

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
November 17, 2011
Trustees Room Louis Stokes Wing
12:00 Noon

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

Absent: Mr. Corrigan, Mr. Hairston

Ms. Rodriguez called the meeting to order at 12:04 p.m.

Approval of the Minutes

Mr. Werner moved approval of the minutes for the 10/18/11 Regular Board. Mr. Parker seconded the motion, which passed four in favor and one abstention by Ms. Butts who was not in attendance at the Regular Board Meeting on 10/18/11.

Executive Session

Ms. Rodriguez moved to adjourn into Executive Session to discuss the discipline of an employee, and to discuss a pending or imminent court action with the Library's attorneys. Mr. Werner seconded the motion, which passed unanimously by roll call vote.

The Board adjourned into Executive Session at 12:05 p.m.

Ms. Rodriguez stated that the record should clearly reflect that in all Executive Sessions no decisions are made, only discussions held.

The Regular Board Meeting resumed at 1:36 p.m.

COMMUNICATIONS

Director Thomas acknowledged the following communications: letters from Julia Kukolvic expressing gratitude for the research assistance of Evelyn Lechtenberg; Michael Carpenter and Steven Massari, Art

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

LTRS. FROM: JULIA
KUKOLVIC;
MICHAEL
CARPENTER and
STEVEN MASSARI,
ART BY CARP;
SABINE
KRETZSCHMAR;
MARYANNE
MARJAMAA,
PRESIDENT,
ASSOCIATION OF
BOOKMOBILE &
OUTREACH
SERVICES

Acknowledged

GIFT REPORT
FOR OCTOBER
Approved

by Carp, expressing appreciation for the opportunity to participate in the Library's Cleveland Sports Stars Past and Present Art Exhibit; Sabine Kretzschmar, complimenting library staff during a recent tour; and a card from Maryanne Marjamaa, President, Association of Bookmobile and Outreach Services, expressing appreciation for the library's support in making the recent Association of Bookmobile and Outreach Services conference a success.

FINANCE COMMITTEE REPORT

Ms. Rodriguez presented the following report.

Gift Report for October

(See page 990)

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

WHEREAS, The Board receives gifts of moneys and library services materials from generous citizens from time to time; and

WHEREAS, Attached to this Resolution is a Gift Report itemizing the gifts received by the Library for the month of **October** 2011; now therefore be it

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

Resolution Requesting Tax Advance

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

WHEREAS, **Ohio Revised Code** Section 321.34 authorizes the Board of Library Trustees to request that the County Auditor advance tax funds to the Cleveland Public

RESOLUTION
REQUESTING
TAX ADVANCE
Approved

Library prior to regular settlement dates in order for the Library to meet current expenses; now therefore be it

RESOLVED, That the Board of Library Trustees requests that the County Auditor advance any tax funds that may be made available to the Library prior to the regular settlement dates during fiscal 2012.

Resolution Adopting Unclaimed Funds Policy

(See page 991)

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

WHEREAS, Reconciling the Library's cash accounts with its ledgers, including fund balance, is a critical control procedure to ensure cash is adequately safeguarded and to provide accurate financial information; and

WHEREAS, Carrying stale-dated checks on a bank reconciliation makes the reconciliation process cumbersome; and

WHEREAS, The Cleveland Public Library identifies unclaimed funds on a continuous basis and wishes to account for them accordingly in compliance with the Ohio Revised Code and the Auditor of State Bulletin 91-11; and

WHEREAS, The Library's management recommends adoption of an Unclaimed Funds Policy; now therefore be it

RESOLVED, That the Board of Library Trustees adopts the attached Unclaimed Funds Policy and instructs the Library's management to be responsible for implementation and execution of the provisions of this policy and its related procedures.

Carrie Krenicky, Finance Administrator, stated that examples of unclaimed funds would be payroll or accounts payable checks that have been unclaimed for 180 days from the date of issuance of the check.

RESOLUTION
ADOPTING
UNCLAIMED
FUNDS POLICY
Approved

RESOLUTION
TO ESTABLISH
AN AGENCY TO
BE KNOWN AS
THE
"UNCLAIMED
FUNDS FUND
(901)"

Approved

Resolution to Establish an Agency to be Known as the
"Unclaimed Funds Fund (901)"

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

WHEREAS, At the request of the Fiscal Officer, the Board of Trustees of Cleveland Public Library desires to establish an agency fund to be known as the "Unclaimed Funds fund (901)"; and

WHEREAS, The purpose of which is outlined in the Ohio Revised Code Section 9.39 for the deposit of funds received or collected by officials of the Cleveland Public Library under color of law and not otherwise paid out according to law; and

WHEREAS, All such funds as described above should be deposited by the Fiscal Officer of the Cleveland Public Library in an "Unclaimed Funds fund" where said funds shall be retained until claimed by the rightful owner; and

WHEREAS, The money will be held in trust and if not claimed within a period of five (5) years, said money shall revert to the General Fund of the Cleveland Public Library; now therefore be it

RESOLVED, The Board of Trustees of Cleveland Public Library establish an agency fund to be known as the "Unclaimed Funds fund".

Ms. Rodriguez stated that this resolution establishes the Unclaimed Funds fund for the deposit of unclaimed funds identified in the previous resolution.

Seventh Amendment to the Year 2011 Appropriation

(See pages 992-996)

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

SEVENTH
ADMENDMENT TO
THE YEAR 2011
APPROPRIATION

Approved

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

WHEREAS, It is now deemed necessary to amend the Year 2011 Appropriation Measure to comply with the attached November 3, 2011 Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission; and

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

RESOLVED, That the sums indicated on the attached Seventh Amendment to the Year 2011 Appropriation Schedule be approved.

Resolution Ratifying the Purchase of Natural Gas

(See pages 997-1000)

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

WHEREAS, Deregulation of the natural gas industry in Ohio allows Dominion East Ohio customers to select a natural gas supplier; and

WHEREAS, The PUCO-East Ohio Energy Choice Program provides listings of participating suppliers which the Facilities Department reviews; and

WHEREAS, The Library purchases natural gas for 29 locations at an annual cost of over \$300,000.00; and

WHEREAS, Interstate Gas Supply, Inc. is offering a one-year fixed rate contract pricing of \$5.29 per thousand cubic feet for a savings of \$.70 per thousand cubic feet compared to the price the Library is currently paying; now therefore be it

RESOLVED, That the Board of Library Trustees ratifies and approves a one-year agreement for the period of December 2011 through November 2012 for the purchase of natural gas covering the Library's 29 locations with

RESOLUTION
RATIFYING THE
PURCHASE OF
NATURAL GAS
Approved

Interstate Gas Supply, Inc., at the rate of \$5.29 per one thousand cubic feet and approves the execution of such an agreement by the Property Manager.

RESOLUTION TO
AWARD
CONTRACTS FOR
MAIN LIBRARY
CONSOLODATION
PROJECT PHASE
1: TECH CENTRAL
Approved

Resolution to Award Contracts for Main Library
Consolidation Project Phase 1: Tech Central

(See pages 1001-1002)

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

WHEREAS, At its June 17, 2010, meeting the Library Board of Trustees accepted the Library Administrative team's recommendation for the development of a reconfiguration plan for the Main Library that would reduce costs of operation, enhance public service, make the Main Library a destination experience, and strengthen the Main Library's research reputation and services; and

WHEREAS, At its January 20, 2011, meeting the Library Board of Trustees authorized the Director to move forward in taking the steps necessary to work with Bostwick Design Partnership to create Tech Central as the first phase of the Main Library Consolidation Project; and

WHEREAS, At its July 19, 2011 meeting the Library Board of Trustees approved the Construction budget of \$760,000 and Furniture budget of \$340,000, and further authorized the Director to proceed with the soliciting of construction and furniture bids for Phase 1: Tech Central; and

WHEREAS, On September 7, 14, 21, and 28, 2011, a Notice to Bidders was published in the Cleveland Plain Dealer requesting bids for the project; and

WHEREAS, Sealed bids were received for the Phase 1: Tech Central project by 12:00 Noon (Local time) on Tuesday, October 11, 2011; and

WHEREAS, No separate bids were received for the mechanical and plumbing contract, and the Library re-advertised for bids for this trade on October 27 and November 3, 2011; and

WHEREAS, Sealed bids were received for the mechanical and plumbing contract by 12:00 Noon (Local time) on Thursday, November 10, 2011; and

WHEREAS, Bostwick Design Partnership has tabulated the bids received on October 11, 2011 and November 10, 2011, evaluated the bids as to compliance with the specifications and bid documents as written, investigated responsiveness and responsibility of the lowest bidders, and has identified the lowest and responsible bidders for general trades, electrical, technology, mechanical/plumbing, and furniture contracts; and therefore be it

RESOLVED, That the Cleveland Public Library hereby accepts the recommendations of Bostwick Design Partnership, and awards contracts for the construction of Phase I: Tech Central to the following contractors who this Board determines are the lowest, responsible bidders;

Contractor	Trade	Bid
Sterling Professional Group	Combined general, furniture, electrical, mechanical & plumbing	\$ 679,000
US Communications & Electrical, Inc.	Technology	\$ 55,883

With the total expenditure of \$734,883 being charged to Building & Repair Fund, Account 40190105-55300-10901; and be it further

RESOLVED, That the bid from Zenith Systems LLC for technology in the amount of \$34,975 is hereby determined to be nonresponsive on the basis that it did not include all the requirements of the plans and specifications in its pricing; be it further

RESOLVED, That the Director is hereby authorized to negotiate and execute contracts for the above awarded contracts, which contracts shall be subject to the approval of the Library's Chief Legal Officer.

Joyce Dodrill, Chief Legal Officer, stated that although the Ohio EPA claims that Sterling Professional Group,

the contractor for the Woodland Branch project, and contractors in general are considered essentially strictly liable in the event of asbestos release, Library staff believes that Sterling was not directly responsible for the asbestos release but that Moody-Nolan was primarily responsible. It is the recommendation of Library staff and Bostwick Design Partnership to consider Sterling Professional Group for the Main Library Consolidation Project based upon their history of experience, approved subcontractor list, providing responses to all bid requirements, and submitting the lowest responsible combined bid.

Rick Ortmeier, Bostwick Design Partnership, stated that the Main Library Consolidation Project remains on schedule and under budget.

Resolution Approving Ohio Environmental Protection Agency Director's Final Findings and Orders Regarding the Woodland Branch of the Cleveland Public Library

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

WHEREAS, The Cleveland Public Library performed certain renovations at its Woodland Branch in October 2009, and hired Sterling Professional Group LLC as the construction contractor and Moody-Nolan Inc as the architect for the project; and

WHEREAS, During construction a small area of asbestos ceiling tile was disturbed by Sterling Professional Group LLC. As a result, construction was stopped, the Woodland Branch was closed, and the facility was inspected and tested; and

WHEREAS, Air sampling was performed and the samples determined that although some asbestos was released asbestos fiber concentrations were within the Ohio Department of Health's guidelines; and

WHEREAS, Thereafter, a certified asbestos abatement contractor was hired to remove the asbestos containing materials and clean the Woodland Branch; and

RESOLUTION
APPROVING
OHIO EPA
DIRECTOR'S
FINAL
FINDINGS AND
ORDERS
REGARDING
THE
WOODLAND
BRANCH OF
THE
CLEVELAND
PUBLIC
LIBRARY
Approved

WHEREAS, As a result of the incident, the Ohio Environmental Protection Agency issued proposed Director's Final Findings and Orders to the Cleveland Public Library, Sterling Professional Group, and Moody-Nolan, finding the parties in violation of notification, inspection, and other provisions of Ohio law concerning asbestos regulation; and

WHEREAS, The Ohio EPA Director's Final Findings and Orders originally demanded payment of a civil penalty in the amount of \$31,500 from the parties. After negotiations, the Ohio Environmental Protection Agency agreed to reduce the civil penalty to \$24,500; and

WHEREAS, The Board of Trustees has determined, after receiving advice of legal counsel, that the Ohio EPA and the Ohio Attorney General would have grounds to pursue legal action against the Library as owner of the Woodland Branch, for payment of some or all of the civil penalty, and that it is in the best interests of the Library to save the costs of further negotiations and possible litigation, and agree to the Director's Final Findings and Orders and pay a portion of the civil penalty; and

WHEREAS, The Ohio EPA has agreed to accept the sum of \$12,250 from the Cleveland Public Library, and donate a portion of the Library's fine to the Ohio EPA's Clean Diesel School Bus Program Fund. The Ohio EPA will pursue collection of the balance of the civil penalty without further involvement of the Cleveland Public Library. Moody-Nolan has offered to contribute \$5,000 towards the payment of the civil penalties; now therefore be it

RESOLVED, That the Director is authorized to settle and resolve the Ohio EPA Director's Findings and Orders for an amount up to \$12,250, said sum being charged to Account 11020057-57500, and be it further

RESOLVED, That the Director is authorized to settle and resolve any claims the Library may have against Moody-Nolan in connection with the 2009 Woodland Branch construction cost overruns and asbestos release, provided Moody-Nolan agrees to remain a party to the Ohio EPA Director's Findings and Orders and that it contribute an amount not less than \$5,000 toward the civil penalty; and be it further

RESOLVED, That the President of the Board or the Director are hereby authorized to negotiate and execute the Ohio EPA Director's Final Findings and Orders, and a settlement agreement with Moody-Nolan in such form and substance as are approved by the Library's Chief Legal Officer.

RESOLUTION
RATIFYING THE
PURCHASE OF
LIBRARY OF
CONGRESS
DIGITAL
TALKING
BOOK
CARTRIDGES
Approved

Resolution Ratifying the Purchase of Library of Congress
Digital Talking Book Cartridges

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

WHEREAS, The mission of the Ohio Library for the Blind and Physically Disabled (OLBPD) is to provide service to the registered readers in all eighty-eight counties of Ohio, under contract with the State Library of Ohio; and

WHEREAS, The OLBPD acts as a distribution agent through circulation of Braille and talking books provided by the National Library Service for the Blind and Physically Handicapped (NLS), and offers general library service in the form of information, readers advisory service and production of books with local interest; and

WHEREAS, The State Library of Ohio and the Board of Trustees of the Cleveland Public Library entered into agreement for the fiscal year 2011, which ended June 30, 2011, for which Goal I; Objective C of the approved annual plan of service and budget is "To Provide a Work Environment Which Assures OLBPD's Ability To Meet It's Contractual Obligations"; and

WHEREAS, In furtherance of its obligations under the agreement with the State Library of Ohio, OLBPD purchased from Northstar Systems 8,100 Library of Congress Digital Talking Book Cartridges on August 25, 2011; now therefore be it

RESOLVED, That the Board of Library Trustees ratifies and approves the purchase of 8,100 Library of Congress Digital Talking Book Cartridges at a unit price of \$7.23 each, for a total of \$58,563.00, charged to 17070052-52900, as was approved by the OLBPD manager.

Ms. Rodriguez submitted the following reports.

Fiscal Officer's Report

(See pages 1003-1012)

Report on Investments

(See page 1013)

Report on Conference and Travel Expenditures

(See pages 1014-1015)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Seifullah presented the following report.

Regular Employee Report

(See pages 1016-1018)

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

Retirement Recognition Citation

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

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

Donna Heasley (after 7 years of service),
Branch Clerk, Grade B - Eastman, retires 10/27/2011

Mercier Robinson (after 12 years of service),
Grants & Development Coordinator, Grade K - Deputy
Director, retires 11/25/2011

Renee Sims (after 30 years of service), Subject
Department Clerk, Grade B - Literature, retires
11/30/2011

FISCAL OFFICER'S
REPORT
Submitted

REPORT ON
INVESTMENTS
Submitted

REPORT ON
CONFERENCE &
TRAVEL
EXPENDITURES
Submitted

REGULAR
EMPLOYMENT
REPORT
Approved

RETIREMENT
RECOGNITION
CITATION
Approved

Carolyn Lee (after 30 years service), Administrative Assistant, Grade F - Finance, retires 11/30/2011

Theresa Stack (after 33 years service), Materials Processing Technician, Grade A - Book Preparation, retires 11/30/2011

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

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

Renee Sims and Theresa Stack gave remarks reflecting on their years of service at Cleveland Public Library. Various Trustees, Administrators and staff expressed congratulations and well wishes to the retirees.

Mr. Seifullah submitted the following reports.

REPORT ON PAID
SICK TIME
Submitted

Report on Paid Sick Time Use by the Month

(See pages 1019)

AFFIRMATIVE
ACTION PLAN
REPORT
Submitted

Affirmative Action Plan Report

(See pages 1020)

INSURANCE
SUMMARY REPORT
Submitted

Insurance Summary Report

(See page 1021)

COMMUNITY SERVICES REPORT

Mr. Werner presented the following report.

RESOLUTION TO
ADOPT THE
POLICY ON USE OF
CLEVELAND
PUBLIC LIBRARY'S
SOCIAL MEDIA
SITES
Approved

Resolution to Adopt the Policy on Use of Cleveland Public Library's Social Media Sites

(See pages 1022-1024)

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

WHEREAS, Social media sites offer Cleveland Public
Library new opportunities to interact with current and
potential Library users; and

WHEREAS, The Library has established social media sites
in order to inform users about Library programs, events,
and materials, and to encourage dialogue and the
exchange of information and knowledge between users and
Library staff about these programs, events, and
materials; and

WHEREAS, The Library's social media sites are intended
to be a limited public forum for discussing library
programs, events, and materials; now therefore be it

RESOLVED, The Cleveland Public Library Board of Trustees
adopts the Policy on Use of Cleveland Public Library's
Social Media Sites, as attached, to be effective
December 1, 2011.

Resolution for Operational Hours on December 31, 2011

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

WHEREAS, The Human Resources Manual states the Library
Board of Trustees will determine the hours of the
Library on New Year's Eve annually: and

WHEREAS, To provide reliable and regular public service
hours to the patrons of the Library; now therefore be it

RESOLVED, That normal operating hours from 10:00 a.m. to
6:00 p.m. be the hours of operation on December 31,
2011.

Monthly Activity Report

(See pages 1025-1031)

RESOLUTION FOR
OPERATIONAL
HOURS ON
DECEMBER 31,
2011

Approved

MONTHLY
ACTIVITY REPORT
Submitted

**BUILDING STATUS
UPDATE**

Presented

Building Status Update

Myron Scruggs, Facilities Administrator, stated that there was no update available.

**DIRECTOR'S
REPORT**

Presented

DIRECTOR'S REPORT

Before presenting his report, Director Thomas thanked staffed and announced that the Library Journal has again named Cleveland Public Library a 5-Star Library.

Monthly Statistics

Circulation for the month of October was 585,809. This is an increase of less than 1% from last year's October circulation of 584,865. A closer analysis of the numbers uncovers that the average hourly circulation per hour is up at the branches and down at the Main Library. The circulation activity year-to-date, has been consistent with the activity from 2010. Circulation at Cleveland Public Library has remained remarkably stable despite libraries around the country reporting significant drops in circulation activity.

The number of computer sessions was up by 5%, from 74,513 in 2010 to 78,199 in 2011. Additionally, the number of hours in use for our computers increased from 50,996 in 2010 to 53,050 in 2011. This was an increase of 4%. Previously, we had seen significant decreases in computer usage due to changes in our circulation policy. An increase in the number of available computers seems to have countered that effect.

Attendance for the month of October was 312,781. This is a decrease of just over 1% from last year's October attendance of 316,693. Both the Main Library and branches reported decreases in attendance. However, the decrease in attendance for both Main and the branches was significantly less than the previous months of the year. Attendance for the year is down 7% from 2010.

Program and Outreach Highlights

October was another great month for CPL programming. Working in collaboration with the Octavofest Collaborative and the Association for Bookmobiles and Outreach Services, CPL was proud to host author Audrey Niffenegger for a special Writers and Readers event.

While Ms. Niffenegger was under the weather and stormy weather may have curtailed the crowd, she provided a very spirited and funny presentation. The author of the bestselling book, *The Time Traveler's Wife* provided a powerpoint slide show of her artwork and read from her unpublished new work.

CPL was proud to host author and food critic Ruth Reichl for our second installment of Writers and Readers. Nearly four hundred and fifty people attended the program and Ms. Reichl did not disappoint anyone. After receiving an introduction from famed local chef Jonathon Sawyer, Ms. Reichl captivated the audience with stories and anecdotes from nearly forty years in the gourmet business. It was an overwhelmingly positive experience for the audience, many of whom had never been inside Cleveland Public Library.

On October 11th, staff introduced the Family Literacy Involvement Program to Cleveland Public Library patrons. The program is a partnership between CPL, the Childrens' Museum and Cuyahoga County Public Library. Funded by a grant from the Institute of Museums and Library Services, the grant provides families with multi-lingual literacy kits. The kits focus on literacy development and provide activities in the areas of math, science, and creative arts. Praise for the attainment of the grant and promotion must be provided to **Merce Robinson** (Public Services) and **Rhonda Fulton** (Public Services). Additional gratitude to the staff in Building Services for their extraordinary work on building a FLIP house for the Westpark branch that displays these kits.

CPL has become a member of the Higher Education Compact of Greater Cleveland. Committed to significantly increasing the number of Cleveland students who are prepared for, have access to, and complete college, the compact is composed of a diverse group of business, education, civic and philanthropic organizations. CPL will unveil several goals focused on assisting the Compact in reaching its goals within our new Strategic Plan.

Meetings and Activities

- Attended a meeting with Ward 6 Councilwoman Mamie Mitchell to discuss CPL's involvement in a Fairfax Arts and Heritage Celebration.

- Presented at the Nevada Library Association's Annual Conference in Carson City, Nevada. I partnered with Susan Hildreth, Director of IMLS to produce "Doing More with Less".
- Met with Karen Butler, Director of Public Health for the Cleveland Department of Public Health to discuss possible collaborations between our organizations.
- Served as a Participant Fellow at the conference "Libraries and Museums in an Era of Participatory Culture" sponsored by IMLS and the Salzburg Global Seminar in Salzburg, Austria.
- Attended the Ohio Library Council's Annual meeting and met with the Directors of Ohio's Metropolitan Libraries at the conference.

CLEVNET

September's total OverDrive CLEVNET eMedia collection circulation was 42,721 sizably up from last year's total of 22,109. CPL has 3,058 total followers on Twitter and the Facebook page currently has 3,542 fans.

Staff Highlights

Debbie Hajzak, John Skrtic, Cindy Lombardo, and Larry Novotny presented at the OLC conference. Entitled "Creative Collaboration in challenging Times: Management and Labor Working Together." The program examined our gains in creating a better management/labor relationship.

GRANTS & DEVELOPMENT

MyCom Lead Agency Responsibilities

- Attended MyCom Out of School Grant review panel meeting
- Coordinated monthly MyCom expense reports
- Wrote agreements for MyCom providers
- Prepared for MyCom November Symposium Panel

Grants & Development

- Prepared Friends Monthly Request
- Wrote and submitted LSTA Mini grant for E reader Lending Collection

- Wrote and submitted Cleveland Foundation Grant for Learning Centers
- Telephone Conference with PNC staff for upcoming grant
- Wrote resolutions to the Board for PNC grant and RGI International
- Met with RGI and Buckeye-Woodland community to plan for Rice Branch Kiosk

Literacy

- Coordinated ABLE/GED classes
- Attended the CCC Adult Literacy, ABLE/GED Advisory Meeting
- Met with CSU College of Education and America Reads

Meetings (Community, Training)

- Attended P-16 meeting in Slavic Village
- Attended Sister of Charity Promise Neighborhood update meeting at CCC

PUBLIC SERVICES

Programs/Exhibits:

Special Collections Librarian, Kelly Ross Brown is collaborating on an exhibit with Professor James Marino from Cleveland State University. Fine Arts Manager Pamela Eyerdam assisted the Friends of the Cleveland Public Library with a theatre exhibit for the fundraiser on November 5.

The Cleveland Public Library and the Ohio Center for the Book participated in several Octavofest programs during the month of October. Literature Manager Amy Dawson, with the help of Stacie Brisker and Pamela Eyerdam of the Fine Arts and Special Collections Department, prepared a display on pochoir for the John G. White Special Collections Corridor. The display titled, *Exquisite Expression* featured plates of illustrations that featured the stenciling process known as pochoir.

Public Administration Library displayed books from Fine Arts, History, Literature, and Science & Technology departments to commemorate Italian American month.

The Science & Technology Department helped with the Ruth Reichl program. The department ordered and displayed her books, prepared other cookbooks for the program, worked with the Graphics Department, Cuyahoga Community College's Culinary School and the Plain Dealer to create interest in the program.

Cleveland Sports Research Center presented the Art by Carp program. Three hundred people attended the reception, which ran during the month. The program highlighted drawings of Cleveland athletes by Michael Carpenter.

The Social Sciences Book Club held its monthly book discussion. The title of the book discussed was, *The Hillside Strangler* by Ted Schwarz. Local author Ted Schwarz facilitated the book discussion.

October was a busy month for class and group tours. Youth Services Librarian Jennifer Rhodes (formerly Wihebrink) conducted tours for 25 eighth graders from Marion Seltzer School, 25 seventh graders from Warner Girls Academy, six students from Fatima Center, 45 fifth graders from Al Ihsan School and 15 Boys Scouts and their parents.

During the month of October the Cleveland Public Library hosted 132 programs, 60 of which were adult, 43 children's, and 29 teens. A total of \$24,400 was spent on adult programs, \$23,450 of which came out of funds other than the general program fund. Of the 43 children's programs \$400 was spent on professional services. \$300 dollars was spent on teen programming also from professional services.

The Program and Scheduling Services Department facilitated two author visits, Ruth Reichl on October 29 (attendance 435) and Audry Neffinegger on October 13 (attendance 50). These two programs cost a total of \$23,450.

On October 1, Fine Arts Department hosted the Music at Main: Marimba Masters of Cleveland at a cost of \$300 and on October 22 the Music at Main: FiveOne Experimental Orchestra at a cost of \$350.

A total of 27 patron and 13 staff requests for CPL meeting room space were processed in the month of

October. Wedding photography at Main library was scheduled for 12 parties.

Outreach:

Mr. Ruffing provided ten high interest, public domain Cleveland images to Josh Taylor, Director of Development for Twist Creative, for use in merchandise to be sold at a "pop-up" store in Tower City during the coming holiday shopping season. Twist creative will reproduce the images in a variety of ways to help draw attention to the Library's rich collection of Cleveland history materials. It is hoped that this trial project will increase the visibility of CPL's collections and evolve into a new revenue stream for the Friends of the Cleveland Public Library, who will receive proceeds from the items that are sold.

On October 21, fifteen teachers from northeast Ohio visited the Library to participate in a National History Day Educator's Conference sponsored by the Ohio Historical Society. Mary Bezbatchesko, State Coordinator for National History Day in Ohio, presented the program.

On October 24, the ASDI (Archival Spatial Data Infrastructure) group met in Map Collection. Topics discussed included the prospects of possibly having Cleveland Public Library host a geo-referenced map of Northeast Ohio that patrons could access and be able to download into their own GIS (Geographical Information System) programs for research, and model building.

By the first week of October, Literature Librarian Tim Phillips sent a notice of the Ohio Center for the Book participation in the Letters About Literature contest to over 1200 educators and librarians around the state of Ohio.

Literature staff members Aja Russo and Steve Capouzzo attended the Octavofest Morgan Open House/Silent Auction. Steve Capouzzo and Jean Collins attended the Friends of the Cleveland Public Library and Octavofest sponsored documentary Proceed and Be Bold! at the Capitol Theater in Gordon Square.

Amy Dawson and Tiffany Graham, an administrator for Cleveland Public Art and Board Member for Ohio City

Writers, met to discuss future collaborations between the Ohio Center for the Book and Cleveland Public Art.

Librarian Jean Collins met with Ruth Flannery to view her archival collection of Playhouse Square material which she intends to loan to the library for upcoming 90th anniversary exhibit. Playhouse Square will loan material including items of ephemera and other historical items.

Mr. Ruffing and Richard Fox, Special Projects Librarian, met with representative of Cuyahoga Community College (Tri-C) to discuss the possibility of depositing a CPL collection in the library at Tri-C's Metro campus, in the model of the libraries currently operating at Cleveland State and Case Western Reserve universities. Tri-C representatives included Dan Overfield and Mary Thompson, reference librarians, and Tonya Briggs, Interim Director, Library/Learning Resources Center/Technology Learning Center.

Outreach Services participated in the CMSD Vision to Victory 8th grade Recruitment Fair held October 11 - 15 at the Wolstein Center. At the same facility CMSD held the Special Needs Fair on Saturday, October 15.

CPL participated in several outreach events in October, including the Annual American Bookmobile and Outreach Services Conference, Open House @ MOB (ABOS conference), Vision to Victory Recruitment Fair for Middle School Students, Monthly Senior book group discussion, Case Western Reserve Step-Up Tutor Training, Botanical Gardens Fall Festival (Imagine Puppet Troup held two puppet shows), CMSD Special Needs Fair, Fall Literacy Fair - Delta Sigma Theta & CMSD @ Daniel Morgan School, Sugarman Award monthly jury meeting, Fairfax Heritage Celebration Community Advisory Board meeting, and the CMSD Educator Day Speaker.

Collections/Reference:

Business, Economics, and Labor continued to work in conjunction with Public Services in transitioning the library's phone system into a direct location to answer general reference questions.

Elwood Smith, an elderly man from Fort Myers, FL came to Special Collections on October 14, to offer CPL a

collection of Cleveland theater programs and brochures that his mother had collected as a young woman.

Michael Ruffing and Anastasia Diamond-Ortiz joined 290 other participants at the first plenary session of the Digital Public Library of America, held October 21 at the National Archives. An initiative spearheaded by Harvard University's Berkman Center for Internet and Society, the DPLA intends to provide free access to digital collections from libraries, museums, and archives in the United States.

Mr. Ruffing and Ms. Diamond-Ortiz were privileged to have lunch and speak at length with Dame Lynne Brindley, Director of the British Library, affording them a rare opportunity to gain insight from the leader of one of the world's great libraries.

Mr. Ruffing initiated an inventory of the most valuable items in Special Collections. Automation Services generated a comprehensive, detailed spreadsheet of every item currently inventoried for Special Collections and the White Collection. The spreadsheets were edited and sorted to identify items currently marked "star lock", which is a designation used by the Library to identify valuable materials. Approximately 9,000 "star lock" items were identified. On October 20, Special Projects Librarian Richard Fox began the process of looking for each item and then scanning companion printed barcode sheets.

Staff/Professional Development:

BEL welcomed a new staff member to the department, Doris Yee, Library Assistant. Ms. Yee voluntarily transferred to the department on October 17.

Kelly Ross Brown attended the *Matting and Framing Works on Paper*. The workshop was held at ICA and presented by paper conservationist Jayme Jamison. Pam Eyerdam and Stacie Brisker attended *Warhol Mania* at the Ingalls Library at the CMA.

History Department Subject Department Library Assistant Dan Smith and Subject Department Clerk Lorna Holness have announced their intent to retire at the end of the

year. Mr. Smith's final day will be Friday, December 2, and Mrs. Holness final day will be Saturday, December 31.

On October 23, AV/Lending Clerk, Summer Salem was promoted to Technical Services Associate, High Demand Department.

Amy Dawson participated in the first meeting of the newly reformed Dublin Committee which met for the first time on October 27. Acting Assistant Planning and Research Administrator, Anastasia Diamond-Ortiz has taken over the chair of the Dublin Committee.

Popular Department staff members, Tammy Houghton, April Lancaster and Sarah Flinn attended the Train the Trainers workshop with Cynthia Orr on October 24. The Popular Department staff was presented with microfilm training from Margaret Dunst of Casnet.

Debbie Hajzak, John Skrtic, Cindy Lombardo, and Larry Novotny presented at the OLC Convention and Expo, on October 28. The workshop was titled, Creative Collaboration in Challenging Times: Management and Labor Working Together.

Daunte Bolden will transfer from the position of Subject Department Clerk, Popular Department (PFT) to Shipping Clerk, Ohio Library for the Blind and Physically Disabled (PFT) due to commence on November 20, 2011.

MOBILE SERVICES DEPARTMENT

STATISTICS

51 Stops were conducted during the month. 11 New library card applications were processed. 737 patrons visited the bus. 782 Reference questions were answered.

12 Pediatric and WIC sites were visited with 41 people contacted at these sites. 74 daycare classes were visited with a total of 759 in attendance. 966 items were circulated in 42 deposit kits.

The bookmobile participated in a Literacy Festival at Daniel Morgan School (CMSD) on 10/29.

The Mobile Services Department is changing how it handles holds for patrons. The new method will shift away from paper files and backup systems used in the past. This will simplify route-ins and holds. The goal is to keep providing a high level of service, but use less staff time.

Staff attended the Association of Bookmobile and Outreach Services annual conference held in Cleveland on October 13-15. Rhonda Fulton and Linda Sperry spoke about On the Road to Reading at the conference. According to the ABOS President, our two sessions were highly rated and some attendees ranked it their favorite session. Over 70 conference attendees came to the Mobile Services building for a reception on October 14.

OHIO LIBRARY FOR BLIND FOR THE PHYSICALLY DISABLED

OLBPD submitted its year end federal statistics to the National Library Service in October. OLBPD circulated 749,624 items to patrons in 2011. An additional 11,510 books were interlibrary loaned from Multi-State Center East for patrons, and BARD patrons downloaded 99,442 books and magazines, bringing OLBPD's total circulation to 860,576. OLBPD had 14,727 active readers in 2011, and added 1,843 patrons to the service. In October, OLBPD circulated 55,239 items directly to patrons. Digital book circulation is slowly widening the gap between cassette circulation, where 29,287 digital books to 24,061 cassette books circulated this month.

On October 4, the OLBPD Manager met with Kirsten Frei-Herrmann from Greater Cleveland Volunteers to renew our Memorandum of Understanding through 2014 and discuss how OLBPD will be promoted to prospective volunteers seeking work. OLBPD currently enjoys a strong partnership with Greater Cleveland Volunteers who provides volunteers to work during Family Fun and Learning Day.

On October 17, the OLBPD Manager met with Ben Gulyas, Deaf Services Coordinator at Cleveland Heights-University Heights Public Library to discuss what CPL can do to better expand library services to the deaf and hard of hearing community. From this meeting, OLBPD will be working with CPL to improve promotion of American Sign Language (ASL) interpreters for library activities, such as computer classes, as well as special events and programming. OLBPD and CPL will also plan to install

Sorenson Video Relay Service (VRS) phones at select locations to be determined, and serve as community VRS access points for deaf and hard of hearing patrons.

On October 18, the OLBDP Manager along with Carrie Krenicky and Laura Armstrong met with Carol Pelz, a consultant working with the State Library of Ohio to review the use of LSTA funds since 2008 to the end of the current year. This review was mandatory for the continuance of funding from the Institute of Museum and Library Services to the State of Ohio.

BRANCHES

- Carlos Latimer worked with the Lending Department to coordinate the delivery of Board of Election literature to branch polling sites for the November 8, general election
- Addison Branch Manager, Magnolia Peters attended the Ward 7 Community Meeting to promote the free tutoring programs
- East 131/Mt. Pleasant Manager Paula Logan-Reid attended the Mount Pleasant Community Zone. The topic discussed at the meeting was the Adopt-a-School initiative
- Glenville Branch Manager, Carol Johnson hosted the monthly Adult Book Club. The featured book of the month was Letters to a Young Brother by Hill Harper
- Hough/Langston Hughes Branch manager, William Bradford is a participant in the Reader's Advisory Group led by Cindy Orr
- Martin Luther King Jr. Branch Manager, Toni Parker attended the Ingenuity Festival performance of Down and Out in the Magic Kingdom
- Memorial Nottingham Branch Manager, Joyce Bowers attended the East 185th Block Club Meeting. Bowers also attended the Democratic Ward Club Meeting with Councilman Michael Polensek
- Rice Branch Manager Ali Boyd and staff have continued to promote the new monthly DVD and book lists among branch patrons and have received favorable responses as patrons are encourage to place holds on items
- Garden Valley/Woodland Manager Kathryn Feeley spoke at the Beta Phi Mu initiation ceremony at Kent State University on October 17. She is the

immediate past president of the International Society of Library and Information Science Studies

- Garden Valley youth services staff Pasha Moncrief shadowed Woodland librarian Kristen Schmidt on October 20. During this visit, the two conducted a story time at Quincy Place
- Harvard Lee Branch hosted motivational speaker Kent Wise on October 18. His presentation, "Discover Your Purpose: Five Keys to Success"
- Growing Readers and Wee Reads sessions commenced at the Martin Luther King Jr. branch this month. Youth Services Library Assistant Ron Roberts conducted five Growing Readers sessions and two Wee Reads sessions
- Lakitha Tolbert transferred from Brooklyn Branch to Memorial Nottingham branch
- Branch Manager Cheryl Diamond hosted the Ward 14 Democratic Club meeting at the Fulton Branch, where the topic was the foreclosure crisis
- Parma Adult Education Center cancelled GED classes at Carnegie West and Jefferson due to low attendance. Consideration was given to offering GED and ESOL classes at South Branch
- West Park Branch unveiled the Family Literacy Involvement Program (FLIP) house. Learning kits designed by members of the Children's Museum of Houston and Houston Public Library will be dispensed at the branch
- Youth Services staff at Brooklyn Branch continued a tutoring assistance program in which area teens tutored students in language arts. Elton Lytel of College Now Greater Cleveland visited the branch and set up parent/teen meetings to assist with college and test preparation
- Art of Wheels programs were presented in several branches by Carolina Martin, author of the children's book Red, Yellow and Blue
- Walz Branch received a gift of three new rocking chairs, honoring patron Mrs. Craciun
- Branch Managers Angela Guinther and Jaime Declet attended the Ohio Library Council Conference in Toledo, Ohio. Topics included Reader's Advisory, Floating Collections, Being a Great boss, Customer Expectations and program ideas for ALA-sponsored Money Smart Week

- Eastman Manager Ken Knappe and South Brooklyn Manager Susan Martin attended the NEO-RLS workshop "Back to the Book XII" to broaden readers advisory skill

TECHNICAL SERVICES

Patricia Lowrey attended the Ohio Library Council Annual Conference & Expo in Toledo. Ann Olszewski, Preservation Manager presented a program on describing digital images to an appreciative audience and Rollie Welch, Collection Management Manager, spoke to a full house about young adult books that may stand the test of time. Ms. Lowrey attended programs by several other Cleveland Public Library presenters in addition to other programs on topics such as eBooks and Floating Collections.

Ms. Lowrey served on the interview panel for the Technical Services Associate vacancy in the High Demand Department. She submitted 2012 Budget Requests to Financial Services and a 2012 Operational Plan to the Acting Deputy Director. She attended the Administrator's Retreat on October 31.

Ms. Lowrey was pleased to provide tours of the Technical Services Departments and the Lake Shore Facility to Joyce Dodrill, the new Chief Legal Officer and Tim Goergen, the new Safety and Security Manager.

Preservation: A total of one hundred sixty six Cleveland photographs were added to the Digital Gallery, including 62 photos of Superior Avenue from the Cleveland Streets project, 63 photographs the Detroit Shoreway project, 11 photos of Cleveland buildings from the History department project, 29 Archives photos of former branches, and 1 panorama photo of an historic baseball game at the Brookside Stadium.. For the months of September and October, Cleveland photographs were viewed more than any other collection in the Digital Gallery.

Thirteen yearbooks from John Ford Rhodes High School were added. The total number of yearbook pages available digitally is now 11,395. A patron in Singapore requested 10 high resolution files of chess player portraits from the Digital Gallery. OCLC included a snapshot of a CPL

Digital Gallery page with its e-mail announcement of a new version of CONTENTdm, version 6.1.

Ann Olszewski attended the sixth Midwest CONTENTdm users meeting at Ball State University in Muncie Indiana, November 14-15. She gave two presentations and moderated two panels devoted to yearbook and newspaper projects. Ms Olszewski gave another presentation, Making Digital collections accessible through metadata, at the Ohio Library Council annual meeting in Toledo, October 26.

Special Projects: Ron Antonucci continued to assist Collection Management with the ongoing redistribution of floating materials. He evaluated 177 DVDs, 465 compact discs, 1106 books on cd, and 728 books to determine relocation to a branch or Main department, or discarded the materials and prepared them for shipping to the Book Sale. On October 7, he assisted Collection Manager Rollie Welch with weeding of the collection of books, magazines and audiobooks on loan to the library at Case Western Reserve. He attended the Reader's Advisory Workshop on October 4.

Collection Management: Laura Mommers compiled extensive lists of DVDs in Chinese in preparation for Cleveland Public Library's Lunar New Year celebration. Ms. Mommers also organized approximately 1,000 DVDs and CDs appropriate for the upcoming holiday season for the Branches. Ms. Mommers ordered Criterion titles for the Audio-Visual department. Bonnie Bolton formed a booklist of appealing Black History Month titles to be shared with Branch accounts through the BWI website.

Rollie Welch presented a program at the Ohio Library Council annual convention held in Toledo, Ohio. Mr. Welch published a review in the book section of the Plain Dealer on October 23. Mr. Welch's monthly online column, The Word on Street Lit, appeared in the October 20 edition of Library Journal's online newsletter Booksmack!

High Demand: Staff added 792 titles and 15,845 items. They ordered 2,844 titles and 14,583 items, and paid 668 invoices, for a total value of \$ 156,210.23. The High Demand staff also processed 549 items for the Acquisitions Dept.

Summer Salem started work as a Technical Services Associate.

Shelf/Shipping: Shelf/Shipping department sent a total of 1,838 telescopes to Main Library and the Branches. The staff retrieved 165 items requested for Main. This agency sent a total new 28,159 items to the Acquisitions and High Demand departments. Darryl Pless attended the FSA meeting held at the Lake Shore facility. Juanita Turner served on the committee interviewing applicants for page positions at Cleveland Public Library. Mrs. Turner attended the Writers and Readers Series program featuring Ruth Reichl.

Book Preparation: Book Preparation worked on 26,024 items in October. Ms. Hegstrom completed 15 performance evaluations for Book Preparation and the Clerical staff in Catalog. The entire Book Preparation staff attended a meeting about the Technical Services reorganization.

Acquisitions: Tonya Jenkins and Lisa Kowalczyk assisted with the training of Anarie Lanton, Technical Services Associate, on manually creating orders and adding orderlines in Sirsi. Ms. Jenkins worked collaboratively with Melanie Guzman McCarter, Library Assistant in the Foreign Literature Department, to streamline the ordering process for Foreign Literature materials. Ms. Jenkins revised the existing Excel order spreadsheet template and incorporated the written instructions for the new procedures as part of the template.

Alicia Naab, Acquisitions Coordinator, worked with Automation to resolve some issues with EDI invoicing for non-book materials with the vendor Baker & Taylor. Ms. Naab has been working with Carole Brachna, High Demand Manager, and the vendor Midwest in anticipation of a future upgrade in Midwest's invoicing process.

Paula Stout, Technical Services Clerk in Catalog, volunteered to process the 500 paperbacks selected by Youth Services and ordered by Ms. Naab for the YREAD Program. Staff from other Technical Service Departments continued to volunteer in the Acquisitions Department and Serials Section on a regular basis.

Ms. Naab attended the Ohio Library Council (OLC) Annual Convention and Expo in Toledo.

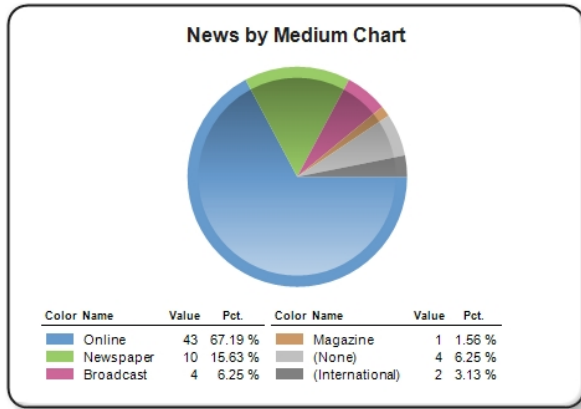
Acquisitions staff ordered a total of 8,907 titles and 14,213 items, received 14,790 items, and processed a total of 2,209 invoices. Serials staff received 2,402 periodicals and 578 serials, added 695 periodical items, 270 serial items and 980 paperbacks, processed 84 periodical and serial claims, and modified 95 serial controls.

Catalog: New librarians Amei Hu and Muzhgan Nazarova have begun creating original bibliographic records. Mike Monaco earned independence as a contributor of personal name authority records to NACO, a national cooperative program. He can now review and approve personal name authority records for other CPL catalogers. Larisa Povitsky started to create and export authority records for Slavic materials. Staff cataloged 7,678 titles and added 12,939 items for CPL.

Andrea Johnson attended an OCLC seminar called *Good Practices for Great Outcomes: Cataloging Efficiencies that Make a Difference*.

MARKETING & COMMUNICATIONS

Media coverage for the month of September included 65 print and online publications. The full report, available in the department, shows ad values of \$99,119.94 with a news circulation audience of 1,840,981



people. In September, the online media outlets that featured CPL events and programs received 66,438,537 unique visitors. Ads to promote Writers and Readers author Ruth Reichl and Octavofest author Audrey Niffenegger were placed in *The Plain Dealer* and radio spots aired on WCPN 90.3 for Ruth

Reichl. An eblast was sent out to promote Ruth Reichl through Positively Cleveland. TV spots appeared on *Golden Opportunities* to promote Writers and Readers, *Downtown Destination*, and the *Bookmobile*; and *Applause* to promote the *Kokoon* exhibit.

An overview of meetings conducted or attended by Acting Assistant Marketing and Communications Administrator/Graphics Manager Cathy Poilpre will indicate marketing and programming activities:

- Board meeting and regular meetings with director and marketing team consisting of public relations consultants David Fitz, Michael Graham and Erika McLaughlin; PSS assistant administrator; and Web Applications manager
- Quarterly managers meeting
- Administrative Retreat
- Safety and Security Manager, Tim Goergen to discuss ergonomic environment in Graphics department
- Meeting with Maureen Mullin and Nancy Farinacci, Special Events Coordinator for Tri-C Cooking School regarding future collaboration
- Meeting With Bridget Chapman from Case Western Reserve to donate Library bags and distribute literature regarding library resources for Scholarship Conference for high school juniors and seniors

Administrative Assistant Michael Young attended staff orientation. Budget for Marketing and Communications and Graphics for 2012 was completed. Operations Plan for both departments was also completed and discussed at Administrative Retreat.

GRAPHICS

Graphics staff designed, printed and distributed 122 printed pieces in October, including graphics for the library website and 4 staff newsletters. WiFi decals were placed on the doors of each branch and Main Library. Hours signage on doors was repaired or replaced at branches.

Promotional pieces included: Program, signage and other promotional material for *Friends Night at the Library* fundraiser; November/December computer class schedule; Friends book sale collateral; designed ads for various publications; Playhouse Square poster and bookmarks for *La Cage Aux Folles* and *Sherlock Holmes*; 500,000 Clevnet routing slips

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 are up from 2,134 in 2010 to 3,058 currently. Facebook fans are up from 2,621 in 2010 to 3,542 currently. Downloads of books in an electronic format (ebooks) were up from 21,109 in 2010 to 47,721 currently.

Library News on the www.cpl.org homepage featured the following item for October: CLEVNET Adds Six Libraries from Trumbull County to Vast Northeast Ohio Network; and Cleveland Public Library Recognized by State of Ohio for Focus on Fiscal Responsibility, Receives Auditor of State Award.

During the month of October, the following events, programs, and information were promoted on www.cpl.org: My Place 2 Dream, Create, Grow: Stephan Talbott; Welcome New CLEVNET Members; Writers & Readers Series: Ruth Reichl; Winterfest; My Tunes: Michael Jackson; Friends Fundraiser: Night at the Library - Backstage; Library eBooks for Kindle Now Available; Downtown Destination: We're on the Move; 100th Anniversary of the Cleveland Kokoon Arts Klub Exhibit; Octavofest 2011; MyTunes; Drive-up Window; Download eMedia; Stop the Hate Essay Contest; Kids and Teens Read It! sections; Kids and Teens Homework Help; and KnowItNow: Your Librarian Never Sleeps.

18 Popular Topic pages were updated with new content in October.

3 Senior Topic Guides were updated with new content in October.

A Twitter-feed widget was added to the Teens site, showcasing CPL's teen twitter feed (@CPLTeens), which is aimed specifically at teen patrons. During October Youth

Services tweeted a book a day in celebration of Teen Read Week (#cpltrw11). They are also using twitter to promote programs such as the Kent Wise series, highlight content on the website including the Teen Read It section and MyTunes, and encourage teens to follow YA authors.

The third "Off the Shelf" was sent out on October 6 to a distribution list of 2,131. The eNewsletter boosted a successful "open rate" of 57% and featured Author visits Audrey Niffenegger and Ruth Reichl in addition to the Kindle compatibility for our eMedia collection.

The following exhibits were added to the Exhibits page on www.cpl.org: Travel Back in Time with the George Ketteringham Photograph Collection; and Progress & Promise: Sisters Serving Northeast Ohio.

The CPL Flickr Pro account was renewed for another two years and A Flickr set was created for "Downtown Destination" and a slideshow was generated with images of the new Audio-Video Department and the new Popular Library. The slideshow is highlighted on the Downtown Destination: We're on the Move page on www.cpl.org.

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. They worked with Ohio Desk and installed new computer tables at East 131, Fleet, Fulton, Glenville, and Woodland. Control updates for the HVAC system were completed at Jefferson and Lorain. A new hot water tank was installed at Langston Hughes. A new variable frequency drive for #2 north side return air fan was installed at LSW. A new expansion tank for the domestic hot water tank was installed at Main. The thermostats for the HVAC system were calibrated at MLK. The heat exchanger in the main rooftop unit was replaced and new programmable thermostats were installed at Mt. Pleasant. The power plug for the Book Mobile was repaired and control updates for the HVAC systems were updated at Woodland.

The Carpenters and Painters removed all workstations and shelving in the old A/V department and installed them in new locations in LSW. A play house was made and installed at West Park. Additional display racks were painted for the first floor of Main. The holes in the wall on the 10th floor were patched and painted after repairs were made to the piping.

The Garage replaced the rear steps and the generator on the Book Mobile. A new battery was installed on truck #8. They also are continuing to service and deliver snow blowers to the branches.

SECURITY OPERATIONS

SAFETY

- At the request of Cathy Poilpre in Graphics, performed ergonomics evaluation of graphics employees and safety review of printing area.
- Conducted equipment inspections at all Branches, Downtown Campuses, and Lake Shore Facility. Safety and medical equipment inspections were conducted that include fire extinguishers, fire suppression systems, and fire valve systems.
- Special collections vault protective measures reviewed and additional fire extinguishers were placed by Buildings. Following an inventory, additional protective measures will be reviewed to determine appropriate measures to protect documents.

SECURITY

Security Systems

- The access systems in the Main Library complex and Garden Valley are operational. During the month of October the access system for Lake Shore and Memorial-Nottingham continues to be operational.
- A review of the access control system found the system is not supported and not backed-up, resulting in the potential of failure of the system. External media is being used to back up the system as an interim measure pending a long term solution.

- The access control system infrastructure is being reviewed for the feasibility of using current access system to provide additional protective measures for the downtown campus facilities.
- Burglar and fire alarm systems at branches are operational and are monitored daily. 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.
- Currently, ten percent of the system's closed circuit television systems are not functioning and the materials to support the cameras are no longer manufactured. Also, support for the software will be discontinued soon as well. Research is being conducted to check which cameras can be repaired in the interim, with the long-term plan being generated to address system-wide CCTV issue, including frequent malfunctions and lack of image resolution.
- Automation was able to link Security's identification card files for use by Payroll and Human Resources for image transfer to their respective files.
- Panic alerts were tested at System facilities and the book mobiles. The LSW first floor buttons have been found to be non functional. Vendor has been called for service.
- Research continues on individual pendant alerting systems for personnel.
- Forty (40) CCTV cameras are nonoperational at this time. Due to the age of the CCTV system, the hardware and software is being phased out and will no longer be supported. The security vendor has been contacted to provide quote to upgrade the system.
- Established the following procedures:
 - Approval process by which employees who request additional security access are approved by their manager and the Safety & Security Manager.
 - Established contractor control by restricting contractor access and keys issuance while the contractor is onsite. A revised process will require check-in with and issuance of cards

and keys by the security officer before being admitted to the facility.

- o As employees request photo identification card replacement, security is obtaining an updated photo of the employee before reissuing the card. This will facilitate updating the employee photo database.
- Reviewing and establishing key control system which currently doesn't exist to any appreciable degree. This will take some time as hundreds of keys are not labeled or matched to locks.
- The lost and found inventory of jewelry was documented and forwarded to Finance with recommendation for disposal consistent with System Policy. Seventy one items of jewelry were left in branches as far back as April 25, 1992.
- An inventory of all lost and found items is conducted on a monthly basis. In October, eleven (11) items were returned to their owners; four (4) bags of miscellaneous items were donated.
- Branch Patrol
 - o Due to staffing issues, Branch Patrol is operating primarily with one (1) Branch Patrol Unit daily. When staffing permits, a second unit with a Supervisor has been in service. Three units will be in service when staffing vacancies are filled.
 - o Branch Patrol Supervisors and Officers continue to investigate Security Irregularity reports generated system-wide. Branch Patrols conducted thirty seven (37) Branch investigations in the month of October.
 - o During the last week of October, Branch Patrol began two visits per Branch daily. The first visit that begins after 11:00 am is being utilized for bank deposit collection and the second for additional saturation at all Branch locations.
 - o Branch Patrol Units inspect the detector systems at the Branches during routine patrol. All detectors were found to be operational.
- Contract Security
 - o Contract Security hours have been restored at the West Park Branch due to an elevation in juvenile incidents.
 - o Contract Security hours have been restored at Memorial Nottingham.

Both changes have resulted in reduced incidents involving juveniles.

- o Conferenced with Cuyahoga Valley Patrol concerning incident at the South Branch. A G4S security guard in place to monitor the branch during heating system issues was found not to be performing to standard and was replaced.

INCIDENTS

- During the month of October, six (6) alarms were received. Three (3) alarms were caused by staff error that required Cuyahoga Valley Patrol response. One (1) alarm was false and one (1) alarm was caused by unknown subjects pulling on the front doors of the Glennville Branch. No entry was made.
- Broadway Branch had a breaking and entering event. Approximately forty (40) DVD's were stolen. CCTV provided substandard video of the event.

SAFETY & SECURITY PLANS

- A Safety & Security review was prepared for the following events:
 - o Friends of the Library Event
 - o Sisters of Charity Event
- Main and LSW Safety & Security Rapid Reviews were conducted which listed the most prominent risks for the facilities and recommendations to minimize the risks.

EMERGENCY PREPAREDNESS

- Currently reviewing Main and LSW fire systems and discovered one fire door non operational which was reported to Buildings and repaired.
- Obtained drafts of emergency procedures over the years and will begin review to determine appropriate procedure development.

DISASTER PREPAREDNESS

- Researching Disaster Preparedness resources available from the OCLC.org website.

RECORDS MANAGEMENT

- Paper documentation dating back as far as 1971 is being managed after review and per policy. Numerous forms of software media related to security systems were unsecured in various room locations in both Downtown Campuses.
- Automation established network directories for documents currently stored on external media.
- An equipment inventory is being conducted and transferred to Excel spreadsheet for continual management.
- During the records review, out-of-service equipment was discovered and is now being inventoried and provided to the Property Management Administrator for review.

SUMMARY OF IRREGULARITY REPORTS GENERATED

Month	2010	2011	Change
January	50	77	+27
February	40	57	+17
March	63	73	+10
April	52	61	+9
May	37	43	+6
June	42	44	+2
July	26	46	+20
August	50	45	-5
September	58	56	-2
October	35	55	+20
Year to Date	453	557	+104

AUTOMATION SERVICES

On October 1 and 2 the process to add the six Trumbull county libraries to CLEVNET was completed. In total about 436,000 items were created, 45,000 new title records were added (and another 246,000 had items connected with them), 72,000 new users were created, 73,000 bills added, and about 29,000 existing checkout

records loaded. The first day of circulation was Monday, October 3, and Software Team members were on site to help with any problems. Two of the libraries, Newton Falls and Kinsman, were closed on Monday and started circulating online on Tuesday, October 4. Wherever necessary the new libraries were added to existing maintenance scripts and reports and the automated phone notification system was updated. As part of the process the termination of the OPLIN network connections were moved from Columbus to Cleveland Public Library. Bibliocommons prepared interfaces for each of the new libraries and loaded the data early Monday morning, October 3. The new libraries were also added to the CLEVNET public web site (<http://www.clevnet.org/>). During the rest of October, several post-migration policy file and circulation map issues were added or corrected to get these libraries operating optimally. After a full two weeks of circulation, overdue notices were begun and then bills for items long overdue.

CPL Projects

Special reports were produced for Special Collections for an inventory project. Collection Management requested a report for the CPL@CWRU collection and a weeding report for South Brooklyn branch. Foreign Literature also requested special reports.

Government Documents gave specifications for the mass discard of 1,378 items.

The Network Team investigated and located the cause of intermittent network outages at the Lake Shore facility affecting the Technical Services Department and two of the wiring closets were upgraded.

A MiFi router was ordered for testing. This new kind of router supports wireless connections to a 3G or 4G cellular connection. If it works well, the new router will replace 5 separate cellular modems on the Mobile Unit.

Four public workstations were installed at Glenville branch as a result of the 2012 Gates Grant.

Voice mail boxes were configured for Tena Wilson and Sheba Marcus-Bey; new phone extensions set up for the

Programming staff and the new Asst. Financial Services Administrator; two defective Blackberries were replaced; and the push-to-talk service for Facilities was updated.

CLEVNET Projects

As a follow up to the September 28 Technical Services Summit, several libraries asked to have their policies and circulation rules adjusted to accommodate DVD-SET in order to provide better public service in the Bibliocommons Catalog. Libraries configured for DVD-SET (and its variations) were Orrville, Kirtland, Madison, Birchard, Burton and Barberton. A couple of other libraries are still in the queue.

Youtu.be and Youtube.com have been temporarily added to the Squid Proxy allowed-list to allow users of Catalog Plus stations to view the Bibliocommons video presentation on new features recently implemented in the CLEVNET Catalog, including a "personal landing page" and improvements to navigation.

Amy Pawlowski attended a meeting of the CLEVNET Public Relations SIG on October 4. The group discussed current CLEVNET marketing efforts and started to craft a marketing plan for the 30th anniversary of CLEVNET in 2012.

Larry Finnegan met with Cleveland Heights and Shaker Heights to discuss branch connections which were previously provided for free by Time Warner as part of the city franchise. Due to changes in state law the libraries will now have to pay for branch connections.

The wireless network at Sandusky was upgraded; Kirtland Public Library had a new at&t Optiman fiber connection installed; and the central router was configured for packet shaping to improve performance at the Hudson Library & Historical Society.

Circulation and demographic information was extracted from SirsiDynix for Shaker Heights Public Library to assist in a demographic analysis project with a third-party vendor.

Hold wrapper printing was configured and set up for Sandusky Library.

The 2012 Uncataloged Barcode sheets were created and posted for all libraries.

Policies were updated at the request of Medina, Milan-Berlin, Orrville and Wayne County, and new user accounts were created for Cleveland Heights.

Special reports were requested by Barberton (3), Burton, Lorain (4), Medina (5), Madison, Milan-Berlin, Orrville, and Ritter.

The Hardware Team assisted Twinsburg Public Library with the installation of Microsoft Exchange 2007 Mail Server, and Shaker Heights Public Library with Windows XP Mandatory profiles in order to move forward with their Active Directory domain migration.

Hardware staff worked to resolve an unexpected hardware failure on one of our database authentication servers. The system is back up and running but scheduled for replacement.

KnowItNow

Don Boozer, the KnowItNow24x7 Coordinator; Brian Leszcz, Web Site Coordinator; Bob Carterette; and Noah Himes, the supervisor of the AfterDark Virtual Reference Service; met with the Pelz Library Group, which is evaluating projects funded by Library and Technology Service Act (LSTA) grants. KnowItNow24x7 is one of the primary statewide initiatives in Ohio which receives LSTA funds.

Meetings and Professional Development

Amy Pawlowski attended the Ohio Library Council's 2011 Convention and Expo where as the IT Division Coordinator, managed the staffing of the OLC Gadget Gallery on the exhibit floor, and presented a session "Google Analytics: A Statistical Tool for the Budget Conscious." Ms. Pawlowski also presented a session "The Growing Library eBook Culture" at the Association of Bookmobile and Outreach Services' 2011 Conference on October 13 and 14 at the Hyatt Regency in Cleveland, Ohio.

Mr. Boozer presented a program entitled "Why Not Wikipedia? Appropriate Uses of Online Resources" at the

Ohio Educational Library Media Association Conference in Columbus. Mr. Boozer also participated in the Ohio Library Council Convention and Expo by staffing a table in the exhibits area to distribute publicity materials for KnowItNow24x7 and talking with attendees about the service and also co-presented a program with a staff member from Greene County Public Library and hosted an after-hours event attended by 170 conference attendees.

Statistics

	Oct-10	Oct-11
OverDrive Downloads	22,109	42,721
Twitter Followers	2,134	3,058
Facebook Fans	2,621	3,542

Automation Services Statistics, 10/2011				
	# Cases Opened	# Cases Closed	Site Visits	TOTAL
HARDWARE				
CPL Main	109	93	69	271
CPL Branch	160	158	88	406
CPL Lake Shore	49	38	19	106
CLEVNET	23	21	23	67
PUBLIC				0
HARDWARE TOTAL	341	310	199	850
SOFTWARE				
CPL Main	30	31		61
CPL Branch	20	20		40
CPL Lake Shore	10	10		20
CLEVNET	87	87		174
PUBLIC	142	142		284
SOFTWARE TOTAL	289	290	0	579
WEBWARE				
CPL Main	6	6		12
CPL Branch	5	5		10
CPL Lake Shore	2	2		4
CLEVNET	3	3		6
PUBLIC	105	105		210
WEBWARE TOTAL	121	121	0	242
KIN				
CPL Main	14	13		27
CPL Branch	2	1		3
CLEVNET	9	7		16
PUBLIC	1	1		2
KIN Library	6	6		12
OHIOLink Library	4	3		7
After Dark				0
KIN TOTAL	36	31	0	67
GRAND TOTAL	787	752	199	1,738

Ms. Rodriguez adjourned to the meeting at 2:15 p.m.

Maritza Rodriguez
Vice President

Alan Seifullah
Secretary

GIFT REPORT FOR OCTOBER 2011

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	883	4,417
Periodicals	128	415
Publishers Gifts	0	312
Non-Print Materials	<u>59</u>	<u>418</u>
TOTAL LIBRARY SERVICE MATERIALS	1,070	5,562

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
Library Fund	Unrestricted	\$ 5	\$ 3,111
Library Fund	Restricted	0	5,317
Library Fund - Oral History Project	Restricted	0	0
Endowment for the Blind	Restricted	0	152,284
Young Fund	Restricted	0	21,322
Friends Fund	Restricted	0	10,112
Gates Fund	Restricted	0	54,600
Schweinfurth Fund	Restricted	5,182	63,792
Ohio Center fo the Book	Restricted	0	0
Judd Fund	Restricted	0	153,116
Lockwood Thompson Fund	Restricted	0	79,058
PNC - Grow up Great	Restricted	48,000	48,000
MetLife - Fit for Life	Restricted	0	0
Founders Fund	Unrestricted	387	60,387
Founders Fund	Restricted	<u>38,008</u>	<u>88,374</u>
TOTAL MONEY GIFTS		\$ 91,582	\$ 739,473

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	47	259	1,070	5,562
Money Gifts	<u>5</u>	<u>115</u>	<u>5</u>	<u>115</u>
TOTAL GIFTS	52	374	1,075	5,677

**Cleveland Public Library
Unclaimed Funds Policy
November, 15, 2011**

Policy Overview

It is the policy of the Cleveland Public Library to identify unclaimed funds on a continuous basis and account for them accordingly in compliance with the Ohio Revised Code, Auditor of State Bulletin 91-11 and the Board of Library Trustees' authority.

Ohio Revised Code

Ohio Revised Code Section 9.39, *Liability for Public Money Received or Collected—Unclaimed Money*, states the following:

All public officials are liable for all public money received or collected by them or by their subordinates under color of office. All money received or collected by a public official under color of office and not otherwise paid out according to law shall be paid into the treasury of the public office with which he is connected to the credit of a trust fund and shall be retained there until claimed by its lawful owner. If not claimed within a period of five years, the money shall revert to the general fund of the public office.

Identifying “Stale-Dated” Checks

The Cleveland Public Library maintains bank accounts on which payroll and accounts payable checks/warrants are written. The warrants identify a timeframe beyond which the warrant is considered “void” if it has not been cashed.

It is the policy of the Cleveland Public Library to consider these voided warrants as “stale-dated” after **180 days** from the date of the warrant. These stale-dated warrants will be identified at pre-determined intervals by the Financial Services Department.

Once identified, the stale-dated warrants shall be deposited to the credit of the Unclaimed Funds agency fund (901), established by the Board of Library Trustees.

In accordance with Ohio Revised Code provisions, if these funds are not claimed by the lawful owner within a period of **five years** from the date the funds were placed in the agency fund, the funds shall revert to the General Fund of the Cleveland Public Library.

Also, if after the five year period the rightful owner claims the unpaid money, a warrant/check will be paid from the General Fund.

Responsibilities

The Financial Services Department is responsible for implementation and execution of the provisions of this policy and its related procedures.



CLEVELAND PUBLIC LIBRARY

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

Sent via email on October 27, 2011

Mr. Bryan Dunn, Department Manager
Cuyahoga County Budget Commission
1219 Ontario Street/Room 121
Cleveland, Ohio 44113

Dear Bryan,

Please issue an Amended Certificate of Estimated Resources for increased Special Revenue--Other Sources by \$48,000.00 relating to the PNC Gund Foundation Grant; Grow Up Great program as summarized below:

Fund Category	Actual Unencumbered Balance as of January 1, 2011	Property Tax & PLF	Other Sources	Total Resources Available for Expenditures
General Fund	\$ 28,961,856.29	\$ 29,214,496.00 \$ 20,869,357.59	\$ 7,298,575.00	\$ 86,344,284.88
Special Revenue	\$ 10,056,313.74		\$ 2,559,101.76	\$ 12,615,415.50
Capital	\$ 4,965,917.79		\$ 5,000,000.00	\$ 9,965,917.79
Permanent	\$ 1,821,242.60		\$ 25,800.00	\$ 1,847,042.60
TOTAL	\$ 45,805,330.42	\$ 50,083,853.59	\$ 14,883,476.76	\$ 110,772,660.77

Very truly yours,

Carrie Krenicky
Acting Finance Administrator

Board of Library Trustees

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

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

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES
Based on 81.05% current collection of current levy for previous tax year.
Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

November 3, 2011

To the Board of Library Trustees of the: **Cleveland Library**

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1st, 2011, as revised by the Budget Commission of said County, which shall govern the total of appropriations appropriations made at any time during such fiscal year:

Fund	Unencumbered Balance Jan. 1, 2011	General Property Tax	PLF	Other Sources	Total
General Fund	28,961,856.29	29,214,496.00	20,869,357.59	7,298,575.00	86,344,284.88
Special Revenue	10,056,313.74			2,559,101.76	12,615,415.50
Capital	4,965,917.79			5,000,000.00	9,965,917.79
Permanent	1,821,242.60			25,800.00	1,847,042.60
Totals/Subtotals	45,805,330.42	29,214,496.00	20,869,357.59	14,883,476.76	110,772,660.77

<i>Wade Stead</i>	Budget	<i>Ed Fitzgerald</i>
<i>Anna Oliver</i>	Commission	<i>D. V.</i>

**CLEVELAND PUBLIC LIBRARY
2011 APPROPRIATION: SEVENTH AMENDMENT
NOVEMBER 17, 2011**

GENERAL FUND CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	28,961,856.29	0.00	28,961,856.29 (3)
Taxes - General Property	26,214,496.00	0.00	26,214,496.00
PLF	20,869,357.59	0.00	20,869,357.59
State Rollbacks	5,200,000.00	0.00	5,200,000.00
Federal Aid	0.00	0.00	0.00
State Aid	1,269,138.00	0.00	1,269,138.00
Fines and Fees	300,000.00	0.00	300,000.00
Earned Interest	700,000.00	0.00	700,000.00
Services	2,400,000.00	0.00	2,400,000.00
Miscellaneous	429,437.00	0.00	429,437.00
Return of Advances	0.00	0.00	0.00
TOTAL RESOURCES	86,344,284.88	0.00	86,344,284.88

GENERAL FUND APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	35,360,000.00	0.00	35,360,000.00
Supplies	1,012,940.00	0.00	1,012,940.00
Purchased/Contracted Services	10,129,374.70	0.00	10,129,374.70
Library Materials/ Information	10,053,362.00	0.00	10,053,362.00
Capital Outlay	718,924.00	0.00	718,924.00
Other Objects	107,827.00	0.00	107,827.00
SUBTOTAL OPERATING	57,382,427.70	0.00	57,382,427.70
Transfers/Advances	5,210,000.00	0.00	5,210,000.00
TOTAL APPROPRIATION	62,592,427.70	0.00	62,592,427.70

(1) Certificate dated October 3, 2011

(2) Certificate dated November 3, 2011

(3) \$28,961,856.29 unencumbered cash carried forward (plus \$6,311,374.77 encumbered cash)

**CLEVELAND PUBLIC LIBRARY
2011 APPROPRIATION: SEVENTH AMENDMENT
NOVEMBER 17, 2011**

SPECIAL REVENUE FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
Anderson	169,492.50	0.00	169,492.50
Endowment for the Blind	1,527,675.48	0.00	1,527,675.48
Founders	1,894,123.92	0.00	1,894,123.92
Kaiser	40,238.89	0.00	40,238.89
Kraley	140,583.80	0.00	140,583.80
Library	160,252.51	0.00	160,252.51
Pepke	87,619.01	0.00	87,619.01
Wickwire	998,638.86	0.00	998,638.86
Wittke	59,386.26	0.00	59,386.26
Young	2,755,399.78	0.00	2,755,399.78
Friends	22,950.00	0.00	22,950.00
Judd	204,155.00	0.00	204,155.00
Lockwood Thompson	315,438.06	0.00	315,438.06
Ohio Center for the Book	958.00	0.00	958.00
Schweinfurth	56,899.53	0.00	56,899.53
Cleveland NCA Kiosks	9,906.51	0.00	9,906.51
Bill & Melinda Gates	128,881.22	0.00	128,881.22
Harvard Kiosk	7,260.43	0.00	7,260.43
LSTA-Service to Youth	0.00	0.00	0.00
MetLife-Fit for Life	0.00	0.00	0.00
LBPH - LSTA	238,999.00	0.00	238,999.00
KnowItNow-LSTA	719,698.88	0.00	719,698.88
MyCom Grant	536,800.36	0.00	536,800.36
PNC Grow Up Great	0.00	48,000.00	48,000.00
TOTAL SPECIAL REVENUE	10,075,358.00	48,000.00	10,123,358.00 (4)

CAPITAL PROJECTS FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
BUILDING & REPAIR	9,965,917.79	0.00	9,965,917.79 (5)

(4) \$10,056,314 unencumbered cash carried forward (plus \$607,687 encumbered cash.) \$2,559,102 additional revenue. Non-expendable principal amounts of \$2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the certified fund balances but are not included in appropriated amounts.
(\$10,056,314 + \$2,559,102 - \$2,492,058 = \$10,123,358)

(5) \$4,965,918 unencumbered cash carried forward (plus \$235,640 encumbered cash.) \$0- additional revenue, \$5,000,000 transfer in from General Fund.
(\$4,965,918 + \$0.00 + \$5,000,000 = \$9,965,918)

**CLEVELAND PUBLIC LIBRARY
2011 APPROPRIATION: SEVENTH AMENDMENT
NOVEMBER 17, 2011**

PERMANENT FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
Abel	150,917.69	0.00	150,917.69
Ambler	1,345.77	0.00	1,345.77
Beard	96,381.44	0.00	96,381.44
Klein	3,163.83	0.00	3,163.83
Malon/Schroeder	96,938.71	0.00	96,938.71
McDonald	117,279.08	0.00	117,279.08
Ratner	56,750.50	0.00	56,750.50
Root	20,625.23	0.00	20,625.23
Sugarman	16,591.69	0.00	16,591.69
Thompson	69,864.58	0.00	69,864.58
Weidenthal	4,056.48	0.00	4,056.48
White	1,213,127.60	0.00	1,213,127.60
TOTAL PERMANENT	1,847,042.60	0.00	1,847,042.60 (6)

(6) \$2,538,278 unencumbered cash carried forward (plus \$2,800 encumbered cash.) \$25,800 additional revenue. Non-expendable principal amounts (\$717,035) are not included in either the certified fund balances or the appropriated amounts.
 $(\$2,538,278 + \$25,800 - \$717,035 = \$1,847,043)$

Cleveland Public Library

To Carrie Krenicky
From Myron Scruggs
Date November 7, 2011
Subject Natural Gas Supplier

After researching natural gas prices I find that Interstate Gas Supply's one (1) year fix rate of \$5.29/MCF is the most economical plan.

IGS Natural Gas Purchase Confirmation V4.2CH-IND

Attention: Interstate Gas Supply, Inc. ("Seller")
Commercial & Industrial Sales Division

IGS Fax #: 614-659-5125

Office Use Only: JL

Company Name Cleveland Public Library ("Buyer")
 Contact Name Myron Scruggs Tel 216-623-2903 Fax 216-623-6951
 Street Address 325 Superior Ave City Cleveland State OH Zip 44114
 Mailing See Exhibit A
 Facility See Exhibit A
 Dominion East Ohio ("NGDC") Account Number/s See Exhibit A
 Critical Day Volume 100% of Usage determined by the NGDC

Initial Term:

This contract will begin with the **December 2011** billing cycle and continue through the **November 2012** billing cycle (the "Primary Term"), and it will automatically renew on an annual basis thereafter (with each such year constituting a "Secondary Term"). Any automatic renewal may be cancelled by Buyer or Seller delivering written notice to the other at least 60 days before the automatic renewal date. The automatic renewal date at the end of the Primary Term will be the last day of **November 2012**, and the automatic renewal date for each of the following Secondary Terms, if any, will be last day of each **November** thereafter. Because Seller needs to contract for supplies and transportation in advance, Buyer's early termination of this contract will harm Seller.

Option 1 Variable Price:

Beginning with the _____ billing cycle and continuing through the _____ billing cycle, the price per Mcf for all gas delivered to the burnertin will be determined monthly as 100% of the applicable _____ (depending on Buyer's billing cycle) plus \$ _____. The price includes all interstate transportation charges, pipeline and distribution shrinkage, BTU conversion, and pooling fees, but it does not include the applicable taxes or NGDC distribution and transportation charges. After the Variable Price expires, the price will be as described under the Renewal Variable Pricing section in the attached Form V4.2CH-IND Terms and Conditions. Subject to Credit approval by Seller, Buyer may select a Fixed Price option at a mutually-agreed price, which will be effective only upon written acceptance by Seller of a new Purchase Confirmation.

Option 2 Fixed Price:

Beginning with the **December 2011** billing cycle and continuing through the **November 2012** billing cycle, the price per Mcf for all gas delivered to the burnertin will be fixed at **\$5.29** per Mcf. The price includes all interstate transportation charges, pipeline and distribution shrinkage, BTU conversion, and pooling fees, but it does not include the applicable taxes or NGDC distribution and transportation charges. After the Fixed Price expires, the price will be as described under the Renewal Variable Pricing section in the attached Form V4.2CH-IND Terms and Conditions.

Full Contract Volumes in Mcf at the Burnertin

Month	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	4778	4923	3849	1639	1144	266	266	266	275	900	2155	4121

Other Terms and Conditions: All gas sold under this contract will be subject to the terms and conditions of the attached IGS Form V4.2CH-IND, a copy of which is attached and incorporated herein by reference. By signing this contract, Buyer acknowledges receipt of Form V4.2CH-IND. If Buyer and Seller execute more than one Purchase Confirmation, the terms of the most recent Confirmation will supersede and take priority over all previous Confirmations. Any signature on this Confirmation will be considered valid for all purposes and have the same effect whether it is an ink-signed original or a photocopy or a facsimile representation of the original document.

Accepted by Buyer: Myron Scruggs PROPERTY MANAGEMENT 10/21/11
 Name: Myron Scruggs Title Date
 Agreed to by Seller: Scott Arthur Director of Sales 10/25/11
 Name: Scott Arthur Title Date

Form V4.2CH-INDTerms and Conditions

Pg 1 of 1

SUPPLY: Seller will supply the commodity portion of Buyer's natural gas, and the utility will be Buyer's Natural Gas Distribution Company ("NGDC").

CANCELLATION: This contract may be cancelled according to the process set forth in the Confirmation. If Buyer discontinues service with Seller at any other time, including but not limited to switching to another supplier or being switched back to the NGDC as a result of late payments, this contract may automatically be terminated by Seller upon 10 days written notice, and Buyer will pay to Seller all damages as set forth under this contract. If Buyer transfers service to the NGDC, Buyer may be charged a price other than the NGDC's standard rate. Buyer acknowledges that it may take up to two billing cycles to transfer service.

RENEWAL VARIABLE PRICE: Unless otherwise agreed to in writing by the parties, for each Secondary Term(s), the price per applicable unit of measure delivered to the applicable delivery point for all volumes will be determined monthly by the applicable Index price of gas delivered to the delivery point, plus all of the following: transportation, demand charges, shrinkage, BTU conversion, pooling fees, and a service fee. The price will not include the applicable taxes or NGDC distribution and transportation charges.

BILLING: The NGDC's monthly invoices will contain Seller's gas charges plus applicable taxes and all of the NGDC's distribution and transportation and other applicable charges. Buyer will pay to the NGDC the entire amount of each gas bill under the NGDC's payment terms and conditions. If Buyer fails to pay either the NGDC or Seller timely, a late fee of 1.5% per month will apply for all past-due amounts. The NGDC and not Seller is solely responsible for reading Buyer's meter(s), and all dispute(s) that Buyer has with respect to volumes or adjustments will be addressed solely to the NGDC. Adjusted volumes will be priced at either the contract or market price in effect at the time of adjustment by the NGDC.

ELIGIBILITY: Participation in the choice program is subject to the rules of the NGDC. Customers are rarely but sometimes terminated from the choice program either in error or for being in arrears. In such instances, Buyer may be reenrolled into the program by contacting the NGDC. In such event, the affected Term will not be extended for any months that Buyer was unable to participate, nor will Seller have any liability for any such termination.

LIMITATION OF LIABILITY: Seller will not be liable for losses arising from the NGDC, including but not limited to: operations and maintenance of the NGDC's system; any NGDC interruption of service; NGDC termination of service; NGDC events of force majeure; or deterioration of NGDC service. Further, Seller will not be liable for any losses arising from the use of natural gas or any indirect, consequential, special, or punitive damages, whether arising under contract, tort (including negligence or strict liability), or any other legal theory.

SEVERABILITY: If any provision of this contract is held unenforceable by any court having jurisdiction, all other provisions will not be affected, and the court will modify the invalid provision to the minimum extent necessary to render it enforceable.

ENTIRE CONTRACT: This contract contains the entire understanding between both parties with respect to the subject matter described herein, and it supersedes all prior and contemporaneous representations, statements, negotiations, understandings, and inducements. This contract cannot be modified in any way except by a writing signed by both parties.

CREDIT: Buyer will provide to Seller financial statements and other credit-related information, upon seller's reasonable request all of which will be treated as confidential by Seller. If Seller reasonably deems Buyer's financial condition inadequate to extend credit for gas sales, including the risk associated with a fixed price under this

contract, Seller may require security sufficient to cover volumes for the two largest months listed under "Full Contract Volumes" in the form of either a deposit, a standby irrevocable letter of credit, a performance bond, or a perfected security interest in an asset acceptable to Seller. Furthermore, if Buyer (i) makes an assignment or general contract for the benefit of creditors, (ii) defaults in any payment or other obligation to Seller (including any obligation to provide security as provided above), (iii) files a petition or acquiesces in the commencement of a case under any bankruptcy or similar law for the protection of creditors or has such petition filed against it, or (iv) is unable to pay its debts as they fall due or fails to pay its obligations as required under this contract according to the payment terms, then Seller may suspend deliveries and terminate this contract upon its delivery to Buyer of 10 days prior written notice. Seller's rights under this credit section are in addition to all other remedies available under this contract.

CROSS DEFAULT: If Buyer is a party to another gas purchase contract with Seller, a default by Buyer under such other contract may be treated by Seller as a default by Buyer under this contract.

DAMAGES: Seller may hedge its obligations under this contract by purchasing delivered gas and pipeline transportation, as well as gas futures and/or swaps, or any combination thereof. If Buyer terminates any or all accounts under this contract before the expiration of any Term, or if Seller terminates this contract as to any or all accounts before the expiration of any Term as a result of Buyer's default, then: (1) if under a Variable Price option or the Renewal Variable Price, Buyer will pay to Seller damages equal to \$0.20 per Mof multiplied times the Full Contract Volumes remaining under the then-current Term; or (2) if under a Fixed Price option, Buyer will pay to Seller damages equal to the positive difference, if any, between the then-current contract Fixed Price minus the then-current market price multiplied times the Full Contract Volumes remaining under the then-current Term. Seller may increase the price charged to Buyer for accounts that have not defaulted in order to cover the damages described above; in such instance, Seller will send to Buyer an informational invoice to supplement the NGDC's bill. Nothing herein limits Buyer's obligation to pay for all gas delivered as metered by the NGDC. If Seller fails to perform its delivery obligations under this contract, Seller will pay to Buyer the amount equal to the positive difference, if any, between Buyer's reasonable cost of cover minus the then-current contract price for all volumes Seller failed to deliver. The prevailing party in any lawsuit under this contract will be entitled to collect from the breaching party the prevailing party's costs of enforcing this contract, including reasonable attorneys' fees and all other litigation expenses.

GOVERNING LAW: This contract will be governed by the applicable laws of the State of Ohio, without regard to Ohio's principles of or conflicts of law. All legal actions involving all disputes arising under this contract will be brought exclusively in a court of the State of Ohio sitting in Franklin County, Ohio, or in the United States District Court for the Southern District of Ohio sitting in Columbus, Ohio.

REGULATORY: The choice program is subject to ongoing utilities commission jurisdiction. If the choice program is terminated, this contract will be terminated without penalty to either party.

ASSIGNMENT: This contract may be assigned by Buyer only with express written consent of Seller, which consent will not be unreasonably withheld or delayed.

RELATIONSHIP OF THE PARTIES: The gas market is volatile, and historical trends may not be indicative of future trends. Buyer will make decisions regarding pricing and volumes in Buyer's sole discretion, whether with or without advice or recommendation from Seller, and Seller will not be liable for Buyer's acting or failure to act upon Seller's advice or recommendations.

Exhibit A				
LDC Account Number	Service Address	City	State	Zip
5442000128370	3096 Scranton Ave	Cleveland	OH	44113
5440600134500	2200 E 30th St	Cleveland	OH	44115
5440300134441	4303 Pearl Rd	Cleveland	OH	44109
5440100401530	15212 Lake Shore Blvd	Cleveland	OH	44110
5441400134434	14000 Kinsman Rd	Cleveland	OH	44120
9441800128459	4421 W 140th St	Cleveland	OH	44135
9441200134526	3463 E 93 St	Cleveland	OH	44104
5500035872369	7201 Kinsman Suite 101	Cleveland	OH	44104
4500042167332	11535 Shaker Blvd	Cleveland	OH	44120
0500041159131	5813 Griswold Ave	Cleveland	OH	44104
4441100128399	5806 Woodland Ave	Cleveland	OH	44104
9440900128412	7910 Detroit Ave	Cleveland	OH	44102
8441800118115	3805 W 157 St	Cleveland	OH	44111
4441100128402	5806 Woodland Ave	Cleveland	OH	44104
5440600134497	1962 Stokes Blvd	Cleveland	OH	44106
5440100134480	856 E 152 St	Cleveland	OH	44110
5441200134469	3830 E 131 St	Cleveland	OH	44120
0441300126508	11601 Lorain Ave	Cleveland	OH	44111
1441200117751	1900 Fulton Rd	Cleveland	OH	44113
9500033259589	6901 Superior Ave	Cleveland	OH	44103
9441300128461	5417 Broadway Ave	Cleveland	OH	44127
5440100134456	3706 Pearl	Cleveland	OH	44109
4500034001378	7200 Broadway Ave	Cleveland	OH	44105
6440400134412	850 Jefferson Ave	Cleveland	OH	44113
9440200128439	17001 Lake Shore	Cleveland	OH	44110
5441200134473	8216 Lorain Ave	Cleveland	OH	44102
9440500128428	1525 Crawford Ave	Cleveland	OH	44106
9440100134533	3545 Fulton Ave	Cleveland	OH	44109
9442000134540	11900 St. Clare Ave	Cleveland	OH	44108
8441400134563	16918 Harvard Ave	Cleveland	OH	44128

Bostwick
Design
Partnership



16 November 2011

Board of Trustees
Cleveland Public Library
325 Superior Ave
Cleveland, OH 44114

RE: Tech Central Bid Recommendation

Dear Board Members,

We have reviewed the bids and researched bidders' information gathered after the opening on October 11, 2011 and November 10, 2011. The bids from contractors listed below were all in order, and represent the lowest responsible bids meeting all contract document requirements. We also did our due diligence with Zenith because they were the lowest bidder for the Technology portion of the work. After conversations with them it was determined, by the design team, that they were non-responsive because they failed to include key elements into their bid.

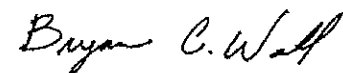
Therefore, we recommend that Cleveland Public Library award contracts to the following Contractors and authorize them to move forward on the project:

- General Trades, Mechanical/Plumbing, Electrical and Furniture:
Sterling Professional Group \$679,000
- Technology:
US Communication \$ 55,883

The aggregate bids of the trades listed above sum to \$734,883 and do not exceed 110% of the architects' \$1,067,387 million estimate for the construction cost of the project.

We will schedule a pre-construction meeting as soon as contracts are signed with the above mentioned bidders. If you have any questions regarding the bids, please contact me at 216-621-7900.

Sincerely,
BOSTWICK DESIGN PARTNERSHIP



Bryan Wahl AIA
Senior Associate

**CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD OCTOBER 1 - OCTOBER 31, 2011**

Cathy Benicky
FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending October 31, 2011

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Total</u>
41 Taxes	27,219,040.94	0.00	0.00	0.00	27,219,040.94
42 Intergovernmental	21,386,372.29	734,403.04	0.00	0.00	22,120,775.33
43 Fines & Fees	383,300.13	0.00	0.00	0.00	383,300.13
44 Investment Earnings	373,841.74	519.44	0.00	4,877.86	379,239.04
45 Charges for Services	2,079,989.22	0.00	0.00	0.00	2,079,989.22
46 Contributions & Donations	0.00	739,473.42	0.00	0.00	739,473.42
48 Miscellaneous Revenue	361,305.50	7,693.26	0.00	0.00	368,998.76
Total Revenues	\$ 51,803,849.82	\$ 1,482,089.16	\$ 0.00	\$ 4,877.86	\$ 53,290,816.84
51 Salaries/Benefits	29,652,307.78	420,932.51	0.00	0.00	30,073,240.29
52 Supplies	904,324.03	22,931.36	0.00	0.00	927,255.39
53 Purchased/Contracted Services	8,967,996.18	642,426.79	0.00	34.00	9,610,456.97
54 Library Materials	7,203,711.72	96,260.23	0.00	17,409.86	7,317,381.81
55 Capital Outlay	675,576.93	85,735.95	318,859.09	0.00	1,080,171.97
57 Miscellaneous Expenses	75,685.04	17,501.18	0.00	0.00	93,186.22
Total Expenditures	\$ 47,479,601.68	\$ 1,285,788.02	\$ 318,859.09	\$ 17,443.86	\$ 49,101,692.65
Revenue Over/(Under) Expenditures	\$ 4,324,248.14	\$ 196,301.14	\$(318,859.09)	\$(12,566.00)	\$ 4,189,124.19
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	0.00
98 Advances	(210,000.00)	210,000.00	0.00	0.00	0.00
99 Transfers	(5,000,000.00)	0.00	5,000,000.00	0.00	0.00
Total Other Sources / Uses	\$(5,210,000.00)	\$ 210,000.00	\$ 5,000,000.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$(885,751.86)	\$ 406,301.14	\$ 4,681,140.91	\$(12,566.00)	\$ 4,189,124.19
Beginning Year Cash Balance	\$ 35,273,231.06	\$ 10,664,001.06	\$ 5,201,588.02	\$ 2,541,077.54	\$ 53,679,867.68
Current Cash Balance	\$ 34,387,479.20	\$ 11,070,302.20	\$ 9,882,698.93	\$ 2,528,511.54	\$ 57,868,991.87

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the period Ending October 31, 2011

	<u>Certified Revenue (1)</u>	<u>Income To Date</u>	<u>Balance</u>	<u>Percent To Date</u>	<u>Percent Prior Year</u>
PLF State Income Tax	20,869,358	17,955,777	2,913,580	86%	87%
General Property Tax	26,214,496	27,219,041	(1,004,545)	104%	102%
Rollback, Homestead, CAT	5,200,000	2,412,823	2,787,177	46%	57%
Federal Grants	0	0	0	0%	100%
State Aid	1,269,138	1,017,772	251,366	80%	159%
Fines & Fees	300,000	383,300	(83,300)	128%	127%
Investment Earnings	700,000	373,842	326,158	53%	209%
Services to Others-Clevnet	2,400,000	2,079,989	320,011	87%	96%
Miscellaneous	429,437	361,306	68,132	84%	112%
Totals	\$ 57,382,429	\$ 51,803,850	\$ 5,578,579	90%	92%

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	36,945,689	29,676,011	7,269,678	80%	81%
Supplies	1,218,131	1,014,966	203,165	83%	68%
Purchased Services	11,985,139	11,193,380	791,759	93%	90%
Library Materials	12,476,848	10,067,683	2,409,165	81%	83%
Capital Outlay	956,617	772,278	184,338	81%	55%
Other	111,379	84,545	26,834	76%	92%
Subtotal	\$ 63,693,802	\$ 52,808,864	\$ 10,884,939	83%	83%
Advances/Transfers	5,210,000	5,210,000	0	0%	0%
Totals	\$ 68,903,802	\$ 58,018,864	\$ 10,884,939	84%	83%

Note (1): Certificate from Cuyahoga County Budget Commission dated October 3, 2011.
 Note (2): Amended Appropriation of \$62,592,427 plus carried forward encumbrance of \$6,311,375.
 Note (3): Subtotal includes 76% expended and 8% encumbered.

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending October 31, 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	9,203,131.33	0.00	2,349,357.64
51120 Clerical Salaries	10,282,550.00	10,644,749.89	8,287,657.39	0.00	2,357,092.50
51130 Non-Clerical Salaries	1,159,770.00	1,201,088.55	1,010,146.22	0.00	190,942.33
51140 Buildings Salaries	3,739,466.00	3,874,639.22	3,142,948.77	0.00	731,690.45
51150 Other Salaries	1,298,485.00	1,344,739.26	1,056,048.40	0.00	288,690.86
51180 Severance Pay	0.00	81,503.11	233,762.31	0.00	(152,259.20)
51190 Non-Base Pay	0.00	1,035.58	169,724.30	0.00	(168,688.72)
51400 OPERS	3,864,245.00	4,000,841.59	3,248,866.59	0.00	751,975.00
51610 Health Insurance	3,218,053.00	3,351,947.41	2,713,332.25	0.00	638,615.16
51620 Life Insurance	46,771.00	50,465.47	35,607.93	0.00	14,857.54
51630 Workers Compensation	220,000.00	440,000.00	223,564.04	0.00	216,435.96
51640 Unemployment Compensation	47,248.00	73,183.70	42,150.45	22,295.96	8,737.29
51650 Medicare - ER	316,421.00	328,233.71	270,302.81	0.00	57,930.90
51900 Other Benefits	0.00	772.46	15,064.99	1,407.01	(15,699.54)
Salaries/Benefits	\$35,360,000.00	\$36,945,688.92	\$29,652,307.78	\$23,702.97	\$7,269,678.17
52110 Office Supplies	48,845.00	49,024.89	34,354.78	3,438.19	11,231.92
52120 Stationery	104,365.00	96,165.80	71,283.14	4,731.66	20,151.00
52130 Duplication Supplies	74,040.00	65,413.91	41,390.60	6,275.95	17,747.36
52140 Hand Tools	3,950.00	5,176.27	18.79	32.57	5,124.91
52150 Book Repair Supplies	108,875.00	94,020.06	46,017.93	5,027.38	42,974.75
52210 Janitorial Supplies	106,300.00	100,800.09	82,819.13	7,589.95	10,391.01
52220 Electrical Supplies	62,220.00	62,934.07	48,515.52	2,926.48	11,492.07
52230 Maintenance Supplies	148,275.00	270,835.41	217,205.85	32,741.36	20,888.20
52240 Uniforms	9,250.00	9,802.25	8,666.44	0.00	1,135.81

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending October 31, 2011

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52300 Motor Vehicle Supplies	95,500.00	100,892.33	73,168.06	24,021.08	3,703.19
52900 Other Supplies	275,265.00	363,065.48	280,883.79	23,857.11	58,324.58
Supplies	\$1,036,885.00	\$ 1,218,130.56	\$ 904,324.03	\$ 110,641.73	\$ 203,164.80
53100 Travel/Meetings	35,000.00	45,905.63	29,626.16	16,279.47	0.00
53210 Telecommunications	613,524.00	711,553.94	529,801.46	140,905.68	40,846.80
53230 Postage/Freight	144,225.00	135,336.26	83,062.69	40,511.09	11,762.48
53240 PR/Other Communications	217,923.85	305,256.97	159,894.80	54,016.41	91,345.76
53310 Building Repairs	142,710.00	210,801.85	146,567.48	34,941.50	29,292.87
53320 Machine Repairs	36,870.00	44,715.30	29,934.76	4,071.31	10,709.23
53340 Building Maintenance	140,500.00	153,885.89	114,073.27	29,527.71	10,284.91
53350 Machine Maintenance	328,386.00	439,531.24	236,395.93	104,088.82	99,046.49
53360 Computer Maintenance	874,306.00	891,670.13	716,204.91	74,889.08	100,576.14
53370 Motor Vehicle Repairs	23,000.00	42,971.85	31,149.65	9,954.66	1,867.54
53380 Contract Security	870,000.00	1,063,911.23	836,383.79	227,527.44	0.00
53390 Landscaping	20,000.00	24,989.68	23,023.18	1,966.50	0.00
53400 Insurance	453,900.00	456,144.00	422,364.50	12,188.50	21,591.00
53510 Rent/Leases	116,900.00	144,362.70	105,419.32	23,808.28	15,135.10
53520 Equipment Rental	317,150.00	346,033.27	248,124.84	76,556.20	21,352.23
53610 Electricity	2,239,350.00	2,273,708.29	1,607,988.86	649,691.95	16,027.48
53620 Gas	338,900.00	297,276.45	207,820.22	89,456.23	0.00
53630 Chilled Water	843,200.00	1,039,296.58	946,307.26	92,989.32	0.00
53640 Water/Sewer	106,525.00	140,300.95	72,904.98	66,999.66	396.31
53710 Professional Services	1,049,596.15	1,510,165.23	1,035,521.09	333,371.15	141,272.99
53720 Auditors Fees	860,000.00	1,345,392.62	1,172,274.62	56,231.54	116,886.46

**Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending October 31, 2011**

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53800 Library Material Control	254,700.00	324,161.50	180,948.78	82,681.56	60,531.16
53900 Other Purchased Services	15,600.00	37,767.88	32,203.63	2,730.25	2,834.00
Purchased/Contracted Services	\$10,042,266.00	\$ 11,985,139.44	\$ 8,987,996.18	\$ 2,225,384.31	\$ 791,758.95
54110 Books	3,756,443.00	4,338,236.99	2,518,170.67	992,716.08	827,350.24
54120 Continuations	682,000.00	1,001,627.00	456,748.46	302,776.68	242,101.86
54210 Periodicals	1,374,955.00	1,742,747.63	599,423.12	407,676.34	735,648.17
54220 Microforms	239,000.00	257,068.73	15,312.08	175,162.25	66,594.40
54310 Video Media	1,576,500.00	1,680,330.41	1,366,160.41	226,797.83	87,372.17
54320 Audio Media - Spoken	227,929.00	268,987.81	165,091.40	55,625.17	48,271.24
54325 Audio Media - Music	631,047.00	641,229.71	452,602.36	175,382.81	13,244.54
54350 Computer Media	295,950.00	372,583.80	318,219.26	13,081.06	41,283.48
54500 Database Services	1,270,538.00	1,843,231.78	1,192,867.91	387,519.99	262,843.88
54600 Interlibrary Loan	6,500.00	6,890.98	5,253.56	1,596.33	41.09
54710 Bookbinding	39,000.00	93,052.00	23,372.05	17,314.45	52,365.50
54720 Preservation Services	75,000.00	125,074.89	41,867.72	81,104.73	2,102.44
54730 Preservation Boxing	10,000.00	10,467.96	5,526.88	4,499.19	441.89
54790 Preservation Reformatting	65,000.00	94,818.38	43,095.84	22,718.77	29,003.77
54900 Other Library Materials	500.00	500.00	0.00	0.00	500.00
Library Materials	\$10,250,362.00	\$ 12,476,848.07	\$ 7,203,711.72	\$ 2,863,971.68	\$ 2,409,164.67
55510 Furniture	106,225.00	192,708.52	87,444.71	37,524.46	67,739.35
55520 Equipment	62,300.00	127,907.30	84,184.60	8,994.58	34,728.12
55530 Computer Hardware/Software	550,399.00	635,000.79	502,947.62	50,182.45	81,870.72
55700 Motor Vehicles	0.00	1,000.00	1,000.00	0.00	0.00
Capital Outlay	\$718,924.00	\$ 956,616.61	\$ 675,576.93	\$ 96,701.49	\$ 184,338.19

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending October 31, 2011

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
57100 Memberships	63,300.00	65,249.00	60,342.95	2,584.05	2,322.00
57200 Taxes	1,500.00	1,762.21	301.80	359.06	1,101.35
57500 Refunds/Reimbursements	43,027.00	44,367.66	15,040.29	5,916.54	23,410.83
Miscellaneous Expenses	\$107,827.00	\$ 111,378.87	\$ 75,685.04	\$ 8,859.65	\$ 26,834.18
59810 Advances Out	0.00	210,000.00	210,000.00	0.00	0.00
Advances	\$0.00	\$ 210,000.00	\$ 210,000.00	\$ 0.00	\$ 0.00
59900 Transfers Out	0.00	5,000,000.00	5,000,000.00	0.00	0.00
Transfers	\$0.00	\$ 5,000,000.00	\$ 5,000,000.00	\$ 0.00	\$ 0.00
TOTAL	\$57,516,264.00	\$ 68,903,802.47	\$ 52,689,601.68	\$ 5,329,261.83	\$ 10,884,938.96

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2011

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	35,273,231.06	51,803,849.82	52,689,601.68	5,329,261.83	29,058,217.37
Total General Fund	\$ 35,273,231.06	\$ 51,803,849.82	\$ 52,689,601.68	\$ 5,329,261.83	\$ 29,058,217.37
201 Anderson	189,635.01	0.00	0.00	0.00	189,635.01
202 Endowment for the Blind	1,375,391.48	152,284.00	0.00	0.00	1,527,675.48
203 Founders	4,260,062.08	148,761.24	135,896.07	35,807.37	4,237,119.88
204 Kaiser	40,238.89	0.00	0.00	0.00	40,238.89
205 Kralej	140,583.80	0.00	0.00	0.00	140,583.80
206 Library	156,094.60	8,428.02	5,518.12	0.00	159,004.50
207 Pepke	87,619.01	0.00	0.00	0.00	87,619.01
208 Wickwire	999,204.65	519.44	7,725.08	1,553.69	990,445.32
209 Wittke	59,386.26	0.00	0.00	0.00	59,386.26
210 Young	2,720,399.78	21,321.94	0.00	0.00	2,741,721.72
225 Friends	6,850.00	10,112.12	5,859.81	3,765.00	7,337.31
226 Judd	7,800.74	153,116.25	113,616.97	13,941.46	33,358.56
228 Lockwood Thompson Memorial	394,168.37	79,057.50	141,109.14	161,650.59	170,466.14
229 Ohio Center for the Book	58.00	0.00	0.00	0.00	58.00
230 Schweinfurth	(39,200.93)	113,792.35	37,547.35	0.00	37,044.07
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	67,901.04	3,112.20	57,867.98
244 Harvard CS Kiosk Project	7,522.28	0.00	188.90	732.40	6,600.98
251 LSTA-Library for the Blind	4,999.00	234,000.00	219,940.47	0.00	19,058.53
252 LSTA-Know It Now	90,764.82	509,788.68	386,086.36	229,241.29	(14,774.15)
253 MetLife-Fit for Life II	6,677.45	0.00	6,677.45	0.00	0.00
254 MyCom	71,101.74	158,307.62	157,032.23	421,252.15	(348,875.02)
Total Special Revenue Funds	\$ 10,664,001.06	\$ 1,644,089.16	\$ 1,285,788.02	\$ 873,155.41	\$ 10,149,146.79
401 Building & Repair	5,201,558.02	5,000,000.00	318,859.09	160,058.37	9,722,640.56

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2011

	<u>Beginning Year</u> <u>Balance</u>	<u>Year to Date</u> <u>Receipts</u>	<u>Year to Date</u> <u>Expenditures</u>	<u>Year to Date</u> <u>Encumbrances</u>	<u>Unencumbered</u> <u>Balance</u>
Total Capital Project Funds	\$ 5,201,558.02	\$ 5,000,000.00	\$ 318,859.09	\$ 160,058.37	\$ 9,722,640.56
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	17,443.86	2,610.36	1,548,024.46
Total Permanent Funds	\$ 2,541,077.54	\$ 4,877.86	\$ 17,443.86	\$ 4,423.36	\$ 2,524,088.18
255 PNC-Grow Up Great	0.00	48,000.00	0.00	0.00	48,000.00
Others	\$ 0.00	\$ 48,000.00	\$ 0.00	\$ 0.00	\$ 48,000.00
Total All Funds	\$ 53,679,867.68	\$ 58,500,816.84	\$ 54,311,692.65	\$ 6,366,898.97	\$ 51,502,092.90

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending October 31, 2011

Balance of All Funds	<u><u>\$ 57,868,991.87</u></u>
Chase-Checking	8,631.26
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	(130,162.46)
KeyBank-MC/VISA	11,097.32
Fifth Third - Checking	235,558.63
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>\$ 130,874.75</u></u>
PNC - Money Market	10,013.15
PNC - Investments	34,218,210.00
PNC/Alleghiant Money Market	33,172.21
KeyBank - Victory Fund	0.00
STAR OHIO Investment	11,170,763.07
Investments	<u><u>\$ 45,432,158.43</u></u>
PNC Endowment Acct	12,305,958.69
Endowment Account	<u><u>\$ 12,305,958.69</u></u>
Cash in Banks and On Hand	<u><u>\$ 57,868,991.87</u></u>

CLEVELAND PUBLIC LIBRARY

REPORT C

Finance Committee

November 15, 2011

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR OCTOBER 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
Kent State University State Library Meeting Columbus, Ohio	9/30/11	Don Boozer	152.63
Ohio Educational Library Media Association Annual Conference Columbus, Ohio	10/13/11 - 10/14/11	Don Boozer	464.14
Association of Bookmobile & Outreach Services Annual Conference Cleveland, Ohio	10/13/11 - 10/15/11	Sandra Cesarov	250.00
Cleveland Social Venture Partners Big Bang! Conference Cleveland, Ohio	10/26/11	Timothy Diamond	125.00
Digital Public Library of America Planning Session Washington, D.C.	10/20/11 - 10/21/11	Anastasia Diamond-Ortiz	252.49
Association of Bookmobile & Outreach Services Annual Conference Cleveland, Ohio	10/13/11 - 10/15/11	Reba Elder	250.00
Cleveland Society of Human Resources Human Resources meeting Warrensville Heights, Ohio	9/14/11	Dawntae Jackson	35.00
Association of Bookmobile & Outreach Services Annual Conference Cleveland, Ohio	10/13/11 - 10/15/11	Julian Khan	250.00
Online Computer Library Center Annual Meeting Muncie, Indiana	10/14/11 - 10/15/11	Ann Olszewski	354.77

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
American Payroll Association Chapter Meeting Independence, Ohio	10/6/11	Ronelle Miller-Hood	30.00
Association of Bookmobile & Outreach Services Annual Conference Cleveland, Ohio	10/13/11 - 10/15/11	Kelli Newsom	250.00
Digital Public Library of America Planning Session Washington, D.C.	10/20/11 - 10/21/11	Michael Ruffing	200.46
Association of Bookmobile & Outreach Services Annual Conference Cleveland, Ohio	10/13/11 - 10/15/11	Norma Smith	250.00
Association of Bookmobile & Outreach Services Annual Conference Cleveland, Ohio	10/13/11 - 10/15/11	Linda Sperry	200.00
TOTAL			\$3,064.49

SUMMARY

FUND	SEPTEMBER	YEAR TO DATE
General	\$2,447.72	\$29,626.16
Judd Fund	0.00	0.00
Lockwood Thompson	0.00	5,951.12
Metlife-Fit for Life	0.00	0.00
LSTA - Know it Know	616.77	5,104.19
TOTAL	\$3,064.49	\$40,681.47

CLEVELAND PUBLIC LIBRARY
HUMAN RESOURCES DEPARTMENT
LIBRARY BOARD OF TRUSTEES
TERMINATION REPORT
10/01//2011 THROUGH 10/31/2011

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

NAME	DEPARTMENT	JOB TITLE	DATE	REASON
<u>RESIGNATIONS</u>				
MILLER, KATHLEEN	WEST PARK	PAGE	10/20/2011	PERSONAL REASONS
PETRANEK, JOHN J	FLEET	PAGE	10/15/2011	ANOTHER JOB
<u>RETIREMENTS</u>				
HEASLEY, DONNA	EASTMAN	BRANCH CLK	10/27/2011	RETIREMENT
<u>OTHER TERMINATIONS</u>				
DELOACH, MICHAEL	SHELF PAGES	PAGE	10/21/2011	TERM-INVOLUNTARY
STEELE, CARLOS D	SHELF PAGES	PAGE	10/21/2011	TERM-INVOLUNTARY
WHITE-ZEAGER, JEREMY A	CATALOG	CATALOG LIB.	10/21/2011	TERM-INVOLUNTARY

Human Resources Committee Report
November 17, 2011

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 10/01/2011 TO 10/31/2011**

EMPLOYEE: BALDWIN, ARIONNA **CURRENT GRADE:** Z **EFFECTIVE DATE** 10/09/2011
JOB TITLE: PAGE **CURRENT STEP:** 1 **FOR GRADE/STEP**

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

EMPLOYEE: BELK, WESLEY **CURRENT GRADE:** B **EFFECTIVE DATE** 10/09/2011
JOB TITLE: SHIPPING CLERK SUB **CURRENT STEP:** 1 **FOR GRADE/STEP**

	TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SECOND POSITION		0.00	11,869.26	VACANCY

EMPLOYEE: GOERGEN, TIMOTHY **CURRENT GRADE:** J **EFFECTIVE DATE** 10/09/2011
JOB TITLE: SAFETY & SECURITY MANAGER **CURRENT STEP:** 1 **FOR GRADE/STEP**

	TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
NEW HIRE		0.00	58,311.24	VACANCY

EMPLOYEE: HAMMOND, CRYSTAL C **CURRENT GRADE:** B **EFFECTIVE DATE** 10/09/2011
JOB TITLE: BRANCH CLERK **CURRENT STEP:** 2 **FOR GRADE/STEP**

	TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		17,150.38	32,156.80	PROMOTION

EMPLOYEE: JENKINS, RICHARD A **CURRENT GRADE:** B **EFFECTIVE DATE** 10/11/2011
JOB TITLE: CUSTODIAN III **CURRENT STEP:** 1 **FOR GRADE/STEP**

	TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		39,921.70	41,093.00	PROMOTION

EMPLOYEE: PEASE, JOSHUA **CURRENT GRADE:** B **EFFECTIVE DATE** 10/09/2011
JOB TITLE: SHIPPING CLERK SUB **CURRENT STEP:** 1 **FOR GRADE/STEP**

	TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SECOND POSITION		0.00	11,869.26	VACANCY

Human Resources Committee Report
November 17, 2011

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 10/01/2011 TO 10/31/2011**

EMPLOYEE: SALEM, SUMMER
JOB TITLE: TECHNICAL SERVICES ASSOCIATE

CURRENT GRADE: D **EFFECTIVE DATE** 10/23/2011
CURRENT STEP: 2 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	35,352.98	37,113.44	PROMOTION

CLEVELAND PUBLIC LIBRARY

REPORT D

Human Resources Committee Report

Meeting Date: November 17, 2011

Report Period: October 2011

**Report on Paid Sick Time Used by the Month
Hours Used Per Each Two Pay Periods**

MONTH	2010 SICK LEAVE HOURS USED	2011 SICK LEAVE HOURS USED	2011 TOTAL HOURS
January	4,309.46	3,285.32	88,694
February	4,338.18	4,911.47	86,596
March	3,536.29	4,022.34	86,921
April	*5,606.63	*5,835.32	*130,660
May	3,667.67	4,491.99	89,222
June	2,583.52	3,359.51	87,422
July	2,779.95	3,263.72	88,040
August	3,179.51	3,441.30	87,584
September	2,821.62	*5,464.39	*133,737
October	*5,741.47	3,638.38	88,601
November	3,646.62		
December	3,524.42		

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
Oct. 1, 2011- Oct. 31, 2011 EE0-4 REPORT
FULL/PART-TIME EMPLOYEES

REPORT E**Human Resources Committee Report**

November 17, 2011

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	78	21	8	1			30	17	1		
Professionals	85	18	2			1	43	17	2	2	
Technicians	21	11	2	1			6	1			
Protective Service	19	10	7	1				1			
Para-Professionals	137	25	38			2	30	33	7	2	
Administrative Support	304	32	63	5	3		51	133	15	2	
Skilled Craft	12	7	3			1		1			
Service Maintenance	47	9	34				2	2			
Grand Total	703	133	157	8	7	0	162	205	25	6	0

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

**INSURANCE REPORT
FOR THE MONTH OF
OCTOBER**

REPORT E

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

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Kaiser POS	87	79	166
Kaiser HMO	229	102	331
Delta Dental	158	232	390

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 October			

CLEVELAND PUBLIC LIBRARY

POLICY ON USE OF CLEVELAND PUBLIC LIBRARY'S SOCIAL MEDIA SITES

Purpose of the Library's Social Media Sites: The Cleveland Public Library ("Library") has established social media sites primarily in order to inform Library users about Library programs, events (including those co-sponsored with other organizations), and materials, and to encourage dialogue and the exchange of information and knowledge between users and Library staff about these programs, events and materials. The Library's Social media sites may also be used to notify the general public of Library employment opportunities. The Library's social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but a limited forum for discussing library programs, events and materials. Courts have recognized that Libraries are limited purpose public forums, and as such, are only obligated to permit the public to exercise rights that are consistent with the nature of the Library and consistent with the government's intent in designating the Library as a traditional public forum. All postings related to this mission statement (as so determined by the Library in its sole discretion) are permitted except as otherwise stated in this policy.

Agreement: By joining, utilizing and/or posting on the Library's social media sites, you agree to comply with this Policy, and the Cleveland Public Library's Policy on Internet and Computer Use, as applicable.

Definitions:

"Library" shall mean the Cleveland Public Library.

"Posting" shall mean any writing, image, video, download, audio file, and hyperlinks to other websites [or media which is downloaded, referenced, inserted, or] placed upon any Library social media site.

"Social media site" shall include any online forum/site, web application or account created and/or maintained by the Library or its agents, which permits users to communicate with others users through postings, including without limitation, Facebook, Twitter, blogs, chat rooms, wiki, blogs, YouTube, Flickr, and LinkedIn.

Disclaimer:

The Library is not responsible or liable for the content of postings by third parties on any Library sponsored social media site, and postings do not reflect the opinions or positions of the Cleveland Public Library, its employees, or its Board of Trustees.

No Privacy:

You should have no expectation of privacy in postings on Library sponsored social media sites, and by utilizing these sites, you consent to the Library's right to access, monitor and read any postings on the sites. The Library's social media sites may be considered public records under Ohio Public Records laws. If requested, the Library must disclose public records to third party requestors unless certain exemptions apply. The Library in its sole discretion shall determine whether postings on its social media websites are public records and whether exemptions from disclosure apply.

Ownership:

By posting on the Library's social media sites, you give the Library permission to use your name, profile picture, and the content of any posting you make without compensation to you or liability on the part of the Library. This permission ends when you delete your posting.

Postings :

The purpose of the Library's social media sites is to inform Library users about educational opportunities, library programs, events (including those co-sponsored with other organizations) and materials, and to encourage dialogue and the exchange of information and knowledge between users and Library staff about these programs, events and materials. Accordingly, **any postings inconsistent with this stated purpose, as determined by the Library in its sole discretion, may be removed in accordance with the process set forth in this policy.** Examples of postings not permitted include, but are not limited to:

1. Advertisements;
2. Spam;
3. Postings which contain obscene matter;
4. Disparaging, harassing, abusive, profane or offensive postings;
5. Postings that are hateful, threatening, pornographic, that contain graphic or gratuitous violence;
6. Potentially libelous or defamatory postings;
7. Postings which contain privileged, proprietary, or confidential information about any person, business, or entity, including, without limitation, patrons, vendors, the Library or Library partners;
8. Postings which violate or potentially violate local, state, or federal laws, including, without limitation, intellectual property and copyright laws;

9. Posting which discriminate on the basis of race, color, religion, national origin, sex, handicap, age, sexual orientation, creed, or ancestry;
10. Postings which are sexually harassing, including, without limitation, epithets, slurs, negative stereotyping, sexual rumors that show hostility toward individuals based on gender, derogatory comments about individuals' body or appearance, unwelcome sexual compliments, innuendos, suggestions or jokes.
11. Postings which, as set forth in Ohio Revised Code Section 9.03:
 - a. Promote alcoholic beverages, cigarettes or other tobacco products, or any illegal product, service, or activity;
 - b. Support or opposes any labor organization or any action by, on behalf of, or against any labor organization;
 - c. Support or opposes the nomination or election of a candidate for public office, the investigation, prosecution, or recall of a public official, or the passage of a levy or bond issue.

Violations of this policy:

Postings which the Library in its sole discretion, deems unpermitted under this policy, may be removed in whole or in part by the Library or its agents immediately upon discovery by the Library (or its agent) without prior notice. The Library reserves the right to terminate accounts, ban or block users who have posted in violation of this policy on more than one occasion.

Reporting Violations:

Users may report violations of the Library's social media site's policies to the Library by contacting the administrators of CPL's social media sites by emailing public.relations@cpl.org.

Employee Postings:

Library employees are not prohibited from posting on Library's social media sites during their personal time outside of work. The Library recognizes that public employees do not surrender all their First Amendment rights by reason of their employment and that the First Amendment protects a public employee's right, in certain circumstances, to speak as a citizen addressing matters of public concern. However, when a public employee makes statements pursuant to their official duties, the employee is not speaking as a citizen for First Amendment purposes, and the Constitution does not insulate his or her communications from potential discipline by the Library. Employees must be aware that information they display or comments they make on Library social media sites may be viewed by other users as representing official Library sponsored information or comments. Therefore, in utilizing Library Social Media Websites, employees must follow the guidelines set forth in the separate employee electronic systems, internet, email, social media policy and guidelines.

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

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	2011	2010	
Main Library	160,921	168,396	805	842	1,589,854	1,647,999	-3.5%
Branches	353,682	347,991	1,683	1,664	3,340,805	3,332,960	0.2%
Mobile Units	5,794	5,871			57,062	53,719	6.2%
Library for the Blind	56,343	59,020			569,519	605,154	-5.9%
eMedia	9,069	3,587			84,410	31,576	167.3%
TOTAL CIRCULATION	585,809	584,865			5,641,650	5,671,408	-0.5%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
eBook	6,205	1,770	53,932	14,771	265.1%
eAudioBook	2,763	1,757	28,811	16,145	78.5%
eMusic	47	20	675	300	125.0%
eVideo	54	40	992	360	175.6%
TOTAL eCIRCULATION	9,069	3,587	84,410	31,576	167.3%

Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
Downloads	9,207	6,800	87,216	57,198	52.5%
Users	524	480	5,212	4,051	28.7%

Not included in circulation activity.

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use		YTD Gain/Loss
			2011	2010	2011	2010	
Main Library	71	43 minutes	10,515	11,015	7,580	8,151	-7.0%
Branches	334	40 minutes	67,684	63,498	45,470	42,845	6.1%
TOTAL USAGE	405		78,199	74,513	53,050	50,996	4.0%

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

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	2011	2010	
Main Library	47,808	49,559	239	248	480,062	550,174	-12.7%
Branches	264,236	266,054	1,257	1,272	2,573,489	2,732,720	-5.8%
Mobile Unit	737	790			8,025	7,438	7.9%
TOTAL VISITS	312,781	316,403			3,061,576	3,290,332	-7.0%

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR OCTOBER 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	11,626	1,403	1,201	1,372	15,602	1,081	16,683
Broadway	2,283	167	105	166	2,721	316	3,037
Brooklyn	6,462	519	474	491	7,946	893	8,839
Carnegie West	10,122	1,072	1,396	1,270	13,860	1,410	15,270
Collinwood	8,156	724	588	793	10,261	1,179	11,440
East 131st	4,452	463	387	423	5,725	524	6,249
Eastman	13,697	1,436	1,385	1,657	18,175	2,081	20,256
Fleet	9,147	809	982	1,007	11,945	1,241	13,186
Fulton	9,952	757	573	924	12,206	1,129	13,335
Garden Valley	4,587	354	215	233	5,389	445	5,834
Glenville	6,771	650	868	743	9,032	706	9,738
Harvard-Lee	7,389	797	687	914	9,787	982	10,769
Hough	4,556	528	354	424	5,862	518	6,380
Jefferson	7,781	1,025	1,174	1,389	11,369	1,193	12,562
Langston Hughes	5,299	528	426	593	6,846	558	7,404
Lorain	8,890	1,196	828	1,331	12,245	978	13,223
Martin Luther King, Jr.	6,150	517	889	1,037	8,593	888	9,481
Memorial-Nottingham	11,837	963	1,266	1,770	15,836	1,855	17,691
Mt. Pleasant	5,545	576	363	559	7,043	595	7,638
Rice	10,476	859	634	920	12,889	1,083	13,972
Rockport	17,316	1,636	1,466	2,095	22,513	2,523	25,036
South	8,080	681	416	582	9,759	903	10,662
South Brooklyn	14,439	1,327	1,640	2,194	19,600	2,626	22,226
Sterling	4,394	486	459	505	5,844	481	6,325
Union	5,397	557	300	497	6,751	693	7,444
Waiz	13,669	1,225	1,193	1,651	17,738	1,698	19,436
West Park	15,622	1,567	2,784	3,513	23,486	3,422	26,908
Woodland	9,189	1,008	643	778	11,618	1,040	12,658
TOTAL	243,284	23,830	23,696	29,831	320,641	33,041	353,682

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

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2011	2010	2011	2010		
Addison	16,683	12,159	148,968	139,080	9,888	7.1%
Broadway	3,037	3,757	34,112	35,144	-1,032	-2.9%
Brooklyn	8,839	8,686	91,179	82,832	8,347	10.1%
Carnegie West	15,270	13,735	135,286	130,134	5,152	4.0%
Collinwood	11,440	11,170	104,645	109,433	-4,788	-4.4%
East 131st	6,249	5,168	58,778	47,368	11,410	24.1%
Eastman	20,256	22,503	195,170	212,657	-17,487	-8.2%
Fleet	13,186	15,275	134,399	144,845	-10,446	-7.2%
Fulton	13,335	12,187	123,240	114,992	8,248	7.2%
Garden Valley	5,834	5,328	45,062	49,222	-4,160	-8.5%
Glenville	9,738	8,200	88,740	76,453	12,287	16.1%
Harvard-Lee	10,769	10,349	101,013	99,602	1,411	1.4%
Hough	6,380	6,914	66,098	64,509	1,589	2.5%
Jefferson	12,562	10,790	104,013	107,664	-3,651	-3.4%
Langston Hughes	7,404	8,454	81,015	76,887	4,128	5.4%
Lorain	13,223	13,337	125,025	129,836	-4,811	-3.7%
Martin Luther King, Jr.	9,481	9,101	90,679	89,043	1,636	1.8%
Memorial-Nottingham	17,691	20,290	176,611	196,335	-19,724	-10.0%
Mt. Pleasant	7,638	6,850	72,600	67,790	4,810	7.1%
Rice	13,972	14,344	133,881	134,811	-930	-0.7%
Rockport	25,036	24,754	236,412	233,302	3,110	1.3%
South	10,662	9,210	95,990	94,522	1,468	1.6%
South Brooklyn	22,226	24,610	224,810	242,887	-18,077	-7.4%
Sterling	6,325	7,227	62,846	64,666	-1,820	-2.8%
Union	7,444	6,835	69,806	60,788	9,018	14.8%
Walz	19,436	17,831	180,366	178,184	2,182	1.2%
West Park	26,908	28,577	257,975	286,469	-28,494	-9.9%
Woodland*	12,658	10,350	102,086	63,505	38,581	*
TOTAL	353,682	347,991	3,340,805	3,332,960	7,845	0.2%

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

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE OCTOBER 2011**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2011	2010	2011	2010		
Addison	6,068	7,237	59,824	70,891	-11,067	-15.6%
Broadway	1,287	1,726	15,394	17,258	-1,864	-10.8%
Brooklyn	4,629	4,287	47,768	44,267	3,501	7.9%
Carnegie West	19,544	17,581	188,215	193,826	-5,611	-2.9%
Collinwood	7,868	7,085	72,153	80,715	-8,562	-10.6%
East 131st	7,653	7,108	66,931	65,865	1,066	1.6%
Eastman	12,515	13,127	122,238	134,872	-12,634	-9.4%
Fleet	10,573	10,254	107,062	108,122	-1,060	-1.0%
Fulton	8,501	7,722	79,951	76,700	3,251	4.2%
Garden Valley	5,303	5,392	51,876	67,582	-15,706	-23.2%
Glenville	8,481	8,781	77,875	88,753	-10,878	-12.3%
Harvard-Lee	9,281	8,746	88,038	97,934	-9,896	-10.1%
Hough	12,466	14,088	144,033	144,864	-831	-0.6%
Jefferson	8,890	8,176	83,449	86,740	-3,291	-3.8%
Langston Hughes	6,899	6,627	65,074	71,635	-6,561	-9.2%
Lorain	7,812	7,542	76,172	79,591	-3,419	-4.3%
Martin Luther King, Jr.	5,630	6,034	59,893	65,397	-5,504	-8.4%
Memorial-Nottingham	7,822	8,909	84,925	94,930	-10,005	-10.5%
Mt. Pleasant	6,257	7,073	66,711	82,905	-16,194	-19.5%
Rice	15,612	17,992	143,838	158,208	-14,370	-9.1%
Rockport	17,659	10,892	124,889	116,359	8,530	7.3%
South	8,878	9,027	86,374	93,838	-7,464	-8.0%
South Brooklyn	14,209	15,581	145,550	171,150	-25,600	-15.0%
Sterling	13,374	13,917	137,723	128,063	9,660	7.5%
Union	7,127	10,869	86,752	106,582	-19,830	-18.6%
Walz	10,453	10,660	103,508	109,323	-5,815	-5.3%
West Park	11,567	11,665	106,800	123,974	-17,174	-13.9%
Woodland*	7,878	7,956	80,473	52,376	28,097	*
TOTAL	264,236	266,054	2,573,489	2,732,720	-159,231	-5.8%

*See footnote p. 3

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS OCTOBER 2011**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
1 West Park	26,908	1 Carnegie West	19,544	1 South Brooklyn	31,511
2 Rockport	25,036	2 Rockport	17,659	2 Fleet	27,822
3 South Brooklyn	22,226	3 Rice	15,612	3 West Park	27,291
4 Eastman	20,256	4 South Brooklyn	14,209	4 Eastman	23,686
5 Walz	19,436	5 Sterling	13,374	5 Rice	22,240
6 Memorial-Nottingham	17,691	6 Eastman	12,515	6 Fulton	20,026
7 Addison	16,683	7 Hough	12,466	7 Memorial-Nottingham	19,553
8 Carnegie West	15,270	8 West Park	11,567	8 Rockport	19,404
9 Rice	13,972	9 Fleet	10,573	9 Harvard-Lee	18,834
10 Fulton	13,335	10 Walz	10,453	10 Langston Hughes	17,982
11 Lorain	13,223	11 Harvard-Lee	9,281	11 Glenville	17,317
12 Fleet	13,186	12 Jefferson	8,890	12 Walz	16,558
13 Woodland	12,658	13 South	8,878	13 Collinwood	16,270
14 Jefferson	12,562	14 Fulton	8,501	14 Addison	16,169
15 Collinwood	11,440	15 Glenville	8,481	15 East 131st	15,658
16 Harvard-Lee	10,769	16 Woodland	7,878	16 Martin Luther King, Jr.	15,212
17 South	10,662	17 Collinwood	7,868	17 Mt. Pleasant	14,724
18 Glenville	9,738	18 Memorial-Nottingham	7,822	18 Lorain	13,233
19 Martin Luther King, Jr.	9,481	19 Lorain	7,812	19 Carnegie West	10,549
20 Brooklyn	8,839	20 East 131st	7,653	20 Union	10,316
21 Mt. Pleasant	7,638	21 Union	7,127	21 Sterling	8,046
22 Union	7,444	22 Langston Hughes	6,899	22 Woodland	7,492
23 Langston Hughes	7,404	23 Mt. Pleasant	6,257	23 South	7,009
24 Hough	6,380	24 Addison	6,068	24 Hough	6,197
25 Sterling	6,325	25 Martin Luther King, Jr.	5,630	25 Brooklyn	5,419
26 East 131st	6,249	26 Garden Valley	5,303	26 Jefferson	3,587
27 Garden Valley	5,834	27 Brooklyn	4,629	27 Garden Valley	2,857
28 Broadway	3,037	28 Broadway	1,287	28 Broadway	1,687
	353,682		264,236		416,649
					473,177

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

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
CLEVNET	82,845	79,434	783,307	767,142	2.1%
MORE	924	1,037	8,918	8,686	2.7%
Other Libraries	501	445	5,310	5,982	-11.2%
TOTAL	84,270	80,916	797,535	781,810	2.0%

*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	26,957	26,999	253,636	268,916	-5.7%
KnowItNow Web Reference*	933	1,741	7,567	12,755	-40.7%
Interlibrary Loan Requests	3,787	3,929	36,407	38,409	-5.2%
TOTAL	31,677	32,669	297,610	320,080	-7.0%

*Questions taken by CPL staff only. As more partner libraries throughout Ohio sign on to provide the service, what had been CPL's disproportionate share as a provider will continue to diminish.

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
New Titles Added	8,453	7,443	78,614	68,247	15.2%
Total Items Added	29,942	40,479	298,539	310,221	-3.8%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
Main Library	200	200	2,008	2,141	-6.2%
Branches	5,884	5,857	59,207	61,626	-3.9%

Hours reduced June 2, 2010 due to cuts in State funding.

MYTUNES	Sept 2011		Aug 2011		July 2011	
	Oct 2011	Sept 2011	Aug 2011	July 2011	Aug 2011	July 2011
Songs Downloaded	5,305	5,042	5,847	2,894		
Users	791	829	943	843		
New Registrations	13	41	218	27		

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

