771.11 | \$ 5,000,000.00 | \$ 2,352,213.09 | \$ 235,640.23 | \$ 9,965,917.79 |
| 501 Abel | 153,045.11 | 9,872.58 | 2,000.00 | 0.00 | 160,917.69 |
| 502 Ambler | 1,457.48 | 88.29 | 0.00 | 0.00 | 1,545.77 |
| 503 Beard | 102,790.43 | 6,583.94 | 2,294.00 | 1,813.00 | 105,267.37 |
| 504 Klein | 3,455.59 | 208.24 | 0.00 | 0.00 | 3,663.83 |
| 505 Malon/Schroeder | 196,359.74 | 10,578.97 | 0.00 | 0.00 | 206,938.71 |
| 506 McDonald | 118,873.47 | 7,337.21 | 0.00 | 0.00 | 126,210.68 |
| 507 Ratner | 58,116.64 | 3,926.33 | 292.47 | 0.00 | 61,750.50 |
| 508 Root | 25,659.21 | 1,566.02 | 600.00 | 0.00 | 26,625.23 |
| 509 Sugarman | 158,947.87 | 8,061.26 | 2,040.00 | 0.00 | 164,969.13 |
| 510 Thompson | 108,568.42 | 6,549.91 | 1,500.00 | 0.00 | 113,618.33 |
| 511 Weidenthal | 4,299.70 | 256.78 | 0.00 | 0.00 | 4,556.48 |
| 512 White | 1,494,594.72 | 95,278.37 | 26,672.27 | 986.59 | 1,562,214.23 |
| Total Permanent Funds | \$ 2,426,168.38 | \$ 150,307.90 | \$ 35,398.74 | \$ 2,799.59 | \$ 2,538,277.95 |
| Total All Funds | \$ 50,020,990.60 | \$ 71,257,346.36 | \$ 67,598,469.28 | \$ 7,157,501.91 | \$ 45,522,365.77 |

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

| | |
|----------------------------------|---------------------------------------|
| Balance of All Funds | <u><u>\$ 53,679,867.68</u></u> |
| Chase-Checking | 9,188.09 |
| PNC-Checking | 0.00 |
| KeyBank-Concentration Acct | 0.00 |
| KeyBank-Checking (ZBA) | 714,304.20 |
| KeyBank-MC/MISA | 41,409.28 |
| Fifth Third - Checking | 174,722.03 |
| Petty Cash | 330.00 |
| Change Fund | 5,420.00 |
| KeyBank-Payroll Account (ZBA) | 0.00 |
| KeyBank-Savings Bond Acct | 0.00 |
| Cash in Library Treasury | <u><u>\$ 945,373.60</u></u> |
| PNC - Money Market | 10,004.82 |
| PNC - Investments | 34,639,023.55 |
| PNC/Allegiant Money Market | (757,173.80) |
| KeyBank - Victory Fund | 0.00 |
| STAR OHIO Investment | 6,666,462.12 |
| Investments | <u><u>\$ 40,558,316.69</u></u> |
| PNC Endowment Acct | 12,176,177.39 |
| Endowment Account | <u><u>\$ 12,176,177.39</u></u> |
| Cash in Banks and On Hand | <u><u>\$ 53,679,867.68</u></u> |

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

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

| General Fund - Receipts | | | | | | |
|----------------------------|-----------------------|-------------------|--------------------|-----------------|--------------------|--|
| | Certified Revenue (1) | Income To Date | Balance | Percent To Date | Percent Prior Year | |
| PLF- Public Library Fund | 19,726,368 | 20,413,041 | (686,674) | 103% | 100% | |
| 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 | 445,236 | (145,236) | 148% | 101% | |
| Investment Earnings | 300,000 | 752,045 | (452,045) | 251% | 112% | |
| Services to Others-Clevnet | 2,400,000 | 2,764,731 | (364,731) | 115% | 102% | |
| Miscellaneous | 380,000 | 428,932 | (48,932) | 113% | 130% | |
| Advances & Transfers | 0 | 110,000 | (110,000) | 110% | 0% | |
| TOTALS | 59,777,099 | 63,760,587 | (3,983,489) | 107% | 106% | |

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
December 31, 2010

| General Fund - Expenditures | | | | | | |
|------------------------------------|-------------------|-------------------|------------------|-------------|---------|------------|
| | Appropriation | Expended/ | Balance | Percent | Percent | Percent |
| | (2) | Encumbered | | To Date (3) | Prior | Year |
| Salaries/Benefits | 38,566,407 | 38,400,461 | 165,946 | 100% | | 90% |
| Supplies | 1,288,701 | 1,124,940 | 163,761 | 87% | | 80% |
| Purchased Services | 12,326,507 | 12,320,744 | 5,763 | 100% | | 96% |
| Library Materials | 12,873,488 | 11,893,830 | 979,658 | 92% | | 91% |
| Capital Outlay | 836,102 | 691,683 | 144,419 | 83% | | 74% |
| Other | 122,941 | 118,728 | 4,213 | 97% | | 77% |
| SUBTOTAL | 66,014,146 | 64,550,387 | 1,463,759 | 98% | | 91% |
| Advances/Transfers | 5,054,600 | 5,264,600 | (210,000) | 104% | | 0% |
| TOTALS | 71,068,746 | 69,814,987 | 1,253,759 | 98% | | 87% |

Note (2): Appropriation of \$68,923,434 plus carried forward encumbrance of \$2,145,312.

Note (3): Subtotal includes 89% expended and 9% encumbered.

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

Strategic Plan Expenditures - In Millions

| | Year 1 - 2004 | | Year 2 - 2005 | | Year 3 - 2006 | | Year 4 - 2007 | |
|----------------------|---------------|--------------|---------------|--------------|---------------|--------------|---------------|------------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Expended |
| Salaries/Benefits | 0.797 | 0.797 | 2.199 | 1.868 | 3.097 | 2.546 | 3.349 | 3.083 |
| Library Materials | 0.385 | 0.385 | 0.373 | 0.373 | 0.118 | 0.118 | 0.021 | 0.021 |
| Capital Projects (4) | 3.000 | 0.000 | 3.000 | 0.236 | 3.000 | 0.845 | 3.000 | 0.435 |
| TOTALS | 4.182 | 1.182 | 5.572 | 2.477 | 6.215 | 3.509 | 6.370 | 3.539 |
| | Year 5 - 2008 | | Year 6 - 2009 | | Year 7 - 2010 | | 5 Year | |
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Expended To Date |
| 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 | 2.239 | 15.000 | 9.545 |
| TOTALS | 6.651 | 4.622 | 0.000 | 6.088 | 0.000 | 2.239 | 28.990 | 23.656 |

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
December 31, 2010

| Strategic Plan Capital Projects - In Dollars | | | | | |
|--|------------------|--------------------------|------------------|---------------|--------------------|
| | Budget | Expended Through 2009 | Expended 2010 | Encumbered | Balance |
| Branch Security Cameras | 464,000 | 442,247 | 0 | 20,929 | 824 |
| Fulton Branch Exterior | 562,000 | 684,104 | 0 | 0 | (122,104) |
| Collinwood Teen Center | 20,000 | 3,588 | 0 | 0 | 16,412 |
| Jefferson | 134,420 | 113,000 | 0 | 0 | 21,420 |
| Lorain | 152,010 | 483,533 | 5,813 | 0 | (337,336) |
| Woodland - Land | 21,000 | 21,292 | 176 | 0 | (468) |
| Woodland - Expansion/Parking | 1,200,000 | 952,320 | 1,380,688 | 61,090 | (1,194,098) |
| Rice | 5,300,000 | 4,179,223 | 852,444 | 12,890 | 255,443 |
| South Brooklyn | 96,000 | 77,522 | 0 | 0 | 18,478 |
| Garden Valley | 285,000 | 350,019 | 0 | 2,124 | (67,143) |
| Totals | 8,234,430 | 7,306,848 | 2,239,121 | 97,033 | (1,408,571) |

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – December 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 December 1, 2010 through December 31, 2010.

| Investment Period | No. of Days | Amount | Bank | Interest Rate | Investment | | Investment Form |
|---------------------|-------------|-----------|----------------------------|---------------|-------------------------------|---------------|--------------------|
| | | | | | Income | | |
| 12/01/10 - 12/31/10 | 31 | Various | STAR Ohio | Various | 779.99 | | Investment Pool |
| 12/01/10 - 12/31/10 | 31 | Various | PNC | Various | 15.71 | | Sweep Money Market |
| 9/1/2010 - 12/31/10 | 122 | Various | PNC | Various | 4.82 | | Money Market |
| 06/08/10 - 12/08/10 | 184 | 500,000 | Federal Home Loan Bank | 1.890% | 4,725.00 | | Federal Agency |
| 06/10/10 - 12/10/10 | 184 | 1,000,000 | Federal Home Loan Bank | 3.000% | 25,100.00 | | Federal Agency |
| 06/10/10 - 12/10/10 | 184 | 750,000 | Federal Home Loan Bank | 3.375% | 12,656.25 | | Federal Agency |
| 09/15/10 - 12/13/10 | 90 | 1,000,000 | Federal Farm Credit Bank | 0.550% | 1,344.44 | | Federal Agency |
| 06/17/10 - 12/17/10 | 184 | 1,000,000 | Federal Home Loan Mort Crp | 1.700% | 9,500.00 | | Federal Agency |
| 09/28/10 - 12/17/10 | 81 | 2,000,000 | Federal Farm Credit Bank | 0.800% | 3,511.11 | | Federal Agency |
| 06/23/10 - 12/23/10 | 184 | 1,000,000 | Federal Home Loan Bank | 0.800% | 4,000.00 | | Federal Agency |
| 11/29/10 - 12/27/10 | 29 | 1,000,000 | Fed Natl Mort Assn | 0.550% | 427.78 | | Federal Agency |
| 05/06/10 - 12/28/10 | 237 | 2,000,000 | Fed Natl Mort Assn | 1.650% | 21,266.67 | | Federal Agency |
| 06/28/10 - 12/28/10 | 184 | 1,000,000 | Federal Home Loan Mort Crp | 1.250% | 6,250.00 | | Federal Agency |
| 06/28/10 - 12/28/10 | 184 | 2,000,000 | Federal Home Loan Bank | 1.200% | 12,000.00 | | Federal Agency |
| | | | | | Earned Interest December 2010 | \$ 101,581.77 | |
| | | | | | Earned Interest Year To Date | \$ 752,045.41 | |

CLEVELAND PUBLIC LIBRARY**Finance Committee
January 20, 2011****REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR DECEMBER 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 |
|---|----------|-------------------------|--------|
| Thompson Publishing Group ADA FMLA Webinar Cleveland, Ohio | 9/9/10 | Sharon Allen | 299.00 |
| Ohionet Your Library, Your Community Seminar Dublin, Ohio | 11/10/10 | Anastasia Diamond-Ortiz | 60.00 |
| Cleveland Society for Human Resources Project Management Skills Seminar Cleveland, Ohio | 12/15/10 | Dawntae Jackson | 35.00 |
| Ohionet Your Library, Your Community Seminar Dublin, Ohio | 11/10/10 | Carlos Latimer | 60.00 |
| O'Reilly School of Technology Introduction to Javascript 1 Cleveland, Ohio | 12/27/10 | Brian Leszcz | 308.45 |
| Ohionet Your Library, Your Community Seminar Dublin, Ohio | 11/10/10 | Cindy Lombardo | 60.00 |
| Ohionet Your Library, Your Community Seminar Dublin, Ohio | 11/10/10 | Aaron Mason | 60.00 |
| American Payroll Association Annual Conference Independence, Ohio | 12/10/10 | Ronelle Miller-Hood | 100.00 |
| Ohionet Your Library, Your Community Seminar Dublin, Ohio | 11/10/10 | John Skrtic | 60.00 |

| ITEM | DATE | TRUSTEE/STAFF MEMBER | AMOUNT |
|---|----------|-------------------------|-------------------|
| Ohionet Your Library, Your Community Seminar Dublin, Ohio | 11/10/10 | Tena Wilson | 60.00 |
| TOTAL | | | \$1,102.45 |

SUMMARY

| FUND | NOVEMBER | YEAR TO DATE |
|----------------------|-------------------|--------------------|
| General | \$761.60 | \$18,106.30 |
| Judd Fund | 32.40 | 32.40 |
| Lockwood Thompson | 0.00 | 5,692.12 |
| Metlife-Fit for Life | 0.00 | 0.00 |
| LSTA - Know it Know | 308.45 | 5,742.30 |
| TOTAL | \$1,102.45 | \$29,573.12 |

CLEVELAND PUBLIC LIBRARY

FINANCE COMMITTEE

January 20, 2011

PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD
OCTOBER 1 THROUGH DECEMBER 31, 2010

In accordance with Board Policy amended by resolution on April 18, 1996, a description of expenditures exceeding \$5,000.00 to \$25,000.00 for library supplies and equipment is therefore submitted.

| <u>DATE</u> | <u>ITEM DESCRIPTION</u> | <u>AGENCY</u> | <u>SUPPLIER</u> | <u>AMOUNT</u> |
|-------------|------------------------------|----------------|---------------------|---------------|
| 10/14/10 | Circular DVD Labels | Book Prep | BFC Print Network | \$ 5,240.48 |
| 12/10/10 | Greater Access Library Cards | Stockroom | Shamrock Companies | 24,298.60 |
| 12/21/10 | Pamphlet Board | Preservation | Archival Products | 5,497.69 |
| 12/21/10 | Cleaning Supplies | Stockroom | Resource Management | 19,328.98 |
| 11/12/10 | Security Strips | Stockroom | Ohionet | 9,263.84 |
| 10/07/10 | Computer Equipment | Automation | MCPC Technology | 11,860.32 |
| 10/28/10 | Computer Equipment | Automation | MCPC Technology | 7,605.64 |
| 12/02/10 | Computer Equipment | Automation | MCPC Technology | 9,865.67 |
| 12/10/10 | Computer Equipment | Automation | MCPC Technology | 16,996.82 |
| 12/10/10 | Computer Equipment | Automation | MCPC Technology | 19,069.40 |
| 10/07/10 | Computer Equipment | Automation | Business Smarts | 11,560.51 |
| 11/12/10 | Computer Equipment | Automation | Business Smarts | 22,260.80 |
| 11/12/10 | Computer Equipment | Automation | Business Smarts | 23,039.56 |
| 11/12/10 | Munis Upgrade | Automation | Business Smarts | 8,355.82 |
| 11/12/10 | Computer Equipment | Automation | Business Smarts | 6,574.37 |
| 12/10/10 | Computer Equipment | Automation | Business Smarts | 6,684.35 |
| 11/12/10 | Furniture | Social Science | RGI International | 5,052.00 |
| 11/12/10 | Computer Equipment | Social Science | RGI International | 13,160.00 |

Above vendors are in compliance with Cleveland Public Library's Equal Opportunity Guidelines as adopted on May 19, 1977.

REPORT FCLEVELAND PUBLIC LIBRARY**FINANCE COMMITTEE**

January 20, 2011

PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD
OCTOBER 1 THROUGH DECEMBER 31, 2010

In accordance with Board Policy adopted by resolution on May 16, 2002, a description of expenditures exceeding \$25,000.00 for library service materials and for CLEVNET-related goods and services is submitted.

LIBRARY SERVICES MATERIALS

| <u>Date</u> | <u>Description</u> | <u>Agency</u> | <u>Supplier</u> | <u>Amount</u> |
|-------------|---------------------------------|---------------|-----------------|---------------|
| 11/1/10 | Historical Newspapers | MLO | ProQuest | \$ 35,541.00 |
| 12/3/10 | America's Historical Newspapers | MLO | NewsBank | 170,000.00 |

CLEVNET-RELATED GOOD AND SERVICES

| <u>Date</u> | <u>Description</u> | <u>Agency</u> | <u>Supplier</u> | <u>Amount</u> |
|-------------|---------------------|---------------|-----------------|---------------|
| 11/24/10 | Maintenance Renewal | Automation | MCPC Technology | \$ 25,538.10 |

Above vendors are in compliance with Cleveland Public Library's Equal Opportunity Guidelines as adopted on May 19, 1977.

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 12/01/2010 TO 12/31/2010**

Human Resources Committee Report
January 21, 2011

EMPLOYEE: HOUGHTON, TAMMY M
JOB TITLE: LENDING DEPARTMENT CLERK

CURRENT GRADE: A **EFFECTIVE DATE** 12/05/2010
CURRENT STEP: 8 **FOR GRADE/STEP**

| TYPE OF CHANGE | PREVIOUS VALUE | CURRENT VALUE | REASON FOR CHANGE |
|-----------------------|-----------------------|----------------------|------------------------------|
| ANNUAL | 36,059.92 | 36,781.16 | MLIS STEP PER UNION CONTRACT |

EMPLOYEE: JAENKE, ADAM
JOB TITLE: LIBRARY ASST-COMP EMPH

CURRENT GRADE: F **EFFECTIVE DATE** 12/05/2010
CURRENT STEP: 1 **FOR GRADE/STEP**

| TYPE OF CHANGE | PREVIOUS VALUE | CURRENT VALUE | REASON FOR CHANGE |
|--------------------------|-----------------------|----------------------|--------------------------|
| SALARY AFFECTS BASE WAGE | 9.45 | 21.66 | PROMOTION |

EMPLOYEE: MCKENZIE, DEANNA
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 12/21/2010
CURRENT STEP: 1 **FOR GRADE/STEP**

| TYPE OF CHANGE | PREVIOUS VALUE | CURRENT VALUE | REASON FOR CHANGE |
|--------------------------|-----------------------|----------------------|--------------------------|
| SALARY AFFECTS BASE WAGE | | 9.01 | NEW HIRE |

EMPLOYEE: MOORMAN, ZEBULUN
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 12/29/2010
CURRENT STEP: 1 **FOR GRADE/STEP**

| TYPE OF CHANGE | PREVIOUS VALUE | CURRENT VALUE | REASON FOR CHANGE |
|--------------------------|-----------------------|----------------------|--------------------------|
| SALARY AFFECTS BASE WAGE | | 9.01 | NEW HIRE |

EMPLOYEE: PLESS, DARRYL J
JOB TITLE: TECHNICAL SERVICES SENIOR TECH

CURRENT GRADE: B **EFFECTIVE DATE** 12/19/2010
CURRENT STEP: 3 **FOR GRADE/STEP**

| TYPE OF CHANGE | PREVIOUS VALUE | CURRENT VALUE | REASON FOR CHANGE |
|--------------------------|-----------------------|----------------------|--------------------------|
| SALARY AFFECTS BASE WAGE | 32,685.64 | 33,443.02 | PROMOTION |

EMPLOYEE: TORRES, ADELA
JOB TITLE: BRANCH CLERK

CURRENT GRADE: B **EFFECTIVE DATE** 12/19/2010
CURRENT STEP: 5 **FOR GRADE/STEP**

| TYPE OF CHANGE | PREVIOUS VALUE | CURRENT VALUE | REASON FOR CHANGE |
|--------------------------|-----------------------|----------------------|--------------------------|
| SALARY AFFECTS BASE WAGE | 34,780.46 | 36,171.46 | MLS DEGREE INCREMENT |

**CLEVELAND PUBLIC LIBRARY
HUMAN RESOURCES DEPARTMENT
LIBRARY BOARD OF TRUSTEES
TERMINATION REPORT
12/01/2010 TO 12/31/2010**

Human Resources Committee Report
Thursday, January 20, 2011

| <u>EMPLOYEE NAME</u> | <u>DEPARTMENT</u> | <u>JOB TITLE</u> | <u>DATE</u> | <u>REASON</u> |
|---------------------------|-------------------|-------------------------|-------------|-------------------------|
| RESIGNATIONS | | | | |
| BENJAMIN, PAMELA S | SOCIAL SCIENCE | SUBJ. DEPT. MGR. (LA) | 12/10/2010 | PERSONAL REASONS |
| LANNUM, MAGALY | FINE ARTS SP COL | SUBJ. DEPT. CLERK | 12/3/2010 | RETURN TO SCHOOL |
| LIU, XINXIN | SHELF PAGES | PAGE | 12/29/2010 | RETURN TO SCHOOL |
| PASTARD, OCIE | SHELF PAGES | PAGE | 12/30/2010 | MOVING |
| RETIREMENTS | | | | |
| CARLTON, ROSE M | HARVARD LEE | PAGE | 12/31/2010 | RETIREMENT |
| KHAN, MALKA S | ADDISON | CHILD. LIBR. | 12/31/2010 | RETIREMENT |
| LEAVITT, ELLEN S | EAST TEAM | EAST TEAM MGR. | 12/17/2010 | RETIREMENT |
| MALLETTE, THERESA G | CATALOG | CATALOG ASSIST. | 12/17/2010 | RETIREMENT |
| NIEDERMYER, DENNIS J | FACILITIES | ASSIST. FACIL. ADMIN. | 12/31/2010 | RETIREMENT |
| PEASE, AMY E | HIST GEO | LIB. ASSIST. (SUB DEPT) | 12/31/2010 | RETIREMENT |
| THOMAS, GRADY | HARVARD LEE | CUST. II (DAYS/BR.) | 12/31/2010 | RETIREMENT |
| OTHER TERMINATIONS | | | | |
| ARTHUR, SHERRI M | LORAIN | PAGE | 12/3/2010 | TERMINATION INVOLUNTARY |
| FLANNIGAN, CIARRA M | SHELF PAGES | PAGE | 12/1/2010 | TERMINATION INVOLUNTARY |

CLEVELAND PUBLIC LIBRARY**Human Resources Committee Report
January 20, 2011****Report on Paid Sick Time Used by the Month
Hours Used Per Each Two Pay Periods**

| MONTH | 2009 | 2010 |
|--------------|-------------|-------------|
| January | 3,990.42 | 4,309.46 |
| February | 3,984.28 | 4,338.18 |
| March | 4,362.18 | 3,536.29 |
| April | 3,948.74 | *5,606.63 |
| May | *4,903.71 | 3,667.67 |
| June | 1,653.70 | 2,583.52 |
| July | 3,396.99 | 2,779.95 |
| August | 3,743.54 | 3,179.51 |
| September | 3,845.37 | 2,821.62 |
| October | *7,752.20 | *5,741.47 |
| November | 5,093.24 | 3,646.62 |
| December | 4,244.91 | 3,524.42 |

***Covers three pay dates**

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

REPORT H**Human Resources Committee Report**

January 20, 2011

| Totals Job Category | Male | | | | | | Female | | | | |
|--------------------------|------------|------------|------------|----------|----------|----------|------------|------------|-----------|----------|----------|
| | A | B | C | D | E | F | G | H | I | J | K |
| Officials/Administrators | 75 | 21 | 9 | 1 | | | 28 | 16 | | | |
| Professionals | 87 | 19 | 2 | | | 1 | 45 | 16 | 2 | 2 | |
| Technicians | 21 | 10 | 3 | 1 | | | 6 | 1 | | | |
| Protective Service | 18 | 9 | 7 | 1 | | | | 1 | | | |
| Para-Professionals | 132 | 20 | 40 | | | 1 | 27 | 35 | 6 | 3 | |
| Administrative Support | 306 | 27 | 67 | 4 | 5 | | 50 | 134 | 19 | 1 | |
| Skilled Craft | 11 | 7 | 2 | | | 1 | | 1 | | | |
| Service Maintenance | 48 | 11 | 32 | 1 | | | 2 | 2 | | | |
| Grand Total | 698 | 124 | 162 | 8 | 8 | 0 | 158 | 206 | 27 | 6 | 0 |

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

**INSURANCE REPORT
FOR THE MONTH OF
DECEMBER**

REPORT I

Human Resources Committee Report **2010**
January 20, 2011

Staff Enrollments-Health Care/Dental

| | Single | Family | Total |
|---------------------|---------------|---------------|--------------|
| Kaiser POS | 88 | 78 | 166 |
| Kaiser HMO | 210 | 97 | 307 |
| Delta Dental | 236 | 166 | 402 |

Workers' Compensation Lost Time Report

| <i>Classification</i> | <i>Dept/Location</i> | <i>Date of Injury</i> | <i>Total days missed during report month</i> |
|---------------------------------------|----------------------|-----------------------|--|
| There are no injuries for December | | | |

REPORT J

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

| CIRCULATION ACTIVITY | Monthly Total | | Average Hourly | | Year-to-Date | | YTD Gain/Loss |
|--|----------------|----------------|----------------|-------|------------------|------------------|------------------|
| | 2010 | 2009 | 2010 | 2009 | 2010 | 2009 | |
| Main Library | 158,020 | 162,586 | 827 | 726 | 1,975,473 | 1,988,704 | -0.7% |
| Branches & Mobile Units Library for the Blind | 317,446 | 355,118 | 1,574 | 1,588 | 4,072,550 | 4,319,601 | -5.7% |
| | 60,207 | 61,173 | 376 | 366 | 729,730 | 565,152 | 29.1% |
| TOTAL CIRCULATION | 535,673 | 578,877 | | | 6,777,753 | 6,873,457 | -1.4% |

| ELECTRONIC MEDIA CIRCULATION | Monthly Total | | Year-to-Date | | YTD Gain/Loss |
|---------------------------------|---------------|--------------|---------------|---------------|------------------|
| | 2010 | 2009 | 2010 | 2009 | |
| eBook | 2,345 | 942 | 18,914 | 9,564 | 97.8% |
| eAudioBook | 1,671 | 1,264 | 19,481 | 14,271 | 36.5% |
| eMusic | 55 | 16 | 372 | 410 | -9.3% |
| eVideo | 51 | 58 | 443 | 611 | -27.5% |
| TOTAL eCIRCULATION | 4,122 | 2,280 | 39,210 | 24,856 | 57.7% |

| COMPUTER USAGE | Number of Computers | Average Session | Number of Sessions | | Hours in Use | | YTD Gain/Loss |
|--------------------|------------------------|--------------------|--------------------|---------------|---------------|---------------|------------------|
| | | | 2010 | 2009 | 2010 | 2009 | |
| Main Library | 77 | 44 minutes | 10,086 | 14,457 | 7,432 | 11,116 | -33.1% |
| Branches | 339 | 41 minutes | 57,443 | 66,704 | 39,965 | 34,361 | 16.3% |
| TOTAL USAGE | 416 | | 67,529 | 81,161 | 47,397 | 45,476 | 4.2% |

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 | 37,809 | 54,596 | 198 | 244 | 636,500 | 709,628 | -10.3% |
| Branches | 207,814 | 244,098 | 1,030 | 1,092 | 3,191,708 | 3,447,778 | -7.4% |
| Mobile Unit | 621 | 614 | | | 8,716 | 8,763 | -0.5% |
| TOTAL VISITS | 246,244 | 299,308 | | | 3,836,924 | 4,166,169 | -7.9% |

**CLEVELAND PUBLIC LIBRARY
BRANCH AND MOBILE UNIT DIRECT & TOTAL CIRCULATION FOR DECEMBER 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 | 9,359 | 1,124 | 810 | 1,025 | 0 | 12,318 | 867 | 13,185 |
| Broadway | 2,909 | 149 | 112 | 139 | 0 | 3,309 | 306 | 3,615 |
| Brooklyn | 6,450 | 905 | 583 | 696 | 0 | 8,634 | 862 | 9,496 |
| Carnegie West | 8,174 | 787 | 932 | 1,111 | 0 | 11,004 | 1,033 | 12,037 |
| Collinwood | 7,650 | 690 | 449 | 694 | 0 | 9,483 | 1,015 | 10,498 |
| East 131st | 3,415 | 641 | 287 | 354 | 0 | 4,697 | 492 | 5,189 |
| Eastman | 13,583 | 1,360 | 1,199 | 1,468 | 0 | 17,610 | 1,583 | 19,193 |
| Fleet | 9,258 | 752 | 804 | 1,026 | 0 | 11,840 | 1,121 | 12,961 |
| Fulton | 8,491 | 677 | 453 | 769 | 0 | 10,390 | 1,001 | 11,391 |
| Garden Valley | 2,778 | 255 | 112 | 100 | 0 | 3,245 | 434 | 3,679 |
| Glenville | 5,954 | 680 | 419 | 797 | 0 | 7,850 | 636 | 8,486 |
| Harvard-Lee | 6,973 | 567 | 419 | 743 | 0 | 8,702 | 840 | 9,542 |
| Hough | 4,450 | 586 | 475 | 578 | 0 | 6,089 | 615 | 6,704 |
| Jefferson | 5,874 | 675 | 873 | 957 | 0 | 8,379 | 934 | 9,313 |
| Langston Hughes | 5,671 | 460 | 455 | 448 | 0 | 7,034 | 782 | 7,816 |
| Lorain | 8,875 | 837 | 414 | 694 | 0 | 10,820 | 869 | 11,689 |
| Martin Luther King, Jr. | 5,509 | 395 | 556 | 753 | 0 | 7,213 | 940 | 8,153 |
| Memorial-Nottingham | 11,994 | 839 | 1,148 | 1,490 | 0 | 15,471 | 1,327 | 16,798 |
| Mt. Pleasant | 4,310 | 494 | 328 | 461 | 0 | 5,593 | 644 | 6,237 |
| Rice | 9,606 | 700 | 554 | 691 | 0 | 11,551 | 934 | 12,485 |
| Rockport | 15,568 | 1,185 | 978 | 1,539 | 0 | 19,270 | 1,850 | 21,120 |
| South | 6,151 | 388 | 345 | 341 | 0 | 7,225 | 904 | 8,129 |
| South Brooklyn | 14,746 | 1,041 | 1,251 | 1,722 | 0 | 18,760 | 2,600 | 21,360 |
| Sterling | 4,485 | 540 | 417 | 527 | 0 | 5,969 | 530 | 6,499 |
| Union | 4,403 | 585 | 273 | 500 | 0 | 5,761 | 565 | 6,326 |
| Walz | 11,305 | 862 | 926 | 1,250 | 0 | 14,343 | 1,178 | 15,521 |
| West Park | 15,515 | 1,336 | 2,183 | 2,598 | 84 | 21,716 | 3,093 | 24,809 |
| Woodland | 7,233 | 620 | 334 | 484 | 0 | 8,671 | 856 | 9,527 |
| BRANCH TOTAL | 220,689 | 20,130 | 18,089 | 23,955 | 84 | 282,947 | 28,811 | 311,758 |
| Mobile Units | 3,759 | 242 | 307 | 372 | 920 | 5,600 | 88 | 5,688 |
| TOTAL | 224,448 | 20,372 | 18,396 | 24,327 | 1,004 | 288,547 | 28,899 | 317,446 |

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

| BRANCH | Monthly Total | | | Year-to-Date | | YTD Gain/Loss | YTD %G/L |
|-------------------------|----------------|----------------|------------------|------------------|-----------------|------------------|-------------|
| | 2010 | 2009 | 2010 | 2009 | | | |
| Addison | 13,185 | 16,853 | 165,748 | 193,211 | -27,463 | -14.2% | |
| Broadway | 3,615 | 3,905 | 42,610 | 46,814 | -4,204 | -9.0% | |
| Brooklyn | 9,496 | 8,585 | 102,816 | 115,152 | -12,336 | -10.7% | |
| Carnegie West | 12,037 | 13,131 | 155,513 | 157,946 | -2,433 | -1.5% | |
| Collinwood | 10,498 | 12,803 | 131,518 | 153,531 | -22,013 | -14.3% | |
| East 131st | 5,189 | 5,477 | 58,053 | 67,661 | -9,608 | -14.2% | |
| Eastman | 19,193 | 21,039 | 253,399 | 234,441 | 18,958 | 8.1% | |
| Fleet | 12,961 | 16,591 | 172,568 | 179,584 | -7,016 | -3.9% | |
| Fulton | 11,391 | 10,603 | 139,260 | 121,787 | 17,473 | 14.3% | |
| Garden Valley | 3,679 | 5,436 | 57,283 | 55,655 | 1,628 | 2.9% | |
| Glenville | 8,486 | 8,678 | 93,225 | 111,254 | -18,029 | -16.2% | |
| Harvard-Lee | 9,542 | 11,261 | 120,253 | 128,116 | -7,863 | -6.1% | |
| Hough | 6,704 | 7,534 | 79,190 | 90,554 | -11,364 | -12.5% | |
| Jefferson | 9,313 | 11,656 | 128,916 | 150,047 | -21,131 | -14.1% | |
| Langston Hughes | 7,816 | 7,612 | 93,283 | 87,462 | 5,821 | 6.7% | |
| Lorain | 11,689 | 14,117 | 154,786 | 163,939 | -9,153 | -5.6% | |
| Martin Luther King, Jr. | 8,153 | 10,177 | 109,211 | 116,588 | -7,377 | -6.3% | |
| Memorial-Nottingham | 16,798 | 20,510 | 235,004 | 243,669 | -8,665 | -3.6% | |
| Mt. Pleasant | 6,237 | 8,603 | 81,055 | 102,589 | -21,534 | -21.0% | |
| Rice* | 12,485 | 9,952 | 162,102 | 111,884 | 50,218 | 44.9% | |
| Rockport | 21,120 | 23,576 | 279,868 | 286,142 | -6,274 | -2.2% | |
| South | 8,129 | 11,509 | 111,899 | 137,454 | -25,555 | -18.6% | |
| South Brooklyn | 21,360 | 26,018 | 288,142 | 309,970 | -21,828 | -7.0% | |
| Sterling | 6,499 | 8,589 | 80,008 | 90,383 | -10,375 | -11.5% | |
| Union | 6,326 | 7,608 | 74,070 | 100,586 | -26,516 | -26.4% | |
| Walz | 15,521 | 18,547 | 212,027 | 213,129 | -1,102 | -0.5% | |
| West Park | 24,809 | 28,860 | 341,010 | 361,682 | -20,672 | -5.7% | |
| Woodland** | 9,527 | 457 | 84,378 | 124,183 | -39,805 | -32.1% | |
| BRANCH TOTAL | 311,758 | 349,687 | 4,007,195 | 4,255,413 | -248,218 | -5.8% | |
| Mobile Units | 5,688 | 5,431 | 65,355 | 64,188 | 1,167 | 1.8% | |
| TOTAL | 317,446 | 355,118 | 4,072,550 | 4,319,601 | -247,051 | -5.7% | |

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

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

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

| BRANCH | Monthly Total | | | Year-to-Date | | YTD Gain/Loss | YTD %G/L |
|-------------------------|----------------|----------------|------------------|------------------|-----------------|------------------|-------------|
| | 2010 | 2009 | 2010 | 2009 | | | |
| Addison | 5,260 | 7,021 | 82,899 | 103,824 | -20,925 | -20.2% | |
| Broadway | 1,248 | 1,897 | 20,222 | 26,825 | -6,603 | -24.6% | |
| Brooklyn | 3,031 | 3,298 | 51,590 | 56,126 | -4,536 | -8.1% | |
| Carnegie West | 17,927 | 19,023 | 230,345 | 261,572 | -31,227 | -11.9% | |
| Collinwood | 5,743 | 8,677 | 93,265 | 113,400 | -20,135 | -17.8% | |
| East 131st | 5,213 | 5,707 | 78,275 | 80,580 | -2,305 | -2.9% | |
| Eastman | 10,426 | 12,496 | 158,413 | 165,202 | -6,789 | -4.1% | |
| Fleet | 7,998 | 9,565 | 126,041 | 137,207 | -11,166 | -8.1% | |
| Fulton | 5,784 | 6,503 | 89,996 | 87,062 | 2,934 | 3.4% | |
| Garden Valley | 4,396 | 7,064 | 77,338 | 85,585 | -8,247 | -9.6% | |
| Glenville | 6,227 | 8,072 | 102,634 | 112,256 | -9,622 | -8.6% | |
| Harvard-Lee | 7,329 | 10,374 | 113,229 | 145,985 | -32,756 | -22.4% | |
| Hough | 10,448 | 12,213 | 167,134 | 199,235 | -32,101 | -16.1% | |
| Jefferson | 6,955 | 8,930 | 101,882 | 114,345 | -12,463 | -10.9% | |
| Langston Hughes | 5,244 | 5,931 | 83,021 | 83,897 | -876 | -1.0% | |
| Lorain | 6,221 | 7,536 | 93,554 | 107,712 | -14,158 | -13.1% | |
| Martin Luther King, Jr. | 5,946 | 6,372 | 76,713 | 86,799 | -10,086 | -11.6% | |
| Memorial-Nottingham | 6,894 | 8,613 | 110,306 | 117,742 | -7,436 | -6.3% | |
| Mt. Pleasant | 5,877 | 8,934 | 95,700 | 114,814 | -19,114 | -16.6% | |
| Rice* | 12,162 | 7,340 | 186,074 | 83,500 | 102,574 | 122.8% | |
| Rockport | 8,594 | 10,512 | 135,152 | 147,788 | -12,636 | -8.6% | |
| South | 6,208 | 8,371 | 108,352 | 117,638 | -9,286 | -7.9% | |
| South Brooklyn | 12,535 | 15,925 | 198,337 | 207,059 | -8,722 | -4.2% | |
| Sterling | 10,236 | 11,308 | 150,856 | 153,752 | -2,896 | -1.9% | |
| Union | 6,976 | 10,750 | 122,880 | 151,247 | -28,367 | -18.8% | |
| Walz | 7,873 | 10,018 | 127,387 | 139,167 | -11,780 | -8.5% | |
| West Park | 9,185 | 11,648 | 144,524 | 154,877 | -10,353 | -6.7% | |
| Woodland* | 5,878 | 0 | 65,589 | 92,582 | -26,993 | -29.2% | |
| BRANCH TOTAL | 207,814 | 244,098 | 3,191,708 | 3,447,778 | -256,070 | -7.4% | |
| Mobile Unit | 621 | 614 | 8,716 | 8,763 | -47 | -0.5% | |
| TOTAL | 208,435 | 244,712 | 3,200,424 | 3,456,541 | -256,117 | -7.4% | |

*See footnote p. 3

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS DECEMBER 2010**

| Branch | Total Circulation | Branch | Attendance | Branch | Population* |
|----------------------------|-------------------|----------------------------|------------|----------------------------|-------------|
| 1 West Park | 24,809 | 1 Carnegie West | 17,927 | 1 South Brooklyn | 31,511 |
| 2 South Brooklyn | 21,360 | 2 South Brooklyn | 12,535 | 2 Fleet | 27,822 |
| 3 Rockport | 21,120 | 3 Rice | 12,162 | 3 West Park | 27,291 |
| 4 Eastman | 19,193 | 4 Hough | 10,448 | 4 Eastman | 23,686 |
| 5 Memorial-Nottingham | 16,798 | 5 Eastman | 10,426 | 5 Rice | 22,240 |
| 6 Walz | 15,521 | 6 Sterling | 10,236 | 6 Fulton | 20,026 |
| 7 Addison | 13,185 | 7 West Park | 9,185 | 7 Memorial-Nottingham | 19,553 |
| 8 Fleet | 12,961 | 8 Rockport | 8,594 | 8 Rockport | 19,404 |
| 9 Rice | 12,485 | 9 Fleet | 7,998 | 9 Harvard-Lee | 18,834 |
| 10 Carnegie West | 12,037 | 10 Walz | 7,873 | 10 Langston Hughes | 17,982 |
| 11 Lorain | 11,689 | 11 Harvard-Lee | 7,329 | 11 Glenville | 17,317 |
| 12 Fulton | 11,391 | 12 Union | 6,976 | 12 Walz | 16,558 |
| 13 Collinwood | 10,498 | 13 Jefferson | 6,955 | 13 Collinwood | 16,270 |
| 14 Harvard-Lee | 9,542 | 14 Memorial-Nottingham | 6,894 | 14 Addison | 16,169 |
| 15 Woodland | 9,527 | 15 Glenville | 6,227 | 15 East 131st | 15,658 |
| 16 Brooklyn | 9,496 | 16 Lorain | 6,221 | 16 Martin Luther King, Jr. | 15,212 |
| 17 Jefferson | 9,313 | 17 South | 6,208 | 17 Mt. Pleasant | 14,724 |
| 18 Glenville | 8,486 | 18 Martin Luther King, Jr. | 5,946 | 18 Lorain | 13,233 |
| 19 Martin Luther King, Jr. | 8,153 | 19 Woodland | 5,878 | 19 Carnegie West | 10,549 |
| 20 South | 8,129 | 20 Mt. Pleasant | 5,877 | 20 Union | 10,316 |
| 21 Langston Hughes | 7,816 | 21 Fulton | 5,784 | 21 Sterling | 8,046 |
| 22 Hough | 6,704 | 22 Collinwood | 5,743 | 22 Woodland | 7,492 |
| 23 Sterling | 6,499 | 23 Addison | 5,260 | 23 South | 7,009 |
| 24 Union | 6,326 | 24 Langston Hughes | 5,244 | 24 Hough | 6,197 |
| 25 Mt. Pleasant | 6,237 | 25 East 131st | 5,213 | 25 Brooklyn | 5,419 |
| 26 East 131st | 5,189 | 26 Garden Valley | 4,396 | 26 Jefferson | 3,587 |
| 27 Garden Valley | 3,679 | 27 Brooklyn | 3,031 | 27 Garden Valley | 2,857 |
| 28 Broadway | 3,615 | 28 Broadway | 1,248 | 28 Broadway | 1,687 |
| | 311,758 | | 207,814 | | 416,649 |
| | | | | | 473,177 |

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

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

| OTHER TRANSACTIONS Loans* to: | Monthly Total | | Year-to-Date | | YTD | |
|----------------------------------|---------------|---------------|----------------|----------------|-----------|-------------|
| | 2010 | 2009 | 2010 | 2009 | Gain/Loss | Gain/Loss |
| CLEVNET | 72,391 | 72,445 | 916,005 | 860,433 | | 6.5% |
| MORE | 744 | 573 | 10,495 | 17,784 | | -41.0% |
| Other Libraries | 464 | 1,256 | 7,029 | 8,385 | | -16.2% |
| TOTAL | 73,599 | 74,274 | 933,529 | 886,602 | | 5.3% |

*Totals Included in Main Library and Branch circulation counts.

PHOTODUPLICATION

Items copied
Prints

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

**ANALYSIS OF MAIN LIBRARY
REFERENCE QUESTION LOAD**

| | Monthly Total | | Year-to-Date | | YTD | |
|----------------------------|---------------|---------------|----------------|----------------|-----------|--------------|
| | 2010 | 2009 | 2010 | 2009 | Gain/Loss | Gain/Loss |
| Projected (Mon - Sat) | 23,190 | 25,011 | 319,017 | 306,963 | | 3.9% |
| KnowitNow Web Reference* | 1,077 | 1,573 | 15,260 | 23,831 | | -36.0% |
| Research Correspondence | 1,112 | 827 | 14,175 | 15,780 | | -10.2% |
| Interlibrary Loan Requests | 3,291 | 5,155 | 45,942 | 73,238 | | -37.3% |
| Sunday Count** | 0 | 0 | 0 | 5,521 | | -100.0% |
| TOTAL | 28,670 | 32,566 | 394,394 | 425,333 | | -7.3% |

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

**Main Library closed on Sundays since Sept 2009 due to cuts in State funding.

**CHANGES IN PERMANENT
COLLECTION**

| | Monthly Total | | Year-to-Date | | YTD | |
|-------------------|---------------|--------|--------------|---------|-----------|-----------|
| | 2010 | 2009 | 2010 | 2009 | Gain/Loss | Gain/Loss |
| New Titles Added | 5,995 | 5,841 | 83,053 | 80,507 | | 3.2% |
| Total Items Added | 27,208 | 36,022 | 373,728 | 346,954 | | 7.7% |

**PERMANENT CARDS
ISSUED**

| | Monthly Total | | Year-to-Date | |
|--|---------------|------|--------------|------|
| | 2010 | 2009 | 2010 | 2009 |
| | 1,333 | * | 24,457 | * |

*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 | Branches (average) | 2010 | 2009 | |
| | | | 191.0 | 224.0 | -14.7% |
| | | | 201.7 | 223.6 | -9.8% |

Due to severe weather, system closed one hour early 12/08/10 and for the entire day 12/13/10. System was also closed for the entire day on New Year's Eve 2010, instead of one hour early as had been done in 2009 and earlier years.

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

