

CLEVELAND PUBLIC LIBRARY
 Minutes of the Regular Board Meeting
 May 19, 2011
 Trustees Room Louis Stokes Wing
 12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Ms. Rodriguez,
 Mr. Hairston, Mr. Werner, Mr. Corrigan
 (arrived, 12:46 p.m.), Mr. Parker (arrived,
 12:47 p.m.)

Absent: None

Ms. Rodriguez called the meeting to order at 12:08 p.m.

Approval of the Minutes

Ms. Butts moved approval of the minutes for the 4/21/11 Regular Board Meeting and Ad Hoc Committee on Capital Plan and Budget Policies Meeting. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

REGULAR BOARD
 MEETING and AD
 HOC COMMITTEE
 ON CAPITAL PLAN
 AND BUDGET
 POLICIES MEETING
 OF 4/21/11
 Approved

COMMUNICATIONS

Director Thomas stated that there were no communications to report.

FINANCE COMMITTEE REPORT

Ms. Rodriguez presented the following report.

Gift Report (See page 456)

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

GIFT REPORT
 Approved

Year 2012 Tax Budget

(See pages 457-465)

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

YEAR 2012 TAX
 BUDGET
 Approved

WHEREAS, **Ohio Revised Code** Section 5705.28 requires the Board of Library Trustees to submit its Tax Budget for Fiscal Year 2012 to the Board of the Cleveland Metropolitan School District on or before May 31, 2011; and

WHEREAS, **Ohio Revised Code** Section 5705.30 requires the Board of the Cleveland Metropolitan School District to adopt and submit the Library's Year 2012 Tax Budget to the County Auditor on or before July 21, 2011; and

WHEREAS, **Ohio Revised Code** Section 5705.281 permits the County Budget Commission to waive the filling of tax budgets provided alternate tax information forms are filed; and

WHEREAS, The Cuyahoga County Budget Commission has requested use of alternate tax information forms; and

WHEREAS, The financial needs of Cleveland Public Library from **Tax Sources** for Fiscal Year 2012 have been determined to be \$58,000,000; now therefore be it

RESOLVED, That the Year 2012 Tax Budget and Alternate Tax Information Forms for Cleveland Public Library be presented to the Board of the Cleveland Metropolitan School District and the Cuyahoga County Budget Commission as required by **Ohio Revised Code**.

Sandy Kuban, Finance Administrator stated that last year for the 2011 Tax Budget, the Board approved \$62,000,000. Property Tax was estimated at \$38,000,000 for the 2012 Tax Budget, which is the same estimated level for 2011 Tax Budget and Public Library Fund is estimated at \$20,000,000, a \$4,000,000 decrease from 2011's Tax Budget, due primarily to the Governor's budget proposal to reduce 5% off of the State fiscal amount. This entire tax request is at a general decrease of approximately 7% for 2012 expenses of \$64,854,000 which is \$5,046,000 under 2011 Tax Budget expenses of \$69,900,000. The Special Revenue Fund and Capital Fund are not impacted by the tax resources and these revenues are not expected to differ significantly from 2011's Tax Budget. This budget is at the maximum amount calculated at 100% tax collection rate as opposed to the current collection rate of 81.04% which may continue to decline in 2012.

Resolution on Agreement with Westlake, Reed, Leskowsky
for Existing Facilities Assessment

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

WHEREAS, The Cleveland Public Library is engaged in a strategic planning process; and

WHEREAS, An architectural assessment of the Library's branch facilities will be incorporated into the strategic plan; and

WHEREAS, At the April 21, 2011 Board meeting, the Cleveland Public Library Board of Trustees accepted and ratified the Library committee's selection of four (4) qualified firms and the ranking of Westlake, Reed, Leskosky as the most qualified design professional; and

WHEREAS, At this same meeting the Library Board of Trustees authorized the Library Director to enter into negotiations with Westlake, Reed, Leskosky for a contract to perform the services of providing an architectural assessment of the Library's existing branch facilities at a compensation determined to be fair and reasonable to this Board; now therefore be it

RESOLVED, The President of the Board of Trustees is authorized to execute an agreement with Westlake, Reed, Leskosky to provide an architectural assessment of the Library's existing branch facilities at a cost of \$147,771.00 being charged to the General Fund Account: 11020053-53710 (Professional Services).

Ms. Rodriguez stated that she and Cindy Lombardo, Deputy Director, met with Steve Zannoni, Director of Project Management Consultants to discuss the process for the facilities assessment.

Myron Scruggs, Facilities Administrator, stated that a kick-off meeting with Westlake, Reed, Leskowsky has been scheduled to further discuss the scope of work and other details of the architectural assessment of the Library's existing branch facilities.

RESOLUTION ON
AGREEMENT WITH
WESTLAKE, REED,
LESKOWSKY FOR
EXISTING
FACILITIES
ASSESSMENT
Approved

RESOLUTION FOR
KONE ELEVATOR
CONTRACT
Approved

Resolution on Kone Elevator Contract

(See page 466)

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

WHEREAS, Kone Inc. provided installation and refurbishing for elevators in the Louis Stokes Wing and the Main Library Building as part of the Main Library Construction and Renovation Project; and

WHEREAS, The contract with Kone, Inc. provided extended warranty and maintenance services for all elevators; and

WHEREAS, Kone, Inc. has provided regular elevator maintenance services for the Stokes Wing elevators under a three-year agreement which expired April 30, 2011; and

WHEREAS, The warranty service for the five (5) Main Library Building elevators expired April 30, 2011; and

WHEREAS, Kone, Inc. has proposed a three-year renewal contract for all Stokes Wing and Main Library Building elevators at a quarterly cost of \$14,735.79 (\$58,943.16 annually); now therefore be it

RESOLVED, That the Library renews its Complete Maintenance Agreement for Vertical Transportation with Kone, Inc. for a period of three (3) years (May 1, 2011 through April 30, 2014) with the expenditures being charged to General Fund Account: 12100053-53350 Building Maintenance.

Myron Scruggs, Facilities Administrator, stated the Current price of this elevator maintenance agreement will be \$58,943.16 annually with standard escalation starting on May 1, 2012.

Resolution to Accept St. Luke's Foundation Grant as Administered by Neighborhood Progress, Inc., for an Education Kiosk at the Rice Branch

Ms. Rodriguez moved approval of the following resolution. Mr. Werner 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 AN
EDUCATION KIOSK
AT THE RICE
BRANCH
Approved

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, An Education Kiosk 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; and

WHEREAS, An Education Kiosk that provides learning experiences for library visitors and will include descriptions of: the Leadership in Energy and Environmental Design, neighborhood history, new development activities, marketing of neighborhood assets and library programs and services; and

WHEREAS, Neighborhood Progress, Inc., will administer the grant funds for the Rice Branch Education Kiosk with \$37,988.00 budgeted for design costs and equipment; therefore be it

RESOLVED, The Cleveland Public Library Board of Trustees accepts funds from Neighborhood Progress, Inc./Saint Luke's Foundation for the Education Kiosk at the Rice Branch.

Director Thomas stated that these grant funds provide for the kiosk and its design. The Library would be responsible for the kiosk's maintenance and information update.

Ms. Rodriguez submitted the following reports.

Fiscal Officer's Report

(See pages 467-474)

Special Report on Income and Expenditures

(See pages 475-479)

FISCAL
OFFICER'S
REPORT
Submitted

SPECIAL REPORT
ON INCOME &
EXPENDITURES
Submitted

**REPORT ON
INVESTMENTS**

Submitted

Report on Investments

(See page 480)

**REPORT ON
CONFERENCE AND
TRAVEL
EXPENDITURES**

Submitted

Report on Conference and Travel Expenditures

(See page3 481-483)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Seifullah presented the following report.

**REGULAR
EMPLOYMENT
REPORT**

Approved

Regular Employee Report

(See pages 484-486)

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

**RETIREMENT
RECOGNITION
CITATION**

Approved

Retirement Recognition Citation

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

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

Sharon L. Tufts (after 10 years of services), Human Resources Administrator, Grade M, Human Resources, retires 06/03/2011.

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

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

Sharon Tufts reflected on her years of service and experiences at Cleveland Public Library. Various attendees including staff and Trustees extended their congratulations and well-wishes for her.

Mr. Seifullah submitted the following reports.

Report on Paid Sick Time Used by the Month

(See page 487)

REPORT ON PAID
SICK TIME
Submitted

Affirmative Action Plan Report

(See page 488)

AFFIRMATIVE
ACTION PLAN
REPORT
Submitted

Insurance Summary Report

(See page 489)

INSURANCE
SUMMARY REPORT
Submitted

COMMUNITY SERVICES REPORT

Mr. Werner submitted the following report.

Resolution to Study Smoking Ban in Eastman Reading Garden

RESOLUTION TO
STUDY SMOKING
BAN IN EASTMAN
READING GARDEN
Approved

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

WHEREAS, The Cleveland Public Library wishes to provide an atmosphere in its buildings and on its grounds that is conducive to the delivery of library services, and free from nuisance to those making use of these services; and

WHEREAS, Providing community gathering spaces is a service the Library provides for the public throughout the city; and

WHEREAS, The Eastman Reading Garden is the most popular space the Library provides for the community and is the most beloved green space in downtown Cleveland; and

WHEREAS, Each year the Library receives a number of complaints from patrons that smoking in the Garden is a nuisance that diminishes their enjoyment of this highly valued community space; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library requests that the Library Administration study what the public's response would be if the Eastman

Reading Garden were to become a non-smoking park as of July 1, 2011, and prepare—if needed—an appropriate resolution for consideration by the Trustees at their Regular Meeting on June 16, 2011.

Director Thomas stated that this study was an opportunity for community input on a smoking ban in the Eastman Reading Garden before making a recommendation to the Board of Library Trustees.

Timothy Diamond, Special Assistant to the Director, stated that users of the Garden would be asked for their input regarding the smoking ban.

Mr. Werner stated that it was imperative to ask patrons who actually use the Eastman Reading Garden for their preferences and stressed the importance of educating the public if a ban were to be enforced.

Monthly Activity Report

(See pages 490-496)

Mr. Werner stated that it may be useful for a Community Services Committee Meeting to discuss current comparative patron usage trends.

Building Status Update

Myron Scruggs, Facilities Administrator, items with the Woodland Branch Library punch list are being reviewed and addressed. These items are expected to be completed soon.

Discussion continued about the Rice Branch roof leaks and East West Construction Company responsibility.

Mr. Corrigan stated that the study with Cleveland Thermal is almost complete with an indication of capital cost recovery within three years.

DIRECTOR'S REPORT

Before presenting his report, Director Thomas thanked Pam Eyerdam for the successful Progress with Chess Program; Darlene Ronney and Mark Moore for the opening of the Sports Research Center; and extended an

**MONTHLY
ACTIVITY REPORT**
Submitted

**BUILDING
STATUS UPDATE**
Presented

**DIRECTOR'S
REPORT**
Presented

invitation to the Spectrum Lockwood Thompson Dialogue Series; provided information on Freegal; and announced the retirement of Sandy Kuban in June.

Monthly Statistics

Circulation for the month of April was 549,323. This is a decrease of nearly 3% from last year's April circulation of 567,794. It is hard to determine what affect weather might have on our circulation of items, but April 2011 was the wettest April in nearly fifty years. It would seem that the wet weather may to some degree hinder our public from attending their library.

The number of computer sessions was down by 12%, from 86,502 in 2010 to 76,235 in 2011. However, the number of hours in use for our computers increased from 49,675 in 2010 to 52,526 in 2011. This was an increase of 5%. As mentioned above, the weather may have 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 April was 301,353. This is a decrease of almost 12% from last year's April attendance of 344,575. Both the Main Library and branches reported decreases in attendance.

Program and Outreach Highlights

The month of April began with one of our favorite programs, the 10th Annual Progress with Chess program. Over 450 children from Cleveland Metropolitan School District were hosted at the Main Library campus. Children competed for trophies and were treated to a great program that discussed the life benefits of chess. Fine Arts Manager **Pamela Eyerdam**, better known as "The Queen of Chess," led a crew of staff members who were responsible for the success of the program.

The vision of our Downtown Destination became a little clearer as the Cleveland Public Library Sports Research Center opened on April 25. Partnering with the Cleveland Indians, the Center hosted approximately 100 people on the 5th floor of the Louis Stokes Wing. "Pride and Passion: The African American Baseball Experience" exhibition told the story of the African American baseball players who formed the Negro Leagues. The

exhibit was organized by the National Baseball Hall of Fame and Museum and the American Library Association Public Programs Office. Kudos to Social Sciences Department Manager **Darlene Ronney** and Senior Subject Department Librarian **Mark Moore** for their leadership on this project.

The Ohio Library for the Blind and Physically Disabled (OLBPD) hosted a volunteer recognition luncheon to thank the volunteers who have contributed over 1,200 hours of service to the OLBD. Acting Deputy Director **Cindy Lombardo**, Acting Public Services Administrator **John Skrtic** and I attended to thank the volunteers, many of whom were former CPL employees.

Meetings and Activities

- I attended the funeral service for East Cleveland Library Director Earnestine Hawkins.
- Special Assistant to the Director **Tim Diamond**, Automation Administrator **Bob Carterette**, Acting Assistant Administrator of Planning and Research **Anastasia Diamond-Ortiz** and I met with Andrew Mangels, Director of the Westlake Library to discuss CLEVNET.
- Trustee **Alice Butts** and I met with Eugenie Strauss, Executive Director of City Music to consider possible collaboration ideas.
- I attended the Providence House "Shades of Blue" luncheon.

CLEVNET

April's total OverDrive CLEVNET eMedia collection circulation was 33, 443 sizably up from last year's total of 17,983.

Staff Highlights

Two plaque ceremonies were held to celebrate the lives of former staff members who passed away while working for CPL. Family and friends of Buildings Custodian **Robert Allen**, and Page **David Cabell** appreciated the opportunity to talk about their loss.

GRANTS & DEVELOPMENT

MyCom Lead Agency Responsibilities:

I continued planning for the MyCom publicity campaign. I wrote copy for the flier describing the transition stages and met with the Graphics staff to discuss it. I attended and spoke at the Greater Cleveland Volunteers Board meeting on April 6. My speech described the MyCom Transitions program. I also spoke to the Mt. Pleasant Neighborhood MyCom Out -of -School -Time Roundtable group on April 14. I visited all six of the MyCom neighborhood branches to select locations for the information kiosks for each site. The kiosks are part of the MyCom Cleveland Foundation grant. I wrote a resolution to have the CPL Board accept an agreement with Cuyahoga County Public Library to produce MyCom Kindergarten Kits. I met with MyCom staff to plan for expansion of services by the Transition vendors.

Grants & Development:

I participated in a telephone conference call with other CPL staff members to discuss with representatives of the Target Corporation a possible literacy grant application. I coordinated payment for PNC grant funds and the purchase of books for the *On the Road to Reading* program. I met with the Deputy Director and Planning and Research Manager to discuss a grants procedure for staff.

Literacy:

I met with Rice Branch staff and the Learning Center Coordinator to discuss the upcoming activities. I began to coordinate a parent-engagement program at Rice Branch, part of the NPI St. Luke's grant. I also had a meeting with the RGI, Design Company, to discuss a Rice Branch kiosk. I attended the Cleveland State University America Reads tutor recognition program on April 21.

Meetings (Community, Training):

I attended the quarterly branch and Main manager meeting as well the CPL Youth Services meeting. I also participated in the Learning Center expansion committee meeting on April 21. I met with staff from NewBridge to discuss possible partnership possibilities. NewBridge

has an after-school program for teens using new media and technology.

PUBLIC SERVICES

Programs/Exhibits:

In the Business, Economics, and Labor Department, Business Advisors of Cleveland held their fourth in a series of four workshops. The Computer Learning Connection (CLC) taught 27 classes during the month.

Fine Arts and Special Collections Manager Pam Eyerdam and staff coordinated the 10th Annual *Progress with Chess* event on April 6-7 (over 450 children attended). The Department also hosted the Cavani String Quartet in the LSW Auditorium.

Special Collections Librarian Kelly Ross hosted the April series *Experience Audubon* - Birds of America. The series was a four part lecture series in the Treasure Room on Saturdays in April.

On April 6, General Reference Manager Richard Fox led the Main Library Book Discussion Group in a talk on *Pearl of China* by Anchee Min.

113 people visited the Photograph Collection to view the exhibit: Re-Photographic Survey: Picturing Cleveland Then and Now.

Public Administration Library (PAL) began a new partnership with Popular Library. Each month Popular will send over fifty titles, both fiction and non-fiction, to be displayed at the entrance to PAL.

Social Sciences Department Manager Darlene Ronney and Senior Subject Department Mark Moore worked on the opening reception for the Cleveland Sports Research Center. The opening reception included the Pride and Passion exhibit. The new Cleveland Sports Research Center was featured in an April 18, 2011 *Cleveland Plain Dealer* front page story.

Youth Services Department staff members, Ernest Edwards and Christine Feczkanin assisted with Chess for Success. A group of 27 fourth and fifth grade students and

teachers from Al-Ihsan School enjoyed a tour conducted by Jennifer Wihebrink.

Outreach:

On April 16, BEL/CLC Manager Aaron Mason spoke at the Jordan Community Resource Center in the Slavic Village neighborhood on the topic of career development resources and computer training at Cleveland Public Library.

Fine Arts Department staff members, Kelly Ross, Stacie Brisker, and Pamela Eyerdam attended Obscura Day at the Dittrick Museum in CWRU's Special Collections Medical Library on April 9.

On April 11, Map Librarian Tom Edwards addressed twenty-five members of the North Ridgeville Chapter of the Ohio Genealogical Society at the North Ridgeville Branch of the Lorain County Library System about how Cleveland Public Library's Map Collection can assist in their genealogical research.

On Saturday, April 23, twenty-eight young people participating in Olivet Institutional Baptist Church's "Rites of Passage" program visited the History Department to learn how to do family history research. The program was presented by Dr. Deborah Abbott, Past-President of the Cleveland Chapter of the African American Genealogical Society.

Literature Department Librarian Jean Collins attended the Virginia Hamilton Conference at Kent State University on April 8. Amy Dawson attended the Ohioana Book Fair Planning Meeting on April 13.

PAL staff member Eddie Johnson completed a contact list of Cleveland community development organizations, as well as a suggested title list that can be sent to these organizations.

Popular Department Manager Sarah Flinn passed out business cards to downtown coffee houses and lunch spots and asked if they were willing to have us visit and promote our book clubs to their patrons.

The Science and Technology Department hosted students from the downtown campus of Cuyahoga Community College's

Hospitality Management Program. The students took advantage of Science and Technology's large collection of books relating to the hospitality and culinary arts.

Darlene Ronney moderated two programs, both called Conversations: Community Dialogue Series at Waltz and Collinwood Branches. The guest speaker and author was Gloria Pointer.

Collections/Reference:

Collections Coordinator Michael Ruffing met with nine Main Library department managers in individual two-hour meetings to discuss the revision of each department's collection guidelines. By the end of the month, three departments had submitted proposed revisions.

Ann Olszewski and Michael Ruffing co-presented a workshop, with the assistance of Anastasia Diamond-Ortiz, for staff interested in participating in the next round of digital proposals. The workshop was held April 27 at the Lake Shore Facility and was attended by four people. In preparation for the workshop, the Digital Projects proposal form was revised to include the requirement that CPL own a physical copy (original or facsimile) of everything in the Digital Gallery.

Periodicals that were not sold in the February Bid List auction were offered for free to local universities including Cuyahoga Community College, Cleveland State University, Case Western Reserve University, and John Carroll University. There were no takers for any of the titles. The titles will next be offered to Central State, Oberlin College, Ohio State, Kent State, and Hiram College. Anything not claimed after the second round will be recycled.

Computer Learning Connection staff completed two new classes to be offered in coming months: Forrest Lykins wrote *Business Writing: Letters & Memos* and Sam

Tripodis wrote *Writing a Business Plan*. Two classes were revised: Karmar Clifton revised *African-American Resources* and Larry Hinton revised *CPL 101*.

Architectural blueprints of the new Cleveland Browns Stadium (1991) will be transferred to the City Archives.

General Reference staff member Sabrina Miranda transferred microfilm to the History Dept. Included were the Cleveland Documents Collection (416 reels), City Directories from Cleveland, other Ohio cities, and the U.S. (over 1000 reels), and Ohio Death Certificates (650 reels). Long time staff member Denise Sanders retired on April 29 and her duties were dispersed among the remaining staff.

Staff/Professional Development:

Harvard-Lee staff member Angela Hill, Part Time Brach Clerk voluntarily transferred to the Audio-Video Department.

Tom Edwards attended the "Building Quality Spatial Data" workshop sponsored by the Urban & Regional Information Systems Association (URISA) in Columbus on Tuesday, April 5 to learn more about metadata conversion in relation to historical GIS material.

Anthony Liang, PT Shelf Division Clerk, was promoted to Lending Department Clerk on April 25. Patricia Walker, Lending Department Senior Clerk, and Debra Payne, Lending Department Clerk officially retired on April 25.

The Octovest Planning Committee meeting was held on April 27, at the MLK Branch. New participants include the Euclid Public Library, East Cleveland Public Library, Rocky River Public Library, and the Shaker Heights Public Library.

Social Sciences staff member David Furies attended the Preservation Department Digital Preparation workshop held at the Lake Shore facility. Librarian Helena Travka attended the Ohio Library Council's Education Committee meeting in Columbus, Ohio.

Outreach Services

- Chrystal Carr Jeter met with Gayle Philpot (Renaissance Learning) to discuss year-round test sites.
- Reba Elder, Chrystal Carr Jeter, and Ken Redd (OLBPD) staffed an info table at the Westside Community House during the Healthy Aging Event.
- Chrystal continues to work with Cynthia Cocarro and Mary Pat Harnegie from South Pointe Hospital to

coordinate the three-part senior health series at Harvard Lee Branch.

- Grants Coordinator Merce Robinson represented CPL at the monthly J Glen Center Book Group in April. The attendees saw a video that supplemented the book they were reading - *Warriors Don't Cry*. Discussion on the featured book title *On Her Own Ground* by A'lelia Bundles on the life of Madame C.J. Walker.

OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

OLBPD circulated 50,631 items directly to patrons in April. The lower than average circulation is a result of a change in the daily circulation procedures of our Shipping Department. Digital titles are now the primary media being used on the OLBPD turnaround shelves. Audiocassette titles are still circulating but not as part of the turnaround circulation routines. This allows shipping staff to integrate more new and circulating digital titles into our turnaround circulation more efficiently now that the collection has grown and to accommodate high reader preference for digital titles. Since this change- initiated just this month 27,707 digital titles to 21,972 audiocassette titles have circulated. We will continue to monitor this transition to ensure that patron reading needs have not been disrupted since this change.

OLBPD and the State Library of Ohio Talking Book Program learned that they were selected as the National Library Service (NLS) 2010 Network Library of the Year. OLBPD and SLO cooperatively submitted criteria to be considered for the NLS award along with other network libraries across the country. A formal announcement from NLS is forthcoming.

On April 12, OLBPD hosted a volunteer recognition luncheon at Bistro 185 restaurant. Fourteen volunteers along with Director Thomas, Cindy Lombardo, and John Skrtic attended the luncheon. OLBPD volunteers contributed 1,263 hours of service which include labeling patron newsletters for mailing, recording books and magazines of local interest, and helping during our Family Fun and Learning Day.

OLBPD began approving institutional access to the OHIO-BARD digital download service on April 29. NLS gave

network libraries permission to begin accepting institution applications. Examples of institutions served by OLBPD include schools, nursing homes, rehabilitation centers, and hospitals. OLBPD had been maintaining a waiting list of institutions interested in OHIO-BARD access as soon as it was available, and many were very happy to submit their application on April 29.

As part of continuing outreach efforts to increase awareness about the OLBPD service, Ken Redd attended the Health in Aging fair on April 28 and the Avon Lake Vision Fair on April 29.

BRANCHES

- Assistant Public Services Administrator-Popular Collections and Services, Carlos Latimer worked with a team to review security company proposals and to make recommendation for new contracted security services for CPL.
- West Team Managers met on April 28, at Jefferson Branch; and Branch Managers met at Lake Shore on April 13. The West Team Manager attended the monthly board meeting on April 21; and she attended the launch of the Sport's Research Center in the Social Sciences Department.
- Carnegie West Branch was featured in *The Ohio City Argus*. The selection highlighted the tiles in the West Team Managers' office.
- Several Youth Services staff members attended the Virginia Hamilton Conference on *Multicultural Literature for Youth* on April 7-8.
- In celebration of Support Teen Literature Day, South Branch's children's librarian hosted a *Pizza and Pages* event for teens. The South Branch also conducted a program: *Science Challenge: Amazing Paper Airplane* for school-age; this program helped ten children practice literacy skills associated with following written and verbal instructions.
- Art on Wheels conducted a program using photography methods with the children at Fleet and Sterling.
- Team Managers met with a representative from Playaway to discuss implementation of the product into branch collections.
- Interviews were held for computer aides at Lake Shore on April 13. The panel consisted of Sheba Marcus Bey, Stephanie Tyus, and Dawntae Jackson.

- Otis Thomas, Library Assistant - Fleet Branch resigned from his position at the Branch on April 18.
- Shila Barnes and Diane Russell transferred to the West Team as Library Assistant Computer Aides. Barnes from Collinwood to Jefferson, and Russell from Mt. Pleasant to South Brooklyn.
- Quentin Congress transferred to South Brooklyn from Eastman into a full-time clerk position.
- Vaughn McCarter transferred from the Eastman Branch into a Clerk position at Carnegie West Branch.
- Addison Branch Manager Magnolia Peters concluded course work for the certificate program at CASE: Mandel Center for Nonprofit Organizations.
- Langston Hughes recognized Jazz Appreciation Month by featuring live music from Mike King, piano, Dan Stein, bass, and Zaire Darden, drums of the Oberlin College Jazz Trio on Saturday, April 16.

MOBILE SERVICES DEPARTMENT

STATISTICS

52 Stops

7 New library card applications

704 Persons on board

709 Reference, 478 Directional in person

186 Reference, 54 Directional via phone

Holds counts - Mar 1250 filled

SUMMARY OF ACTIVITIES

"On the Road to Reading":

STATISTICS:

- 12 Pediatric and WIC sites were visited with 68 people contacts at these sites. 64 daycare classes were visited with a total of 714 in attendance. 980 items were circulated in 40 deposit kits.
- OTRR presented its first story time at Providence House, an emergency childcare center for preventing children from entering foster care.
- Rhonda Fulton completed the Borders order for giveaway books. This uses the last of the monies PNC granted CPL for this purpose.
- Rhonda Fulton and Linda Sperry represented CPL (in their pajamas!) at CMSD's International School's literacy event on April 7.

The bookmobile schedule for summer stops was approved by Administration and is in the process of being printed. 3 new stops serving 4 senior buildings will be added for June-August (Mt. Sinai Apartments, Euclid Beach Club, Euclid Beach Villa, and Lorain Square Apartments) as well as a summer Recreation stop at Halloran Park.

Reba Elder's first month with Homebound Services here at Mobile has been eventful! She represented CPL at 2 Senior wellness fairs—one at Deaconess Craft Center where she interacted with about 25 persons, explaining Homebound and other library services, and one at the West Side Community house where she and Ken Redd (LBPD) spoke to 25 persons about library services.

TECHNICAL SERVICES

Patricia Lowrey, Technical Services Administrator, met with Bob Carterette, Automation Administrator and representatives of several CLEVNET Libraries to discuss acquiring Freegal, a database of downloadable music. Ms. Lowrey attended a meeting in Columbus of Metro Directors and staff with representatives OverDrive to explore new models of delivering downloadable eBooks.

Ms. Lowrey had several meetings with Public Service Managers, Neighborhood Team Managers and Administrators to discuss floating Branch books and the implications for standardized processing. Branch books are expected to begin floating on July 1. She met with the Director, several Public Service Managers, Neighborhood Team Managers and Administrators and a representative of Findaway to discuss using Playaway products in the planned Learning Centers.

Ms. Lowrey attended the Digital Projects Workshop conducted by Ann Olszewski, Preservation Manager and Michael Ruffing, Research Collections Coordinator. The workshop familiarized participants with the process for proposing and creating projects for digital images. Ms. Lowrey and several Technical Services managers met with Mr. Carterette and representatives from the Automation Department to discuss projects and issues related to the Sirsi/Dynix system.

Collection Management: Laura Mommers and Collection Management staff continue to re-locate floating music

CDs, Books on CD and DVDS. Several surplus Audiobooks were relocated from Main Audio-Visual Department to the CPL collections at Cleveland State University and Case Western Reserve University. Bonnie Bolton submitted her nominations of Children's books to be considered for Ohioana awards. She was pleased to see that four of her five selections made the final list of six books voted on by the statewide Ohioana selection jury.

Ms. Mommers continued to meet with the Corporate Challenge committee and sponsored a pizza sale on April 15 in Technical Services facility to raise funds for entry fees. Ms. Bolton continued to serve on Cleveland Public Library's Staff Development Day committee and submitted a summary report keeping Technical Services staff apprised of the planning process.

Rollie Welch presented two sessions on recommended young adult books at the 2011 Virginia Hamilton conference. The sessions were attended by a total of 77 teachers and librarians. Mr. Welch continued to represent the library by his online street lit column written for Library Journal which appeared on April 21.

High Demand: Staff added 743 titles and 17,538 items. They ordered 3,148 titles and 19,601 items, and paid 783 invoices, for a total value of \$ 233,182.05.

The following staff also processed items for the Book Preparation Department when High Demand work was done: Steven Best (45 items), Rosalyn Easley (1102 items), and Mya Warner (103 items).

Book Preparation: Book Preparation worked on 28,800 items in April. All the unneeded cases for LPs, VHS cassettes and audio cassettes were sent to the Main Library for recycling.

Catalog: Jeninne Delfs, Elizabeth Hegstrom, and Andrea Johnson updated departmental guidelines for reviewing print material items & labels. Jintao Huang, Michael Monaco, and Larisa Povitsky began sharing responsibility for the review with Ms. Delfs. Ms. Johnson and Mr. Monaco attended a CLEVNET Technical Services SIG meeting. Yolanda Lawler participated in a Corporate Challenge fundraiser. A total of 13,251 items were added and 7,331 titles were cataloged.

Preservation: WVIZ producer Dennis Knowles interviewed and filmed Preservation staff members on April 18 for a future Applause program about book binding.

Preservation Manager Ann Olszewski focused on reorganizing four Digital Gallery collections for the goal of creating a simpler end-user interface. All 82 of the Cleveland Parks collection images were reloaded as part of the Cleveland Maps and Atlas collection, where they received more views in April than as a separate collection in earlier months. The 93 Triplet family photos and the 451 Puckett folk lore photos were merged as "Collection Treasures". Related photographs were organized as compound objects for ease of navigation. The 276 images in the Folk Arts collection were reloaded to become part of the Cleveland Public Library Art Collection, arranged as a compound object with sub-sections for country of origin. Ms Olszewski met with Michael Ruffing and Amy Pawlowski on April 14 to finalize details of the collection consolidation.

The Digital Projects committee presented a workshop for staff on April 27. Staff from Fine Arts and Special Collections, History, and Social Sciences attended to learn how to plan and submit a proposal for a digital project. Ms Olszewski, Patricia Lowrey, Michael Ruffing, and Anastasia Diamond-Ortiz helped lead the workshop.

Preservation staff took photos throughout Technical Services on April 15 for Library Snapshot day. Shaker Heights and Beachwood law director Margaret Cannon visited the Department on April 8. Elizabeth Bardossy treated eight plans of the old Plain Dealer Building, dating from 1908 and 1910.

Shelf/Shipping: The Shelf/Shipping Department retrieved 438 items for Main Library in the month of April. The department shipped out 1,420 telescopes of new materials to Main and Branches. A total of 30,217 items left the Shelf/Shipping department this month. The new mailing system was installed and staff received training on the new equipment.

The staff enjoyed pizza at the Corporate Challenge pizza fund raiser. Juanita Turner attended the OLC North conference in Independence.

Acquisitions: The Acquisitions Department began using excel spreadsheets for maintaining departmental statistics on April 1st. Staff now enter their daily departmental statistics electronically on individual excel spreadsheets instead of manually recording them on paper. The individual excel spreadsheets have been formatted to link to a main excel spreadsheet that then compiles statistics for the entire department.

Karen Gibbs, Technical Services Associate, retired on April 29th after 34 years of service. Alicia Naab attended the Ohio Library Council's (OLC) North Chapter Conference. Nathaniel Infante volunteered to participate on the Health and Safety Committee.

Acquisitions staff ordered a total of 7,841 titles and 14,067 items, received 18,160 items, and processed a total of 2,679 invoices. Serials staff received 2,751 periodicals and 671 serials, added 294 items and 668 paperbacks, processed 193 periodical and serial claims, and modified 85 serial controls.

MARKETING & COMMUNICATIONS

Major initiatives in April included the conclusion of March Book Madness and the launch of the Sports Research Center at Cleveland Public Library.

The Library received good media coverage during April, appearing more than 70 times in print and online publications. The full report, available in the department, shows ad value of \$116,780 with a news circulation audience of 1,217,685 people. In April, the online media outlets that featured CPL events and programs received just under two billion page views. The www.cpl.org campaign for March Book Madness generated 959 views, not including the Facebook and Twitter participation.

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

- Jaime Declet, Dyad Branch Manager, to discuss pre-planning for South Branch 100th Anniversary and Hispanic Heritage Month programming.
- Ryan Gerber, RGI International; Bob Carterette, Automation Administrator; Amy Pawlowski, Web Applications Manager; Scott Chapin, Partner, DigiKnow, to discuss implementation of the iPad app for the Sports Research Center.
- Participants of the 2011 Women of a New Tribe exhibit to review the Soul of the Village women's workshop and initiate planning for 2012.
- Marketing director Patricia Marvel at the Las Vegas Clark County Library District to overview the marketing and programming efforts.
- Library director Laura Bramble and staff at Indianapolis Marion County Public Library to overview their marketing and programming efforts.
- Judy Wong of Margaret Wong and Associates to discuss multicultural programming and partnering.
- Patron Ben Willets, winner of the Nook eReader donated by The Friends of CPL for March Book Madness, to photograph him for CPL's Facebook page.
- Eugenia Strauss, Executive Director of City Music Cleveland, to discuss possible programming for the library.
- Dr. Xiao-Yang Huang, President of Chinese Professionals and Entrepreneurs Association, regarding teaching Chinese classes at library locations.
- Jody Warden, Community Relations, Target, and Mercier Robinson, CPL Grants and Development Coordinator, to discuss grant opportunities for in-school reading programs at Cleveland Metropolitan School District.
- Ilinda Reese, local author and speaker, at her request to discuss future library programming opportunities.

Administrative Assistant Michael Young wrote or facilitated Meet the Staff articles to introduce the following staff: Roszita Smith, Quintina Barrett and the On the Road to Reading staff (Rhonda Fulton, Norma Smith and Sandi Cesarov). He submitted events to Downtown Cleveland Alliance and University Circle, Inc. to be

published in their monthly newsletters. He also posted notice of the Sports Research Center on fifteen community online calendars (American Towns, Cleveland Jewish News, Cleveland Magazine, Cleveland People CuyahogaCountyEvents.com, Eventfinder/Positively Cleveland, Eventful.com, ideastream, Metromix, Morning Journal, Ohio Magazine, Ohio.com, Plain Dealer, Plugged In Cleveland, RealNeo).

Other contributions include:

- Completion of formatting for the [June/July/August](#) library programs
- Compiled 6 distribution lists for Sports Research Center
- Worked with The Friends of CPL to finalize procedure of DVD distribution initiative
- Organized and Cataloged CPL media discs and cassettes for archiving
- Made adjustments to library exhibits master calendar
- Corrected misleading information on WKYC.com (Friends book sale) and Plugged In Cleveland (Anchee Min)
- Secured DVD or WEWS 5 news report featuring Sports Research Center opening
- Prepared [April](#) Board of Trustees Meeting press release and calendar of upcoming events

PROGRAMMING & SCHEDULING SERVICES (PSS)

The Month of April was highlighted by the Grand Opening of the Sports Research Center and the unveiling of the exhibit, "Pride and Passion: The African-American Baseball Experience," on April 25 in the Social Sciences Department. Attended by approximately 90 patrons, guests included Cleveland Indians Vice-President for Public Relations, Bob DiBiasio; former Cleveland Indians outfielder and Rookie of the Year, Joe Charbonneau, as well as former Negro League stars Dennis Biddle and Jim Cobbin.

The Music at Main series hosted the Cavani String Quartet on April 2. Between 60 and 70 patrons enjoyed the group's ongoing musical performance, "Beethoven and Brotherhood."

Another highlight was the April 8 Career Fair, co-sponsored with Chancellor University. Held in the General Reference Department on the first floor of Main Library, there were 20 employers on hand. The 4-hour event drew approximately 150 patrons.

The very beginning of the month saw the finale of the March Book Madness tournament hosted by Cleveland Public Library, which was won by *To Kill a Mockingbird*.

April was National Poetry Month and events were held at a number of the branches including Rice, Collinwood and Fleet.

As part of the director's initiative to create dialogues in the neighborhoods of Cleveland about topics that matter, the Conversations series began. "Let the Healing Begin" was the first topic of discussion, presented and facilitated by local author and speaker Yvonne Pointer. During April, over 70 attended the conversations that were held in these five branches: Harvard-Lee, Hough, Collinwood, Walz and Sterling.

The Cleveland Goes to College series attracted an average of 12 students to each of the four workshops. This college-prep series represents an ideal partnership and an example of how CPL is fulfilling its role as community deficit fighter.

Main Library meeting rooms were scheduled on 48 occasions and utilized by 1,686 people.

Acting Programming and Scheduling Services Manager **Ron Antonucci** returned from sick leave on April 18 and Interim Acting Manager Aaron Mason returned to his post in the Business Department.

EXHIBITS

Exhibits at Main Library during April included: Cleveland Metropolitan School District's All-City Art Exhibition; Women of a New Tribe: An Exhibition of Souls; Robert A. Little, Architect and Visionary; Women of Chess; Re-Photographic Survey: Picturing Cleveland Then and Now; Experience Audobon; and Pride and Passion: The African-American Baseball Experience.

GRAPHICS

Graphics staff designed, printed and distributed 220 printed pieces in April, including graphics for the library website. Graphics manager **Cathy Poilpre** attended regular meetings for Public Services managers and coordinated judging for the Marsha Fudge 11th District Congressional Art Show.

Promotional pieces included: Sports Research Center collateral and web graphics; new logo design for The Friends of the Library including printed mailer for spring programs; Summer Reading Club printed promotional materials including web graphics; 48,000 routing slips; Bi-monthly Computer Learning Connection class schedule brochure; ad designs placed in the *The Plain Dealer* newspaper, *Call & Post* newspaper, and the Department of Aging publication; bookmarks and posters for *Les Miserables*, *West Side Story*; two catalogs for Homebound Book Services; Ohio Library for the Blind and Physically Disabled newsletter; redesign of Jazz Resources brochure; and four staff newsletters.

WEBWARE www.cpl.org

The Marketing and Communications Department (MCD) maintains an editorial calendar that is utilized by Webware staff as a timeline for posting library promotions. Areas of the website that are provided for MCD are the rotating and stationery ads on the Home page, as well as the rotating ads on the Kids, Teens and Seniors webpages. Other areas directed by MCD include Library News, Library events and classes, FAQ - Public Distribution of Literature, Exhibits, and Writers and Readers. Webware solicits content for various webpages from MCD on a regular basis.

Twitter Followers increased to 2,601, up from 1,769 in April of 2010. Facebook fans increased to 3,102, up from 2,183 in April of 2010. Downloads of books in an electronic format (ebooks) were 33,443, up from 17,983 in April of 2010.

Library News on the www.cpl.org homepage featured the following items for April: CMSD Board Seeks Applicants to Fill Five Vacancies; Cleveland Public Library Opens Area's First Sports Research Center, Hosts Special 'Pride & Passion' Exhibit; Cleveland Public Library and

Chancellor University Present Career Fair; Cleveland Public Library Board Meeting.

During the month of April, the following events, programs, and information were either edited or added to promote on www.cpl.org: Anchee Min's visit to CPL; the Cleveland Public Library Sports Research Center opening on April 25; CPL Sports Research iPad app.

The West Side Story (May 3 - 15, 2011) Playhouse Square booklist and the Legacy of Light (April 8 - May 1, 2011) Cleveland Play House booklist were posted to the Popular Topic of Theater, for the Literature Department.

Seven Popular Topic pages were updated with new content in April. Three seasonal monthly reading lists were updated on the Kids page.

The following page was edited, added, or promoted on the CPL Staff Center: Retirement announcements were added to the Human Resources section.

BUILDINGS SERVICES

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

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. Several light ballast were changed and the rooftop A/C unit filters were changed at Carnegie West. The domestic hot water tank was replaced with a new one at Hough. The chiller condenser tubes on the A/C unit at Lakeshore were cleaned to get it ready for the summer. The domestic hot water tank that was under warranty was replaced with a new one and five new variable frequency drives were installed on return fans at LSW. The motor starter for return fan #22 was replaced at Main. Drain piping for the boiler room was replaced at MLK. Four more steam leaks were repaired at South. The filters in the rooftop A/C unit were changed at West Park.

The Carpenters and Painters removed two work stations from the 4th floor of Main. Roof repairs were started at Addison, Eastman, Fleet, and Harvard-Lee. Safes were repaired at MLK, Memorial-Nottingham and Union. Much work was done on the 5th floor of LSW to prepare for the

opening of the Sports Center. Painting was completed at the Garage, South, and South Brooklyn.

The Garage serviced the generator for the Bookmobile and serviced vehicles 2, 5, 6, 9, 12, 15, 16, 18, 20 and 24. Lawnmowers have been serviced and have been delivered to the branches.

SECURITY OPERATIONS

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

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

Alarm Systems: Burglar and fire alarm systems at all branches are fully operational. Burglar and no close alarms are documented in the Security Operations Alarm Log book and followed-up on by a Security Operations Supervisor on a daily basis. Reports are also produced by Security Operations tallying the alarms and types for each branch for follow-up and training purposes. Cuyahoga Valley Patrol responded to 12 alarms. 6 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. One of the duress button panels has malfunction and repairs are being made

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. The blade unit that controls the four large monitors in the command center is out and repairs are being made

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 March a total of **13** items were returned to their owners; **2** 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. Four contactor guards from Tenable was hire on a temporary base to help police the restroom in the Main Complex Security Operations Supervisor Chris Flak met with the west branch Managers to discuss security concerns.

Branch Patrol: Security Operations currently operate three 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 **37** branch investigations.

SUMMARY OF IRREGULARITY REPORTS RECEIVED

MONTH	2010	2011	+ / -
JANUARY	50	77	+27
FEBRUARY	40	57	+17
MARCH	63	73	+10
APRIL	52	61	+09
MAY	37		
JUNE	42		
JULY	26		
AUGUST	50		
SEPTEMBER	58		
OCTOBER	35		
NOVEMBER	36		
DECEMBER	27		
Total	516	268	+53

AUTOMATION SERVICESNew Bibliocommons Catalog

A "soft" public launch of the new catalog April 4 - April 23, where members of the public had the option to try the new catalog, resulted in 1,399 users. The early adapters were uniformly pleased with the new features. The CLEVNET Public Relations Committee, with design assistance from the Library's Graphics Department, put together eye-catching print materials and promotional buttons for staff. On April 25, the new catalog went live for the public. The Webware Team assisted CLEVNET libraries with placing the appropriate links to the new catalog and reworking catalog search boxes on their websites. By the end of the month 11,875 users had

opened accounts on the Bibliocommons catalog. While many users were glad to see their long-standing desires addressed (for example, having a username instead of having to use the library card number; streamlining how holds are placed; being able to track what materials they had borrowed), some were put-off by the changes. The Software Team and front-line staff have been providing direct assistance for those that are confused by the changes.

Cleveland Public Library projects

The Software Team began working with Planning and Research and CSU/NODIS to gather data for the Strategic Planning process. Five year's worth of circulation demographics will be prepared along with data on computer usage and database usage, and eMedia statistics to the extent possible. The Comprise SAM database has also been configured to collect usage information for the Library's public workstations.

Mr. Carterette and Mr. Finnegan attended a planning meeting for Tech Central.

The Hardware Team coordinated loading and installing iPad kiosks for the Sports Research Center, which opened on April 25.

Mr. Carterette participated in the evaluation process resulting in awarding the contract for security services to G4S.

Special reports resulted in: globally marking 5,192 items for Government Documents as discarded; listing of items in transit from Technical Services to public service agencies for over forty-eight (48) days; listings of items sent from Business, Economics, and Labor to other CPL agencies, and to CLEVNET agencies; and a listing of titles published before 1865 with circulating items.

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Seven Popular Topic pages were updated with new content in April. Three seasonal/monthly reading lists were updated on the Kid's site in the Read it! section.

The server hardware needed to run Microsoft SQL Server & SharePoint Server applications software were setup for Planning and Research.

CLEVNET

A group of fourteen CLEVNET libraries met with a representative of Library Ideas, LLC, to discuss a group subscription to Freegal, a new service that provides patrons with free, legal downloads of tracks from the Sony music catalog.

The CLEVNET Director's Panel met on April 8 for informational updates and to set the agenda for the quarterly CLEVNET Director's Meeting. Topics included: replacing Leslie Polott, Orrville Public Library, and Janet Stoffer, Elyria Public Library, whose terms had expired; the new Bibliocommons catalog; Boopsie, a possible mobile app for access to the CLEVNET Catalog; and possible changes in CLEVNET membership.

The quarterly Director's meeting was held on April 29. Julianne Bedel, Barberton Public Library, was elected to replace Leslie Polott, and William Rutger, Milan-Berlin Public Library, replaced Janet Stoffer.

Cisco Systems presented a "lunch and learn" meeting attended by Hawken School, Shaker Heights Public Library, Ritter Public Library, Willoughby-Eastlake Public Library, Barberton Public Library, Euclid Public Library, Twinsburg Public Library, East Cleveland Public Library, Hudson Library and Historical Society, Lorain

Public Library, and Medina County District Library. The meeting was coordinated by Mr. Finnegan.

On April 20th the Network Team deflected a distributed denial of service attack. More than eight thousand requests per second for a non-existent host were being received. The attacking addresses were shunned before staff or public noticed any performance degradation.

New item types and the associated circulation map entries were configured for Cleveland Heights-University Heights Public Library, Medina County District Library, Milan-Berlin Public Library, Sandusky Library and Twinsburg Public Library.

In preparation for summer break and graduation the Software Team scheduled a weekly report listing Hawken School Library patrons with items still checked out.

Authentication for users of subscription databases was migrated to the Standard Interchange Protocol (SIP). The change will allow us to gather demographic data on database users.

The Active Directory domain controller was repaired at Bellevue Public Library; and the domain controller at Birchard Public Library was reconfigured. A Windows 7 Public Profile was built for Shaker Heights Public Library tailored for their requested applications. The profile is necessary for maintaining a consistent public PC desktop. This is part of a project to assist Shaker Heights in improving network access for staff and public.

After a server failed at Elyria Public Library the Hardware Team configured a server to provide appropriate Internet addressing for their local workstations. A new switch was installed at the Lee Road Library (Cleveland Heights-University Heights Public Library) to accommodate server expansion.

Automation assisted Sandusky library with Web Sense web filter configuration.

KnowItNow

The KnowItNow24x7 Coordinator presented "Reinvigorating Reference: Enhancing Customer Service Skills through

Transcript Evaluation" at the Ohio Library Council Northwest Chapter Conference. Assisting in the presentation were librarians from Cleveland State University and Owens Community College.

The federal LSTA grant proposal to fund KnowItNow24x7 for the upcoming 2011-2012 fiscal year was submitted to the State Library of Ohio this month. The formal presentation to the State Library Board for final approval will take place on May 26.

Meetings and Professional Development

On Thursday, April 7, Amy Pawlowski and David Reynolds presented an eMedia Troubleshooting session for staff of the Media County District Library.

On Friday, April 15, Ms. Pawlowski attended the OLC Northwest Chapter conference in Toledo, Ohio, to present the OLC's Gadget Gallery to attendees of the conference.

Statistics

	Apr-10	Apr-11
OverDrive Downloads	17,983	33,443
Twitter Followers	1,769	2,601
Facebook Fans	2,183	3,102

Automation Services Statistics, 04/2011				
	# Cases Opened	# Cases Closed	Site Visits	TOTAL
HARDWARE				
CPL Main	98	83	37	218
CPL Branch	84	76	9	169
CPL Lake Shore	36	28	3	67
CLEVNET	46	43	28	117
PUBLIC	1			1
HARDWARE TOTAL	265	230	77	572
SOFTWARE				
CPL Main	25	23		48
CPL Branch	10	10		20
CPL Lake Shore	10	9		19
CLEVNET	78	78		156
PUBLIC	27	24		51
SOFTWARE TOTAL	150	144	0	294
WEBWARE				
CPL Main	7	7	2	16
CPL Branch	3	3		6
CPL Lake Shore	4	4		8
CLEVNET	6	6		12
PUBLIC	61	61		122
WEBWARE TOTAL	81	81	2	164
KIN				
CPL Main	10	8		18
CPL Branch	3	3		6
CLEVNET	14	14		28
PUBLIC				0
KIN Library	9	9		18
OHIOlink Library	4	4		8
After Dark	2	2		4
KIN TOTAL	42	40	0	82
GRAND TOTAL				
	538	495	79	1,112

Mr. Corrigan adjourned the meeting at 1:14 p.m.

Thomas D. Corrigan
President

Maritza Rodriguez
Vice President

CLEVELAND PUBLIC LIBRARY

**Finance Committee
May 19, 2011**

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

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	346	1,606
Periodicals	16	238
Publishers Gifts	0	0
Non-Print Materials	<u>27</u>	<u>210</u>
TOTAL LIBRARY SERVICE MATERIALS	389	2,054

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
Library Fund	Unrestricted	\$ 55	\$ 870
Library Fund	Restricted	1,665	3,788
Library Fund - Oral History Project	Restricted	0	0
Young Fund	Restricted	0	10,661
Friends Fund	Restricted	0	4,700
Gates Fund	Restricted	0	54,600
Schweinfurth Fund	Restricted	0	40,265
Ohio Center fo the Book	Restricted	0	0
Judd Fund	Restricted	0	51,039
Lockwood Thompson Fund	Restricted	0	0
MetLife - Fit for Life	Restricted	0	0
Founders Fund	Unrestricted	0	24,000
Founders Fund	Restricted	<u>0</u>	<u>26,389</u>
TOTAL MONEY GIFTS		\$ 1,720	\$ 216,312

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	35	89	389	2,054
Money Gifts	<u>15</u>	<u>69</u>	<u>15</u>	<u>69</u>
TOTAL GIFTS	50	158	404	2,123

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

ALTERNATIVE TAX BUDGET INFORMATION

Political Subdivision/Taxing Unit CLEVELAND PUBLIC LIBRARY

For the Fiscal Year Commencing JANUARY 1, 2012

Fiscal Officer Signature H. SANDRA KUBAN Date MAY 19, 2011

COUNTY OF CUYAHOGA

Background

Substitute House Bill No. 129 (HB129) effective June 3, 2002, was enacted by the 124th General Assembly in part to allow a county budget commission to waive the requirement that a taxing authority adopt a tax budget for a political subdivision or other taxing unit, pursuant to Ohio Revised Code

Ohio Revised Code Section 5705.281

Under the amended version of this section pursuant to HB 129, a county budget commission, by an affirmative vote of a majority of the commission, including an affirmative vote by the county auditor, may waive the tax budget for any subdivision or other taxing unit. However, the commission may require the taxing authority to provide any information needed by the commission to perform its duties, including the division of the tax rates as provided under ORC Section 5705.04.

County Budget Commission Duties

The county budget commission must still certify tax rates to each subdivision or other taxing unit, by March 1 for school districts and by September 1 for all other taxing authorities under ORC Section 5705.35, even when a tax budget is waived. Also, the commission is still required to issue an official certificate of estimated resources under ORC Section 5705.35 and amended official certificates of estimated resources under ORC Section 5705.36

Therefore, when a budget commission is setting tax rates based on a taxing unit's need, for purposes of ORC Sections 5705.32, 5705.34, and 5705.341, its determination must be based on that other information the commission asked the taxing authority to provide under ORC Section 5705.281, when the tax budget was waived. Also, an official certificate must be based on that other information the commission asked the taxing authority to provide.

County Budget Commission Action

On October 11, 2002, during the Cuyahoga County Budget Commission meeting, the commission with an affirmative vote of all members waived the requirement for taxing authorities of subdivisions or other taxing units (including Schools) to adopt a tax budget as provided under ORC Section 5705.281,

Alternative Tax Budget Information Filing Deadline

For all political subdivisions excluding school districts, the fiscal officer must file one copy of this document with the County Fiscal Officer on or before July 20th. For school districts the fiscal officer must file one copy of this document with the County Fiscal Officer on or before January 20th.

GUIDELINES FOR COMPLETING THE ALTERNATIVE TAX BUDGET INFORMATION

SCHEDULE 1

The general purpose of schedule 1 is to meet the requirement of Ohio Revised Code (ORC) Section 5705.04 which requires the taxing authority of each subdivision to divide the taxes levied into separate levies. For help use the schedule B issued by the budget commission for the current year

In column 1 list only those individual funds which are requesting general property tax revenue. In column 2 purpose refers to the following terms, inside, current expenses, and special levy for example. In column 4 levy type refers to renewal, additional, and replacement for example. In column 9 identify the amount of general property tax you wish to request.

NOTE:

The general purpose of column 9 is to demonstrate the need to produce property tax revenues to cover the estimated expenditures for the budget year. ORC Section 5705.341 states in part;

"Nothing in this section or any section of the ORC shall permit or require the levying of any rate of taxation, whether within the 10 mill limitation or whether the levy has been approved by the electors, the political subdivision or the charter of a municipal corporation in excess of such 10 mill limitation, unless such rate of taxation for the ensuing fiscal year is clearly required by a budget properly and

Property tax revenue includes real estate taxes, personal property taxes, homestead and rollback,

SCHEDULE 2

The general purpose of schedule 2 is to produce an Official Certificate of Estimated Resources for all In column 3, total estimated receipts should include all revenues plus transfers in excluding property tax must submit a list of all tax transfers.

SCHEDULE 3

The general purpose of schedule 3 is to provide inside/charter millage for debt service. The basic security for payment of general obligation debt is the requirement of the levy of ad valorem property taxes within the 10 mill limitation imposed by Ohio law. Ohio law requires a levy and collection of ad

SCHEDULE 4

The general purpose of schedule 4 is to provide for the proper amount of millage to cover debt service requirements on voted bond issues. Major capital improvement projects are sometimes financed through the use of voted bonds. The taxing authority seeks voter approval of general obligation bonds and of the levy of property taxes outside the indirect debt limitation in whatever

SCHEDULE 5

for more details.

DIVISION OF TAXES LEVIED

CLEVELAND PUBLIC LIBRARY
 (Levies Inside & Outside 10 Mill Limitation, Inclusive Of Debt Levies)
 (List All Levies Of The Taxing Authority)
 TAX BUDGET 2012

I Fund	II Purpose	III Authorized By Voters On MM/DD/YY	IV Levy Type	V Number Of Years Levy To Run	VI Tax Year Begins/ Ends	VII Collection Year Begins/ Ends	VIII Maximum Rate Authorized	IX \$ AMOUNT Requested Of Budget Commission
General Fund	Current Expenses	11/05/85	Replacement	Continuous	1985 -	1986 -	1.00	3,300,000
General Fund	Current Expenses	03/04/08	Replacement	5 Years	2008 - 2012	2009 - 2013 -	5.80	34,700,000
Totals								38,000,000

CLEVELAND PUBLIC LIBRARY

TO: Members of the Board of Library Trustees
Felton Thomas, Director

FROM: Sandra Kuban, Finance Administrator

RE: Background and Assumptions for the 2012 Tax Budget

DATE: **May 19, 2011 Board Meeting**

For the past several years, Cleveland Public Library has submitted **Alternate Tax Information Forms** as requested by the Cuyahoga County Budget Commission. These forms **must be approved by the Board of Trustees before May 31 each year to allow for sufficient time to have it placed on Cleveland Metropolitan School District's Board agenda prior to the July 20, 2011 deadline for submission to the Cuyahoga County Budget Commission.** The Tax Budget (sometimes referred to as the "request" or "needs" budget) **documents the Library's need to receive revenue from tax sources, i.e. the Public Library Fund and the Library's general property tax levies.**

The Library has once again used the simplified approach for development of its 2012 Tax Budget as reflected in the use of the Alternate Tax Information Forms. In lieu of having administrators develop a "wish list" budget that must be revisited and revised later in the year, we have applied **a general decrease of approximately 7% to 2012 expenses of \$64,854,000, which is \$5,046,000 under 2011 Tax Budget expenses of \$69,900,000,** with minimal program-by-program analysis. In the fall, when there is more information regarding State funding, better estimates for CPL's year-end fund balances and possible Union contract negotiation information, the entire administrative team will participate in the development of the 2012 Appropriation Measure.

Revenue Assumptions

1. For estimation of **Property Taxes**, approximately the same effective and a 100% collection rate are applied to the March 4, 2008 voter-approved 5-year 5.8 mill levy, which will be in its fourth year of collection in 2012. In addition, the 1.0 mill perpetual or continuous levy is estimated to continue with approximately the same dollar collection as certified in 2011. The calculated amount is based on Cuyahoga County Budget Commission Office's valuation on 12/9/10's Schedule A which increased from \$5.6 billion to \$5.7 billion, an additional \$127,845,230 or a 2% increase since the 12/xx/09 Schedule A and that, if a collection rate of 100% could be achieved, the **calculated result would be \$36,870,460,** which is considered to include \$2,000,000 for Rollbacks. Applying a continuing decline of 3.6% to this year's certified collection rate of 81.05% brings the calculated amount down to \$28,546,351, a more realistic expendable amount for 2012. The **2012 Tax Budget Request for Property Tax is set at \$38,000,000,** the same amount as

2011's property tax portion of the Tax Budget Request and allows for a 3% margin of error above the calculated amount for the outside possibility of more in valuation growth.

2. **Public Library Fund** was originally certified for 2011 for \$21,272,332 and was shortly thereafter re-certified to \$21,799,457, an increase of \$527,125 which we do not expect to collect in 2011. Our current estimate for losing an additional 5% for the last half of 2011 brings the 2011 revenue projection to \$20.4 million. The assumption for **calculating** the PLF amount for **2012** reflects the calculation of the 5% reduction for the entire year resulting in **\$19,966,805**. Therefore, the **2012 Tax Budget Request is set at \$20,000,000**, a 16% decrease from the 2011 Tax Budget request of \$24,000,000.
3. Therefore, the total estimated **tax calculations are \$56,837,265** (\$36,870,460 + \$19,966,805). The total requested for **2012 Tax Budget from tax sources is \$58,000,000** (\$38,000,000 and \$20,000,000) when combining Property Tax and PLF collections respectively.
4. Estimated **other revenues for 2012** from CLEVNET, earned interest, fines and fees, etc., are estimated to be **\$6,854,000**. As instructed by the Cuyahoga County Budget Commission, this category now includes the Commercial Activity Tax (CAT Tax) which is estimated to generate only \$3,001,370 due to more aggressive phase-out beginning in 2011 and ending in 2015 rather than 2018 as originally planned, a decrease of \$812,990 or down 21% from the 2011 expected collection amount of \$3,814,360.
5. The **overall revenue calculations** which include other miscellaneous sources, total **\$63,691,265** (\$56,837,265 + \$6,854,000); the **total General Fund 2011 Tax Budget Request is \$64,854,000**, approximately 2% more than the calculated estimates to allow for the prospect of an improving economy.
6. **The estimated carry forward balance available for the purpose of use in the 2012 Tax Budget projection is calculated to be minimal and is set at zero.** This allows for the worst case planning scenario in having to use the entire available revenue balance to meet current 2011 obligations.

Cleveland Public Library's currently projected 2012 program of library service needs could greatly exceed anticipated revenues. It is consistent with past practice to request funds in excess of probable collections. In fact, it is necessary for the Tax Budget to exceed the next year's tax collections in order for the Library to be eligible to receive its full share of PLF and property tax monies. For the Year 2011, the Tax Budget presented by Cleveland Public Library totaled \$69,900,000 available for expenditure; this 2012 Tax Budget totals \$64,854,000, a 7% decrease.

The Resolution for the Year 2012 Tax Budget Request is being distributed with the packet of materials for the May 19, 2011 Board Meeting.

Cc: Administrators
Carrie Krenicky, Assistant Finance Administrator

Proposed 2012 Tax Budget

With Historical Perspective

Prepared By:
Sandra Kuban

Column #	1	2	3	4	5	6
	2010	2010	2010	2011	2011	Proposed
	Tax Budget	Actual Budget	Actual Rev/Exp	Tax Budget	Actual Budget	Tax Budget
	2010	Final	2010	2011	(2)	2012
General Fund						
Beginning Unencumbered Balance	\$ 4,555,920	\$ 24,665,941	\$ 24,665,941	\$ -	\$ 23,751,856	\$ - (3)
Property Taxes (includes Rollbacks)	37,000,000 (1)	29,738,384	32,514,913	38,000,000	29,214,496	38,000,000 (4)
Public Library Fund (formerly LLGSF)	26,000,000	19,726,368	20,413,041	24,000,000	21,272,332	20,000,000 (5)
Other Sources (includes CAT Tax)	8,636,450 (1)	8,812,347	10,832,633	7,900,000	7,029,437	6,854,000 (6)
Total Current Revenue	71,636,450	58,277,099	63,760,587	69,900,000	57,516,265	64,854,000
Total Revenue With Beg Balance	76,192,370	82,943,040	88,326,528	69,900,000	81,268,121	64,854,000
Expenses & Encumbrances	(76,192,370)	(82,943,040)	(64,674,672)	(69,900,000)	(81,268,121)	(64,854,000) (7)
Ending Unencumbered Balance	\$ -	\$ -	\$ 23,751,856	\$ -	\$ -	\$ -
Special Revenue Funds						
Beginning Unencumbered Balance	\$ 9,000,000	\$ 9,838,548	\$ 9,838,547	\$ 9,000,000	\$ 10,266,313	\$ 9,000,000
Other Sources	750,000	719,992	2,346,451	750,000	1,104,530	750,000
Total Current Revenue	750,000	719,992	2,346,451	750,000	1,104,530	750,000
Total Revenue With Beg Balance	9,750,000	10,558,540	12,184,998	9,750,000	11,370,843	9,750,000
Expenses & Encumbrances	(750,000)	(8,066,482)	(1,918,684)	(750,000)	(8,878,786)	(750,000)
Ending Unencumbered Balance	\$ 9,000,000	\$ 2,492,058	\$ 10,266,314	\$ 9,000,000	\$ 2,492,057	\$ 9,000,000
Capital Fund						
Beginning Unencumbered Balance	\$ 3,000,000	\$ 5,890,211	\$ 5,890,211	\$ 3,000,000	\$ 9,965,918	\$ 3,000,000
Other Sources	0	0	5,000,000	0	0	0
Total Current Revenue	0	0	5,000,000	0	0	0
Total Revenue With Beg Balance	3,000,000	5,890,211	10,890,211	3,000,000	9,965,918	3,000,000
Expenses & Encumbrances	(3,000,000)	(5,890,211)	(924,293)	(3,000,000)	(9,965,918)	(3,000,000)
Ending Unencumbered Balance	\$ -	\$ -	\$ 9,965,918	\$ -	\$ -	\$ -

Proposed 2012 Tax Budget

With Historical Perspective

Prepared By:
Sandra Kuban

Column #	1	2	3	4	5	6
		2010		2011	2011	2012 Proposed
	Tax Budget 2010	Actual Budget 2010	Actual Rev/Exp 2010	Tax Budget 2011	Actual Budget 2011 (2)	Tax Budget 2012
Permanent Funds						
Beginning Unencumbered Balance	\$ 1,700,000	\$ 2,415,736	\$ 2,415,735	\$ 1,700,000	\$ 2,538,278	\$ 1,700,000
Other Sources	50,000	35,580	150,308	50,000	25,800	50,000
Total Current Revenue	50,000	35,580	150,308	50,000	25,800	50,000
Total Revenue With Beg Balance	1,750,000	2,451,316	2,566,043	1,750,000	2,564,078	1,750,000
Expenses & Encumbrances	(50,000)	(1,734,280)	(27,765)	(50,000)	(1,847,042)	(50,000)
Ending Unencumbered Balance	\$ 1,700,000	\$ 717,036	\$ 2,538,278	\$ 1,700,000	\$ 717,036	\$ 1,700,000
ALL FUNDS						
Beginning Unencumbered Balance	\$ 18,255,920	\$ 42,810,436	\$ 42,810,434	\$ 13,700,000	\$ 46,522,365	\$ 13,700,000
Property Taxes	37,000,000 (1)	29,738,384	32,514,913	38,000,000	29,214,496	38,000,000
Public Library Fund (formerly LLGSF)	26,000,000	19,726,368	20,413,041	24,000,000	21,272,332	20,000,000
Other Sources	9,436,450 (1)	9,567,919	18,329,392	8,700,000	8,159,767	7,654,000
Total Current Revenue	72,436,450	59,032,671	71,257,346	70,700,000	58,646,595	65,654,000
Total Revenue With Beg Balance	90,692,370	101,843,107	114,067,780	84,400,000	105,168,960	79,354,000
Expenses & Encumbrances	(79,992,370)	(98,634,013)	(67,545,414)	(73,700,000)	(101,959,867)	(68,654,000)
Ending Unencumbered Balance	\$ 10,700,000	\$ 3,209,094	\$ 46,522,366	\$ 10,700,000	\$ 3,209,093	\$ 10,700,000

- (1) The 2010 Tax Budget estimate for Property Tax included Rollback/Homestead Tax of \$2,000,000 but excludes CAT Tax of \$4,627,349 which is included with Other Sources.
- (2) The 2010 Actual Budget is per the December 9, 2010 Certificate of Estimated Resources and December 16, 2010 Board-approved Appropriations.
- (3) As of May, 2011, the ending 2011 General Fund Cash Balance is estimated to be \$23.8 million, but under worst case scenario planning in these uncertain financial times, we could potentially appropriate and encumber that entire balance prior to 12/31/11 thus resulting in -0- carryover for 2012 Tax Budget beginning balance.
- (4) Based on 2011's effective rate & 100% collection rate of the 3/4/08 voter-approved 5.8 mills and the 1985 continuing 1 mill shown on the 12/9/10 Cuyahoga County Budget Cor Schedule A, tax valuation is calculated at approximately \$36 million & plus \$2 million for estimated Rollbacks.
- (5) PLF (formerly LLGSF) has been estimated with anticipated probability of continued decline for Tax Budget 2012 from Tax Budget 2011
- (6) CAT Tax is considered as Other Sources revenue with the 2012 estimated amount being \$3,001,370 plus \$3,852,630 from other sources. This is an 21% reduction in CAT Tax as it begins phase out in calendar year 2011.
- (7) The proposed 2012 Tax Budget Expenditures/Encumbrances represents a general 7% decrease in comparison to 2011 Tax Budget Expenditures/Encumbrances.

**Revenue Sources Detail
For The
Proposed 2012 Tax Budget
For Board Presentation May 19, 2011**

Prepared By:
Sandra Kuban

	2010		2011		2012 Proposed			
	Ending Budget 2010	Actual Revenue 2010	Original Budget 2011	Tax Budget 2012				
41200 Property Tax	\$ 27,738,384	\$ 27,738,384	\$ 29,409,031	\$ 29,409,031	\$ 26,214,496	\$ 26,214,496	\$ 36,000,000	\$ 36,000,000
41100 PLF (formerly LLGSF)	\$ 19,726,368		\$ 20,413,041		\$ 21,272,332		\$ 20,000,000	
41900 Rollbacks	\$ 2,000,000	\$ 2,000,000	\$ 3,105,882	\$ 3,105,882	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Total Property Tax & Rollbacks	\$ 29,738,384		\$ 32,514,913		\$ 28,214,496		\$ 38,000,000	
Total Tax Budget Request Per Board Resolution							\$ 58,000,000	
Other Sources								
41900 CAT	4,627,349	4,627,349	4,627,349	4,627,349	3,000,000	3,000,000	3,001,370	3,001,370
41900 Other Taxes			425,146	425,146				
Other								
42100 Federal Aid	4,998		4,998		0			
42200 State Aid (Moving to Special Revenue Fund in 2012)	800,000		1,274,194		1,200,000		0	
43110 Fines	180,000		277,752		161,500		275,000	
43120 Fees	31,400		63,883		28,000		60,000	
43130 Lost Books	17,000		30,614		18,000		25,000	
43140 Book Deposits	0		0		0		0	
43150 Products	2,000		3,751		1,000		3,500	
43170 Sales Tax	100		402		500		400	
43180 Copiers	46,000		44,136		62,000		44,000	
43190 Research Services	1,500		1,457		1,500		1,400	
43195 Dup Services	22,000		23,241		26,000		23,000	
44100 Investment Income	300,000		752,045		700,000		600,000	
45100 Computer Services	2,400,000		2,764,731		2,400,000		2,400,000	
48100 Sales of Surplus Property	0		0		0		0	
48300 Meeting Rooms	0		2,450		0		2,330	
48710 Retiree Insurance	0		20		0		0	
48720 Refunds/Reimbursement	380,000		408,075		404,437		400,000	
48730 COBRA Contributions	0		334		0		0	
48900 Miscellaneous	0		18,053		25,000		18,000	
49820 Return of Advances			110,000					
Subtotal Other	4,184,998		5,780,136		5,027,937		3,852,630	
Total Other Sources (CAT Tax & Other)	8,812,347		10,832,631		8,027,937		6,854,000	
Total All Sources	\$ 58,277,099	\$ 63,760,585	\$ 57,514,765	\$ 64,854,000				
Beginning Unencumbered	\$ 24,665,941	\$ 24,665,941	\$ 23,751,856	\$ -				
Total Available Revenue	\$ 82,943,040	\$ 88,426,526	\$ 81,266,621	\$ 64,854,000				

Cleveland Branch Office

May 1, 2011

Cleveland Public Library
325 Superior Avenue
Cleveland, OH 44114

Attention: Tim Murdock

KONE Inc.
6670 W. Snowville Rd., Suite 7
Brecksville, OH 44141
Telephone 440-546-1100
Fax 440-546-1106
www.kone.com
Michael.Tournoux@kone.com

CONTRACT RIDER

KONE Maintenance Contract No. 40042873 – Cleveland Public Library

Rider Effective Date: 5/1/2011

OBJECT: A 3-year contract extension (from 5/1/2011 to 4/30/2014)

KONE will extend the current elevator maintenance contract with the Cleveland Public Library for three (3) years from May 1, 2011 to April 30, 2014.

Current price from May 1, 2011 to April 30, 2012 will be \$58,943.16 annually (\$14,735.79 quarterly), with standard escalation starting on May 1, 2012.

Except as provided herein all terms and conditions of the original Maintenance Agreement between Cleveland Public Library and KONE Inc. dated effective March 15, 2003, and any subsequent Riders, will remain unchanged. In the event of a conflict between this Rider and the original agreement, this Rider will control.

ACCEPTANCE

APPROVED

Cleveland Public Library

KONE Inc.

Signature: _____

Submitted By:

Print Name: _____

Michael Tournoux

Title: _____

Authorized By:

Date: _____

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD JANUARY 1 - APRIL 30, 2011

H. Sandra Kulson
FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending April 30, 2011

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Total</u>
41 Taxes	14,770,802.75	0.00	0.00	0.00	14,770,802.75
42 Intergovernmental	7,644,486.40	193,841.35	0.00	0.00	7,838,327.75
43 Fines & Fees	148,405.20	0.00	0.00	0.00	148,405.20
44 Investment Earnings	162,719.35	519.44	0.00	4,877.86	168,116.65
45 Charges for Services	824,449.57	0.00	0.00	0.00	824,449.57
46 Contributions & Donations	0.00	216,311.47	0.00	0.00	216,311.47
48 Miscellaneous Revenue	18,430.88	7,693.26	0.00	0.00	26,124.14
Total Revenues	\$ 23,569,294.15	\$ 418,365.52	\$ 0.00	\$ 4,877.86	\$ 23,992,537.53
51 Salaries/Benefits	12,236,959.11	87,340.22	0.00	0.00	12,324,299.33
52 Supplies	387,530.50	16,994.92	0.00	0.00	404,525.42
53 Purchased/Contracted Services	3,853,680.71	263,257.98	0.00	0.00	4,116,938.69
54 Library Materials	3,043,243.27	39,600.78	0.00	6,291.03	3,089,135.08
55 Capital Outlay	339,763.66	7,430.51	120,263.13	0.00	467,457.30
57 Miscellaneous Expenses	47,317.82	0.00	0.00	0.00	47,317.82
Total Expenditures	\$ 19,908,495.07	\$ 414,624.41	\$ 120,263.13	\$ 6,291.03	\$ 20,449,673.64
Revenue Over/(Under) Expenditures	\$ 3,660,799.08	\$ 3,741.11	\$(120,263.13)	\$(1,413.17)	\$ 3,542,863.89
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	0.00
98 Advances	0.00	0.00	0.00	0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	0.00
Total Other Sources / Uses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 3,660,799.08	\$ 3,741.11	\$(120,263.13)	\$(1,413.17)	\$ 3,542,863.89
Beginning Year Cash Balance	\$ 30,063,231.06	\$ 10,874,001.06	\$ 10,201,558.02	\$ 2,541,077.54	\$ 53,679,867.68
Current Cash Balance	\$ 33,724,030.14	\$ 10,877,742.17	\$ 10,081,294.89	\$ 2,539,664.37	\$ 57,222,731.57

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending April 30, 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	3,751,217.00	0.00	7,801,271.97
51120 Clerical Salaries	10,282,550.00	10,644,749.89	3,409,359.44	0.00	7,235,390.45
51130 Non-Clerical Salaries	1,159,770.00	1,201,088.55	410,097.07	0.00	790,991.48
51140 Buildings Salaries	3,739,466.00	3,874,639.22	1,317,701.05	0.00	2,556,938.17
51150 Other Salaries	1,298,485.00	1,344,739.26	449,215.40	0.00	895,523.86
51180 Severance Pay	0.00	81,503.11	91,383.13	0.00	(9,880.02)
51190 Non-Base Pay	0.00	1,035.58	44,938.96	0.00	(43,903.38)
51400 OPERS	3,864,245.00	4,000,841.59	1,322,625.88	0.00	2,678,215.71
51610 Health Insurance	3,218,053.00	3,351,947.41	1,069,518.22	0.00	2,282,429.19
51620 Life Insurance	46,771.00	50,465.47	15,454.86	0.00	35,010.61
51630 Workers Compensation	220,000.00	440,000.00	219,360.85	0.00	220,639.15
51640 Unemployment Compensation	47,248.00	73,183.70	25,379.10	39,067.31	8,737.29
51650 Medicare - ER	316,421.00	328,233.71	109,061.84	0.00	219,171.87
51900 Other Benefits	0.00	324,839.46	1,646.31	3,653.69	319,539.46
Salaries/Benefits	35,360,000.00	\$ 37,269,755.92	\$ 12,236,959.11	\$ 42,721.00	\$ 24,990,075.81
52110 Office Supplies	48,845.00	52,217.57	13,531.14	5,316.24	33,370.19
52120 Stationery	104,365.00	103,240.80	25,503.36	9,188.31	68,549.13
52130 Duplication Supplies	74,040.00	75,316.54	8,194.83	8,841.20	58,280.51
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	25,443.72	38,543.15	49,598.19
52210 Janitorial Supplies	106,300.00	123,750.09	35,333.32	12,540.96	75,875.81
52220 Electrical Supplies	62,220.00	62,934.07	15,691.68	16,673.86	30,568.53
52230 Maintenance Supplies	148,275.00	272,385.41	151,611.52	43,524.01	77,249.88
52240 Uniforms	9,250.00	9,449.94	1,266.50	2,045.44	6,138.00
52300 Motor Vehicle Supplies	95,500.00	100,892.33	24,805.81	56,269.30	19,817.22
52900 Other Supplies	275,265.00	332,630.48	86,129.83	48,659.54	197,841.11
Supplies	1,036,885.00	\$ 1,251,578.56	\$ 387,530.50	\$ 242,828.28	\$ 621,219.78

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund

For the Period Ending April 30, 2011

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
54220	239,000.00	267,068.73	2,353.41	26,853.64	237,861.68
54310	1,576,500.00	1,676,025.40	724,192.56	311,139.67	640,693.17
54320	227,929.00	268,987.81	74,978.52	48,007.91	146,001.38
54325	631,047.00	671,229.71	150,657.92	139,125.49	381,446.30
54350	295,950.00	382,583.80	197,827.61	106,716.99	78,039.20
54500	1,270,538.00	1,843,610.53	621,799.59	203,011.05	1,018,799.89
54600	6,500.00	6,890.98	2,042.39	4,858.50	(9.91)
54710	39,000.00	103,052.00	1,695.10	62,356.90	39,000.00
54720	75,000.00	140,074.89	17,648.14	71,483.53	50,943.22
54730	10,000.00	10,467.96	7,860.79	2,107.17	500.00
54790	65,000.00	94,818.38	21,808.89	27,452.10	45,557.39
54900	500.00	500.00	0.00	0.00	500.00
Library Materials	10,250,362.00	\$ 12,767,791.07	\$ 3,043,243.27	\$ 2,493,822.28	\$ 7,230,725.52
55510	106,225.00	214,393.52	62,190.95	39,731.72	112,470.85
55520	62,300.00	129,581.30	59,300.85	16,999.00	53,281.45
55530	550,399.00	619,230.79	218,271.86	28,742.43	372,216.50
Capital Outlay	718,924.00	\$ 963,205.61	\$ 339,763.66	\$ 85,473.15	\$ 537,968.80
57100	63,300.00	65,046.00	40,927.80	19,921.20	4,197.00
57200	1,500.00	1,762.21	160.86	500.00	1,101.35
57500	43,027.00	45,558.66	6,229.15	14,648.46	24,681.04
Miscellaneous Expenses	107,827.00	\$ 112,366.87	\$ 47,317.82	\$ 35,069.66	\$ 29,979.39
Advances	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Transfers	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	57,516,264.00	\$ 64,354,763.77	\$ 19,908,495.07	\$ 8,336,501.82	\$ 35,109,766.88

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 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	23,569,294.15	19,908,495.07	8,336,501.82	25,387,528.32
Total General Fund	\$ 30,063,231.06	\$ 23,569,294.15	\$ 19,908,495.07	\$ 8,336,501.82	\$ 25,387,528.32
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	50,388.50	90,386.40	35,791.60	4,184,272.58
204 Kaiser	40,238.89	0.00	0.00	0.00	40,238.89
205 Kralley	140,583.80	0.00	0.00	0.00	140,583.80
206 Library	156,094.60	4,658.25	377.42	376.19	159,999.24
207 Pepke	87,619.01	0.00	0.00	0.00	87,619.01
208 Wickwire	999,204.65	519.44	313.03	8,530.00	990,881.06
209 Wittke	59,386.26	0.00	0.00	0.00	59,386.26
210 Young	2,720,399.78	10,660.97	0.00	0.00	2,731,060.75
225 Friends	6,850.00	4,700.00	600.00	765.00	10,185.00
226 Judd	7,800.74	51,038.75	45,627.97	43,771.89	(30,560.37)
228 Lockwood Thompson Memorial	394,168.37	0.00	17,864.36	202,029.27	174,274.74
229 Ohio Center for the Book	58.00	0.00	0.00	0.00	58.00
230 Schweinfurth	10,799.07	40,265.00	18,385.00	7,254.54	25,424.53
242 Cleveland NCA Kiosk	10,362.81	0.00	689.03	2,099.26	7,574.52
243 Gates Foundation	74,281.22	54,600.00	753.06	52,630.28	75,497.88
244 Harvard CS Kiosk Project	7,522.28	0.00	188.90	872.95	6,460.43
251 LSTA-Library for the Blind	4,999.00	0.00	4,999.00	0.00	0.00
252 LSTA-Know It Now	200,764.82	164,125.43	164,981.37	86,287.82	113,621.06
253 MetLife-Fit for Life II	6,677.45	0.00	6,677.45	0.00	0.00
254 MyCom	121,101.74	37,409.18	62,781.42	134,401.90	(38,672.40)
Total Special Revenue Funds	\$ 10,874,001.06	\$ 418,365.52	\$ 414,624.41	\$ 574,810.70	\$ 10,302,931.47
401 Building & Repair	10,201,558.02	0.00	120,263.13	81,719.40	9,999,575.49

Cleveland Public Library
 Revenue, Expenditures and Changes in Fund Balances
 For the Period Ending April 30, 2011

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
Total Capital Project Funds	\$ 10,201,558.02	\$ 0.00	\$ 120,263.13	\$ 81,719.40	\$ 9,999,575.49
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	6,291.03	1,023.69	1,560,763.96
Total Permanent Funds	\$ 2,541,077.54	\$ 4,877.86	\$ 6,291.03	\$ 2,836.69	\$ 2,536,827.68
Total All Funds	\$ 53,679,867.68	\$ 23,992,537.53	\$ 20,449,673.64	\$ 8,995,868.61	\$ 48,226,862.96

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending April 30, 2011

Balance of All Funds	<u><u>\$ 57,222,731.57</u></u>
Chase-Checking	8,631.26
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	2,507,058.47
KeyBank-MC/VISA	47,597.14
Fifth Third - Checking	278,983.97
Petty Cash	330.00
Change Fund	5,420.00
KeyBank-Payroll Account (ZBA)	0.00
KeyBank-Savings Bond Acct	0.00
Cash in Library Treasury	<u><u>\$ 2,848,020.84</u></u>
PNC - Money Market	10,008.08
PNC - Investments	33,709,832.77
PNC/Allegiant Money Market	332,141.87
KeyBank - Victory Fund	0.00
STAR OHIO Investment	8,169,053.32
Investments	<u><u>\$ 42,221,036.04</u></u>
PNC Endowment Acct	12,153,674.69
Endowment Account	<u><u>\$ 12,153,674.69</u></u>
Cash in Banks and On Hand	<u><u>\$ 57,222,731.57</u></u>

CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON GENERAL FUND INCOME AND EXPENDITURES
AND ON STRATEGIC PLAN EXPENDITURES
THROUGH APRIL 30, 2011

CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
 For the Period Ended
April 30, 2011

General Fund - Receipts						
	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year	
PLF State Income Tax	21,799,457	6,695,260	15,104,197	31%	32%	
General Property Tax	26,214,496	14,770,803	11,443,693	56%	55%	
Rollback, Homestead, CAT	5,000,000	200,185	4,799,815	4%	0%	
Federal Grants	0	0	0	0%	0%	
State Aid	1,200,000	749,042	450,958	62%	94%	
Fines & Fees	300,000	148,405	151,595	49%	51%	
Investment Earnings	700,000	162,719	537,281	23%	70%	
Services to Others-Clevnet	2,400,000	824,450	1,575,550	34%	28%	
Miscellaneous	429,437	18,431	411,006	4%	8%	
Advances & Transfers	0	0	0	0%	0%	
TOTALS	58,043,390	23,569,294	34,474,096	41%	40%	

Note (1): Certificate from Cuyahoga County Budget Commission dated March 3, 2011.

CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
For the Period Ended
April 30, 2011

General Fund - Expenditures						
	Appropriation (2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year	
Salaries/Benefits	37,269,756	12,279,680	24,990,076	33%	36%	
Supplies	1,251,579	630,359	621,220	50%	37%	
Purchased Services	11,990,066	9,290,268	2,699,798	77%	83%	
Library Materials	12,767,791	5,537,066	7,230,726	43%	40%	
Capital Outlay	963,206	425,237	537,969	44%	26%	
Other	112,367	82,387	29,979	73%	97%	
SUBTOTAL	64,354,764	28,244,997	36,109,767	44%	44%	
Advances/Transfers	0	0	0	0%	0%	
TOTALS	64,354,764	28,244,997	36,109,767	44%	44%	

Note (2): Amended Appropriation of \$58,043,389 plus carried forward encumbrance of \$6,311,375.

Note (3): Subtotal includes 31% expended and 13% encumbered.

CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
For the Period Ended
April 30, 2011

Strategic Plan Capital Projects - In Dollars					
	Budget	Expended Through 2010	Expended 2011	Encumbered	Balance
Branch Security Cameras	464,000	442,247	0	0	21,753
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)
Totals	8,234,430	9,545,969	40,393	23,581	(1,375,513)

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS -- April 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 April 1, 2011 through April 30, 2011.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment		Investment Form
					Income		
04/01/11 - 04/30/11	30	Various	STAR Ohio	Various	532.97		Investment Pool
04/01/11 - 04/30/11	30	Various	PNC	Various	4.13		Sweep Money Market
04/01/11 - 04/30/11	30	Various	PNC	Various	0.80		Money Market
10/14/10 - 04/14/11	183	1,000,000	Federal Home Loan Mort Crp	3.250%	17,250.00		Federal Agency
10/21/10 - 04/21/11	183	500,000	Federal Farm Credit Bank	2.625%	15,667.50		Federal Agency
10/21/10 - 04/21/11	183	500,000	Federal Farm Credit Bank	2.625%	16,957.50		Federal Agency
10/21/10 - 04/21/11	183	500,000	Federal Farm Credit Bank	2.625%	7,562.50		Federal Agency
10/25/10 - 04/25/11	183	500,000	Federal Home Loan Mort Crp	1.125%	2,812.50		Federal Agency
10/25/10 - 04/25/11	183	2,000,000	Federal Home Loan Mort Crp	1.125%	11,250.00		Federal Agency
10/29/10 - 04/29/11	183	1,000,000	Federal Home Loan Mort Crp	0.700%	3,500.00		Federal Agency
12/10/10 - 04/15/11	127	1,000,000	Fed Natl Mort Assn	0.875%	3,038.19		Federal Agency
12/13/10 - 04/27/11	136	1,000,000	Federal Farm Credit Bank	0.550%	3,747.22		Federal Agency

Earned Interest April 2011 \$ 82,323.31
 Earned Interest Year To Date \$ 162,719.35

CLEVELAND PUBLIC LIBRARY

REPORT D
**Finance Committee
May 19, 2011**
REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR APRIL 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
Ohio Library Council Southwest Chapter Conference Wilmington, Ohio	3/30/2011	Don Boozer	199.92
Ohio Library Council Northwest Chapter Conference Toledo, Ohio	4/15/2011	Don Boozer	145.63
Ohio Library Council Northeast Chapter Conference Kent, Ohio	3/23/2011	William Bradford	80.00
Kent State School of Library and Information Virginia Hamilton Conference Kent, Ohio	4/8/2011	Jean Collins	120.00
Ohio Library Council Legislative Day Columbus, Ohio	3/24/2011	Thomas Corrigan	20.00
Urban & Regional Information Systems Building Quality Spatial Data Columbus, Ohio	4/5/2011	Thomas Edwards	138.21
Information Today Computers in Libraries 2011 Washington, D.C.	3/21/11 - 3/23/11	Olivia Hoge	296.84
Tyler Technologies Tyler Connect 2011 Nashville, Tennessee	4/26/11 - 4/29-11	Dawntae Jackson	675.00
Ohio Library Council Legislative Day Columbus, Ohio	3/24/2011	Sandra Jelar-Elwell	20.00
Ohio Library Council Legislative Day Columbus, Ohio	3/24/2011	Eddie Johnson	20.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Tyler Technologies Tyler Connect 2011 Nashville, Tennessee	4/26/11 - 4/29-11	Carrie Krenicky	675.00
Ohio Library Council Legislative Day Columbus, Ohio	3/24/2011	Carlos Latimer	20.00
Ohio Library Council Legislative Day Columbus, Ohio	3/24/2011	Cindy Lombardo	20.00
Jackson Lewis Series on Performance Management Independence, Ohio	4/12/2011	Cindy Lombardo	30.00
Tyler Technologies Tyler Connect 2011 Nashville, Tennessee	4/26/11 - 4/29-11	Ronelle Miller-Hood	675.00
American Payroll Association Chapter Meeting Independence, Ohio	4/14/2011	Ronelle Miller-Hood	30.00
Ohio Library Council Northeast Chapter Conference Kent, Ohio	3/23/2011	Michael Monaco	89.69
Ohio Library Council Legislative Day Columbus, Ohio	3/24/2011	Daniel Oreskovic	20.00
Ohio Library Council Legislative Day Columbus, Ohio	3/24/2011	Michael Pride	20.00
US Patent & Trademark Office Annual Training Seminar Arlington, Virginia	4/11/11 - 4/13/11	Robin Speigner	1,000.00
Ohio Library Council Legislative Day Columbus, Ohio	3/24/2011	Felton Thomas	20.00
Ohio Library Council Legislative Day Columbus, Ohio	3/24/2011	Stephanie Tyus	20.00
Ohio Library Council Legislative Day Columbus, Ohio	3/24/2011	Rick Werner	20.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Library Council Legislative Day Columbus, Ohio	3/24/2011	Tena Wilson	20.00
Total			\$4,375.29

SUMMARY

FUND	APRIL	YEAR TO DATE
General	\$2,004.74	\$13,313.35
Judd Fund	0.00	0.00
Lockwood Thompson	2,025.00	2,025.00
Metlife-Fit for Life	0.00	0.00
LSTA - Know it Know	345.55	2,238.84
TOTAL	\$4,375.29	\$17,577.19

Human Resources Committee Report
May 19, 2011

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 04/01/2011 TO 04/30/2011**

EXHIBIT 6

EMPLOYEE: BARRETT, QUINTINA A
JOB TITLE: BRANCH CLERK

CURRENT GRADE: B **EFFECTIVE DATE** 04/03/2011
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	9.49	15.22	PROMOTION

EMPLOYEE: COLEMAN, BESSIE L
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 04/25/2011
CURRENT STEP: 1 **FOR GRADE/STEP**

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

EMPLOYEE: CONGRESS, QUENTIN L
JOB TITLE: BRANCH CLERK

CURRENT GRADE: B **EFFECTIVE DATE** 04/24/2011
CURRENT STEP: 3 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	17,724.72	33,443.02	TRANSFER TO FULL TIME

EMPLOYEE: DARKENWALD, WULFGAR
JOB TITLE: LIBRARY ASST-COMP EMPH

CURRENT GRADE: F **EFFECTIVE DATE** 04/10/2011
CURRENT STEP: 3 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	42,364.92	24,363.00	TRANSFER TO PTR

EMPLOYEE: FOX-MORGAN, MARK E
JOB TITLE: LIBRARY ASST-COMP EMPH

CURRENT GRADE: F **EFFECTIVE DATE** 04/24/2011
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	9.04	21,659.00	PROMOTION

EMPLOYEE: HICKS, CHRISTON J
JOB TITLE: CUSTODIAN II (DAYS/BRANCHES)

CURRENT GRADE: B **EFFECTIVE DATE** 04/10/2011
CURRENT STEP: 2 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	17,043.26	32,156.80	TRANSFER TO FULL TIME

Human Resources Committee Report
May 19, 2011

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 04/01/2011 TO 04/30/2011**

EMPLOYEE: JONES, DWAYNE L
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 01/01/2011
CURRENT STEP: 2 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
REHIRE		9.04	REHIRE

EMPLOYEE: KOONCE, HEATHER J
JOB TITLE: LIBRARY ASST-COMP EMPH

CURRENT GRADE: F **EFFECTIVE DATE** 04/24/2011
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	9.04	27,029.00	PROMOTION

EMPLOYEE: LIANG, ANTHONY
JOB TITLE: LENDING DEPARTMENT CLERK

CURRENT GRADE: A **EFFECTIVE DATE** 04/24/2011
CURRENT STEP: 2 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	16,016.78	30,220.58	TRANSFER TO FULL TIME

EMPLOYEE: MINTER, KELLI N
JOB TITLE: CHILDRENS LIBRARIAN

CURRENT GRADE: H **EFFECTIVE DATE** 04/10/2011
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	24,363.04	50,998.74	TRANSFER TO FULL TIME

EMPLOYEE: PEREZ, SUZI
JOB TITLE: LIBRARY ASST-COMP EMPH

CURRENT GRADE: F **EFFECTIVE DATE** 04/24/2011
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	9.04	22,524.84	PROMOTION

EMPLOYEE: REED, SHARON J
JOB TITLE: HR INFORMATION CLERK

CURRENT GRADE: D **EFFECTIVE DATE** 04/03/2011
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	17,123.60	34,646.82	TRANSFER TO FULL TIME

EMPLOYEE: REESE, KEVIN N
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 04/26/2011
CURRENT STEP: 1 **FOR GRADE/STEP**

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

**CLEVELAND PUBLIC LIBRARY
HUMAN RESOURCES DEPARTMENT
LIBRARY BOARD OF TRUSTEES
TERMINATION REPORT
04/01/2011 TO 04/30/2011**

**Human Resources Committee Report
Thursday, May 19, 2011**

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>DATE</u>	<u>REASON</u>
<u>RESIGNATIONS</u>				
JONES, DWAYNE L	SHELF PAGES	PAGE	04/01/2011	ANOTHER JOB
PRIAH, SYDNEE S	SHELF PAGES	PAGE	04/11/2011	RETURN TO SCHOOL
<u>RETIREMENTS</u>				
GIBBS KAREN K	AQUISITIONS	TECHNICAL SVCS	04/29/2011	RETIREMENT
PAYNE DEBRA	LENDING	LEND DEPT CLK	04/29/2011	RETIREMENT
SANDERS, DENISE	GENERAL REF	SUBJ DEPT CLK	04/29/2011	RETIREMENT
WALKER, PATRICIA A	LENDING	LEND DEPT CLK	04/29/2011	RETIREMENT

CLEVELAND PUBLIC LIBRARY**Human Resources Committee Report
May 19, 2011****Report on Paid Sick Time Used by the Month
Hours Used Per Each Two Pay Periods**

MONTH	2010	2011
January	4,309.46	3,285.32
February	4,338.18	4,911.47
March	3,536.29	4,022.34
April	*5,606.63	*5,835.32
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
Apr. 1, 2011- Apr. 30, 2011 EE0-4 REPORT
FULL/PART-TIME EMPLOYEES

REPORT F

Human Resources Committee Report

May 10, 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	85	19	2			1	45	15	2	1	
Technicians	22	11	3	1			6	1			
Protective Service	20	11	7	1				1			
Para-Professionals	133	21	40			1	28	34	7	2	
Administrative Support	296	30	65	5	4		48	126	18		
Skilled Craft	11	7	2			1		1			
Service Maintenance	47	10	33				2	2			
Grand Total	690	129	161	8	7	0	157	198	27	3	0

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

K=American Indian/Alaskan Native

**INSURANCE REPORT
FOR THE MONTH OF
APRIL**

REPORT G

Human Resources Committee Report **2011**
May 17, 2011

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Kaiser POS	90	76	166
Kaiser HMO	212	102	314
Delta Dental	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>
No Lost Work Day Claims for April			

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR APRIL 2011**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	2011	2010	
Main Library	159,848	163,785	769	700	643,872	647,904	-0.62%
Branches	331,548	338,013	1,521	1,380	1,301,765	1,352,874	-3.78%
Mobile Units	6,107	6,482			23,961	24,171	-0.87%
Library for the Blind	51,820	59,514			229,914	229,431	0.21%
TOTAL CIRCULATION	549,323	567,794			2,199,512	2,254,380	-2.43%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
eBook	5,203	1,387	19,709	4,991	294.9%
eAudioBook	3,031	1,547	12,335	5,940	107.7%
eMusic	67	35	273	131	108.4%
eVideo	110	25	405	134	202.2%
TOTAL eCIRCULATION	8,411	2,994	32,722	11,196	192.3%

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use		YTD Gain/Loss
			2011	2010	2011	2010	
Main Library	72	44 minutes	11,787	14,430	8,552	10,657	-19.8%
Branches	323	41 minutes	64,448	72,072	43,974	39,018	12.7%
TOTAL USAGE	395		76,235	86,502	52,526	49,675	5.7%

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	49,973	58,119	240	248	186,503	234,435	-20.4%
Branches	250,676	285,621	1,150	1,166	970,257	1,088,639	-10.9%
Mobile Unit	704	835			2,840	2,796	1.6%
TOTAL VISITS	301,353	344,575			1,159,600	1,325,870	-12.5%

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR APRIL 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	10,703	964	833	1,134	13,634	908	14,542
Broadway	2,844	280	129	230	3,483	257	3,740
Brooklyn	6,683	672	523	696	8,574	733	9,307
Carnegie West	9,310	804	989	1,054	12,157	1,244	13,401
Collinwood	7,044	615	505	874	9,038	932	9,970
East 131st	3,782	520	375	436	5,113	575	5,688
Eastman	13,177	1,408	1,097	1,689	17,371	1,829	19,200
Fleet	9,864	686	731	1,081	12,362	1,234	13,596
Fulton	8,731	692	528	975	10,926	1,080	12,006
Garden Valley	2,846	233	149	117	3,345	410	3,755
Glenville	6,513	850	489	926	8,778	520	9,298
Harvard-Lee	6,765	590	496	795	8,646	869	9,515
Hough	4,399	657	353	487	5,896	472	6,368
Jefferson	6,519	793	795	999	9,106	963	10,069
Langston Hughes	6,486	511	524	625	8,146	766	8,912
Lorain	9,386	930	631	916	11,863	878	12,741
Marlin Luther King, Jr.	5,471	410	840	946	7,667	924	8,591
Memorial-Nottingham	12,787	1,118	1,392	1,868	17,165	1,736	18,901
Mt. Pleasant	4,591	517	340	605	6,053	633	6,686
Rice	9,842	721	599	887	12,049	964	13,013
Rockport	16,436	1,507	1,234	1,817	20,994	1,986	22,980
South	7,364	628	411	440	8,843	821	9,664
South Brooklyn	16,338	1,288	1,646	2,082	21,354	2,380	23,734
Sterling	4,486	483	398	554	5,921	468	6,389
Union	4,950	738	363	478	6,529	566	7,095
Walz	13,318	1,053	1,162	1,375	16,908	1,407	18,315
West Park	16,096	1,444	2,181	2,837	22,558	2,829	25,387
Woodland	6,506	479	367	560	7,912	773	8,685
TOTAL	233,237	21,591	20,080	27,483	302,391	29,157	331,548

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR APRIL 2011

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2011	2010	2011	2010		
Addison	14,542	15,254	55,362	60,783	-5,421	-8.9%
Broadway	3,740	3,646	14,325	14,302	23	0.2%
Brooklyn	9,307	8,505	39,076	34,652	4,424	12.8%
Carnegie West	13,401	13,916	51,414	50,634	780	1.5%
Collinwood	9,970	11,122	39,957	47,548	-7,591	-16.0%
East 131st	5,688	4,512	21,128	18,929	2,199	11.6%
Eastman	19,200	21,290	77,290	84,337	-7,047	-8.4%
Fleet	13,596	15,020	53,040	61,609	-8,569	-13.9%
Fulton	12,006	11,442	47,464	43,873	3,591	8.2%
Garden Valley	3,755	4,828	15,665	18,948	-3,283	-17.3%
Glennville	9,298	6,817	35,412	31,497	3,915	12.4%
Harvard-Lee	9,515	9,807	39,306	41,186	-1,880	-4.6%
Hough	6,368	6,612	24,648	26,864	-2,216	-8.2%
Jefferson	10,069	11,638	40,504	48,243	-7,739	-16.0%
Langston Hughes	8,912	7,715	33,180	30,754	2,426	7.9%
Lorain	12,741	13,905	48,272	55,862	-7,590	-13.6%
Martin Luther King, Jr.	8,591	9,240	33,956	37,847	-3,891	-10.3%
Memorial-Nottingham	18,901	20,698	73,651	80,420	-6,769	-8.4%
Mt. Pleasant	6,686	6,915	25,418	28,482	-3,064	-10.8%
Rice	13,013	14,269	52,377	53,664	-1,287	-2.4%
Rockport	22,980	23,262	91,267	93,681	-2,414	-2.6%
South	9,664	9,440	36,549	40,638	-4,089	-10.1%
South Brooklyn	23,734	25,512	91,030	100,326	-9,296	-9.3%
Sterling	6,389	6,419	25,325	28,249	-2,924	-10.4%
Union	7,095	5,574	27,633	25,160	2,473	9.8%
Walz	18,315	18,733	69,574	73,044	-3,470	-4.8%
West Park	25,387	29,814	101,858	118,276	-16,418	-13.9%
Woodland*	8,685	2,108	37,084	3,066	34,018	*
TOTAL	331,548	338,013	1,301,765	1,352,874	-51,109	-3.8%

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

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE APRIL 2011**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2011	2010	2011	2010		
Addison	5,825	7,092	22,124	26,871	-4,747	-17.7%
Broadway	1,474	1,725	5,534	6,613	-1,079	-16.3%
Brooklyn	4,462	4,771	16,661	16,371	290	1.8%
Carnegie West	19,341	20,567	76,867	80,962	-4,095	-5.1%
Collinwood	6,771	9,079	27,011	35,289	-8,278	-23.5%
East 131st	5,926	6,765	24,029	24,446	-417	-1.7%
Eastman	11,957	14,777	47,717	55,435	-7,718	-13.9%
Fleet	10,450	11,509	38,862	43,672	-4,810	-11.0%
Fulton	7,517	8,516	27,509	28,179	-670	-2.4%
Garden Valley	4,519	7,487	18,771	30,022	-11,251	-37.5%
Glenville	7,368	8,798	28,411	33,866	-5,455	-16.1%
Harvard-Lee	8,276	10,264	33,084	42,902	-9,818	-22.9%
Hough	14,038	14,296	51,049	55,019	-3,970	-7.2%
Jefferson	8,018	8,916	31,131	36,302	-5,171	-14.2%
Langston Hughes	6,171	7,142	23,721	26,496	-2,775	-10.5%
Lorain	7,579	8,669	27,297	31,240	-3,943	-12.6%
Martin Luther King, Jr.	5,917	6,990	24,135	26,834	-2,699	-10.1%
Memorial-Nottingham	8,317	9,325	31,716	35,375	-3,659	-10.3%
Mt. Pleasant	6,170	8,413	24,534	36,157	-11,623	-32.1%
Rice	13,902	16,247	57,071	61,055	-3,984	-6.5%
Rockport	10,789	12,850	42,865	49,087	-6,222	-12.7%
South	10,255	10,286	34,229	41,266	-7,037	-17.1%
South Brooklyn	14,769	19,385	59,093	72,016	-12,923	-17.9%
Sterling	13,539	13,132	48,950	46,890	2,060	4.4%
Union	8,871	12,035	38,851	50,080	-11,229	-22.4%
Walz	9,930	11,036	38,162	42,413	-4,251	-10.0%
West Park	10,919	13,308	42,700	51,540	-8,840	-17.2%
Woodland*	7,606	2,241	28,173	2,241	25,932	*
TOTAL	250,676	285,621	970,257	1,088,639	-118,382	-10.9%

*See footnote p. 3

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS APRIL 2011**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
1 West Park	25,387	1 Carnegie West	19,341	1 South Brooklyn	31,511
2 South Brooklyn	23,734	2 South Brooklyn	14,769	2 Fleet	27,822
3 Rockport	22,980	3 Hough	14,038	3 West Park	27,291
4 Eastman	19,200	4 Rice	13,902	4 Eastman	23,686
5 Memorial-Nottingham	18,901	5 Sterling	13,539	5 Rice	22,240
6 Walz	18,315	6 Eastman	11,957	6 Fulton	20,026
7 Addison	14,542	7 West Park	10,919	7 Memorial-Nottingham	19,553
8 Fleet	13,596	8 Rockport	10,789	8 Rockport	19,404
9 Carnegie West	13,401	9 Fleet	10,450	9 Harvard-Lee	18,834
10 Rice	13,013	10 South	10,255	10 Langston Hughes	17,982
11 Lorain	12,741	11 Walz	9,930	11 Glenville	17,317
12 Fulton	12,006	12 Union	8,871	12 Walz	16,558
13 Jefferson	10,069	13 Memorial-Nottingham	8,317	13 Collinwood	16,270
14 Collinwood	9,970	14 Harvard-Lee	8,276	14 Addison	16,169
15 South	9,664	15 Jefferson	8,018	15 East 131st	15,658
16 Harvard-Lee	9,515	16 Woodland*	7,606	16 Martin Luther King, Jr.	15,212
17 Brooklyn	9,307	17 Lorain	7,579	17 Mt. Pleasant	14,724
18 Glenville	9,298	18 Fulton	7,517	18 Lorain	13,233
19 Langston Hughes	8,912	19 Glenville	7,368	19 Carnegie West	10,549
20 Woodland	8,685	20 Collinwood	6,771	20 Union	10,316
21 Martin Luther King, Jr.	8,591	21 Langston Hughes	6,171	21 Sterling	8,046
22 Union	7,095	22 Mt. Pleasant	6,170	22 Woodland	7,492
23 Mt. Pleasant	6,686	23 East 131st	5,926	23 South	7,009
24 Sterling	6,389	24 Martin Luther King, Jr.	5,917	24 Hough	6,197
25 Hough	6,368	25 Addison	5,825	25 Brooklyn	5,419
26 East 131st	5,688	26 Garden Valley	4,519	26 Jefferson	3,587
27 Garden Valley	3,755	27 Brooklyn	4,462	27 Garden Valley	2,857
28 Broadway	3,740	28 Broadway	1,474	28 Broadway	1,687
	331,548		250,676		416,649
					473,177

*Prepared By: Northern Ohio Data and Information Service -- NODIS,
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**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR APRIL 2011**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
CLEVNET	75,153	79,602	298,031	307,278	-3.0%
MORE	858	880	3,922	3,609	8.7%
Other Libraries	501	671	2,300	2,628	-12.5%
TOTAL	76,512	81,153	304,253	313,515	-3.0%

*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	27,368	27,943	98,160	102,127	-3.9%
KnowItNow Web Reference*	1,095	1,208	4,830	6,342	-23.8%
Research Correspondence	1,104	1,046	4,217	3,960	6.5%
Interlibrary Loan Requests	3,670	3,772	15,949	16,018	-0.4%
TOTAL	33,237	33,969	123,156	128,447	-4.1%

*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	8,036	5,831	30,208	25,511	18.4%
Total Items Added	31,601	30,140	123,413	119,489	3.3%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
Main Library	208	234	792	900	-12.0%
Branches	6,108	6,621	23,356	25,195	-7.3%

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

