

CLEVELAND PUBLIC LIBRARY  
 Minutes of the Regular Board Meeting  
 March 15, 2011  
 Trustees Room                      Louis Stokes Wing  
 12:00 Noon

Present: Mr. Corrigan, Ms. Rodriguez, Mr. Hairston,  
 Mr. Werner, Ms. Butts (arrived, 12:16 p.m.)

Absent: Mr. Seifullah, Mr. Parker

Mr. Corrigan called the meeting to order at 12:08 p.m.

**Approval of the Minutes**

Mr. Werner moved approval of the minutes for the 2/17/11 Regular Board Meeting; the 2/15/11 Finance Committee and Ad Hoc Committee on Capital Plan & Budget Policies Meetings. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

**COMMUNICATIONS**

Director Thomas acknowledged the following letters from: Joseph H. Konen thanking Caroline Hahn, Foreign Literature Librarian, for research assistance; Marc Nathanson, Executive Director of West Side Catholic Center, expressing gratitude to Sharon Tufts, Human Resources Administrator, and the MLK Day Group, for donating their time for meal preparation and program for Martin Luther King, Jr. Day as well as the donation of knitted items; Morgen M. Rutledge of United Way of Greater Cleveland, thanking the Library for participating in the 2010 United Way Campaign; Hal Retzler acknowledging the pleasant and helpful staff of the Martin Luther King, Jr. Branch; and Monica Darby, Independent Beauty Consultant, expressing gratitude for the Women of a New Tribe Soul of the Village Workshop.

**FINANCE COMMITTEE REPORT**

Ms. Rodriguez presented the following report.

Gift Report (See page 255)

REG. BRD. MTG. OF  
 2/17/11; FINANCE  
 COMMITTEE AND  
 AD HOC  
 COMMITTEE ON  
 CAPITAL PLAN &  
 BUDGET POLICIES  
 MTGS OF 2/15/11  
 Approved

5 LETTERS AND 1  
 EMAIL  
 Acknowledged

GIFT REPORT  
 Approved

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

Resolution to Accept St. Luke's Foundation Grant as  
Administered by Neighborhood Progress, Inc., for Student  
Learning Center at the Rice Branch in 2011

(See page 256)

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

WHEREAS, Neighborhood Progress, Inc., and Saint Luke's  
Foundation have been invaluable partners to Cleveland  
Public Library in the development of the Rice Branch  
that opened to the public on January 23, 2010; and

WHEREAS, Saint Luke's Foundation has awarded  
Neighborhood Progress, Inc., the Buckeye-Larchmere  
Transformation Grant for projects to transform two  
neighborhoods in Cleveland historically tied to Saint  
Luke Medical Center's legacy of service; and

WHEREAS, A Student Learning Center at Rice Branch on  
the former grounds of Saint Luke's Medical Center is one  
of the projects Neighborhood Progress, Inc., included in  
its proposal to Saint Luke's Foundation for a second-  
year of funding for programs in 2011; and

WHEREAS, Neighborhood Progress, Inc., will administer  
the one-year grant for the Rice Branch Student Learning  
Center with \$45,074.00 budgeted for personnel costs and  
\$8,916.00 for technology, for a total of \$53,990.00, as  
detailed in the attached proposal, as amended; and

WHEREAS, Cleveland Public Library welcomes the  
opportunity to continue the operation of the Student  
Learning Center, one that will provide assistance to  
students in the Buckeye Neighborhood; now therefore be  
it

RESOLVED, The Cleveland Public Library Board of Trustees  
accepts equipment and software acquired by Neighborhood  
Progress Inc., for the Student Learning Center at the  
new Rice Branch, and funds from Neighborhood Progress

RESOLUTION TO  
ACCEPT ST.  
LUKE'S  
FOUNDATION  
GRANT AS  
ADMINISTERED BY  
NEIGHBORHOOD  
PROGRESS, INC.,  
FOR STUDENT  
LEARNING CENTER  
AT THE RICE  
BRANCH IN 2011  
Approved

Inc., for personnel to coordinate the Center, tutor students and parent/student engagement.

Mr. Corrigan stated that this grant represents the strong partnership the Library has with Neighborhood Progress, Inc. and this learning center at the Rice Branch will be beneficial to patrons and those who live in the Buckeye neighborhood.

Resolution to Engage the Center for Public Management At Cleveland State University for Strategic Planning Services

(See pages 257-262)

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

WHEREAS, The Cleveland Public Library will begin a new strategic planning process at the Board Retreat on March 26, 2011; and

WHEREAS, In the planning process, the Library wishes to take full advantage of the resources and services readily available at its neighboring universities, where research teams have extensive project experience in Cleveland; and

WHEREAS, The Center for Public Management at the Maxine Goodman Levin College of Urban Affairs at Cleveland State University has served as a resource for state and local governments, not-for-profit organizations, public works agencies, special districts, and policy and legislative organizations on a local, regional, state, and national basis since its inception in 1982; and

WHEREAS, The Northern Ohio Data & Information Service (NODIS), also a part of the Levin College of Urban Affairs, has been designated by the State of Ohio and the U.S. Bureau of the Census as the regional data center for northern Ohio, and is recognized as a leader in the use of information technology, particularly geographic information systems (GIS); and

WHEREAS, Together, the Center for Public Management and NODIS will provide the Library with strategic planning

**RESOLUTION TO  
ENGAGE THE  
CENTER FOR  
PUBLIC  
MANAGEMENT AT  
CLEVELAND STATE  
UNIVERSITY FOR  
STRATEGIC  
PLANNING  
SERVICES**  
Approved

services including planning oversight, a fiscal review and demographic analysis; now therefore be it

RESOLVED, That the Center for Public Management and NODIS provide the services as outlined in their proposal and letter of agreement for a combined fee not to exceed \$85,820 charged to General Fund Account 11020053-53710 (Professional Services).

Timothy Diamond, Special Assistant to the Director, explained in detail the role of the Center for Public Management in the Library's strategic planning process.

Mr. Diamond also explained Dr. Jacqueline McLemore's role in working with the Board during the strategic planning process.

Ms. Butts stated that engaging the Center for Public Management will provide a considerable savings to the Library.

Second Amendment to the Year 2011 Appropriation

(See pages 263-265)

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

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

WHEREAS, It is now deemed necessary to amend the Year 2011 Appropriation Measure to comply with the attached March 3, 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 Second Amendment to the Year 2011 Appropriation Schedule be approved.

SECOND  
AMENDMENT TO  
THE YEAR 2011  
APPROPRIATION  
Approved

Carrie Krenicky, Assistant Finance Administrator, stated that this amendment reflects \$395,000 increase in the Special Revenue Fund as a result of the amendment of the MyCom Grant.

Ms. Rodriguez submitted the following reports.

Fiscal Officer's Report

(See pages 266-273)

Special Report on Income and Expenditures

(See pages 274-278)

Report on Investments

(See page 279)

Report on Conference and Travel Expenditures

(See page 280)

**HUMAN RESOURCES COMMITTEE REPORT**

In the absence of Mr. Seifullah, Mr. Hairston presented the following report.

Regular Employee Report

(See pages 281-283)

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

Resolution for Acceptance of Reopener Agreement with Local 244 City, County & Waste Paper Drivers

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

**FISCAL OFFICER'S  
REPORT**  
Submitted

**SPECIAL REPORT  
ON INCOME &  
EXPENDITURES**  
Submitted

**REPORT ON  
INVESTMENTS**  
Submitted

**REPORT ON  
CONFER. &  
TRAVEL  
EXPENDITURES**  
Submitted

**REGULAR  
EMPLOYMENT  
REPORT**  
Approved

**RESOLUTION FOR  
ACCEPTANCE OF  
REOPENER  
AGREEMENT WITH  
LOCAL 244, CITY,  
COUNTY & WAST  
PAPER DRIVERS**  
Approved

WHEREAS, The Cleveland Public Library management team negotiated the economic reopener in good faith with Local 244, City, County & Waste Paper Drivers Union and arrived at a tentative agreement; and

WHEREAS, This agreement provides for no general increases, no step increments, President's Day, Martin Luther King Day, Memorial Day, Columbus Day and Veteran's Day as unpaid furlough days on which the Library is closed, reduction in retirement separation payments, and a reopener for economic issues only may be held in 2011, and

The tentative agreement was ratified by Local 244 membership on March 2, 2011, therefore be it

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

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

Sharon Tufts, Human Resources Administrator, stated that this resolution is a result of the Fact Finders decision of December 2010 on the impasse between Cleveland Public Library and Teamsters Local 244.. The agreement which was voted on and accepted by the Teamsters' members provides for five furlough days; two from 2010 and three from 2011. In all other respects, the agreement mirrors the terms of the economic reopener with District 1199 for 2011.

Mr. Hairston submitted the following reports.

**REPORT ON PAID  
SICK TIME**  
Submitted

Report on Paid Sick Time Used by the Month

(See page 284)

**AFFIRMATIVE  
ACTION PLAN  
REPORT**  
Submitted

Affirmative Action Plan Report

(See page 285)

**INSURANCE  
SUMMARY REPORT**  
Submitted

Insurance Summary Report

(See page 286)

**COMMUNITY SERVICES REPORT**

Mr. Werner submitted the following report.

**Monthly Activity Report**

(See pages 287-293)

Director Thomas stated that a presentation will be given at the Board Retreat with updates on the issue eBooks and eAudio and downloading.

**Building Status Update**

Myron Scruggs, Facilities Administrator, stated that he recently met with the architect, HVAC contactor, mechanical engineer to review punch list items for the Woodland Branch Library. These items are expected to be completed soon.

**DIRECTOR'S REPORT**

Before presenting his report, Director Thomas thanked staff for their participation with the African American History programs; shared his invitation to join Mayor Frank Jackson and a delegation on a trade mission to Slovenia in April; and presented the March 2011 WOW Award to Harriet Parks, Social Sciences Subject Department Librarian, and David Furies, Social Sciences Department Library Assistant.

**Monthly Statistics**

Circulation for the month of February was 494,347. This is a decrease of nearly 6% from last year's February circulation of 528,050. These numbers were affected by a number of challenges to circulation. First, President's Day was a scheduled furlough day. 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 24%, from 84,887 in 2010 to 64,861 in 2011. Additionally, the number of hours in use for our computers decreased from 48,915 in 2010 to 45,087 in 2011. This was a decrease of

**MONTHLY  
ACTIVITY REPORT**  
Submitted

**BUILDING STATUS  
UPDATE**  
Presented

**DIRECTOR'S  
REPORT**  
Presented

8%. As mentioned above, the two additional closed days 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 February was 255,351. This is a decrease of almost 10% from last year's February attendance of 283,911. Both the main library and branches reported decreases in attendance.

### **Program and Outreach Highlights**

February featured a litany of outstanding programs celebrating African-American History month. Kicking -off those programs was the reception for the Women of a New Tribe photographic art exhibit, which was sponsored by the Friends of the Cleveland Public Library and Fifth Third Bank. The program highlighted the photographs taken by Jerry Taliaferro of women from throughout the nation, and a group of twenty-five women from Cleveland. The reception which welcomed over three hundred attendees was followed two days later by a women's workshop program that featured four interactive panel discussions.

Highlighting the contributions of young people to the African-American experience, the Reverend Otis Moss III presented a lecture on notable young leaders. The speech from the noted theologian and author was well received and a spotlight was shined on a local young talent Jevaughn Bogard. Bogard, a local Cleveland School of the Arts student epitomized Moss' call to recognize the contributions of young African-Americans.

Beyond the music of Bogard, AAHM also featured two major national talents whom brought their compositions to CPL. First, the Music at Main series featured the works of Cleveland composer H. Leslie Adams. In the best attended Music at Main program yet, Adams presented various chamber works. This program was followed by our final AAHM program of the year. DBR are the initials for

world-known violinist Daniel Bernard Roumain, who thanks to our partnership with the Tri-C Jazz Festival, presented a workshop to local area students.



## **Grants and Development**

The department coordinated our application to the Institute of Museum and Library Services for the 2011 National Library Service Medal. CPL was nominated for the award by Congressman Dennis Kucinich and Senator Sherrod Brown.

The Tech Toolbox that was funded by a grant from the Ohio State Library, exhibited at the Rice, Fleet, and Harvard-Lee branches in February.

## **Meetings and Activities**

- I taped an interview for the Golden Opportunities television show.
- **President Corrigan** and I were videotaped for the electronic version of the Annual Report.
- I met with Marcie Bergman, Executive Director of the Cleveland Arts Prize to consider possible collaboration ideas.
- I attended the Chinese Professional and Entrepreneurial Association's Lunar New Year celebration at Cleveland State University.
- I met with the County Executive's Chief of Staff, Matt Carroll to discuss ways in which CPL could assist the County Executive's efforts.

## **CLEVNET**

February's total OverDrive CLEVNET eMedia collection circulation was 16,059 sizably up from last year's total of 5,210. CPL has 2,423 total followers on Twitter and 2,945 Facebook fans.

## **Staff Highlights**

The WOW winners for March were **David Furies** and **Harriette Parks** from the Social Sciences Department.

An architect from Holzman, Moss, Bottino visited the Cleveland Public Library to survey our community about their impressions of the main library 14 years after the Louis Stokes Wing was built. These impressions and the impressions from their work on other libraries will make up an ALA conference program. **Tim Diamond**, Special

Assistant to the Director will serve as a panelist for this program.

OLBPD and the State Library of Ohio Talking Book Program received a best practice recognition from the National Library Service for its Ohio "Reads" poster.

I've received an invitation from the Honorable Jurek Zmauc, Consulate General of The Republic of Slovenia and the Honorable Frank G. Jackson, Mayor, City of Cleveland to join them on a trade mission to Ljubljana, Slovenia, Cleveland's Sister City, May 7th-14th, 2011. Each participant is responsible for their own expenses, and because of my intention of working with Slovenia's Maribor Library on the Open Door Project while in attendance, I will be seeking resources from the Friends of CPL to attend.

#### GRANTS & DEVELOPMENT

##### MyCom Lead Agency Responsibilities

- Attended the quarterly Joint MyCom Agencies meeting at the Cleveland Foodbank
- Wrote and presented a Board of Trustees' resolution for an Amendment to the MyCom Agreement approved last fall. The Amendment will award the Library additional funds to re-grant for MyCom Transitions programs in 2011.
- Began writing Memorandums of Understanding for the four MyCom Transition vendors
- Observed a Greater Cleveland Volunteers Experience Corps tutoring session at McKinley School. Greater Cleveland Volunteers is one of the MyCom Transitions vendors
- Participated as a panel member in the Starting Point - MyCom - Out of School Time Proposal Review Committee.
- Coordinated and wrote the 2011 National Library Service Medal Application. The award is sponsored by the Institute of Museum and Library Services
- Presented a brief talk to the Ohio Grantmakers Roundtable Executive Committee of the Northeast Ohio Region that included details about the Learning Center at the Rice Branch

- Wrote a report for Neighborhood Progress Inc. annual report to the St. Luke's Foundation
- Coordinated with Planning and Research the Library's response to the Ohio State University Medical Information grant survey

#### Friends Liaison

- Attended the Friends Board meeting with the CPL Director to discuss the 2011 budget request
- Met with the Friends of the Library group to follow-up on a meeting about issues related to the Friends book sales

#### Literacy

- Along with the Director met with Suzanne Seifert, former Director of Cleveland Reads to discuss possibilities concerning the demise of Cleveland Reads and what activities the Library could assume

### PUBLIC SERVICES

#### Programs/Exhibits:

The Business Department presented a topical book display in recognition of Black History Month. *Business Advisors of Cleveland* held their second in a series of three workshops, *How to Write a Business Plan* workshop was held on February 9.

The Computer Learning Connection (CLC) taught 22 classes, and held their first Microsoft Access 2007 class. Larry Hinton conducted training on scanning documents for the Public Administration staff.

Special Collections librarian, Kelly Ross and Kent Practicum students installed the Audubon exhibits and other items related to ornithology display in JGW Reading Room. Music by composer, H. Leslie Adams, and the Holy Grove Missionary Baptist Church Choir concert were presented as part of the Music at Main series. Staff members Stacie Brisker, Ardella Primm and Pam Eyerdam assisted with the reception for *Women of a New Tribe*.

Mr. Ruffing convened a meeting of the Exhibits Committee

with Kathy and Dennis Barrie as guest participants. The Barries, who have an international reputation as high-profile museum designers, offered the committee valuable and extensive insight into what it takes to present high-caliber exhibitions.

Foreign Literature Librarian, Victoria Kabo hosted regular bi-monthly Russian Reading Club program at Memorial-Nottingham branch.

On February 23 Richard Fox led a book discussion for the Friends of Cleveland State University Library. The discussion was focused on *Little Bee* by Chris Cleave which was published in 2009.

History and Geography Manager Ron Burdick gave a tour to twenty-one sophomores from Andrews Osborne Academy on February 24.

On February 3, the Literature Department hosted the reception for the *Women of the New Tribe* exhibit. Over 300 community members attended the reception to launch the exhibit of black & white photographs by Jerry Taliaferro. The Literature Department also hosted the luncheon for the well-attended Soul of the Village program, a full day of educational workshops and lectures.

Rainbow Terrace Preschool and Gilbert Head Start made a special trip to the library for story time and mini-tour. Youth Services Manager, Sandy Nosse conducted the visits, while Christine Feczkanin read a story and did a rhyme for the Rainbow Terrace Preschool group.

#### Outreach:

Computer Learning Connection staff had Tech Toolbox demonstrations at Rice, Fleet, and Harvard-Lee on February 12.

A tour was given to Cleveland Botanical Garden Administrators and Trustees. The group viewed rare botany books in the Treasure Room.

Ronald Burdick presented a program at the Greater Cleveland Digital History Library Consortium meeting on February 10.

The Northeast Ohio Archival Spatial Data Infrastructure Committee (NEO-ASDI) met in Map Collection on Monday, February 28. Discussion continued about a collaborative cloud server to house historical GIS material for the public and institutions to use free of charge.

Literature Manager Amy Dawson hosted Dr. Jim Marino's Cleveland State University Shakespeare class on February 11.

Amy Dawson attended Kent Career Night on February 28, with Pam Eyerdam, Ali Boyd, and Jen Wihenbrink and spoke to Kent SLIS students about professional expectations and opportunities.

On Feb 23, Popular Manager, Sarah Flinn, Rollie Welch and Tish Lowrey visited CPL offsite collections at CSU and Case Western Reserve.

Social Sciences staff provided reference to over 60 students from Laurel School. The United Nations collection was introduced. The following subject bookmarks were updated: SAT/ACT, Grants, Senior Resources, Baseball, Religion, Student Guides, and Free Money for Teachers and Quarterly Booklist (Home School).

#### Collections/Reference:

The Friends of CPL were given two specific areas on the fifth floor of Main Building to place unsorted and sorted library service materials awaiting sale at Friends book sales.

Mr. Ruffing developed updated procedures for packing and labeling all discards from branches. The new system will permit materials received at Main Library to be placed immediately into one of three areas: Friends of CPL Book Sale; Better World Books; or Recycle. All books that can be sold will be sold. All books that cannot be sold will be recycled.

Mr. Ruffing submitted information requests to Main Managers regarding current collection development practices. Much research was done during the month regarding collections. The purpose of the research is to lay the groundwork for a comprehensive revision of CPL's policies and procedures as they relate to collection development.

While sorting through material in the Fine Arts work room, 40 original drawings of the Plain Dealer's James Harrison Donahey's (1875-1949) were found. Several notes & titles were added to *Building Details* which ran from 1906 to 1914. This work was a donation from the Howell and Thomas Collection.

The Travel Literature Pamphlet file has been discontinued. The out-of-date pamphlets have been recycled and the maps have been moved over to the Map Collection.

Mr. Dave Eadelis is donating, without restriction, 119 lantern slides of West Technical High School's Garden Department to the Photograph Collection.

PAL is working with James Deidrick, Consulting Engineer for Engineering and Constructing in the Office of Capital Projects, City of Cleveland, to identify and scan nearly 300 bridge plans currently in PAL's and Main Library's collections in preparation for a city bridge project.

#### Staff/Professional Development:

BEL Department Manager Aaron Mason has agreed to, for a period of two months, manage the PSS Department in the absence of Ronald Antonucci in addition to his duties in BEL. Aaron Mason and Anastasia Diamond-Ortiz completed the interview process for the three full-time CLC positions.

Librarian Michael Dalby presented a session entitled "*OverDrive and Freegal Music Products in Public Libraries*" at the Music Library Association National Conference in Philadelphia.

Lending Department Clerk Tammy Houghton was promoted to Subject Department Library Assistant, Popular Department. Justin Holt, Lending Department Clerk and Pat McCoy, Subject Department Clerk, AV, serve on the Harvest for Hunger committee.

The Ohio Center for the Book hosted the Octavofest Planning Committee Meeting on February 11, 2011 at the Martin Luther King Branch. In attendance were Glenda Thornton Director of the Cleveland State University Library, Louis Adrian of the Ingalls Library at the Cleveland Museum of Art, Laura Martin, of Art

Books Cleveland, Susan Kelley of the Morgan Paper Conservancy, and Linda Kaminsky of Cuyahoga County Library.

On February 24, Science and Technology Manager Maureen Mullin attended the first session of a business sustainability program at Entrepreneurs for Sustainability (E4S).

Social Sciences staff members Mark Moore, Lisa Malone, and Annette Nettles attended the Foundation Center database training session.

Carla Bennett, former part-time Children's Library Assistant at the Broadway Branch, joined the Youth Services staff as a full-time Children's Library Assistant.

Jennifer Rowe, an architect from Holzman, Moss, Bottino, visited the Library on February 17-19 to conduct a survey on the public's and staff's impressions of the Main Library, with focus on the Louis Stokes Wing, fourteen years after its opening.

Ms. Rowe works for Malcolm Holzman, the design architect of the Louis Stokes Wing.

Mr. Ruffing met with Ms. Rowe and supplied information and floor plans.

#### BRANCHES

- Collinwood Branch welcomed new manager Annisha Jeffries and Library Assistant, Marvin Benton who transferred to Collinwood from the Sterling Branch.
- Dyad Branch Manager Paula Logan-Reid - East 131/Mt. Pleasant attended the Mount Pleasant Community Zone meeting. Discussions were held regarding upcoming changes in Ward 2.
- Adult book club at Glenville Branch discussed *For Colored Girl Who Have Considered Suicide* by Ntozake Shange.
- Harvard-Lee, Library Assistant - Computer Emphasis, Pasha Moncrief conducted a Tech Toolbox Demo with Olivia Hoge of the CLC.

- Langston Hughes Branch celebrated their namesake's birthday with poetry readings.
- The Greater Cleveland Digital Library Consortium hosted their meeting at the Martin Luther King Jr. Branch. The meeting was conducted by Ron Burdick, Manager of CPL's History Department
- Buckeye Development Corporation hosted a meeting at the Rice Branch on February 17. Meeting was attended by manager Ali Boyd.
- Leslie Barrett joined the staff of the Union Branch as the Library Assistant Youth Emphasis. Barrett was formerly a Computer Aide at Woodland.
- The West Team Manager met with Union Representatives on February 10 to address concerns related to lead workers at dyad branches. Preliminary guidelines for addressing issues faced by lead workers.
- West Team Branches continued to work towards the strategic objectives of the Library. As such, branches continued to adjust to ongoing transitions impacting the institution.
- The West Team Public Service Manager stepped in to support branch operations at the South Brooklyn Branch in the absence of the manager. As such, Sheba Marcus-Bey and Carlos Latimer worked closely with the lead work, Luigi Russo.
- Branches celebrated African American History Month, Presidents Day, Valentines Day, and Lunar New Year with displays and programs. These themes were supported at each West Team Branch. Furthermore, GED, tutoring and ESOL classes continued at designated branches.

#### COMMUNITY OUTREACH SERVICES

- Chrystal Carr Jeter participated in the monthly book discussion group for seniors at the J Glen Smith Community Center. *Warriors Don't Cry* was the
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- February discussion title and the March book is *On Her Own Ground*.
- Ms. Carr-Jeter met with Jo Clemons from the Metroparks Zoo regarding the Summer Reading Program Finale in August.
- Ms. Carr-Jeter met with Wanda Shealey, CMSD Library Media Coordinator and the Community Education Representative from WVIZ about an outreach project with Cleveland Public Library.
- Chrystal worked with Cynthia Cocarro and Mary Pat Harnegie of South Pointe Hospitals to plan a three-part health series at Harvard Lee Branch.

#### MOBILE SERVICES

##### STATISTICS

48 Stops  
 53 New library card applications  
 604 Persons on board  
 651 Reference, 437 Directional in person  
 124 Reference, 40 Directional via phone  
 Holds counts - Feb 1329 filled

##### MEETINGS

2/3 Linda Sperry met with Tish Lowey regarding weeding, ways to increase circulation, and ways to streamline holds procedures.  
 2/4 Linda Sperry met with representatives of Cityview Nursing and Rehab, Fairfax Nursing and Rehab, Arbor Park, United Cerebral Palsy stops.  
 2/8 Doris Yee provided an impromptu Chinese New Year program at St. Martin de Porres.  
 2/18 Linda Sperry met with representatives from Asian Services in Action and Asian Evergreen stops.  
 2/22 Linda Sperry met with a representative from Spring Hill Villa stop.

##### SUMMARY OF ACTIVITIES

"On the Road to Reading":

##### STATISTICS:

- 12 Pediatric and WIC sites were visited with 103 people contacts at these sites. 65 daycare classes

- were visited with a total of 662 in attendance. 990 items were circulated in 40 deposit kits.

## OTHER:

- Delivery was taken on giveaway books purchased from Borders with part of the PNC grant monies.
- Rhonda presented refresher information on Every Child Ready to Read at the Youth Services meeting in February.
- Rhonda attended the initial meeting for FLIP (Family Literacy Involvement Program) which includes CPL and 3 other cooperating agencies: the Cleveland Children's Museum, Cuyahoga County Public Library, and Cleveland Heights University Heights Library.

## GENERAL ACTIVITIES

Weeding reports for February were cleared with items marked missing or weeded as needed. Linda weeded duplicates from all fiction areas and weeded dvds. Some non-fiction and Black World book titles, as well as DVDs, were transferred to Rice Branch.

Linda has been scheduling meetings with each existing bookmobile site coordinator to discuss attendance and participation at the sites. During February she met with 7 sites. She has 7 sites left to visit. These visits have been very productive. Some sites have new coordinators (a social worker or building manager on site) since her last visit. At the Cleveland Clinic Children's Hospital for Rehabilitation, the coordinator had changed.

Drivers' Trainer Carol Thomas continues to train Julian Khan, new clerk, to drive the bookmobile. Unfortunately the weather has continued to hamper these sessions.

Despite February being a short month, plus one furlough day and one snow closure day, our holds numbers increased for the month.

## OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

OLBPD circulated 50,493 items directly to patrons in February. The State Library of Ohio Talking Book Program (SLO) coordinator announced that they have distributed

digital talking book players to all patrons who want one. Some patrons have refused digital players because of their preference to listen to audio cassettes. But SLO has distributed nearly 10,500 digital players to OLBDP patrons. SLO will begin to move digital machines to the machine lending agencies throughout the State for distribution similar to the cassette player distribution practice.

OLBDP underwent a major software upgrade to our Keystone (KLAS) circulation software. Updates were made overnight to the server housed at KLAS and the software installation was completed the following morning so there was no interruption in patron book service.

OLBDP and the State Library of Ohio Talking Book Program received best practice recognition from the National Library Service for its Ohio "Reads" poster that featured two Ohio State School for the Blind (OSSB) marching band students using the new digital talking book service. The OSSB marching band was in the 2009 Rose Bowl parade. These posters will be part of an outreach and public relations campaign to increase awareness about the OLBDP service.

Kent State University MLS student Kim Austin has been visiting OLBDP as part of her coursework and she is conducting an operations analysis of OLBDP. She chose OLBDP because it is a non-traditional specialized library that has always held her interest, especially during her time at Huron Public Library which is a machine distribution agency of the State Library of Ohio Talking Book Program.

OLBDP has ordered and received new Playaway audio books, as well as described DVD and select Blu-Ray titles as part of a discretionary grant received from the State Library of Ohio. These items are currently being inventoried and specially formatted for delivery to OLBDP patrons. These titles will be available sometime in March 2011 and announced in the next issue of the OLBDP Dimensions newsletter.

### **TECHNICAL SERVICES**

The new Technical Services space on the Staff Center was unveiled on February 9. There are brief descriptions of

all the different departments in Technical Services and there is a place for staff to recommend CDs that the Library should purchase. Thanks to Amy Pawlowski for making the space possible!

Patricia Lowrey visited the Bookmobile and discussed ways of increasing circulation with Linda Sperry, the Mobile Services Manager. Ms. Lowrey, Rollie Welch, Collection Manager, and Sarah Flinn, Popular Library Manager visited the Library's collections of books and magazines that are located in the libraries of Cleveland State University and at Case Western Reserve University. They met with staff in charge of the collections and discussed ways if increasing circulation.

Ms Lowrey and most Technical Services Managers attended the Retirement and 30-Year Recognition Reception on Friday, February 4.

High Demand: The department added 554 titles and 17,406 items in February. Staff ordered 4,214 titles and 26,774 items. (The discrepancy between titles ordered and titles added is because each mass market paperback title is counted when ordered, but not counted as a new title when added to Sirsi.)

In preparation for a presentation at the OLC Northeast Chapter Conference, Manager Carole Brachna participated in two webinars to explore processes and products offered by a library vendor. She attended the celebration for retirees and 30-year employees on February 4.

Shelf/Shipping: The staff retrieved 624 items for requests for an 84% increase from last February. The Department shipped out 1,248 telescopes to Main Library, and the Branches for an increase of 26%. A total of 26,956 items were placed on trucks, stamped, and barcoded by the Shelf/Shipping Department Technicians. This was nearly a 2% increase of materials sent to Acquisitions and High Demand over last February.

Darlene Ronney, Social Science Manager, came out to inspect the storage area. Lynne Roderick from Planning and Research discussed updating the forms used by the Shelf/Shipping department with Juanita Turner. Darryl Pless and Mrs. Turner attended the Effective Interviewing workshops given by the Human Resources

Department. Zubaal Books picked up the materials they purchased from the Bid List sale. Mrs. Turner attended the African American History Month program at the Lake Shore Facility featuring the Rev. Otis Moss, III and musical performance of Levaughn Bogard.

Book Preparation: Book Preparation completed work on 26,160 items in February. Shirley Jones and Paula Stout have started processing non-book materials.

Collection Management: Branch staff were given two opportunities by Collection Management to boost circulation for their book collections. Branch Managers were allowed to select up to 100 "Circulation Booster" titles and Branch Youth Services staff were encouraged to select up to 30 copies of Dr. Seuss books.

On February 23 Rollie Welch, along with Technical Services administrator Tish Lowrey and Acting Manager of Popular Library Sarah Flinn, visited Cleveland Public Library's collections housed at Cleveland State University and Case Western Reserve University. Weeding reports for the two collections have been secured from Automation. A collaborative plan involving Ms. Flinn and Mr. Welch is intended to increase the visibility and circulation of both college collections.

Mr. Welch also represented Cleveland Public Library by having his monthly online street lit column published by Library Journal's Booksmack! on February 17. Mr. Welch also had a review appear in the book section of the Plain Dealer on February 7.

Preservation: The final eight volumes of the Collinwood High School yearbook holdings were added to the Digital Gallery, as well as four volumes of the John Adams High School yearbook. Other Digital Gallery additions included Volume 2 of the Mears baseball scrapbooks, and four Cleveland hospital histories, a digital project for the Science and Technology Department. Two scrapbooks of chess clipping were scanned from the microfilm by Backstage Library Works and added to the digital gallery as PDF files. Microfilm copies of the historic chess clipping scrapbooks are frequently requested from chess researchers in other countries. These digital editions are a test to see if direct web access will be useful to the patrons.

Glass plate negatives from the Ketteringham photograph collection were prepared and shipped out for digitization. Technical Services senior clerk Gloria Massey scanned the pieces of a broken glass plate and performed a digital restoration of the image. Enlargements of ten images from the Digital gallery were printed for exhibition at Carnegie West branch and at South branch.

Preservation staff processed a gift collection of books from Senator Voinovich in preparation for cataloging. Renee Pride, Gloria Massey and Lyla Chilcutt worked on the project. Elizabeth Bardossy treated twenty drawings from the Cleveland Parks collection. The Intermuseum Conservation Association completed treatment of another key drawing from the collection, a plan from 1899 for the bridge in Wade Park designed by C.F. Schweinfurth.

Acquisitions: Sandy Jelar Elwell met with Lynne Roderick to review and revise the forms currently being used in the Acquisitions Department. Technical Services Associates Glennis Blair and Nathaniel Infante continued to cross-train with one another on periodical claiming and entering supply requisitions. Alicia Naab attended the Winter Meeting of the Ohio Library Council Membership Committee.

Tonya Jenkins, Subject Department Librarian in the Social Sciences Department, and Lisa Kowalczyk, Children's Librarian at the West Park Branch, were selected for the Technical Services Librarian positions and began working in the Acquisitions Department on February 28<sup>th</sup>.

Acquisitions staff ordered a total of 8,927 titles and 16,576 items, received 11,029 items, and processed a total of 1,186 invoices. Serials staff received 2,313 periodicals and 531 serials, added 218 items and 368 paperbacks, processed 159 periodical and serial claims, and modified 10 serial controls.

Catalog: Michael Monaco has begun creating authority records for corporate bodies through the Ohio NACO funnel and is working toward personal independence as a NACO participant. Cathy Jo Graves and Rodney Lewallen continued to help Acquisitions by receiving books. John Parsons began updating holdings for withdrawn

periodicals. Larisa Povitsky returned from a leave of absence. A total of 7,944 items were added and 5,910 titles were cataloged.

### MARKETING & COMMUNICATIONS

The Library received good media coverage during February, appearing more than 60 times in print and online publications. The full report, available in the department, shows ad value of \$40,120 with a news circulation audience of 1,874,340 people. In February, the online media outlets that featured CPL events and programs received more than 38 million page views. This is a new statistic available from Vocus, the public relations software used by the Library.

An overview of meeting conducted or attended by Marketing and Communications Administrator Tena Wilson will indicate marketing and programming activities:

- Regular meetings with director; Graphics and PSS managers; Board of Library Trustees and committees; public relations consultants David Fitz, Michael Graham and Erika McLaughlin; administrators; Public Services managers; PSS staff; and the Webware communications team
- 2011 National Medal for Museum and Library Service Museum nomination planning meeting
- Women of a New Tribe reception to launch the exhibit, planning and implementation
- Thirty Plus Club staff recognition reception
- Soul of the Village women's workshop planning and implementation
- Videographer Rich Dolesh for taping of annual report videos
- Photographer Jesse Kramer for photography for "Real Men Read" posters
- Octavofest 2011 planning meeting: Amy Dawson, Public Services Manager, Literature and program lead; Amy Pawlowski, Web Applications Manager; Cathy Poilpre, Graphics Manager; Susan Kelley, Morgan Art of Papermaking Conservatory; Linda Kaminski, Cuyahoga County Public Library; Louis Adrean, Cleveland Museum of Art; Laura Martin, Art Books Cleveland; Glenda Thornton, Cleveland State University

- Yvonne Pointer, speaker to launch CPL's "Conversations" series in neighborhood branches in April, 2011
- Amanda Dempsey, Ohio Near West Development Corporation 2012 Ohio City development planning and partnership
- Falls Communications for 2010 CPL annual report
- Exhibits consultants Dennis Barrie and Kathy Barrie
- Positively Cleveland Business Partner breakfast with David Gilbert
- Otis Moss III presentation for African American History Month program
- James Krouse for 2011 Ingenuity Festival planning and partnership
- Councilmen Eugene Miller, T.J. Dow and Kevin Conwell for men's discussion group planning, Three Men and a Book
- Sports Research Center planning meetings for soft launch on April 25, 2011

Administrative Assistant Michael Young wrote or facilitated Meet the Staff articles to introduce the following staff: Heather Koonce, Beverly White-Yates, and Michael Dalby. He submitted events to Downtown Cleveland Alliance and University Circle, Inc. to be published in their monthly newsletters. He also posted eleven events on fifteen community online calendars.

#### PROGRAMMING & SCHEDULING SERVICES (PSS)

During this African American History Month, CPL offered rich cultural programming. PSS sponsored eight programs, two of which were series that occurred at five locations throughout the system.

Local artist and historian Cliff Clay brought first-hand tales of the Black Cowboys to patrons at the Memorial-Nottingham Branch. Reverend Otis Moss III, pastor of Trinity United Church of Christ in Chicago, brought an inspiring message of hope. The musical talents of Cleveland School of the Arts Jevaughn Bogard were featured at this event. CPL partnered with *Call and Post Newspaper* for the screening of "Off and Running," the gripping story of Avery Klein-Cloud, who attended and spoke after the showing. Music at Main offered two



musical presentations: a program of new instrumental works by H. Leslie Adams and the Holy Grove Missionary Baptist Church choir. As part of the annual Tri-C Jazz Festival, CPL hosted a workshop for area students presented by world-renowned violinist, Daniel Bernard Roumain.

Planning is underway for Summer Reading Club 2011, themed "One World Many Stories." NASA Office of External Programming has agreed verbally to provide programming in neighborhood branches in the summer of 2011.

Meeting rooms in the Louis Stokes Wing were scheduled, providing 27 occasions for public use of library spaces. Meeting room fees were charged to two groups. Meeting room tours were given by PSS staff to three groups.

Age Level Specialist **Victoria Beggiani** accepted a voluntary transfer to West Park Branch to work as a Children's Librarian, Grade H.

#### GRAPHICS

Graphics Manager **Cathy Poilpre** attended regular meeting with MCD Administrator and Public Service managers. Graphics staff designed, printed and distributed 128 printed pieces in February, including graphics for the library website.

Promotional pieces included: March/April Computer Class Schedule; Spring Preschool Program Guide; Adult, Teen, Children's Program Guide for March/April/May; Lunar New Year; *Writers and Readers*- Robert Olmstead; Friends Used Book Sale; Friends Spring Newsletter; four staff newsletters; Real Men Read identity and Three Men and a Book collateral; March Book Madness; 150,000 of various forms.

WEBWARE [www.cpl.org](http://www.cpl.org)

Twitter Followers increased to 2,423, up from 1,644 in February of 2010. Facebook Fans increased to 2,945, up from 2,049 in February of 2010.

During the month of February, the following events, programs, and information were either edited or added to promote on the Library's website: Your Changing Cleveland; Downtown Destination; Free classes GED ESOL

Citizenship; Women of a New Tribe Exhibit; Soul of the Village; Soul of the Village (conversation link); Bob Little Exhibit; Rev. Otis Moss Feb 17; March Book Madness; Lunar New Year program; Celebrate with Books; Just for Parents; Looking for a New Book - Read it!; Homework Help; Real Life Teen Health; KnowItNow (Your librarian never sleeps.); Relax (update) curl up with a good book; Seniors Connect to the Community (Resources); Interested in learning computer skills-Seniors; Annual Report 2009; Tax Preparation Assistance; Library Exhibits page; and African American History Month programs, suggested reading lists, and a section featuring patrons who shared their favorite African American author.

Library News on the [www.cpl.org](http://www.cpl.org) homepage featured the following items for February: Cleveland Public Library Celebrates Lunar New Year with Fun-filled Activities & Performances for Families; The Ohio Center for the Book presents a Women's History Month Special Event: Author Paula McLain; Cleveland Public Library Celebrates African American History Month; Cleveland Public Library Launches Downtown Destination Campaign - First Phase 'Tech Central' Gets Go Ahead ; Due to severe weather the library will be CLOSED today, Friday, February 25, 2010; Cleveland Public Library Celebrates Women's History Month; Cleveland Public Library Board of Trustees Meeting; Cleveland Public Library Welcomes Rev. Otis Moss III During African American History Month.

Fifteen (15) Popular Topic pages were updated with new content in February and the four seasonal reading lists were updated on the Kid's site. A new Teacher Resources section was added to the Kid's section of the website.

#### **BUILDINGS SERVICES**

The Buildings office completed numerous branch inspections and continues to monitor utility bills. Carter Exterminating Co. came in and gave a presentation on Bed Bugs to all of our custodians. This presentation was to give our staff the information on what to look for and what to do if we find them. Buildings attended the following meetings, Business Continuity and Emergency Preparedness Conference giving by the Red Cross, E4S kick off meeting and Ohio Building Code Updates.

Maintenance Mechanics had a new chimney installed for the two boilers at Fleet. The sink and faucet in the multi purpose room changed at Glenville. Glycol was added to the dry coolers for Automation A/C unites. A new water supply with regulators was installed for the boilers at MLK. A door bell was installed at Mobile Services.

Carpenters and painters relocated micro film cabinets on the forth floor and installed new shelving units on the eight floor of LSW. Painting is on going at LSW, Main and West Park.

Garage serviced vehicles 4, 9, 16, 20, 22 and 24. Snow blowers were repaired as needed. Snow plowing and delivery of salt continues.

### 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, Rice and Garden Valley is fully operational.

Automation front door reader hardware was not functioning properly and repairs were made to correct problem.

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 11 alarms. Only 2 alarms were 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.

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. CCTV cameras at some of the facility are malfunctioning; Security Operations is in the process of having those issues repaired.

Identification Cards: Security Operations continues to issue photo identification cards to new staff members and to replace lost cards. Security Operations had printed up retired and thirty plus badge for the employee ceremony conducted by Human Resource Department.

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 February a total of 5 items were returned to their owners; 1 bag of miscellaneous items were donated to Goodwill Industries.

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

Security Operations has temporary posted a CPL Officer at the Carnegie West and Garden Valley branch

Security Operations Assistant Chief Abrams and Security Supervisor Floyd Garrett met with the West branch Managers to discuss security concerns.

Security Operations met with the security committed and has selected five security vendors out of the eleven vendors to meet with the security committed. During the month of February Security Operations provide security services for the following library events: Women of a New Tribe, Human Resources Thirty year plus event, Soul of the Village Women's Workshop and Rev. Otis Moss Event

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 26 branch investigations.

## SUMMARY OF IRREGULARITY REPORTS RECEIVED

MONTH	2010	2011	+ / -
JANUARY	50	77	+27
FEBRUARY	40	57	+17
MARCH	63		
APRIL	52		
MAY	37		
JUNE	42		
JULY	26		
AUGUST	50		
SEPTEMBER	58		
OCTOBER	35		
NOVEMBER	36		
DECEMBER	27		
Total	516	134	+44

AUTOMATION SERVICESCleveland Public Library Projects

To prepare for Tech Central and increasing public access to computing resources throughout the Library, Automation is developing a Personal Experience initiative for the citizens of Cleveland. Throughout the history of providing computers in public libraries, users have been locked down and locked out because the resource is shared. New developments in desktop virtualization suggest that the technology is now mature enough to support a more personal experience without affecting use by others. The Proof of Concept project underway will determine if we will be able to offer users with appropriate training a persistent, personal presence, with storage, on the Library network. We are

currently working with Hewlett Packard, Citrix, and Microsoft to determine the feasibility. To this end in February we installed "Virtualization" rack and blade servers; configured the management port; installed the base operating system on the blade servers; and prepared base Windows 7 Enterprise Virtual Machine with Office 2010 for testing.

Bob Carterette participated in a review of security services proposals.

Weeding reports were done for Carnegie West, South Brooklyn, the CPL@CSU collection, the Case Western Reserve University deposit collection, and the Popular Library.

A Turkish language title list was created for Foreign Literature.

Acquisitions department requested that a report for them at the end of every year be run monthly instead. The report helps them find orders that have been received but not paid and vice versa.

An e-mail address for the Credit Union was established so that Payroll can keep messages with sensitive information on our network.

Wiring needs were assessed at Fleet and Fulton branches.

During the month of February, the following events, programs, and information were either edited or added to [www.cpl.org](http://www.cpl.org): Your Changing Cleveland; Downtown Destination; African American History Month; Free classes GED ESOL Citizenship; Tax Preparation; Women of a New Tribe Exhibit; Soul of the Village; Soul of the Village (conversation link); Exhibits page; Bob Little Exhibit; Rev. Otis Moss, Feb 17; March Book Madness; Lunar New Year program; Celebrate with Books; Just for Parents; Looking for a New Book - Read it!; Homework Help; Real Life Teen Health; KnowItNow (Your librarian never sleeps.); Relax (update) curl up with a good book; Seniors Connect to the Community (Resources); Interested in learning computer skills-Seniors; and the Annual Report 2009.

Library News on the [www.cpl.org](http://www.cpl.org) homepage featured the following items for February: Cleveland Public Library

Celebrates Lunar New Year with Fun-filled Activities & Performances for Families; The Ohio Center for the Book presents a Women's History Month Special Event: Author Paula McLain; Cleveland Public Library Celebrates African American History Month; Cleveland Public Library Launches Downtown Destination Campaign - First Phase 'Tech Central' Gets Go Ahead ; Due to severe weather the library will be CLOSED today, Friday, February 25, 2010; Cleveland Public Library Celebrates Women's History Month; Cleveland Public Library Board of Trustees Meeting; and Cleveland Public Library Welcomes Rev. Otis Moss III During African American History Month.

Fifteen Popular Topic pages were updated with new content in February and the four seasonal reading lists were updated on the Kid's site.

The following page was added to the CPL Staff Center: Help Documents & Resources: Database Trials.

#### CLEVNET Projects

In early February the failure of an internal domain name server (DNS) host resulted in many problems, including standard SirsiDynix reports not running, patron access to home pages and Catalog, and several login failures the following morning. Host files were updated on the SirsiDynix production server to hard-code connection information the Oracle database server and the email server; and a backup DNS server was established.

The State Library of Ohio announced a grant program to incentivize independent libraries joining consortia. Avon Lake, Kinsman, and Bristol public libraries met with Bob Carterette to discuss the possibility of CLEVNET membership.

The Software and Webware Teams continued to work with Bibliocommons staff to create the catalog interfaces for each CLEVNET library. Several problem cases were filed and resolved. Some of the more complex cases remained open at the end of the month.

Ann Palomo, George Lenzer and Hilary Prisbylla worked directly with the Directors' Station developers at SirsiDynix to determine why the weekend data loads are failing. SirsiDynix also provided more information on



how to check log files and manipulate scheduling of Directors' Station data loads.

Policy changes were done for Medina and Madison libraries.

Special reports were done for Medina, Huron, Hudson, and the Law Library.

Ms. Prisbylla assisted Medina with the implementation of 9xx ordering.

A new SIP2 ports and logins were created for self-check units at Perry.

Amy Pawlowski provided an eReader "Hands On" session at Ritter Public Library on Tuesday, February 8.

David Reynolds supplied Wayne County Public Library with detailed OverDrive circulation statistics for 2009 and 2010.

Amy Pawlowski worked with Sylvia Williams, Collection Resources Manager at Medina County District Library, on their use and implementation of the OverDrive Advantage program.

The Network team: met with Willoughby Eastlake Public Library staff to asses wiring closets for upcoming upgrades from T1's to fiber connections at the Willowick, Willoughby and Eastlake branches; visited Cleveland Heights Noble Branch to meet with the architects and assess wiring and wireless needs for the remodeled building; and met with Shaker Heights staff and architects to review requirements for the remodeled second floor wing opening in April. A new router was installed at Euclid Public Library and the connection between closets was upgraded from 1Gbs to 2Gbs. The WiFi in the Cleveland Heights-University Heights Lee Road branch and the YMCA building across the street was tested for connectivity issues.

Burton Public Library's Active Directory schema was upgraded and a new domain controller was configured.

KnowItNow

On February 14, the statewide texting initiative for KIN24x7 went live. Local queues and routing of text messages was configured for the State Library of Ohio, OHIOlink; Lane Public Library, and the Greene County

Public Library. By the end of the month about ninety texted reference requests were handled. KnowItNow providers had access to self-paced online training. The KnowItNow service now accepts questions from users of the World Wide Web, instant messaging, email, and texting.

The KnowItNow service was the victim of a distributed denial of service (DDoS) attack on February 25<sup>th</sup>. The Network team blocked the attackers' IP addresses at the firewall and the Apache web server configuration was updated to defend against DDoS attacks in the future.

Don Boozer worked with Oregon's LNET service to develop a proposal for AfterDark support during the next LSTA grant year. The proposal was sent to NEORLS for comment.

Several AfterDark librarians were scheduled on February 25 due to emergency closings in public libraries throughout north east Ohio.

Meetings and Professional Development

Software staff met with the CPL Technical Services Managers to review current issues and projects.

A Directors' Panel meeting was held on February 18. Topics included the Freegal offer to CLEVNET and issues involving service to teachers, Homebound and book clubs.

George Lenzer attended the kick-off meeting at E4S (Entrepreneurs for Sustainability).

On February 28, Don Boozer participated in the Kent State University Library Career Night at Kent, Ohio.

Amy Pawlowski attended a meeting for the IT and AV Divisions of the Ohio Library Council in Columbus on Monday, March 28, regarding the OLC "Gadget Gallery."

**Statistics**

	<b>February 2010</b>	<b>February 2011</b>
<b>OverDrive Downloads</b>	15,853	31,903
<b>Twitter Followers</b>	1,644	2,423
<b>Facebook Fans</b>	2,049	2,945

Automation Services Statistics, 02/2011				
	# Cases Opened	# Cases Closed	Site Visits	TOTAL
<b>HARDWARE</b>				
CPL Main	107	81	36	224
CPL Branch	151	131	59	341
CPL Lake Shore	42	29	9	80
CLEVNET	22	12	2	36
PUBLIC	2			2
<b>HARDWARE TOTAL</b>	<b>324</b>	<b>253</b>	<b>106</b>	<b>683</b>
<b>SOFTWARE</b>				
CPL Main	16	18		34
CPL Branch	6	2		8
CPL Lake Shore	6	6		12
CLEVNET	43	43		86
PUBLIC	4	4		8
<b>SOFTWARE TOTAL</b>	<b>75</b>	<b>73</b>	<b>0</b>	<b>148</b>
<b>WEBWARE</b>				
CPL Main	9	9		18
CPL Branch	2	2		4
CPL Lake Shore	2	2		4
CLEVNET	4	4		8
PUBLIC	55	55		110
<b>WEBWARE TOTAL</b>	<b>72</b>	<b>72</b>	<b>0</b>	<b>144</b>
<b>KIN</b>				
CPL Main	8	7		15
CPL Branch	10	6		16
CLEVNET	19	15		34
PUBLIC				0
KIN Library	26	26		52
OHIOLink Library	5	5		10
After Dark				0
<b>KIN TOTAL</b>	<b>68</b>	<b>59</b>	<b>0</b>	<b>127</b>
<b>GRAND TOTAL</b>	<b>539</b>	<b>457</b>	<b>106</b>	<b>1102</b>

Mr. Corrigan adjourned the meeting at 12:54 p.m.

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Thomas D. Corrigan  
President

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Maritza Rodriguez  
Vice President

**CLEVELAND PUBLIC LIBRARY**

Finance Committee  
March 15, 2011

**GIFT REPORT FOR FEBRUARY 2011****LIBRARY SERVICE MATERIALS**

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	372	794
Periodicals	47	145
Publishers Gifts	0	0
Non-Print Materials	<u>95</u>	<u>131</u>
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	<b>514</b>	<b>1,070</b>

**MONEY GIFTS**

FUND	PURPOSE	AMOUNT	
		Month	Year to date
Library Fund	Unrestricted	\$ 155	\$ 815
Library Fund	Restricted	125	889
Library Fund - Oral History Project	Restricted	0	0
Young Fund	Restricted	0	0
Friends Fund	Restricted	4,700	4,700
Gates Fund	Restricted	54,600	54,600
Schweinfurth Fund	Restricted	0	35,355
Ohio Center fo the Book	Restricted	0	0
Judd Fund	Restricted	0	0
Lockwood Thompson Fund	Restricted	0	0
MetLife - Fit for Life	Restricted	0	0
Founders Fund	Unrestricted	12,000	18,000
Founders Fund	Restricted	<u>0</u>	<u>26,389</u>
<b>TOTAL MONEY GIFTS</b>		<b>\$ 71,580</b>	<b>\$ 140,748</b>

**SUMMARY**

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	17	39	514	1,070
Money Gifts	<u>9</u>	<u>23</u>	<u>9</u>	<u>23</u>
<b>TOTAL GIFTS</b>	<b>26</b>	<b>62</b>	<b>523</b>	<b>1,093</b>

**RESOLVED**, That the Gift Report for February 2011 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40 (J) of the *Ohio Revised Code*.

SAINT LUKE'S FOUNDATION OF CLEVELAND, OHIO  
2011 APPROVED BUDGET NARRATIVE (YEAR 5)

AGENCY NAME: Neighborhood Progress, Inc  
PROJECT TITLE: Buckeye—Larchmere Initiative

LINE ITEM	EXPLANATION
PERSONNEL	
NON-PERSONNEL	
<b>Investing in Social Capital/Community Building</b>	
<p><b>Rice Library Student Help Learning Center Administration</b></p> <ul style="list-style-type: none"> <li>• One Part time Homework Center Coordinator, \$24,150;</li> <li>• Ten college students for peer-to-peer tutoring @ \$500 (\$5,000);</li> <li>• Two America Reads Tutors @ \$9.00 an hour (\$7,440); and</li> <li>• Parent-student facilitated engagement/training, \$8,484</li> </ul> <p><b>Budget: \$ 45,074</b></p>	<p>Coordinator is a 20 hour week employee and will develop and facilitate teacher, parent/caregiver, and peer-to-peer training. Will also conduct outreach to community and promote the Learning Center. Primary duties will include coordination of after school tutoring program.</p> <p>Student will provide one-to-one or small group math tutoring on Saturday mornings.</p> <p>To provide one-to-one and small group tutorial and homework assistance.</p> <p>Parent-Caregiver-Student training, sessions on "How to Help Your Child Succeed In School"</p>
<p><b>Rice Library Student Help Learning Center Technology:</b></p> <ul style="list-style-type: none"> <li>• Four (4) Early Learning Stations for Kindergarten – 3<sup>rd</sup> Grade students</li> </ul> <p><b>Budget: \$8,916</b></p>	<p>Developed by Advanced Work Stations in Education, Inc., these early literacy stations are computer learning packages with talking menus and will match young learners to individual learning needs. Includes a DELL computer with 26 pre-installed high quality programs in 7 different curriculum areas, a monitor, and a printer. Includes no Internet component. Specifically targeted for early childhood through third grade. Funding will also support the cabinet for housing the equipment.</p>



*Maxine Goodman Levin College of Urban Affairs*

March 14, 2011

Mr. Timothy Diamond  
 Special Assistant and Planning Administrator  
 Cleveland Public Library  
 325 Superior Avenue, NE  
 Cleveland, OH 44114

Dear Mr. Diamond:

It is our privilege to submit this agreement to the Cleveland Public Library (CPL) for consideration to provide strategic planning expertise during the CPL's strategic planning process.

This Agreement is executed by and between the Cleveland Public Library (hereinafter referred to as "Sponsor"), located at 325 Superior Avenue, NE, Cleveland, Ohio 44114 and Cleveland State University, a state-supported university and instrumentality of the State of Ohio established pursuant to Ohio Revised Code Section 3344 acting by and through its Board of Trustees with a principal business address at 2121 Euclid Ave., Cleveland, Ohio 44115 (hereinafter referred to as "CSU") on behalf of the Center for Public Management in the Levin College of Urban Affairs, both or either of which may hereinafter be referred to respectively as the Parties" or a "Party."

### **Scope of Work**

Strategic plans help to guide the direction of an organization over a given period of time. The best strategic plans are those considered "living documents"; they are utilized and updated regularly based upon the extent to which goals are accomplished and action plans are completed. The development of a strategic plan is essentially a process – one that is consensus building and involves stakeholders internal and external to the organization. To assist the Sponsor in its strategic planning efforts, the Party could provide expertise in the following areas (but not limited to) of the strategic planning process:

- Identifying or revisiting the organization's mission or purpose
- Identifying or prioritizing the goals and objectives toward accomplishing the mission of the organization
- Identifying specific steps or plans of action toward achieving each goal, with timeframes for completion and assignments of individuals/organizations responsible for completing the action steps
- Developing and monitoring an evaluative process for updating the strategic plan and assessing success
- Developing protocol to guide any interviews, focus groups, or community meetings





*Maxine Goodman Levin College of Urban Affairs*

- Assessing the organization's strengths, weaknesses, opportunities, or threats (SWOT analysis)
- Facilitation of focus groups, community meetings, or strategic planning sessions
- Assisting the Sponsor or its Facilitator in any of the above
- Attending meetings relative to the strategic planning process

**Period of Performance:**

The effective period of this Agreement shall be from March 21, 2011 through December 31, 2011, unless otherwise provided for by sponsor modification to this agreement.

**Cost:**

The project will be billed on an hourly basis, at \$66 per hour, excluding travel expenses. Travel expenses will be billed in addition to the hourly amount. CSU will submit monthly invoices to the sponsor detailing the hours worked. The total cost of the agreement will not exceed \$5,000 (excluding travel expenses) for the duration of the project period. Sponsor shall remit payment to CSU within thirty (30) days of receipt of an invoice per the terms above.

Please sign two originals of this letter and return one to me, Claudette Robey, Assistant Director, at The Center for Public Management, Cleveland State University, Levin College of Urban Affairs, 2121 Euclid Ave UR 120, Cleveland, OH 44115.

Regards,

Claudette Robey  
Assistant Director  
Center for Public Management

**CLEVELAND STATE UNIVERSITY**

**CLEVELAND PUBLIC LIBRARY**

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Studies

Special Assistant & Planning Administrator

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Date

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Date

Cc: Claudette Robey, The Center for Public Management

## **PROJECT SCOPE OF WORK**

The Center for Public Management (PM), together with the Northern Ohio Data and Information Service (NODIS) of the Maxine Goodman Levin College of Urban Affairs at Cleveland State University, proposes to conduct a fiscal review and a demographic analysis of the CPL system. The fiscal review will examine the fiscal condition of the CPL over a five-year period. The demographic analysis will examine the demographic and socioeconomic characteristics of the CPL service area. These analyses will aid the CPL in its strategic planning process by identifying and examining where efficiencies could be realized by the CPL, with regard to budget, operations, and services, over the next five years.

### **Scope of Work**

#### **1. Convene a planning meeting to finalize project goals and objectives**

The PM project team will meet with project representatives from the CPL to finalize the goals, objectives, and expectations of the project. The planning meeting will also include discussion of the strategy for the various stages of the project, and identification of data/information pertinent to the needs of the project.

### **Fiscal Analysis**

#### **2. Conduct an environmental scan of state & national trends in funding libraries**

The project team will research professional trade journals and publications, magazines, newspapers, and other modes of media (online and in print) to examine trends within libraries over the past decade with regard to operations and funding. The research will also examine how libraries are dealing with the current financial and economic crisis.

#### **3. Conduct a fiscal review**

The project team will conduct a review of the trends in revenues and expenditures of the CPL, and examine the implications of external revenues to finance long- and short-term financial obligations of the library (the flow of federal and state revenues, debt, etc.). The review will include trends in the

## ***Fiscal Review & Demographic Analysis***

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areas of revenues, expenditures, operations, debt and funding, capital outlay, and branch needs and resources. Specifically, the review will examine (but is not limited to):

- Change(s) in revenues and expenditures by source, service, and use
- Change(s) in fund balance(s) by fund
- Change(s) in liquidity
- Change(s) in endowments
- Change(s) in capital expenditures
- Change(s) in intergovernmental funds
- Operating costs by branch and per square foot
- Issues of financial capacity by branch

### **Demographic and Socioeconomic Analysis**

Using the latest census data (Census 2010 and the American Community Survey), NODIS will assist the strategic planning initiative by providing an analysis of the demographic and socioeconomic characteristics of the library's service area and that of the neighborhoods in which the library's patrons live. The analysis will include trends in the population's characteristics since 2000.

Rates of patronage by neighborhood will reveal potential issues of accessibility and quality of service among the branch locations and will provide insights into the "market" penetration of library services in each neighborhood, and by type of service if that is also available in the library's database. Population will be projected to 2015 and 2020 by neighborhood and will assist in determining the viability of branch locations and the potential relocation, consolidation, or expansion of branch locations.

Patrons will be mapped by branch visited, age, and service received (if available). Neighborhood demographic and socioeconomic characteristics from the Census Bureau's 2005-2009 American Community Survey (ACS) will be mapped and a profile of each branch service areas and the system wide service area will be produced. Change since the 2000 Census will also be noted in the analysis and included as maps as useful.

The census-based demographic and socioeconomic data used for these analyses will include income, family type, number and ages of children, race, Hispanic ethnicity, language spoken at home, ability to speak English, disabilities, public-versus-private school attendance by grade level, housing tenure (owner/renter), educational attainment, employment status, place of employment (Cleveland versus other), and others as appropriate.

## ***Fiscal Review & Demographic Analysis***

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### **Final Report and Presentation**

The project team will incorporate the findings and outcomes of the research into two separate reports – one for the fiscal review and one for the demographic and socioeconomic analysis. The findings will be presented to the CPL at a date/time to be scheduled upon completion of the project.

### **Survey Analysis (optional and additional cost)**

A survey of patrons and other residents of the service area (or county) would provide a insight into factors that help to explain library usage, preferences for service, and opinions of and attitudes towards potential levy support. A descriptive analysis of survey responses will be augmented by a statistical analysis in identifying how changes in demographic and socioeconomic characteristics may affect patronage, preferences for services, and support for library levies. This analysis would help in developing strategies in response to demographic conditions and changes. The study of survey data can also be related to the analysis of patron neighborhoods noted above to augment recommendations concerning targeting of branch services and locations.

NODIS will help design the survey, host the internet survey system and database, and conduct the analysis. The Library would be responsible for promoting participation in the survey to its constituents and the general public through cooperation with other organizations (schools and other civic organizations) using various media such as newsletters, web sites, and other communications.

The Library may choose to implement a paper version of the survey as well and those data would be included in the analysis. The Library would be responsible for the production and distribution of the hard-copy survey and its computerization (keypunching or optical scanning).

## *Fiscal Review & Demographic Analysis*

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### PROPOSED FEE SCHEDULE

The total professional fees for the Fiscal Review and Demographic Analysis for the Cleveland Public Library are not to exceed \$80,820. This includes \$67,350 in direct costs and \$13,470 in indirect costs. The project budget and schedule are described below.

#### Project Budget

##### Personnel:

Project management, research (including fringe benefits).....	\$50,495
Total Personnel.....	\$50,495

##### Operating:

Supplies .....	\$100
Travel .....	\$100
Total Operating .....	\$200

Total Direct Costs .....	\$67,350
Indirect Costs (20% of TDC) .....	\$13,470
<b>TOTAL PROJECT COST</b> .....	<b>\$80,820</b>

#### Survey (Additional Costs)

##### Personnel:

Project management, research (including fringe benefits).....	\$7,371
Total Direct Costs .....	\$7,371
Indirect Costs (20% of TDC) .....	\$1,474
<b>TOTAL SURVEY COST</b> .....	<b>\$8,845</b>

**CLEVELAND PUBLIC LIBRARY  
2010 APPROPRIATION: SECOND AMENDMENT  
MARCH 15, 2011**

GENERAL FUND CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	23,751,856.29 (2)	0.00	23,751,856.29 (3)
Taxes - General Property	26,214,496.00	0.00	26,214,496.00
LLGSF	21,799,456.89	0.00	21,799,456.89
State Rollbacks	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
<b>TOTAL RESOURCES</b>	<b>81,795,246.18</b>	<b>0.00</b>	<b>81,795,246.18</b>

GENERAL FUND APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	35,684,067.00	0.00	35,684,067.00
Supplies	1,046,388.00	0.00	1,046,388.00
Purchased/Contracted Services	10,134,301.00	0.00	10,134,301.00
Library Materials/ Information	10,344,305.00	0.00	10,344,305.00
Capital Outlay	725,513.00	0.00	725,513.00
Other Objects	108,815.00	0.00	108,815.00
<b>SUBTOTAL OPERATING</b>	<b>58,043,389.00</b>	<b>0.00</b>	<b>58,043,389.00</b>
Transfers/Advances	0.00	0.00	0.00
<b>TOTAL APPROPRIATION</b>	<b>58,043,389.00</b>	<b>0.00</b>	<b>58,043,389.00</b>

(1) Certificate dated January 18, 2011

(2) Certificate dated March 3, 2011

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

**CLEVELAND PUBLIC LIBRARY  
2010 APPROPRIATION: SECOND AMENDMENT  
MARCH 15, 2011**

SPECIAL REVENUE FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
Anderson	169,492.50	0.00	169,492.50
Endowment for the Blind	1,375,391.48	0.00	1,375,391.48
Founders	1,797,145.92	0.00	1,797,145.92
Kaiser	40,238.89	0.00	40,238.89
Kraley	140,583.80	0.00	140,583.80
Library	160,252.51	0.00	160,252.51
Pepke	87,619.01	0.00	87,619.01
Wickwire	998,638.86	0.00	998,638.86
Wittke	59,386.26	0.00	59,386.26
Young	2,755,399.78	0.00	2,755,399.78
Friends	22,950.00	0.00	22,950.00
Judd	200,000.00	0.00	200,000.00
Lockwood Thompson	297,323.06	0.00	297,323.06
Ohio Center for the Book	958.00	0.00	958.00
Schweinfurth	56,899.53	0.00	56,899.53
Cleveland NCA Kiosks	9,906.51	0.00	9,906.51
Bill & Melinda Gates	128,881.22	0.00	128,881.22
Harvard Kiosk	7,260.43	0.00	7,260.43
MetLife-Fit for Life	0.00	0.00	0.00
LSTA-LBPH	228,891.00	0.00	228,891.00
LSTA-Know It Now	224,483.12	0.00	224,483.12
MyCom Grant	141,800.36	395,000.00	536,800.36
<b>TOTAL SPECIAL REVENUE</b>	<b>8,903,502.24</b>	<b>395,000.00</b>	<b>9,298,502.24</b> (5)
CAPITAL PROJECTS FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
<b>BUILDING &amp; REPAIR</b>	<b>9,965,917.79</b>	<b>0.00</b>	<b>9,965,917.79</b> (6)

(5) \$10,266,313 unencumbered cash carried forward (plus \$607,687 encumbered cash.) \$1,524,246 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  
2010 APPROPRIATION: SECOND AMENDMENT  
MARCH 15, 2011**

PERMANENT FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
Abel	150,917.69	0.00	150,917.69
Ambler	1,345.77	0.00	1,345.77
Beard	96,381.44	0.00	96,381.44
Klein	3,163.83	0.00	3,163.83
Malon/Schroeder	96,938.71	0.00	96,938.71
McDonald	117,279.08	0.00	117,279.08
Ratner	56,750.50	0.00	56,750.50
Root	20,625.23	0.00	20,625.23
Sugarman	16,591.69	0.00	16,591.69
Thompson	69,864.58	0.00	69,864.58
Weidenthal	4,056.48	0.00	4,056.48
White	1,213,127.60	0.00	1,213,127.60
<b>TOTAL PERMANENT</b>	<b>1,847,042.60</b>	<b>0.00</b>	<b>1,847,042.60</b> (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.



CLEVELAND PUBLIC LIBRARY  
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES  
FOR THE PERIOD JANUARY 1 - FEBRUARY 28, 2011

*Deputy* *C. Henrichy*  
FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library  
Revenues, Expenditures and Changes in Fund Balance  
For the Period Ending February 28, 2011

	General Fund	Special Revenue	Capital Projects	Permanent	Total
41 Taxes	12,546,104.08	0.00	0.00	0.00	12,546,104.08
42 Intergovernmental	4,254,924.43	97,794.05	0.00	0.00	4,352,718.48
43 Fines & Fees	70,163.13	0.00	0.00	0.00	70,163.13
44 Investment Earnings	44,579.67	519.44	0.00	4,877.86	49,976.97
45 Charges for Services	398,967.75	0.00	0.00	0.00	398,967.75
46 Contributions & Donations	0.00	140,747.50	0.00	0.00	140,747.50
48 Miscellaneous Revenue	5,779.80	5,795.00	0.00	0.00	11,574.80
<b>Total Revenues</b>	<b>\$ 17,320,518.86</b>	<b>\$ 244,855.99</b>	<b>\$ 0.00</b>	<b>\$ 4,877.86</b>	<b>\$ 17,570,252.71</b>
51 Salaries/Benefits	5,718,222.14	41,340.96	0.00	0.00	5,759,563.10
52 Supplies	131,327.59	11,721.04	0.00	0.00	143,048.63
53 Purchased/Contracted Services	1,724,278.94	93,204.03	0.00	0.00	1,817,482.97
54 Library Materials	1,290,300.79	1,248.16	0.00	573.53	1,292,122.48
55 Capital Outlay	145,458.09	6,677.45	131,783.13	0.00	283,918.67
57 Miscellaneous Expenses	20,748.83	0.00	0.00	0.00	20,748.83
<b>Total Expenditures</b>	<b>\$ 9,030,336.38</b>	<b>\$ 154,191.64</b>	<b>\$ 131,783.13</b>	<b>\$ 573.53</b>	<b>\$ 9,316,884.68</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 8,290,182.48</b>	<b>\$ 90,664.35</b>	<b>\$(131,783.13)</b>	<b>\$ 4,304.33</b>	<b>\$ 8,253,368.03</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	0.00
98 Advances	0.00	0.00	0.00	0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	0.00
<b>Total Other Sources / Uses</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$ 8,290,182.48</b>	<b>\$ 90,664.35</b>	<b>\$(131,783.13)</b>	<b>\$ 4,304.33</b>	<b>\$ 8,253,368.03</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 30,063,231.06</b>	<b>\$ 10,874,001.06</b>	<b>\$ 10,201,558.02</b>	<b>\$ 2,541,077.54</b>	<b>\$ 53,679,867.68</b>
<b>Current Cash Balance</b>	<b>\$ 38,608,095.61</b>	<b>\$ 10,964,565.41</b>	<b>\$ 10,069,774.89</b>	<b>\$ 2,545,381.87</b>	<b>\$ 62,187,918.78</b>

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending February 28, 2011

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	11,166,991.00	11,552,488.97	1,678,741.51	0.00	9,873,747.46
51120 Clerical Salaries	10,282,550.00	10,644,749.89	1,543,067.81	0.00	9,101,682.08
51130 Non-Clerical Salaries	1,159,770.00	1,201,088.55	181,646.39	0.00	1,019,442.16
51140 Buildings Salaries	3,739,466.00	3,874,639.22	586,697.13	0.00	3,287,942.09
51150 Other Salaries	1,298,485.00	1,344,739.26	199,754.71	0.00	1,144,984.55
51180 Severance Pay	0.00	81,503.11	89,606.20	0.00	(8,103.09)
51190 Non-Base Pay	0.00	1,035.58	19,082.26	0.00	(18,046.68)
51400 OPERS	3,864,245.00	4,000,841.59	593,804.40	0.00	3,407,037.19
51610 Health Insurance	3,218,053.00	3,351,947.41	532,092.36	0.00	2,819,855.05
51620 Life Insurance	46,771.00	50,465.47	7,766.64	0.00	42,698.83
51630 Workers Compensation	220,000.00	440,000.00	219,375.77	0.00	220,624.23
51640 Unemployment Compensation	47,248.00	73,183.70	17,198.41	55,985.29	0.00
51650 Medicare - ER	316,421.00	328,233.71	48,949.67	0.00	279,284.04
51900 Other Benefits	0.00	324,839.46	438.88	4,861.12	319,539.46
	<b>35,360,000.00</b>	<b>\$ 37,269,755.92</b>	<b>\$ 5,718,222.14</b>	<b>\$ 60,846.41</b>	<b>\$ 31,490,687.37</b>
Salaries/Benefits					
52110 Office Supplies	48,845.00	52,533.65	5,789.24	5,576.82	41,167.59
52120 Stationery	104,365.00	107,140.80	8,851.68	2,717.13	95,571.99
52130 Duplication Supplies	74,040.00	75,316.54	1,765.37	6,016.90	67,534.27
52140 Hand Tools	3,950.00	5,176.27	18.79	1,226.27	3,931.21
52150 Book Repair Supplies	108,875.00	113,585.06	13,820.72	41,110.50	58,653.84
52210 Janitorial Supplies	106,300.00	123,750.09	22,015.46	5,426.49	96,308.15
52220 Electrical Supplies	62,220.00	62,934.07	9,597.46	14,297.70	39,038.91
52230 Maintenance Supplies	148,275.00	272,385.41	11,281.57	172,998.19	88,105.65
52240 Uniforms	9,250.00	9,250.00	49.50	0.00	9,200.50
52300 Motor Vehicle Supplies	95,500.00	100,892.33	10,076.07	71,055.50	19,760.76
52900 Other Supplies	275,265.00	328,614.34	48,061.74	29,527.82	251,024.78
Supplies	<b>1,036,885.00</b>	<b>\$ 1,251,578.56</b>	<b>\$ 131,327.59</b>	<b>\$ 349,953.32</b>	<b>\$ 770,297.65</b>

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending February 28, 2011

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53100	35,000.00	46,305.63	10,475.65	35,809.98	20.00
53210	613,524.00	711,553.94	134,743.83	474,980.78	101,829.33
53230	144,225.00	147,336.26	10,084.62	109,965.98	27,285.66
53240	217,923.85	305,256.97	49,689.31	88,793.69	166,773.97
53310	142,710.00	216,257.97	10,747.20	90,689.47	114,821.30
53320	36,870.00	45,802.80	5,118.30	13,137.00	27,547.50
53340	140,500.00	153,885.89	12,365.25	90,677.19	50,843.45
53350	328,386.00	448,357.97	74,807.64	68,938.35	304,611.98
53350	874,306.00	891,670.13	562,925.29	7,107.99	321,636.85
53370	23,000.00	26,808.44	2,750.66	13,841.84	10,215.94
53380	870,000.00	893,746.69	141,877.57	750,940.25	928.87
53390	20,000.00	24,852.00	0.00	24,852.00	0.00
53400	453,900.00	456,144.00	2,658.00	2,244.00	451,242.00
53510	116,900.00	152,862.70	24,855.59	94,857.91	33,139.20
53520	317,150.00	345,533.27	29,101.12	31,236.35	285,195.80
53610	2,239,350.00	2,367,460.82	250,826.86	2,052,994.10	63,639.86
53620	338,900.00	355,069.74	67,919.74	228,556.71	58,593.29
53630	843,200.00	1,040,037.28	109,875.98	933,420.60	(3,259.30)
53640	106,525.00	131,721.57	3,764.30	123,528.65	4,428.62
53710	1,049,596.15	1,544,121.30	177,255.18	775,068.28	591,797.84
53720	860,000.00	1,345,392.62	0.00	485,392.62	860,000.00
53800	254,700.00	324,161.50	37,084.60	250,290.14	36,786.76
53900	15,600.00	15,726.25	5,342.25	6,593.00	3,791.00
	<b>10,042,266.00</b>	<b>\$ 11,990,065.74</b>	<b>\$ 1,724,278.94</b>	<b>\$ 6,753,916.88</b>	<b>\$ 3,514,869.92</b>
<b>Purchased/Contracted Services</b>					
54110	3,756,443.00	4,551,106.25	341,690.74	823,507.30	3,385,908.21
54120	682,000.00	1,008,627.00	82,045.37	303,850.26	622,731.37
54210	1,374,955.00	1,742,747.63	29,006.08	356,618.48	1,357,123.07

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending February 28, 2011

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
54220 Microforms	239,000.00	267,068.73	481.00	27,615.73	238,972.00
54310 Video Media	1,576,500.00	1,676,025.40	194,962.57	473,721.71	1,007,341.12
54320 Audio Media - Spoken	227,929.00	268,987.81	22,802.70	54,099.30	192,085.81
54325 Audio Media - Music	631,047.00	671,229.71	29,465.29	145,010.79	496,753.63
54350 Computer Media	295,950.00	382,583.80	19,597.23	235,168.24	127,818.33
54500 Database Services	1,270,538.00	1,843,610.53	549,065.80	280,893.46	1,013,651.27
54600 Interlibrary Loan	6,500.00	6,890.98	1,028.39	5,862.50	0.09
54710 Bookbinding	39,000.00	103,052.00	1,695.10	62,356.90	39,000.00
54720 Preservation Services	75,000.00	140,074.89	7,980.90	66,214.87	65,879.12
54730 Preservation Boxing	10,000.00	10,467.96	664.00	9,303.96	500.00
54790 Preservation Reformatting	65,000.00	94,818.38	9,815.62	24,884.97	60,117.79
54900 Other Library Materials	500.00	500.00	0.00	0.00	500.00
<b>Library Materials</b>	<b>10,250,362.00</b>	<b>\$ 12,767,791.07</b>	<b>\$ 1,290,300.79</b>	<b>\$ 2,869,108.47</b>	<b>\$ 8,608,381.81</b>
55510 Furniture	106,225.00	214,393.52	4,705.85	97,285.52	112,402.15
55520 Equipment	62,300.00	129,581.30	27,164.90	40,883.00	61,533.40
55530 Computer Hardware/Software	550,399.00	619,230.79	113,587.34	71,977.67	433,665.78
<b>Capital Outlay</b>	<b>718,924.00</b>	<b>\$ 963,205.61</b>	<b>\$ 145,458.09</b>	<b>\$ 210,146.19</b>	<b>\$ 607,601.33</b>
57100 Memberships	63,300.00	65,046.00	18,084.40	22,389.60	24,572.00
57200 Taxes	1,500.00	1,762.21	160.86	500.00	1,101.35
57500 Refunds/Reimbursements	43,027.00	45,558.66	2,503.57	16,475.79	26,579.30
<b>Miscellaneous Expenses</b>	<b>107,827.00</b>	<b>\$ 112,366.87</b>	<b>\$ 20,748.83</b>	<b>\$ 39,365.39</b>	<b>\$ 52,252.65</b>
Advances	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Transfers	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL</b>	<b>57,516,264.00</b>	<b>\$ 64,354,763.77</b>	<b>\$ 9,030,336.38</b>	<b>\$ 10,283,336.66</b>	<b>\$ 45,041,090.73</b>

Cleveland Public Library  
 Revenue, Expenditures and Changes in Fund Balances  
 For the Period Ending February 28, 2011

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	30,063,231.06	17,320,518.86	9,030,336.38	10,283,336.66	28,070,076.88
<b>Total General Fund</b>	<b>\$ 30,063,231.06</b>	<b>\$ 17,320,518.86</b>	<b>\$ 9,030,336.38</b>	<b>\$ 10,283,336.66</b>	<b>\$ 28,070,076.88</b>
201 Anderson	189,635.01	0.00	0.00	0.00	189,635.01
202 Endowment for the Blind	1,375,391.48	0.00	0.00	0.00	1,375,391.48
203 Founders	4,260,062.08	44,388.50	42,332.93	31,009.28	4,231,108.37
204 Kaiser	40,238.89	0.00	0.00	0.00	40,238.89
205 Kralej	140,583.80	0.00	0.00	0.00	140,583.80
206 Library	156,094.60	1,704.00	377.42	376.19	157,044.99
207 Pepke	87,619.01	0.00	0.00	0.00	87,619.01
208 Wickwire	999,204.65	519.44	0.00	1,483.16	998,240.93
209 Witke	59,386.26	0.00	0.00	0.00	59,386.26
210 Young	2,720,399.78	0.00	0.00	0.00	2,720,399.78
225 Friends	6,850.00	4,700.00	600.00	0.00	10,950.00
226 Judd	7,800.74	0.00	22,124.08	54,830.86	(69,154.20)
228 Lockwood Thompson Memorial	394,168.37	0.00	870.74	247,228.16	146,069.47
229 Ohio Center for the Book	58.00	0.00	0.00	0.00	58.00
230 Schweinfurth	10,799.07	35,355.00	0.00	24,574.54	21,579.53
242 Cleveland NCA Kiosk	10,362.81	0.00	589.09	2,199.20	7,574.52
243 Gates Foundation	74,281.22	54,600.00	0.00	0.00	128,881.22
244 Harvard CS Kiosk Project	7,522.28	0.00	121.30	940.55	6,460.43
251 LSTA-Library for the Blind	4,999.00	0.00	0.00	5,068.99	(69.99)
252 LSTA-Know It Now	200,764.82	76,825.40	53,734.98	162,365.46	61,489.78
253 MetLife-Fit for Life II	6,677.45	0.00	6,677.45	0.00	0.00
254 MyCom	121,101.74	26,763.65	26,763.65	79,897.15	41,204.59
<b>Total Special Revenue Funds</b>	<b>\$ 10,874,001.06</b>	<b>\$ 244,855.99</b>	<b>\$ 154,191.64</b>	<b>\$ 609,973.54</b>	<b>\$ 10,354,691.87</b>
401 Building & Repair	10,201,558.02	0.00	131,783.13	91,128.73	9,978,646.16

Cleveland Public Library  
 Revenue, Expenditures and Changes in Fund Balances  
 For the Period Ending February 28, 2011

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
<b>Total Capital Project Funds</b>	<b>\$ 10,201,558.02</b>	<b>\$ 0.00</b>	<b>\$ 131,783.13</b>	<b>\$ 91,128.73</b>	<b>\$ 9,978,646.16</b>
501 Abel	160,917.69	0.00	0.00	0.00	160,917.69
502 Ambler	1,545.77	0.00	0.00	0.00	1,545.77
503 Beard	107,080.37	0.00	0.00	1,813.00	105,267.37
504 Klein	3,663.83	0.00	0.00	0.00	3,663.83
505 Malon/Schroeder	206,938.71	0.00	0.00	0.00	206,938.71
506 McDonald	126,210.68	0.00	0.00	0.00	126,210.68
507 Ratner	61,750.50	0.00	0.00	0.00	61,750.50
508 Root	26,625.23	0.00	0.00	0.00	26,625.23
509 Sugarman	164,969.13	0.00	0.00	0.00	164,969.13
510 Thompson	113,618.33	0.00	0.00	0.00	113,618.33
511 Weidenthal	4,556.48	0.00	0.00	0.00	4,556.48
512 White	1,563,200.82	4,877.86	573.53	6,011.68	1,561,493.47
<b>Total Permanent Funds</b>	<b>\$ 2,541,077.54</b>	<b>\$ 4,877.86</b>	<b>\$ 573.53</b>	<b>\$ 7,824.68</b>	<b>\$ 2,537,557.19</b>
<b>Total All Funds</b>	<b>\$ 53,679,867.68</b>	<b>\$ 17,570,252.71</b>	<b>\$ 9,316,384.68</b>	<b>\$ 10,992,263.61</b>	<b>\$ 50,940,972.10</b>

Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending February 28, 2011

<b>Balance of All Funds</b>	<b><u><u>\$ 62,187,918.78</u></u></b>
Chase-Checking	8,631.26
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	7,679,802.94
KeyBank-MC/VISA	44,130.84
Fifth Third - Checking	193,032.69
Petty Cash	330.00
Change Fund	5,420.00
KeyBank-Payroll Account (ZBA)	0.00
KeyBank-Savings Bond Acct	0.00
<b>Cash in Library Treasury</b>	<b><u><u>\$ 7,931,347.73</u></u></b>
PNC - Money Market	10,006.43
PNC - Investments	33,133,744.38
PNC/Allegiant Money Market	791,359.57
KeyBank - Victory Fund	0.00
STAR OHIO Investment	8,167,785.98
<b>Investments</b>	<b><u><u>\$ 42,102,896.36</u></u></b>
PNC Endowment Acct	12,153,674.69
<b>Endowment Account</b>	<b><u><u>\$ 12,153,674.69</u></u></b>
<b>Cash in Banks and On Hand</b>	<b><u><u>\$ 62,187,918.78</u></u></b>



**CLEVELAND PUBLIC LIBRARY**  
**SPECIAL REPORT ON GENERAL FUND INCOME AND EXPENDITURES**  
**AND ON STRATEGIC PLAN EXPENDITURES**  
**THROUGH FEBRUARY 28, 2011**

**CLEVELAND PUBLIC LIBRARY**  
**SPECIAL REPORT ON INCOME AND EXPENDITURES**  
**For the Period Ended**  
**February 28, 2011**

General Fund - Receipts						
	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year	
PLF State Income Tax	26,214,496	3,876,458	22,338,038	15%	19%	
General Property Tax	21,799,457	12,546,104	9,253,353	58%	47%	
Rollback, Homestead, CAT	5,000,000	3,945	4,996,055	0%	0%	
Federal Grants	0	0	0	0%	0%	
State Aid	1,200,000	374,521	825,479	31%	47%	
Fines & Fees	300,000	70,163	229,837	23%	24%	
Investment Earnings	700,000	44,580	655,420	6%	24%	
Services to Others-Clevnet	2,400,000	398,968	2,001,032	17%	16%	
Miscellaneous	429,437	5,780	423,657	1%	5%	
Advances & Transfers	0	0	0	0%	0%	
<b>TOTALS</b>	<b>58,043,390</b>	<b>17,320,519</b>	<b>40,722,871</b>	<b>30%</b>	<b>30%</b>	

Note (1): Certificate from Cuyahoga County Budget Commission dated January 18, 2011.

**CLEVELAND PUBLIC LIBRARY**  
**SPECIAL REPORT ON INCOME AND EXPENDITURES**  
**For the Period Ended**  
**February 28, 2011**

General Fund - Expenditures						
	Appropriation (2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year	
Salaries/Benefits	37,269,756	5,779,069	31,490,687	16%	17%	
Supplies	1,251,579	481,281	770,298	38%	29%	
Purchased Services	11,990,066	8,478,196	3,511,870	71%	72%	
Library Materials	12,767,791	4,159,409	8,608,382	33%	29%	
Capital Outlay	963,206	355,604	607,601	37%	18%	
Other	112,367	60,114	52,253	53%	85%	
<b>SUBTOTAL</b>	<b>64,354,764</b>	<b>19,313,673</b>	<b>45,041,091</b>	<b>30%</b>	<b>29%</b>	
Advances/Transfers	0	0	0	0%	0%	
<b>TOTALS</b>	<b>64,354,764</b>	<b>19,313,673</b>	<b>45,041,091</b>	<b>30%</b>	<b>29%</b>	

Note (2): Amended Appropriation of \$58,043,389 plus carried forward encumbrance of \$6,311,375.  
 Note (3): Subtotal includes 14% expended and 16% encumbered.

**CLEVELAND PUBLIC LIBRARY**  
**SPECIAL REPORT ON INCOME AND EXPENDITURES**  
 For the Period Ended  
 February 28, 2011

Strategic Plan Expenditures - In Millions												
	Year 1 - 2004		Year 2 - 2005		Year 3 - 2006		Year 4 - 2007		Year 5 - 2008		Year 6 - 2009	
	Budget	Expended	Budget	Expended	Budget	Expended	Budget	Expended	Budget	Expended	Budget	Expended
Salaries/Benefits	0.797	0.797	2.199	1.868	3.097	2.546	3.349	3.083	3.622	3.425		
Library Materials	0.385	0.385	0.373	0.373	0.118	0.118	0.021	0.021	0.029	0.033		
Capital Projects (4)	3.000	0.000	3.000	0.236	3.000	0.845	3.000	0.435	3.000	1.163		
<b>TOTALS</b>	<b>4.182</b>	<b>1.182</b>	<b>5.572</b>	<b>2.477</b>	<b>6.215</b>	<b>3.509</b>	<b>6.370</b>	<b>3.539</b>	<b>6.651</b>	<b>4.622</b>		
	Year 7 - 2010		Year 8 - 2011		Year 9 - 2012		Year 10 - 2013		Year 11 - 2014		5 Year Budget To Date	
	Budget	Expended	Budget	Expended	Budget	Expended	Budget	Expended	Budget	Expended	Budget	Expended
Salaries/Benefits	0.000	1.461	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	13.064	13.180
Library Materials	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.925	0.931
Capital Projects (4)	0.000	4.627	0.000	2.239	0.000	0.052	0.000	0.000	0.000	0.000	15.000	9.545
<b>TOTALS</b>	<b>0.000</b>	<b>6.088</b>	<b>0.000</b>	<b>2.239</b>	<b>0.000</b>	<b>0.052</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>28.990</b>	<b>23.656</b>

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

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  
 February 28, 2011

Strategic Plan Capital Projects - In Dollars					
	Budget	Expended Through 2010	Expended 2011	Encumbered	Balance
Branch Security Cameras	464,000	442,247	11,520	9,409	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	489,346	0	0	(337,336)
Woodland - Land	21,000	21,468	0	0	(468)
Woodland - Expansion/Parking	1,200,000	2,333,008	40,000	21,090	(1,194,098)
Rice	5,300,000	5,031,667	393	367	267,572
South Brooklyn	96,000	77,522	0	0	18,478
Garden Valley	285,000	350,019	0	2,124	(67,143)
<b>Totals</b>	<b>8,234,430</b>	<b>9,545,969</b>	<b>51,913</b>	<b>32,990</b>	<b>(1,396,442)</b>

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee**

**REPORT ON INVESTMENTS – February 2011**

**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 February 1, 2011 through February 28, 2011.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment		Investment Form
					Income		
02/01/11 - 02/28/11	28	Various	STAR Ohio	Various	708.25		Investment Pool
02/01/11 - 02/28/11	28	Various	PNC	Various	1.95		Sweep Money Market
02/01/11 - 02/28/11	28	Various	PNC	Various	0.76		Money Market
08/11/10 - 02/11/11	185	2,000,000	Federal Home Loan Mort Crp	1.000%	10,000.00		Federal Agency
08/22/10 - 02/22/11	185	500,000	Federal Home Loan Bank	1.800%	4,650.00		Federal Agency
08/25/10 - 02/25/11	185	1,000,000	Federal Home Loan Bank	0.850%	4,250.00		Federal Agency
12/28/10 - 02/25/11	60	2,000,000	Federal Home Loan Bank	0.875%	2,770.83		Federal Agency

Earned Interest February 2011 \$ 22,381.79  
 Earned Interest Year To Date \$ 44,579.67

**CLEVELAND PUBLIC LIBRARY****Finance Committee  
March 15, 2011****REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR FEBRUARY 2011**

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
Music Library Association Annual Conference Philadelphia, Pennsylvania	2/9/11 - 2/12/11	Michael Dalby	1,004.02
Northeast Ohio Regional Library Computers in Libraries Seminar Washington, D.C.	3/21/11 - 3/23/11	Anastasia Diamond-Ortiz	498.00
American Library Association Mid-Winter Conference San Diego, California	1/7/11 - 1/11/11	Chrystal Carr-Jeter	1,195.89
Cleveland State University Leadership Academy Cleveland, Ohio	11/1/10 - 5/31/11	Carlos Latimer	2,900.00
American Payroll Association Chapter Meeting Independence, Ohio	2/17/11	Ronelle Miller-Hood	30.00
<b>TOTAL</b>			<b>\$5,627.91</b>

**SUMMARY**

FUND	FEBRUARY	YEAR TO DATE
General	\$5,627.91	\$10,475.65
Judd Fund	0.00	0.00
Lockwood Thompson	0.00	0.00
Mellife-Fit for Life	0.00	0.00
LSTA - Know it Know	0.00	1,564.94
<b>TOTAL</b>	<b>\$5,627.91</b>	<b>\$12,040.59</b>

CLEVELAND PUBLIC LIBRARY  
HUMAN RESOURCES DEPARTMENT  
LIBRARY BOARD OF TRUSTEES  
TERMINATION REPORT  
02/01/2011 TO 02/28/2011

**Human Resources Committee Report**  
Tuesday, March 15, 2011

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>DATE</u>	<u>REASON</u>
<b><u>RESIGNATIONS</u></b>				
BELK, BRIANA D	SHELF PAGES	PAGE	2/11/2011	ANOTHER JOB
MCCORMICK, JULIE	BEL	LIB ASST. CE	2/25/2011	PERSONAL REASONS
VISNJIC-FLAHERTY,JOY	SHELF PAGES	PAGE	2/26/2011	ANOTHER JOB
<b><u>OTHER TERMINATIONS</u></b>				
JENKINS, RICHARD E	SHELF PAGES	PAGE	2/01/2011	DISCHARGED INVOLUNTARILY



**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 02/01/2011 TO 02/28/2011**

Human Resources Committee Report  
March 15, 2011

**EMPLOYEE:** BENNETT, CARLA  
**JOB TITLE:** LIBRARY ASSISTANT (YOUTH)  
**CURRENT GRADE:** F  
**CURRENT STEP:** 3  
**EFFECTIVE DATE:** 02/13/2011  
**FOR GRADE/STEP:**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SAL AFFEC BASE WAGE	24,363.04	45,680.44	TRANSFER TO FT

**EMPLOYEE:** CRANFIELD, STEPHANIE  
**JOB TITLE:** PAGE  
**CURRENT GRADE:** Z  
**CURRENT STEP:** 1  
**EFFECTIVE DATE:** 02/16/2011  
**FOR GRADE/STEP:**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
NEW HIRE	0.00	9.04	VACANCY

**EMPLOYEE:** ELLIOTT, ALLISON T  
**JOB TITLE:** PAGE  
**CURRENT GRADE:** Z  
**CURRENT STEP:** 1  
**EFFECTIVE DATE:** 02/02/2011  
**FOR GRADE/STEP:**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
NEW HIRE	0.00	9.04	VACANCY

**EMPLOYEE:** GRAY, MARCUS T  
**JOB TITLE:** PAGE  
**CURRENT GRADE:** Z  
**CURRENT STEP:** 1  
**EFFECTIVE DATE:** 02/17/2011  
**FOR GRADE/STEP:**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
NEW HIRE	0.00	9.04	VACANCY

**EMPLOYEE:** HOLIVAY, JAIZONNE H  
**JOB TITLE:** PAGE  
**CURRENT GRADE:** Z  
**CURRENT STEP:** 1  
**EFFECTIVE DATE:** 02/14/2011  
**FOR GRADE/STEP:**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
NEW HIRE	0.00	9.04	VACANCY

283  
**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 02/01/2011 TO 02/28/2011**

**EMPLOYEE:** HOUGHTON, TAMMY M  
**JOB TITLE:** LIBRARY ASSISTANT (SUBJ DEPT)

**CURRENT GRADE:** F **EFFECTIVE DATE** 02/27/2011  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SAL AFFEC BASE WAGE	36,781.16	42,233.88	PROMOTION

**EMPLOYEE:** MILLS, KIEL  
**JOB TITLE:** SHIPPING CLERK

**CURRENT GRADE:** B **EFFECTIVE DATE** 02/13/2011  
**CURRENT STEP:** 5 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SAL AFFEC BASE WAGE	33,760.22	36,171.46	TRANSFER TO FT

**CLEVELAND PUBLIC LIBRARY****Human Resources Committee Report  
March 15, 2011****Report on Paid Sick Time Used by the Month  
Hours Used Per Each Two Pay Periods**

<b>MONTH</b>	<b>2010</b>	<b>2011</b>
January	4,309.46	3,285.32
February	4,338.18	4,911.47
March	3,536.29	
April	*5,606.63	
May	3,667.67	
June	2,583.52	
July	2,779.95	
August	3,179.51	
September	2,821.62	
October	*5,741.47	
November	3,646.62	
December	3,524.42	

**\*Covers three pay dates**

**CLEVELAND PUBLIC LIBRARY**  
**Feb. 1, 2011- Feb. 28, 2011 EE0-4 REPORT**  
**FULL/PART-TIME EMPLOYEES**

**Human Resources Committee Report**

March 17, 2011

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	76	20	9	1			28	18			
Professionals	84	19	2		1		45	14	2	1	
Technicians	22	11	3	1			6	1			
Protective Service	20	11	7	1				1			
Para-Professionals	132	20	40		1		28	34	6	3	
Administrative Support	304	29	69	4	4		48	132	18		
Skilled Craft	11	7	2		1			1			
Service Maintenance	48	11	32	1			2	2			
<b>Grand Total</b>	<b>697</b>	<b>128</b>	<b>164</b>	<b>8</b>	<b>7</b>	<b>0</b>	<b>157</b>	<b>203</b>	<b>26</b>	<b>4</b>	<b>0</b>

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

**INSURANCE REPORT  
FOR THE MONTH OF  
FEBRUARY**

Human Resources Committee Report **2011**  
March 15, 2011

**Staff Enrollments-Health Care/Dental**

	<b>Single</b>	<b>Family</b>	<b>Total</b>
<b>Kaiser POS</b>	88	77	165
<b>Kaiser HMO</b>	210	98	308
<b>Delta Dental</b>	235	164	399

**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>
<b>No Lost Time Claims for the Month of February</b>			

CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR FEBRUARY 2011

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	2011	2010	
Main Library Branches	147,888	149,674	840	723	313,247	306,063	2.3%
Mobile Units	290,033	316,912	1,564	1,527	620,033	651,765	-4.9%
Library for the Blind	5,307	6,284			11,074	11,218	-1.3%
<b>TOTAL CIRCULATION</b>	<b>494,347</b>	<b>528,050</b>			<b>1,054,693</b>	<b>1,074,289</b>	<b>-1.8%</b>

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
eBook	4,665	1,082	9,490	2,311	310.6%
eAudioBook	2,858	1,328	6,208	2,797	122.0%
eMusic	94	21	168	38	342.1%
eVideo	79	30	193	64	201.6%
<b>TOTAL eCIRCULATION</b>	<b>7,696</b>	<b>2,461</b>	<b>16,059</b>	<b>5,210</b>	<b>208.2%</b>

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use		YTD Gain/Loss
			2011	2010	2011	2010	
Main Library Branches	72	44 minutes	9,882	14,654	7,270	11,097	-34.5%
	328	41 minutes	54,979	70,233	37,817	37,818	0.0%
<b>TOTAL USAGE</b>	<b>400</b>		<b>64,861</b>	<b>84,887</b>	<b>45,087</b>	<b>48,915</b>	<b>-7.8%</b>

Sessions less than 5 minutes excluded. Hours in use does not include grace periods computers are held for patrons.

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	2011	2010	
Main Library Branches	40,467	48,558	230	235	82,574	100,345	-17.7%
Mobile Unit	214,280	234,695	1,155	1,131	455,367	487,549	-6.6%
	604	658			1,308	1,181	10.8%
<b>TOTAL VISITS</b>	<b>255,351</b>	<b>283,911</b>			<b>539,249</b>	<b>589,075</b>	<b>-8.5%</b>

CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR FEBRUARY 2011

BRANCH	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLEVNET Systems	e Total Direct Circulation (a+b+c+d)	f Sent to Other CLEVNET Systems	g Total Circulation (e+f)
Addison	8,748	891	635	961	11,235	838	12,073
Broadway	2,356	177	69	128	2,730	306	3,036
Brooklyn	5,926	821	533	737	8,017	755	8,772
Carnegie West	7,569	792	990	1,058	10,409	992	11,401
Collinwood	6,297	510	559	654	8,020	868	8,888
East 131st	3,018	377	289	387	4,071	446	4,517
Eastman	11,676	1,213	1,122	1,479	15,490	1,806	17,296
Fleet	8,469	682	689	932	10,772	1,076	11,848
Fulton	7,917	577	517	730	9,741	928	10,669
Garden Valley	2,631	240	134	124	3,129	408	3,537
Glenville	5,263	616	415	827	7,121	601	7,722
Harvard-Lee	6,137	600	488	979	8,204	849	9,053
Hough	3,465	492	316	484	4,757	512	5,269
Jefferson	6,313	671	710	951	8,645	868	9,513
Langston Hughes	4,859	529	479	587	6,454	647	7,101
Lorain	7,715	865	593	830	10,003	859	10,862
Martin Luther King, Jr.	4,835	372	829	843	6,879	857	7,736
Memorial-Nottingham	11,747	880	1,163	1,501	15,291	1,404	16,695
Mt. Pleasant	4,011	511	280	461	5,263	604	5,867
Rice	8,607	671	660	755	10,693	909	11,602
Rockport	13,906	1,198	1,245	1,547	17,896	1,871	19,767
South	6,070	375	354	469	7,268	820	8,088
South Brooklyn	13,874	1,011	1,429	1,955	18,269	2,227	20,496
Sterling	3,836	425	323	479	5,063	490	5,553
Union	4,140	501	235	549	5,425	540	5,965
Walz	10,846	879	865	1,353	13,943	1,273	15,216
West Park	14,188	1,123	2,220	2,667	20,198	2,662	22,860
Woodland	6,332	558	319	638	7,847	784	8,631
<b>TOTAL</b>	<b>200,751</b>	<b>18,557</b>	<b>18,460</b>	<b>25,065</b>	<b>262,833</b>	<b>27,200</b>	<b>290,033</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION COMPARATIVE FOR FEBRUARY 2011**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2011	2010	2011	2010		
Addison	12,073	13,856	25,834	29,445	-3,611	-12.3%
Broadway	3,036	2,916	6,714	6,353	361	5.7%
Brooklyn	8,772	8,093	18,845	17,001	1,844	10.8%
Carnegie West	11,401	11,062	24,077	23,226	851	3.7%
Collinwood	8,888	11,241	19,496	23,762	-4,266	-18.0%
East 131st	4,517	4,485	9,349	9,273	76	0.8%
Eastman	17,296	19,817	37,423	40,148	-2,725	-6.8%
Fleet	11,848	13,741	25,222	29,782	-4,560	-15.3%
Fulton	10,669	10,059	22,915	20,083	2,832	14.1%
Garden Valley	3,537	4,375	7,586	9,152	-1,566	-17.1%
Glenville	7,722	8,124	16,474	16,887	-413	-2.4%
Harvard-Lee	9,053	9,629	19,307	20,544	-1,237	-6.0%
Hough	5,269	6,408	11,975	13,240	-1,265	-9.6%
Jefferson	9,513	11,873	19,621	24,032	-4,411	-18.4%
Langston Hughes	7,101	7,162	15,376	14,610	766	5.2%
Lorain	10,862	13,306	22,957	26,933	-3,976	-14.8%
Martin Luther King, Jr.	7,736	8,579	16,100	18,356	-2,256	-12.3%
Memorial-Nottingham	16,695	18,895	34,208	38,976	-4,768	-12.2%
Mt. Pleasant	5,867	6,452	11,800	14,334	-2,534	-17.7%
Rice	11,602	14,953	25,937	22,662	3,275	14.5%
Rockport	19,767	21,538	42,772	44,572	-1,800	-4.0%
South	8,088	9,889	16,993	20,351	-3,358	-16.5%
South Brooklyn	20,496	23,114	43,178	48,145	-4,967	-10.3%
Sterling	5,553	6,713	12,741	14,495	-1,754	-12.1%
Union	5,965	5,902	13,164	13,081	83	0.6%
Walz	15,216	16,463	32,524	34,376	-1,852	-5.4%
West Park	22,860	27,959	48,979	57,236	-8,257	-14.4%
Woodland*	8,631	308	18,466	710	17,756	*
<b>TOTAL</b>	<b>290,033</b>	<b>316,912</b>	<b>620,033</b>	<b>651,765</b>	<b>-31,732</b>	<b>-4.9%</b>

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



**CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE FEBRUARY 2011**

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2011	2010	2010	2011	2010		
Addison	4,824	5,436	10,278	11,636	-1,358	-11.7%	
Broadway	1,158	1,526	2,479	2,697	-218	-8.1%	
Brooklyn	3,618	3,319	7,147	6,769	378	5.6%	
Carnegie West	17,575	17,380	37,765	36,389	1,376	3.8%	
Collinwood	6,035	7,617	12,769	16,384	-3,615	-22.1%	
East 131st	5,288	4,960	11,593	10,462	1,131	10.8%	
Eastman	10,758	12,228	22,482	24,680	-2,198	-8.9%	
Fleet	8,099	9,497	17,577	19,441	-1,864	-9.6%	
Fulton	6,131	5,565	12,639	11,784	855	7.3%	
Garden Valley	4,280	6,415	9,397	14,385	-4,988	-34.7%	
Glennville	6,191	7,290	13,385	15,513	-2,128	-13.7%	
Harvard-Lee	6,897	9,023	15,727	19,432	-3,705	-19.1%	
Hough	11,319	11,929	22,870	24,721	-1,851	-7.5%	
Jefferson	6,946	8,041	14,545	16,634	-2,089	-12.6%	
Langston Hughes	5,023	5,295	11,118	11,690	-572	-4.9%	
Lorain	5,789	6,586	12,440	13,951	-1,511	-10.8%	
Martin Luther King, Jr.	5,240	5,798	11,448	12,082	-634	-5.2%	
Memorial-Nottingham	7,003	7,617	14,708	16,354	-1,646	-10.1%	
Mt. Pleasant	5,640	8,346	12,159	17,321	-5,162	-29.8%	
Rice*	12,808	13,932	27,474	25,888	1,586	6.1%	
Rockport	9,674	10,497	19,777	21,784	-2,007	-9.2%	
South	7,018	9,022	14,637	18,255	-3,618	-19.8%	
South Brooklyn	13,005	15,725	27,290	32,458	-5,168	-15.9%	
Sterling	9,876	9,491	21,931	20,910	1,021	4.9%	
Union	10,083	11,378	20,754	23,249	-2,495	-10.7%	
Walz	8,182	8,867	17,453	18,756	-1,303	-6.9%	
West Park	9,510	11,915	20,174	23,924	-3,750	-15.7%	
Woodland*	6,310	0	13,351	0	13,351	*	
<b>TOTAL</b>	<b>214,280</b>	<b>234,695</b>	<b>455,367</b>	<b>487,549</b>	<b>-32,182</b>	<b>-6.6%</b>	

\*See footnote p. 3

**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS FEBRUARY 2011**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
1 West Park	22,860	1 Carnegie West	17,575	1 South Brooklyn	31,511
2 South Brooklyn	20,496	2 South Brooklyn	13,005	2 Fleet	27,822
3 Rockport	19,767	3 Rice	12,808	3 West Park	27,291
4 Eastman	17,296	4 Hough	11,319	4 Eastman	23,686
5 Memorial-Nottingham	16,695	5 Eastman	10,758	5 Rice	22,240
6 Walz	15,216	6 Union	10,083	6 Fulton	20,026
7 Addison	12,073	7 Sterling	9,876	7 Memorial-Nottingham	19,553
8 Fleet	11,848	8 Rockport	9,674	8 Rockport	19,404
9 Rice	11,602	9 West Park	9,510	9 Harvard-Lee	18,834
10 Carnegie West	11,401	10 Walz	8,182	10 Langston Hughes	17,982
11 Lorain	10,862	11 Fleet	8,099	11 Glenville	17,317
12 Fulton	10,669	12 South	7,018	12 Walz	16,558
13 Jefferson	9,513	13 Memorial-Nottingham	7,003	13 Collinwood	16,270
14 Harvard-Lee	9,053	14 Jefferson	6,946	14 Addison	16,169
15 Collinwood	8,888	15 Harvard-Lee	6,897	15 East 131st	15,658
16 Brooklyn	8,772	16 Woodland	6,310	16 Martin Luther King, Jr.	15,212
17 Woodland*	8,631	17 Glenville	6,191	17 Mt. Pleasant	14,724
18 South	8,088	18 Fulton	6,131	18 Lorain	13,233
19 Martin Luther King, Jr.	7,736	19 Collinwood	6,035	19 Carnegie West	10,549
20 Glenville	7,722	20 Lorain	5,789	20 Union	10,316
21 Langston Hughes	7,101	21 Mt. Pleasant	5,640	21 Sterling	8,046
22 Union	5,965	22 East 131st	5,288	22 Woodland	7,492
23 Mt. Pleasant	5,867	23 Martin Luther King, Jr.	5,240	23 South	7,009
24 Sterling	5,553	24 Langston Hughes	5,023	24 Hough	6,197
25 Hough	5,269	25 Addison	4,824	25 Brooklyn	5,419
26 East 131st	4,517	26 Garden Valley	4,280	26 Jefferson	3,587
27 Garden Valley	3,537	27 Brooklyn	3,618	27 Garden Valley	2,857
28 Broadway	3,036	28 Broadway	1,158	28 Broadway	1,687
	290,033		214,280		416,649
					473,177

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\*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 FEBRUARY 2011**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
CLEVNET	70,559	71,188	143,867	142,063	1.3%
MORE	967	405	2,016	1,771	13.8%
Other Libraries	452	689	1,082	1,265	-14.5%
<b>TOTAL</b>	<b>71,978</b>	<b>72,282</b>	<b>146,965</b>	<b>145,099</b>	<b>1.3%</b>

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

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
Projected	18,103	22,160	42,135	44,030	-4.3%
KnowItNow Web Reference*	1,021	1,743	2,492	3,013	-17.3%
Research Correspondence	415	864	1,695	2,089	-18.9%
Interlibrary Loan Requests	3,691	2,946	7,963	8,089	-1.6%
<b>TOTAL</b>	<b>23,230</b>	<b>27,713</b>	<b>54,285</b>	<b>57,221</b>	<b>-5.1%</b>

\*Questions taken by CPL staff only.

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
New Titles Added	6,425	5,535	13,471	12,242	10.0%
Total Items Added	27,594	28,210	50,096	57,957	-13.6%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
Main Library	176	207	368	423	-13.0%
Branches	5,193	5,812	10,854	11,728	-7.5%

The library system was closed 21Feb2011 for Presidents' Day (also a furlough day) and 25Feb2011 due to severe winter weather.

**CLEVELAND PUBLIC LIBRARY  
ANALYSIS OF OUTPUT MEASURES FEBRUARY 2011**

