

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
December 15, 2011
Auditorium Louis Stokes Wing
12:00 Noon

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

Absent: Ms. Butts, Mr. Hairston

Mr. Corrigan called the meeting to order at 12:10 p.m.

Approval of the Minutes

Mr. Werner moved approval of the minutes for the 11/17/11 Regular Board Meeting and the 11/15/11 Joint Finance and Community Services Committee Meeting. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

Mr. Corrigan gave an update his attendance at the National Digital Public Libraries Conference in Los Angels, CA, November 15-17, 2012.

COMMUNICATIONS

Director Thomas acknowledged the following communications: email from Susan Herrick complimenting the excellent public service the library provides; letters from Susanna H. Krey, President, Sisters of Charity Foundation of Cleveland, expressing appreciation for hosting the Sisters of Charity Foundation of Cleveland 15th Anniversary Celebration; Susan Hildreth, Director, Institute of Museum and Library Services and Stephen L. Slayer, President & CEO, Salzburg Global Seminar thanking Director Thomas for participating as panelist in the "*Libraries and Museums in an Era of Participatory Culture*" session in Salzburg, Austria; and a certificate of appreciation from Bridget Chapman, Office of Multicultural Affairs, Case Western Reserve University, for supporting the OMA & UNCF 2011 Scholarship + Conference.

MINUTES OF
REGULAR
BOARD
MEETING OF
11/17/11 and
JOINT FINANCE
AND
COMMUNITY
SERVICES
COMMITTEE
MEETING OF
11/15/11
Approved

EMAIL FROM:
SUSAN HERRICK;
LETTERS FROM:
SUSANNA H. KREY,
PRESIDENT,
SISTERS OF
CHARITY
FOUNDATION OF
CLEVELAND;
SUSAN HILDRETH,
DIRECTOR,
INSTITUTE OF
MUSEM & LIBRARY
SERVICES AND
STEPHEN L.
SLAYER,
PRESIDENT & CEO,
SALZBURG
GLOBAL SEMINAR;
CERTIFICATE
FROM BRIDGET
CHAPMAN, OMA,
CWRU
Acknowledged

FINANCE COMMITTEE REPORT

Ms. Rodriguez presented the following report.

Resolution to Accept Gifts for the Month of November

(See page 1081)

Ms. Rodriguez moved approval of the Gift Report.
Mr. Parker 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 November 2011; now therefore be it

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

Year 2012 Annual Appropriation Measure

(See pages 1082-1086)

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

WHEREAS, On December 7, 2011, the Cuyahoga County Budget Commission issued a Certificate of Estimated Resources for the Year 2012 for the Cleveland Public Library; and

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

WHEREAS, The appropriation totals on the attached schedules do not exceed the estimated resources on the December 7, 2011 Certificate; now therefore be it

RESOLUTION TO
ACCEPT GIFTS
FOR THE MONTH
OF NOVEMBER
Approved

YEAR 2012
ANNUAL
APPROPRIATION
MEASURE
Approved

RESOLVED, That the Year 2012 Appropriation Measure in the amount of \$54,169,918.55 for the General Fund and listed amounts for other funds be approved as detailed in the attached schedules.

Mr. Corrigan thanked Library staff for their sacrifices.

Eighth Amendment to the Year 2011 Appropriation

(See pages 1087-1091)

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

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

WHEREAS, It is now deemed necessary to amend the Year 2010 Appropriation Measure to comply with the attached December 6, 2010 Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission; and

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

RESOLVED, That the sums indicated on the attached Seventh Amendment to the Year 2010 Appropriation Schedule be approved.

Resolution to Authorize Expenditures for a Proper Public Purpose

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

WHEREAS, *Ohio Revised Code* 3375.40 states that a Library Board of Trustees has authority to "[e]xpend for library purposes, and in the exercise of the power enumerated in this section, all moneys, whether derived from the county public library fund or otherwise, credited to the free public library under its jurisdiction and generally do all things it considers

EIGHTH
AMENDMENT TO
THE YEAR 2011
APPROPRIATION
Approved

RESOLUTION TO
AUTHORIZE
EXPENDITURES
FOR A PROPER
PUBLIC PURPOSE
Approved

necessary for the establishment, maintenance, and improvement of the free public library under its jurisdiction;" and

WHEREAS, 1982 Ohio Attorney General Opinion No. 82-006 states that a governing body may expend public funds to purchase refreshments and other amenities and that the decision to do so must be "memorialized by a duly enacted ordinance or resolution and may have prospective effect only;" and

WHEREAS, At times, it may be desirable for the Library to provide beverages, meals, refreshments, and promotional items associated with Library programs for the public; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees declares the expenditure of funds to provide refreshments and other amenities at Library programs for the public to be a proper and necessary public purpose and authorizes the Library's Fiscal Officer to expend moneys for refreshments and amenities on occasion in connection with Library programs in which the public participate.

Resolution to Enter Into New Agreement for Material and Cash Recovery Services with Unique Management Services, Inc.

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

WHEREAS, On February 7, 2011, the Cleveland Public Library ("Library") entered into a agreement with Unique Management Services, Inc. ("Unique") for services related to the recovery of overdue fines and materials; and

WHEREAS, Unique has notified the Library that it is no longer willing to offer the budget neutrality guarantee whereby Unique guarantees not to charge in collection fees more than the amount of money recovered plus amounts waived, and has proposed new agreement terms to the Library; and

RESOLUTION TO
ENTER INTO NEW
AGREEMENT FOR
MATERIAL AND
CASH RECOVERY
SERVICES WITH
UNIQUE
MANAGEMENT
SERVICES, INC.
Approved

WHEREAS, Unique has the right under the existing agreement to terminate the agreement upon 10 days written notice; and

WHEREAS, The Library is satisfied with the services provided by Unique to-date and desires to continue to utilize its services to collect overdue fines and materials; and

WHEREAS, Unique has proposed to provide collection services at a cost of \$8.95 per account referred between January 1, 2012 and June 30, 2012 in a total amount not-to-exceed \$35,000. Unique will continue to provide the budget neutral guarantee for collection services for accounts that have been referred by the Library to Unique between February 7, 2011 and January 1, 2012; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Director to negotiate a new agreement between the Cleveland Public Library and Unique Management Services, Inc. in accordance with the terms of this Resolution, subject to review and approval of the agreement by the Chief Legal Officer; and be it further

RESOLVED, That the President of the Board of Trustees or the Director are each authorized to execute the agreement and other instruments or documents necessary or appropriate to effectuate the agreement in accordance with this Resolution.

Resolution to Revise Capital Assets Policy

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

(See pages 1092-1095)

WHEREAS, On April 17, 2003, the Cleveland Public Library Board of Trustees adopted the Library's Capital Asset Policy; and

WHEREAS, On May 17, 2007, the Cleveland Public Library Board of Trustees adopted the Library's *revised* Capital Asset Policy; and

RESOLUTION TO
REVISE CAPITAL
ASSETS POLICY
Approved

WHEREAS, The Library's management recommends revision of the Library's Capital Asset Policy to include the provisions of the Government Accounting Standards Board (GASB) Statement No. 51, Accounting and Financial Reporting for Intangible Assets; now therefore be it

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

Resolution to Purchas Graphics Copiers and Scanner,
Including a Service Agreement

(See pages 1096-1104)

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

WHEREAS, On December 21, 2006, the Board of Trustees of the Cleveland Public Library authorized the Director to enter into a 60 month lease and maintenance agreement with the Xerox Corporation for the Graphic Department's production equipment; and

WHEREAS, The effective date of termination of the Lease and Maintenance Agreement is January 18, 2012; and

WHEREAS Library management evaluated and reviewed options to replace the current production equipment, which have been used to reproduce the Library's promotional materials; and

WHEREAS, The Library will increase the quality of its printed materials and incorporate green technologies by lowering power consumption, using higher yield toner bottles designed for easy recycling, and incorporating biomass, an organic resource that reduces the impact of the toner on the environment; and

WHEREAS, The Library management has compared the quality, digital productivity, and affordability of a total of three (3) vendors to lease and/or purchase digital equipment; and

RESOLUTION TO
PURCHASE
GRAPHICS
COPIERS AND
SCANNER,
INCLUDING A
SERVICE
AGREEMENT
Approved

WHEREAS The Library management recommends the purchase a digital color and black and white copier/printer and scanner along with a service agreement from Blue Technologies, Inc.; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Director to enter into a Purchase Agreement, subject to the Chief Legal Officer's approval, to purchase the Konica Minolta bizhub PRO 1051, the Konica Minolta bizhub PRO C6000, software to convert current files, and training for staff for a cost of \$109,600, with the expenditure being charged to the Building and Repair Fund Account 40116205-55520; now therefore be it further

RESOLVED, That the Board of Trustees authorizes the Director to enter into a Service Agreement, subject to the Chief Legal Officer's approval, which includes all parts, labor and travel for all emergency service, preventative maintenance for the above purchased equipment, at an estimated annual cost not to exceed \$30,000, with the expenditure being charged to the General Fund Account 11620053-53350.

Resolution to Purchase Print Solution and Public Copiers

(See pages 1105-1110)

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

WHEREAS, The Cleveland Public Library began in February 2011 reviewing options to upgrade the printing process and upgrade the current copiers to incorporate multi-function devices due to the (5) year lease expiration of the coin operated copiers; and

WHEREAS, Automation Services, Financial Services and Planning & Research formed a team to look into the print solution process and incorporate the multi-functional devices in the Branches and Main Library Departments; and

WHEREAS, The team began the process of evaluating solutions that would provide our patrons and staff the ability to use one source to print, fax, scan and copy; and

RESOLUTION TO
PURCHASE PRINT
SOLUTION AND
PUBLIC COPIERS
Approved

WHEREAS, Four (4) vendors demonstrated their print solution and multi functional equipment for the team to evaluate; and

WHEREAS, In November 2011, proposals were sent to (4) vendors to submit their solutions and pricing; and

WHEREAS, Library management reviewed the proposals and recommends that the Library purchase the print solution and multi functional equipment from Xerox Corporation; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Director to enter into a Purchase Agreement, subject to approval of the Chief Legal Officer's, to purchase (49) Xerox WorkCentre 7120PT, (1)Xerox BK40P, (38) Boscop Virtual Cash Acceptors and the PaperCut print solution software and training for staff for a cost of \$550,271, with the expenditure being charged to the Building and Repair Fund Account 40130105-55520; now therefore be it further

RESOLVED, That the Board of Trustees authorizes the Director to enter into a Service Agreement, subject to approval of the Chief Legal Officer's approval, which includes all parts, labor and travel for all emergency service, at an estimated annual cost not to exceed \$30,000, with the expenditure being charged to the general fund 13010053-53350.

Mr. Corrigan thanked Library staff for this economical print solution and public copiers that will better serve staff and patrons.

Resolution for Improvement to Jefferson Branch Parking Lot

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

WHEREAS, The Jefferson Branch is located at 850 Jefferson Avenue within the Tremont West Development Corporation neighborhood, and has provided library service to its neighborhood community since December 7, 1918; and

RESOLUTION FOR
IMPROVEMENT TO
JEFFERSON
BRANCH PARKING
LOT

Approved

WHEREAS, At the request of the Tremont West Development Corporation, in April of 2010 the Cleveland Public Library entered into a Parking Lot License and Use Agreement with the Tremont West Development Corporation for 14 parking spaces at the Jefferson Branch for use by neighborhood restaurants after library hours in consideration for a monthly fee in the amount of \$250.00; and

WHEREAS, Tremont West Development Corporation has received donations from various community stakeholders and a grant from the Northeast Ohio Regional Sewer District for proposed improvements to the Jefferson Branch Parking lot. These proposed improvements include the installation of a storm water reclamation demonstration project comprised of a bio-retention basin, 700 square feet of bio-swales, approximately 200 plantings, and the removal of asphalt and a concrete island allowing for the addition of 10 parking spaces, two of which will be designated handicapped spaces. The estimated cost of the project is \$35,000; and

WHEREAS, The Board of Trustees recognizes that storm water discharges are generated by precipitation and runoff from land, pavements, building rooftops and other surfaces. Storm water runoff accumulates pollutants such as oil and grease, chemicals, nutrients, metals, and bacteria as it travels across land. Heavy precipitation can also cause sewer overflows that, in turn, may lead to contamination of water sources with untreated human and industrial waste, toxic materials and other debris; and

WHEREAS, The Board of Trustees had determined that the proposed improvements will reduce the amount of storm water runoff that is generated from the Jefferson Branch parking lot and desires to move ahead with the proposed improvements; and

WHEREAS, Tremont West Development Corporation has requested that the Cleveland Public Library contribute the sum of \$5,000, charged to Building and Repair Fund Account 40175405-55300, to the project in order to provide sufficient funds to complete the estimated cost of the project; and

WHEREAS, Tremont West Development Corporation has agreed to increase the monthly fee it pays for the use of

parking spaces in the Jefferson Branch lot after library hours to \$400.00 which will allow the Library to recover some of the funds it is contributing to the project; and

WHEREAS, As a part of this project, the Library will install waterproofing on the parking lot side of the building to prevent seepage into the basement, the cost of which will be borne by the Library and is estimated not to exceed \$25,000, charged to Building and Repair Fund Account 40175405-55300; and

WHEREAS, The Board of Trustees finds that it is in the best interests of the Cleveland Public Library and the community it serves to improve its properties so as to become more environmentally responsible, and that the storm water reclamation demonstration project proposed by Tremont West Development Corporation will further that interest; now therefore be it

RESOLVED, That the Director shall proceed to negotiate and execute the necessary agreements between the Cleveland Public Library, Tremont West Development Corporation, the Northeast Ohio Regional Sewer District and such other entities as may be necessary to transfer the grant and donation funds awarded to Tremont West Development Corporation to the Cleveland Public Library in order that the Library may proceed with the construction of the improvements to the Jefferson Branch parking lot, which documents shall be subject to approval by the Chief Legal Officer; now therefore be it further

RESOLVED, That the Director shall proceed to negotiate and execute an amendment to the Parking Lot License and Use Agreement with Tremont West Development Corporation to increase the number of spaces to from 14 to 24, and to increase the monthly fee to be paid by Tremont West Development Corporation to \$400.00 per month commencing upon a date to be negotiated, and to amend such other terms as the Director determines may be appropriate, which amendment shall be subject to approval by the Chief Legal Officer; now therefore be it further

RESOLVED, That the Director is authorized to move forward in taking the steps necessary to prepare this project for competitive bidding and construction so that the project can be completed by May 2012.

Resolution to Accept Cleveland Foundation Grant for
Library Learning Centers

(See pages 1111-1114)

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

WHEREAS, The Cleveland Foundation, established in 1914, is the nation's second-largest community foundation that provides grants to worthy organizations that work toward the greater good of the citizens in the community; and

WHEREAS, The Cleveland Public Library applied to the Cleveland Foundation for a grant to establish learning centers at six branches including Fleet, Fulton, Sterling, Collinwood, Eastman, and Langston Hughes. The Learning Centers will be modeled after the Rice Branch Learning Center, and will provide neighborhood elementary students, teens and adults with educational support and resources in areas of college preparation, GED, SAT and Ohio Proficiency Test preparation, tutoring, and citizenship and ESOL classes. New laptop computers will be provided at each of the learning centers for flexibility in access to computer technology; and

WHEREAS, The Cleveland Foundation has agreed to grant the Cleveland Public Library the sum of \$162,000 from the Helen C. Cole Charitable Trust Fund for the purpose of establishing the learning centers; therefore be it

RESOLVED, The Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a grant from the Cleveland Foundation in the amount of \$162,000 for the grant period from December 1, 2011 through November 20, 2012 for purpose of establishing learning centers in various branches of the Cleveland Public Library system; be it further

RESOLVED, That the Director is authorized to enter into and execute such agreements and instruments as may be necessary or appropriate to effectuate the terms and conditions of this Resolution, which agreements and

RESOLUTION TO
ACCEPT
CLEVELAND
FOUNDATION
GRANT FOR
LIBRARY
LEARNING
CENTERS
Approved

instruments shall be subject to the approval of the Library's Chief Legal Officer.

Ms. Rodriguez submitted the following reports.

Fiscal Officer's Report

(See pages 1115-1124)

Report on Investments

(See page 1125)

Report on Conference and Travel Expenditures

(See pages 1126-1127)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Seifullah presented the following report.

Regular Employee Report

(See pages 1128-1129)

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

Retirement Recognition Citation

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

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

Michael Acree (after 31 years of service), Shelf Department Assistant, Grade E - Main Shelf Department, retires 12/30/2011

William Anderson (after 16 years of service), Senior Subject Department Librarian, Grade I -Fine Arts and Special Collection, retires 12/31/2011

FISCAL OFFICER'S
REPORT
Submitted

SPECIAL REPORT
ON INCOME &
EXPENDITURES
Submitted

REPORT ON
CONFER. &
TRAVEL
EXPENDITURES
Submitted

REGULAR
EMPLOYMENT
REPORT
Approved

RETIREMENT
RECOGNITION
CITATION
Approved

Benjamin Barber (after 26 years of service), Painter,
Grade F - Painters, retires 12/31/2011

Wade Cole (after 30 years of service), Branch Clerk,
Grade B - Union Branch, retires 12/28/2011

Brad Eberle (after 34 years of service), Shelf
Department Assistant, Grade E - Main Shelf Department,
retires 12/30/2011

Richard Fox (after 22 years of service, Subject
Department Manager, Grade L - General Reference, retires
12/30/2011

Janet Hilberry (after 33 years of service), Library
Assistant -Adult, Grade F - Rockport, retires 12/19/2011

Lorna Holness (after 35 years of service), Subject
Department Clerk, Grade B -History and Geography
Department, retires 12/31/2011

Ronald Krupka (after 27 years of service), Carpenter,
Grade G - Carpenters, retires 12/30/2011

Peter J. Mahoney (after 7 years of service), Page, Grade
Z - Mobile Services, retires 11/29/2011

Marva Phillips (after 33 years of service), Subject
Department Clerk, Grade B - Business Economics and
Labor, retires 12/31/2011

Pam Pressly (after 33 years of service), Serials Clerk,
Grade D - Technical Services, retires 12/31/2011

Warren Reid (after 35 years of service), Shelf
Department Supervisor, Grade G - Main Shelf Department,
retires 12/30/2011

Dolores Sheffield (after 38 of service), Branch Clerk,
Grade B - South Brooklyn Branch, retires 12/31/2011

Daniel J. Smith (after 15 years of service), Library
Assistant - Subject Department, Grade F - History &
Geography, retires 12/31/2011

Cheryl Staples (after 19 years of service), Library
Assistant - Adult, Grade F - Fleet, retires 12/31/2011

Tonya M. Sullivan-Trotman (after 30 years of service), Senior Subject Department Clerk, Grade D - Science & Technology, retires 12/30/2011

Juanita Turner (after 26 years of service), Receiving and Distribution Supervisor, Grade H - Lakeshore Shipping and Shelf, retires 12/30/2011

Be it resolved that the citations 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.

Various Trustees and Director Thomas expressed congratulations and well wishes to the retirees. A cake and punch reception was held for the retirees following the ceremony.

Resolution Terminating the Cleveland Public Library
Section 403(b) Tax-Sheltered Annuity Plans

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

WHEREAS, Due to the implementation of more stringent Treasury regulations, and, upon the advice of outside employee benefits counsel, on June 18, 2009 the Board resolved that the Cleveland Public Library should no longer sponsor a plan under Section 403(b) of the Tax Code and therefore suspended future contributions to the Library's 403(b) Plan (previously, two plans which were combined into one) effective on August 31, 2009; and

WHEREAS, The Cleveland Public Library filed a compliance statement request with the Department of the Treasury (IRS) seeking clarification that its existing 403(b) Plan remained tax exempt, and on August 8, 2011 the IRS approved the compliance statement filed by the Cleveland Public Library; and

WHEREAS, Consistent with its previous actions, the Library desires to formally terminate the 403(b) Plan

RESOLUTION
TERMINATING THE
CLEVELAND
PUBLIC LIBRARY
SECTION 403(B)
TAX-SHELTERED
ANNUITY PLANS
Approved

effective as of December 31, 2011 and to provide employees and retirees information about options to transfer or receive distribution of their funds remaining in the Plan; and

WHEREAS, The Library has notified its vendors ING Financial Advisors and Isquick & Associates of the December 31, 2011 403(b) Plan termination and has further ascertained what options are available with each vendor for transfer of funds; now therefore be it

RESOLVED, That the Cleveland Public Library's 403(b) Plan shall formally terminate as of December 31, 2011; and be it further

RESOLVED, That current Plan participants be notified of the December 31, 2011 termination of the 403(b) Plan and the various options available to them for transfer of funds or distribution of funds with existing vendors after termination; and be it further

RESOLVED, That a wind-down period through at least January 31, 2012 be provided after the termination during which time Plan participants will be encouraged to speak and meet with the 403(b) vendors and their own financial counselors to determine the best course of action for their individual circumstances; and be it further.

RESOLVED, That Library Director is hereby authorized to engage outside legal counsel to take all steps necessary to preserve the tax deferrals and tax exempt status of participants' accounts under the 403(b) Plan; and be it further

RESOLVED, That the appropriate officers of the Library be, and each of them hereby is, authorized and empowered in the name and on behalf of the Library to take or cause to be taken any and all such further actions, to execute and deliver or cause to be executed and delivered all documents, instruments and agreements, and to make such filings, in the name and on behalf of the Library, that they in their judgment determine to be necessary, desirable or advisable to carry out fully the intent and purposes of the foregoing Resolution.

Mr. Corrigan stated that this is the culmination of the existence of 403(b) plans. Mr. Corrigan thanked Library

Management, staff and counsel for their work in providing information and options for staff and retirees.

Resolution on Reduction of Unpaid Furlough Days in 2012

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

WHEREAS, Current economic conditions have reduced funding to the Library from both the Public Library Fund (state funding) and Property Tax revenues (local funding) less than originally estimated for calendar year 2012; and

WHEREAS, The number of unpaid furlough days can now be reduced from 5 unpaid days to 2 days for 2012; therefore now be it,

RESOLVED, That the Cleveland Public Library Board of Trustees authorizes Library Management to negotiate with the Local 244 and District 1199 to modify the union contracts to include 2 unpaid furlough days instead of 5 unpaid furlough days for 2012;and be it further,

RESOLVED, That the number of unpaid furlough days for Library staff not covered by a collective bargaining agreement be reduced from 5 unpaid days to 2 unpaid furlough days for 2012.

Mr. Corrigan stated that the economic conditions allow the reductions of furloughs days.

Mr. Seifullah submitted the following reports.

Report on Paid Sick Time Use by the Month

(See page 1130)

Affirmative Action Plan Report

(See page 1131)

Insurance Summary Report

(See page 1132)

RESOLUTION ON
REDUCTION OF
UNPAID
FURLOUGH DAYS
IN 2012
Approved

REPORT ON PAID
SICK TIME
Submitted

AFFIRMATIVE
ACTION PLAN
REPORT
Submitted

INSURANCE
SUMMARY REPORT
Submitted

COMMUNITY SERVICES REPORT

Mr. Werner presented the following report.

Resolution to Adopt Circulation Policy

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

(See pages 1133-1135)

WHEREAS, Cleveland Public Library endeavors to provide access to the wealth of information contained in its extensive collections; and

WHEREAS, The Library has always had rules and procedures in place to govern the use of these collections by the public; however, Cleveland Public Library has not had a Board approved circulation policy to guide and inform these rules and procedures; and

WHEREAS, The Library administration recommends that the Library now adopt a circulation policy to better communicate to the public that its rules and procedures are grounded in policies set forth by the Board of Trustees; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees adopts the attached Circulation Policy to go into effect on January 1, 2012, and authorizes Library administration to codify procedures that support the Policy.

Anastasia Diamond-Ortiz, Assistant Planning and Research Administrator, noted the following revisions: library cards renewals are scheduled for every 2 years instead of every 3 years; with parental approval, juveniles may check out DVDs; and staff may ask for additional identification for verification.

Monthly Activity Report

(See pages 1136-1142)

RESOLUTION TO
ADOPT
CIRCULATION
POLICY
Approved

MONTHLY
ACTIVITY REPORT
Submitted

**BUILDING STATUS
UPDATE**
Presented

Building Status Update

Myron Scruggs, Facilities Administrator, stated that there was no Building Status Update to report.

NEW BUSINESS

Mr. Corrigan presented the following items of New Business.

**ELECTION OF
NOMINATING
COMMITTEE
FOR 2011
LIBRARY
OFFICERS**
Approved

Election of Nominating Committee for 2011 Library Officers

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

**DIRECTOR'S
REPORT**
Presented

DIRECTOR'S REPORT

Before presenting his report, Director Thomas thanked the Administrative Team for their hard work throughout the year. Director Thomas announced that Norwalk Public Library will be joining Clevnet and thanked Bob Carterette for his work. Finally, Director Thomas thanked all who attended the Friends fundraiser.

Monthly Statistics

Circulation for the month of November was 578,629. This is a decrease of 3% from last year's November circulation of 596,775. A closer analysis of the numbers uncovers that the average hourly circulation per hour was down at both the branches and 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 down slightly, from 73,772 in 2010 to 72,968 in 2011. Additionally, the number of hours in use for our computers decreased from 51,273 in 2010 to 49,400 in 2011. This was a decrease of 4%. Previously, we had seen significant decreases in

computer usage due to changes to in our circulation policy. However, October provided the first increase in computer usage all year.

Attendance for the month of November was 293,358. This is a decrease of just over 2% from last year's November's attendance of 300,348. Both the Main library and branches reported decreases in attendance. However, the decreases 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.

November was another great month for CPL programming. **Breaking the Mold: The Birth of Modernism in Cleveland** opened the month with a panel discussion moderated by Marianne Berardi, Senior Fine Arts Expert, Heritage Auctions. Panelists included Dr. Henry Adams, Professor of American Art, Case Western Reserve; Dr. William Robinson, Curator of Modern European Art, Cleveland Museum of Art; Professor Frederick Biehle, Associate

Professor, Pratt Institute; and Dr. Lawrence Waldman, Independent Scholar. The discussion was held in conjunction with the 100th Anniversary of the Kokoon Club exhibit which is on display in Fine Arts and Special Collections through the end of the year.

The final class of CPL's "Learn Chinese" program ended on November 19th. Nearly 60 students attended the programs that featured classes for children and adults. Feedback that I received on the program was overwhelmingly positive and Youth Services is examining additional classes in other languages.

CPL ended the month with our participation in Winterfest Cleveland 2011. Music at Main featured a steel drum group from Akron University and staff provided crafts, entertainment and hot cider throughout the afternoon. Almost three hundred people entered our doors and shared in the festivities.

Friends of Cleveland Public Library

The Friends of Cleveland Public Library's Annual Fundraiser was a huge success this year. Entitled: Night at the Library: Backstage, over two hundred people attended and partied throughout the night. Each year the

fundraiser features one of CPL's spectacular collections. This year it was our theater collection that was on display. Thanks to the hard work of the Friends staff and our staff, the night went off without a hitch and almost \$30,000 was raised for the Friends coffers. A special thank you must go out to **Myron Scruggs** (Property Management) and his staff for their hard work in transforming numerous floors in the Main building into a beautiful event space.

Meetings and Activities

- **Michael Ruffing** (Public Services) and Board President **Tom Corrigan** attended the Digital Public Library of America conference in Los Angeles.
- I attended the Grand Opening and ribbon cutting ceremony of Collinwood's new recreation center.
- I was selected as an entry into the Who's Who of Black Cleveland and attended a gala to promote the new edition.
- I attended the Destination Cleveland Travel and Tourism Summit, which attracted about two hundred interested parties to discuss how we can make Cleveland a better destination city.
- I spoke before the Cleveland Airport System as a part of their Leadership Speaker Series.

CLEVNET

September's total OverDrive CLEVNET eMedia collection circulation was 44,829 sizably up from last year's total of 23,307. CPL has 3,157 total followers on Twitter and the Facebook page currently has 3,603 fans. Six new libraries from Trumbull County went online with CLEVNET in November.

PUBLIC SERVICES

Programs/Exhibits:

During the month of November the Cleveland Public Library hosted 96 programs. 34 programs were adult, 41 children's, and 21 teens. *Ingenuity Fest Performance of Cory Doctorow's Down & Out in the Magic Kingdom*, *Breaking the Mold: The Birth of Modernism in Cleveland*, and *Winterfest* were the most well attended programs.

Meeting rooms were used a total of 56 times during the month. Cuyahoga County government used the LSW Auditorium a total of 3 times during the month. Additional CPL staffing was required for 3 meeting room requests which required either AV support or additional security.

The Kokoon Arts Club exhibit (3rd floor Main) ran through the month of November and will conclude in the month of December. The Sisters of Charity Foundation exhibit was removed from the LSW lobby on November 29. Cleveland Public Art, on behalf of the Library, is exploring the possibility of CPL hosting an exhibit of the work of food photographer Penny De Los Santos, a panelist in the 2012 Lockwood Thompson program.

Music at Main welcomed a steel drum group from Akron University to play at Winterfest. Librarians Michael Dalby and Stacie Brisker assisted with the program.

Artist and CPL patron Tom Soddors requested that Pamela Eyerdam become a committee member for an exhibit he is curating pertaining to WPA art in Northeast Ohio.

Fine Arts librarian, Kelly Ross Brown is curating an exhibit titled, *Old World Holiday Season* to be featured at the December Friends Annual meeting.

On November 8, Andres Osborne Academy brought 40 students to the Library. The students are working on independent research projects and used resources in History and Geography, Social Sciences, and Literature.

Literature Department librarian, Jean Collins met with Ruth Flannery of Playhouse Square regarding the loan of exhibit material for the 90th Anniversary of Playhouse Square. Literature Manger, Amy Dawson assisted with a display of historical theater material for the Friends event on November 5.

Popular Department hosted seven book clubs during the month.

The Social Sciences Book Club held a discussion on the book *Framing Innocence* by Lynn Powell.

Youth Services Manager, Sandy Nosse and librarian Jennifer Rhodes conducted a story time for the State Building Daycare.

Three sessions of the Learn Chinese for adults and three for children were held with a total of 31 children and 28 adults attending. The final class for this eight week session was held on November 19, where all students received a certificate of completion.

Outreach:

CPL participated in several outreach events in November including Praisefest5 winner wrap-up, Senior Jamboree, J. Glen Center Book Group, Case Western Recruitment & Scholarship Fair, opening ceremony of the Collinwood Recreation Center, and the Case Western Reserve Step-up Tutor Training.

Bridget Chapman from Case Western Reserve presented a certificate of appreciation for participation in the Recruitment and Scholarship Fair.

Computer Learning Connection (CLC) taught twenty classes in the CLC lab and forty-four classes in twelve branches. CLC staff members Karmar Clifton, Forrest Lykins, and Sam Tripodis did a ReferenceUSA Search Essentials training session.

CLC staff conducted training for Computer Aides on various job related information. CLC collaborated with Team Managers to learn how to assist patrons with downloading e books for patrons.

Pamela Eyerdam did library instruction for a senior class from Notre Dame/Cathedral Latin class on artist David Hockney. Fine Arts staff assisted high school students working on a music assignment from Osborn Academy.

On November 11, Foreign Literature Librarian, Caroline Han coordinated and provided a tour to Brecksville-Broadview Heights High School group. A total of 32 students and adults visited AV and the Foreign Literature Department to view Chinese language learning materials.

Maps Librarian, Tom Edwards attended an ASDI (Archival Spatial Data Infrastructure) meeting at the Café-Ah-Roma across from the campus of Cleveland State. Participants included, GIS Professor Gil Jang, Case Western Reserve GIS Specialist Ann Holstein, Retired Engineer Soren Hansen, and Cleveland State Special Collections Librarian Bill Barrow.

Ron Burdick and Beverly Austin wrote an article on the genealogy resources available in the Library. The 1500 word article will appear in the Winter Issue of the *Ohio Genealogy News*, published by the Ohio Genealogical Society and distributed to over 6,000 members of the Society.

Jean Collins proofread and received completed bookmarks for *The Game's Afoot* for the Cleveland Playhouse. She also completed a booklist for the upcoming show *Ten Chimneys*, showing Jan.13-Feb.5, 2012 at Cleveland Playhouse. Literature staff members, Steve Capouzzo and Aja Russo completed work updating the new Ohio Center for the Book website and are waiting for suggested changes to the site by Web Services before the site is made live.

Raford Odom from the Department of Aging contacted Collections Coordinator Michael Ruffing to arrange for a cell phone recycling box to be placed at Main Library for one month. Proceeds from cell phones collected will be used to support services to senior citizens.

Darlene Ronney, Mark Moore, Felton Thomas, John Skrtic, and Michael Ruffing attended a meeting with Bob Zimmer at the Baseball Heritage Museum. The meeting was held to investigate possible acquisition of the Museum collection.

Collections/Reference:

Mr. Ruffing and CPL Board President Thomas Corrigan attended a conference at the Los Angeles Public Library on public library participation in the Digital Public Library of America project spearheaded by the Berkman Center for Internet and Society at Harvard University. The conference was held from November 15-17 and featured presentations on the work that has been done so far regarding the creation of a national digital public

library infrastructure, as well as on best practices for library digitization programs. Cleveland Public Library currently has 20,000 digital objects in its Digital Gallery. According to "The State of Digitization in Public Libraries" (Los Angeles Public Library, November 2011), this places CPL among the top twelve percent of libraries ranked by amount of material digitized. Recommendations for streamlining and improving CPL's digitization efforts will be forthcoming in 2012.

Mr. Ruffing worked with Map Collection staff to plan the reorganization of the Library's collection of cataloged Cleveland park plans. A selection of the plans in this collection is available in the Digital Gallery, with more to be added in 2012.

Richard Fox continued work on the inventory of rare books in the Special Collections vault.

Mr. Fox is preparing a report based on his work so that the Library can benefit from his knowledge after he retires at the end of December. The goal of this project is to identify and isolate the rarest items in the Library's collections so that appropriate security procedures can be developed regarding these high-value items. Mr. Ruffing will be working with Security Operations and Special Collections to develop a plan in 2012 based on the recommendations in *Guide to Security Considerations & Practices for Rare Book, Manuscript and Special Collections Libraries* (Chicago, Association of College and Research Libraries, 2011).

Mr. Ruffing worked with Main Library department managers to review a proposal by Gale to convert a substantial amount of Gale's reference material currently on CPL's shelves to digital e-reference. The principal benefit of this conversion project would be that anyone with a CPL card could access these materials on any Internet-enabled device, whereas patrons now have to consult the physical volumes of these titles at Main Library.

Mr. Ruffing prepared a recommendation for the Library to purchase two ScanPro 2000 microfilm viewer/scanners. These machines were developed by Kodak and represent the most advanced microform viewing equipment available today

Poster reproductions of four high-interest items from CPL's collection went sale in the Ohio Knitting

Mills/Twist Creative pop-up store on November 18. The four items for sale include facsimiles of the 1909 Cleveland Industrial Exposition advertising poster, the cover of a pamphlet titled "Cleveland Offers Most" (Cleveland Association of Building Owners & Managers, 1924) and two historic bird's eye maps of Cleveland from the 1880s. The store is located at 1983 West 28th Street, across from the St. Ignatius playing field, and will remain open until January 8.

The weeding project continues in Government Documents. After a short hiatus the TRAIL project is back to collecting materials. The department is beginning to ship out material to be digitized from the Atomic Energy Commission reports.

The Photograph Collection was recognized for excellent customer service in a blog article titled; Cleveland's Marvelous Public Library. The article was posted by author historian by David E. Nye, and published in the blog, *After the American Century*. Dr. Nye is an Industry Education professor at Odense University, Denmark. His quest was for photographs to illustrate his forthcoming book on the history of the assembly line.

Frank Badalamenti, manager of the Internal Audit section of the Department of Finance, borrowed PAL's copy of the *Municipal Collection of Cleveland Art* for several months to conduct an internal audit of the city's art collection with the assistance of art interns from Case Western and Cleveland State University.

Staff/Professional Development:

Sandy Witmer, BEL Subject librarian attended Sigma Six Training on November 30.

Staff worked at inventorying local area company annual reports that came from preservation last month.

Pamela Eyerdam and librarian Bruce Biddle attended the CPR/ AED training from the American Heart Association on November 16. Bruce Biddle received a letter of commendation from a patron (Mr. Robert C. Whitney) for his customer service. Stacie Brisker and Pamela Eyerdam received a letter of commendation for their efforts in regards to a tour given to members of the Maltz Museum from Ms. Sabine Kretzschmar.

Langston Hughes children's librarian, Christopher Busta-Peck donated a copy of his book, *Hidden History of Cleveland* to Fine Arts and Special Collections.

Amy Dawson attended two Dublin Award Committee meetings and submitted votes for the 2013/2014 Choose to Read Ohio titles as part of the selection committee. Amy Dawson corresponded with the Ohioana Library regarding the 2012 Ohioana Book Festival.

Amy Dawson and Pamela Eyerdam visited the Euclid Public Library and had a tour of the facilities and the Reader's Advisory Room they have created. Amy Dawson corresponded with Marjory Mogg about the Bouchercon Convention due in Cleveland in October 2012 with regard to a proposed display of mystery memorabilia owned by mystery writer Les Roberts.

Amy Dawson completed paperwork for spending the balance of the George Gund Foundation grant funds for Octavofest.

Former West Park Adult Services librarian, Judy Daniels transferred from the West Park Branch to the Popular Department on November 21.

Sandy Nosse received a stipend from the Lunar and Planetary Institute and attended a two day workshop in

Cocoa Beach, Florida and received a VIP tour of the Kennedy Space Center. Through the information received at the workshop, Ms. Nosse will create programming to be held at Main and branches.

BRANCHES

- Garden Valley/Woodland Manager Kathryn Feeley reports that the new holds initiative continues to go over well with patrons and is promoted from all service desks
- Glenville Branch Manager Carol Johnson met with Michael E. Taylor, Business & Community Liaison for Cleveland Job Corps Center
- Hough/Langston Hughes Branch manager, William Bradford attended a special talk on November 5, for the annual dinner sponsored by the Friends Council of the Oberlin College Library by Mark Dimunation.

Mr. Dimunation is the Chief of the Rare Books and Special Collections of the Library of Congress

- Martin Luther King Jr. Branch Manager, Toni Parker attended an awards banquet at the Fatima Family Center for The Third District Police Community Relations for the City of Cleveland. Ms. Parker and G4S Officer Sords were acknowledged for their attendance at the Third District Meetings
- Memorial Nottingham Branch Manager, Joyce Bowers visited Cleveland Heights University Heights Public Library to observe operations of a Clevnet library as part of a 2011 Public Services initiative
- 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 encouraged to place holds on items
- Under the leadership of Union Branch Manager, Gail Hanks the branch enjoyed the second meeting of their new Adult Book Club this month
- On November 8, motivational speaker Kent Wise presented his talk on positive self-image for youth at the Woodland Branch
- Collinwood Library Assistant Erika Marks presented a teen program on November 9, in conjunction with CRCC (Cleveland Rape Crisis Center) and City Year Group. There were forty-three teens in attendance
- Garden Valley youth services librarian, Pasha Moncrief attended The GREATEST Storytelling Workshop in Brunswick on November 14. The workshop was very informative and it encouraged her to do more during story time to enhance the learning and literature among children
- The Glenville Branch held the second in a series of joint programs with the Fine Arts Department featuring Bruce Biddle demonstrating caricature drawing
- Hough Branch Youth Services Library Assistant, Lawrence Clark-Bey attended the School Parent Organization meeting and gave an overview of what the Youth Services department offers at the branch
- Mt. Pleasant Youth Services Librarian Ginaya Willoughby volunteered to present a training session at Akron Public Library's staff development day. The topic was: The First 30 Seconds Dealing
-

- with Challenges on the Front Lines and was sponsored by the OLC Intellectual Freedom Committee
- Youth Services librarian, Sharon Jefferson assisted in helping 10 women from Nora's House, a shelter for women, find information on different types of substance abuse
 - Union Youth Services librarian, Donna Willingham began a Manga Book Club
 - Woodland Branch Youth Services Library Assistant, Lakeisha Winstead attended the Central Coordinating Council for Youth Development meeting on November 8
 - A storage room was reclaimed for public space and converted into a study room at Carnegie West Branch
 - GED classes continue at Walz, Fleet and West Park branches. During the month, 86 patrons participated in GED classes, possible only because of the extraordinary efforts by the branch staff to encourage attendance
 - Jefferson Branch staff presented 21 story times in November to The Tremont Montessori, Merrick House Daycare and The Spanish American Committee Daycare
 - America Reads tutors conducted 89 sessions during November at South Brooklyn Branch
 - Brooklyn Branch Librarian Laura McShane was appointed to the CPL Health and Safety Committee
 - Brooklyn Branch Library Assistant, Cathy Hankins and Carnegie West Branch librarian Helen Zaluckyj attended a storytelling workshop at Medina Public Library, co-sponsored by NEO-RLS
 - Rockport manager Lydia Pryszyk made a presentation about CPL services, including those available at the Ohio Library for the Blind and Physically Disabled, to the Ward 18 Democrat Club
 - Carnegie West Manager Angela Guinther met with Andy Thomas, the Safety Coordinator for Ohio City Incorporated, to discuss safety concerns related to the city's Novak Park, in which the branch is located

MOBILE SERVICES DEPARTMENT

54 Stops

20 New library card applications

714 Persons on board

694 Reference, 656 Directional in person

243 Reference, 18 Directional via phone

SUMMARY OF ACTIVITIES

"On the Road to Reading":

- 12 Pediatric and WIC sites were visited with 54 people contacts at these sites. 74 daycare classes were visited with a total of 1013 in attendance. 986 items were circulated in 42 deposit kits
- Rhonda Fulton attended a PNC grant meeting in Ann Arbor
- Rhonda Fulton has met with several different CPL staff regarding the PNC early financial literacy grant. She completed an outline of curriculum themes for the PNC grant which she will be tweaking and sending to PNC, per their request
- On the Road to Reading was able to secure a short term loan of kits from the Children's Museum to circulate to educators in the CMSD preschool classrooms. The teachers' responses were very positive and they enjoyed the expansion of curriculum-enhancing kits.
- Marla McConnell joined the Department on November 6. She began drivers' training on November 19 with trainer Carol Thomas. Peter Mahoney (Page) retired as of November 29

OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

In November, OLBPD circulated 59,729 books directly to patrons. Digital book circulation is increasingly widening the gap between cassette circulation, where 34,277 digital books to 24,625 cassette books circulated this month. OLBPD registered 149 new patrons this month, and only 128 patrons discontinued service for this month which continues to be a very encouraging trend for new readership.

OLBPD is working with State Library of Ohio Talking Book Program and CPL Public Services and Marketing and Communications to develop and produce a thirty second public service announcement about the OLBPD service. The PSA will be used both on radio and television to promote OLBPD service throughout the State of Ohio in an effort to help increase public awareness about the program.

The National Federation of the Blind of Ohio held their annual conference November 3-5 in Dayton, and the American Council of the Blind of Ohio held their annual

conference November 18-20 in Columbus. Information and updates about the OLBPD service were provided at each conference.

On November 14, the OLBPD Manager met with Sandy Turner, Executive Director of VOICEcorps reading service in Columbus, Ohio. Sandy serves on the State Library of Ohio Talking Book Program Consumer Advisory Committee. OLBPD is working on a partnership with VOICEcorps to resume local production of audio book with Ohio interest. VOICEcorps studios would produce digital talking books selected by OLBPD from titles as part of the "Choose to Read Ohio" initiative. These books would be added to the OLBPD collection and available to eligible members of VOICEcorps radio reading service, many of whom are OLBPD patrons. Plans to resume local production of audio books should begin in early 2012.

On November 14, the OLBPD Manager consulted with OverDrive on testing the accessibility of "OverDrive Test Drive" and about the accessibility and user trends for people with disabilities and portable devices.

OLBPD is working with CPL Graphics Department on designing a new adaptive technology sign to help patrons clearly identify adaptive technology workstations available at CPL libraries and public departments.

The OLBPD Cyber-Dialogue Book Discussion was held on November 10 where the group discussed "The Art of Racing in the Rain" by Garth Stein.

OLBPD's annual online Holiday Book Chat with students from the Ohio State School for the Blind will take place on Friday, December 9 with the older elementary students reading "A Season of Gifts" by Richard Peck. On December 16, the younger students will read "The Crunchy Munchy Christmas Tree" by Karen Gray Ruelle.

TECHNICAL SERVICES

About 20 staff members in three departments-- Acquisitions, Catalog, and High Demand, moved into different desks on November 2. Staff and computers were relocated quickly and efficiently with the able assistance of personnel from Automation and Facilities.

Everybody was back at work, performing their regular duties by mid-afternoon.

Ann Olszewski, Preservation Manager, Lyla Chilkcutt and Renee Pride were featured on the WVIZ television program "Applause". The staff demonstrated techniques for extending the useful lives of books.

Patricia Lowrey, Technical Services Administrator, received AED & CPR training and she attended the Administrator's introduction to Lean Six Sigma. She attended the Digital Projects Committee meeting along with Ann Olszewski, Preservation Manager.

High Demand: Staff added 571 titles and 12,187 items. They ordered 758 titles and 10,594 items, and paid 604 invoices, for a total value of \$ 192,082.90.

The High Demand staff also processed 2,223 items for the Acquisitions Department. Mya Warner volunteered to be trained to pay invoices, and began by paying 24 invoices for the Acquisitions Department. Summer Salem also volunteered, and paid a number of invoices for them, as well.

Summer Salem completed her first full month in the department. Many thanks are due to the High Demand staff for helping Ms. Salem to acclimate. Rosalyn Easley helped her to learn the ordering and invoice approval processes; Dale Dickerson began to train her on copy cataloging; Mya Warner trained her on receiving and adding books; Steven Best gave her an overview of adding nonbook items and printing labels.

Carole Brachna, High Demand Manager was trained in CPR and the use of the AED on November 4th.

Book Preparation: The Book Preparation staff processed 24,759 items.

Materials Processing Manager Elizabeth Hegstrom attended the AED/CPR training at the Lake Shore facility. Theresa Stack retired after 33 years of service with the Cleveland Public Library.

Catalog: In November, the Catalog Clerical staff cataloged 2,568 titles and added 9,519 items. Librarians added 5,428 titles and 4,868 items for CPL.

Rodney Lewallen distributed the United Way/Community Shares information packets at the Lake Shore facility and assisted in distributing bag lunches in Technical Services as part of a fundraiser for United Way/Community Shares.

New guidelines eliminated the practice of using separate records for latest edition of serial titles when there are holds. With some Catalog staff editing of the volume information on order records, the hold capabilities of the Bibliocommons catalog will allow patrons to request a specific volume without staff assistance. Michael Monaco and Jeni Delfs held a refresher course on cataloging DVDs and Blu-rays for the Technical Service Associates, who now have the primary responsibility for copy cataloging AV material. Librarians added 5,428 titles and 4,868 items for CPL.

Dawn Grattino listened to an ALCTS webinar, RDA and Music Basics: Sound Recordings. Amei Hu participated in a Council on East Asian Libraries (CEAL) webinar on name authority references. Mr. Monaco attended the Ohio Library Council's Leadership Conference in Columbus. This was an all-day meeting of office-holders in the OLC's divisions and chapters to discuss OLC business and plan programming. Andrea Johnson and John Parsons took CPR/AED training

Collection Management: Bonnie Bolton prepared juvenile and young adult shared Black History lists for Branch replacement selection. Ms. Bolton reviewed the top 100 bestselling children's books lists for future replacement ordering. Laura Mommers and Rollie Welch collaborated to produce a promotional brochure "100 Great Movies on DVD" that are available from Cleveland Public Library.

Ms. Mommers volunteered to help out in Acquisitions and Shipping, which are currently short-staffed. She unpacked over a thousand items.

Mr. Welch attended the Lean Six Sigma workshop. He published a review in the Cleveland Plain Dealer and his top street lit selections for 2011 appeared November 17 in Library Journal's online newsletter Booksmack!

Shelf/Shipping: The staff of the Shelf/Shipping department sent 254 items to the Main Library for

requests. A total of 1,691 telescopes of new materials were shipped to Branches and the Main Library.

The technicians in Shelf/Shipping sent 21,612 items on trucks to the Acquisitions and High Demand departments. Darryl Pless took the American Heart Association CPR/AED training. We lost two pages, Marla McConnell left the department for a promotion as a clerk in Mobile Services, and Tiffany Storrs left to return to school.

Acquisitions: Alicia Naab, Acquisitions Coordinator, continued to work with Automation to resolve the issues associated with placing orders for non-book materials with the vendor Baker & Taylor. Ms. Naab also worked with the vendors BBC Audiobooks (AudioGo) to resolve shipping problems and with Book Wholesalers, Inc. (BWI) to resolve issues associated with sorting materials based on age level on their TitleTales website. Laura Mommers, Collection Management Librarian, volunteered to assist the Acquisitions Department with placing end of the year orders. Ms. Kowalczyk assisted with training Ms. Mommers on manually creating orders and placing orders for foreign literature materials. Ms. Mommers had previously been trained on placing orders, but only needed a minimal amount of re-training to perform this task again.

Sandy Jelar Elwell, Acquisitions Manager, and Glennis Blair, Technical Services Associate, attended the AED/CPR training at the Lake Shore Facility.

Acquisitions staff ordered a total of 6,434 titles and 9,762 items, received 19,319 items, and processed a total of 2,510 invoices. Serials staff received 1,226 periodicals and 360 serials, added 1,852 periodical items, 279 serial items and 958 paperbacks, processed 132 periodical and serial claims, and modified 52 serial controls.

Preservation: Senior Preservation Technicians Elizabeth Bardossy and Renee Pride wrote a review of a new edition of *Book Repair, a how-to-do-it book* by Kenneth Lavender for publication in the ALA journal *Public Libraries*. The invitation to review this book came from Deputy Director Cindy Lombardo.

Cleveland Orchestra archivist (and former CPL staff member) Deborah Hefling and two staff members visited

the Preservation department November 10 for a tour of the Preservation lab. Two students from Lake Erie College visited November 16th to study prints from the Public Works of Art and WPA collection. Preservation Manager Ann Olszewski attended the Digital Projects Committee meeting November 30, and also on November 30, a four-hour Lean Six Sigma training session for managers.

One John Ford Rhodes High School and twenty-two John Hay High school yearbook volumes were added to the Digital Gallery, completing the collection for these two schools. The total number of yearbook pages available digitally is now 13,016 (up from 11,395 pages at the end of October) The top three Digital Gallery Collections for November items viewed were the Gallery of Cleveland Photographs (6,159 item views), Atlases and maps of Cleveland (5,833 item views) and Cleveland High School yearbooks 4,320 item views.)

Gloria Massey processed files for the John Hay high school yearbook and Lincoln High School yearbooks, renaming them to become the page-level title metadata, and rotating vertically-oriented pages for OCR processing. She processed 44 aerial photos of Cleveland

from 1979, cropping and adjusting the images prior to their being sent to Merrill David for printing. An image that Ms Massey previously edited for the Digital Gallery, "Cleveland Offers Most," was reproduced as a poster by Twist Creative in Ohio City and sold as a fundraiser for the Friends of CPL. Elizabeth Bardossy completed the treatment and encapsulation of 14 bridge drawings by CF Schweinfurth. The total collection of 64 plans will be sent to the Map Collection to be scanned for the Digital Gallery.

Special Projects: Ron Antonucci continued to assist Collection Management with the ongoing redistribution of floating materials. He evaluated returned books, dvds, compact discs, and audiobooks to determine relocation to a branch or Main department, or discarded the materials and prepared them for shipping to the Book Sale.

He relocated 287 cds, 470 books, 207 audiobooks and 185 dvds.

Since many floating items are sent to Collection Management even though there still are patrons waiting for them, Mr. Antonucci checks every item and sends many to fill patron holds. In November he sent 92 cds, 25 books, 170 audiobooks and 5 dvds to pickup locations in addition to the items he relocated.

On November 9, Mr. Antonucci accompanied Collection Manager to Popular Library at Main to weed part of the collection. They met with POP and Main personnel to discuss disposition and procedures involving the floating collections.

Mr. Antonucci developed and distributed a Floating Collections Needs Questionnaire which was sent to all branches and Mobile Services. The purpose of the survey is to obtain information about their needs for books in specific genres, dvds, audio books and compact discs. To goal is insure that Branches have plenty of the materials that their patrons want without becoming "overloaded" with specific types of materials that do not circulate well.

MARKETING & COMMUNICATIONS

News by Media Chart



Color Name	Value	Pct.
Online, consumer	15	39.47 %
Online, news and business	11	28.95 %
Newspaper	5	13.16 %
Online, trade/industry	3	7.89 %
Magazine, news and business	1	2.63 %
Television program	1	2.63 %
(None)	1	2.63 %
(International)	1	2.63 %

Media coverage for the month of November included 38 print and online publications. The full report, available in the Marketing department, shows ad values of \$63,377.67 with a news circulation audience of 26,794,102 people. In November, the online media outlets that featured CPL events and programs received 50,536,684 unique visitors. Ads to promote MyTunes and Winterfest appeared in the *The Plain Dealer* and *Cleveland.com*. A testimonial ad featuring patron, Stephen Talbot, ran in the *Campus Observer*. Manager, Ann Olszewski and Technician Lyla Chilcutt

Manager, Ann Olszewski and Technician Lyla Chilcutt

appeared on *Applause* to promote the Book Preservation Department. Director Thomas appeared in an impromptu interview by Channel 19 News regarding Library services.

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

- Board meeting
- 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
- Monthly Branch Managers' meeting
- Monthly Main Managers' meeting

Cathy Poilpre attended CPR/AED certification training and 6-Sigma workshop.

GRAPHICS

Graphics staff designed, printed and distributed 77 printed pieces in November, including graphics for the library website and 4 staff newsletters.

Promotional pieces included: Program Guides for Adults, Children and Teens; OLBDP newsletter, CPL Christmas cards to sell in Friends gift shop, *Popular Music Resources* guide, *Celebrate With Books* branding, web graphics and bookmark, *Microform Collections* guide, 4 staff newsletters.

WEBWARE www.cpl.org and other CPL sites

Twitter followers are up from 2,196 in 2010 to 3,157 currently. Facebook fans are up from 2,722 in 2010 to 3,603 currently. Downloads of books in an electronic format (ebooks) were up from 23,307 in 2010 to 44,829 currently.

Library News on the www.cpl.org homepage featured the following item for November: Warm-Up Cleveland; Cleveland Public Library Board of Trustees Meeting; and Cleveland Public Library Ranked One of the Top Four Libraries in the Country.

During the month of October, the following events, programs, and information were promoted on www.cpl.org: My Place 2 Dream, Create, Grow: Frances Scott; Winterfest; My Tunes: Michael Jackson; My Tunes: 2012 Rock Hall Nominees; Cleveland Public Library Digital Gallery: Step into the Past; Celebrate with Books; Warm-Up Cleveland 2011; Literature Criticism Online; Rated a Five Star Library; MyTunes; Drive-up Window; For Students Online; When Animal Assignments Attack: Grzimek's Animal Life; Tumble Book Library: eBooks for eKids; Stop the Hate Essay Contest; Kids and Teens Homework Help; and KnowItNow: Your Librarian Never Sleeps.

25 Popular Topic pages were updated with new content in November.

4 Senior Topic Guides were updated with new content in November.

The web version of the 105th edition of "Celebrate With Books" was posted on www.cpl.org (<http://www.cpl.org/celebratewithbooks>) on November 21. Webware collaborated with the Graphics department on the graphics and layout of the pages. Content was provided by the Youth Services Department.

The fourth *Off the Shelf* was sent out on November 4th to a distribution list of 2,158. The eNewsletter boosted a successful "open rate" of 51% and featured Five Star Library, Winterfest, and a Caption Contest that featured an image from our Digital Gallery.

Two new databases for children were subscribed to by CPL and were added to [cpl.org](http://www.cpl.org)'s Research Databases page: Tumblebook Library and Grzimek's Animal Life. The database American Book Prices Current, an in-library only database, was also added to the [cpl.org](http://www.cpl.org) Research Databases page.

A new category of "For Children" was added to [cpl.org](http://www.cpl.org) to the Research Databases page under Research Categories. Working with Sandra Nosse, Youth and Family Services Manager (Acting), the following databases were added to this new category: Culture Grams, Grzimek's Animal Life, Kids Search, Tumblebook Library, World Book Kids, and World Book Student.

The Music at Main Podcast page on cpl.org was updated. These changes included the implementation of a new MP3-player add-on, as well as some aesthetic changes to page content.

The new "Policy on the Use of Cleveland Public Library's Social Media Sites" was posted to cpl.org, the CPL Facebook page for public access, and the Staff Center's Policies & Procedures page.

A booklist was created for Ken Ludwig's *The Game's Afoot* and was added to the Cleveland Play House page for the Literature Department.

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. All time clocks system wide were reset for the time change. The main thermostat for the branch was replaced at Addison. Preventative maintenance for the boilers were completed at Carnegie West, Collinwood, and East 131. The air compressor for the building controls were repaired at Glenville. The heating hot water pump was replaced at Jefferson. The process of winterizing the chilled water coils has started at Lakeshore. Winterizing of air handling unit #5 and #25 were completed at LSW and Main. Duct work was installed to supply heat to the front entrance of Mt. Pleasant. Work was completed on the rooftop unit, heating valves in the ceiling, and valve linkage and actuator were replaced at West Park. The filters were replaced on the rooftop equipment at Woodland.

The Carpenters and Painters removed desk and partition from Mobile Services. Shelving was installed in the microfilm room at Main. Many work orders were completed and patching and painting continue throughout the system.

SAFETY & SECURITY OPERATIONS

SAFETY

- At the request of John Skrtic, performed ergonomics evaluation of his workstation.
- 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.
- Participated in FM Global Inspection of Public Administration Library at 601 Lakeside and South Brooklyn Branch. Awaiting report.

SECURITY

Security Systems

- Worked with Integrated Precision Systems (IPS) to review access control system and burglar alarm systems at Main, LSW, Lakeshore, Rice, and Garden Valley. The two-day process was to obtain information for an upgrade of the access system which is no longer supported, nor on a network drive. CPL has to address this issue as quickly as possible and Safety is drafting justification to address the issue. External media is being used to back up the system as an interim measure pending a long term solution.
- The access control system infrastructure has been reviewed for the feasibility of using current wiring to provide additional protective measures for the downtown campus facilities. The existing infrastructure of wiring can be used which will result in a reduced cost to upgrade the system and develop a perimeter protection system for the Main/LSW campus.
- Currently, ten percent of the system's closed circuit television systems are not functioning and the parts to support the cameras are no longer manufactured. 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. We have begun repairing cameras and digital video recorders that are failing due to age.

- 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.
- Established interview room away from security center so as to utilize a room that is segregated within the facility.

Branch Patrol

- 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.
- Supervisors and Officers continue to investigate Security Irregularity reports generated system-wide. The staff investigated 43 incidents during the month.

Communications Center

- The communications center is being staffed by CPL officers. As a result, staff have supported the following events:
 - Woodland Branch: Security is reviewing observational capabilities at the Woodland Branch following a report of an incident involving a child on November 25, 2011. There were areas that were not capable of being observed and we are working on how to obtain better visibility in the areas.
 - South Branch: On November 13 and 25, 2011, two cars were broken into. We researched what could be seen in the area to assist law enforcement.
 - Eastman Branch Parking Lot North Location Area: We observed EMS responding to two events, one involving a patron and one involving an employee, Tracey Allen, both of which were not reported to Safety & Security.
 -

- o Fulton Branch: reviewed exterior footage in conjunction with a USPS Letter Carrier that was assaulted and provided surveillance records to the USPS following the issuance of a subpoena.
- o Westpark Branch: Discovered CCTV for branch was not functional and obtained replacement DVR, making the cameras operational.
- o Main Branch: Special Attention monitoring conducted for the Literature stack area due to a stalking incident involving employee Ashia Benson.
- Ordered replacement monitors for the Communications Center due to the age and failing of monitors.
- New computer equipment has been ordered for communications center so that security logging can take place in the center.
- We have been rotating staff through area for training on the system as well and for developing procedures for capturing video and equipment operation.

Contract Security

- Contract Security hours have been restored at the Memorial-Nottingham branch and the contract secretary position was transferred from the LSW

Security Communications Center to Memorial-Nottingham. The reassignment in contract staffing occurred due to a juvenile fight at the branch. After transferring the position from Security Communications, we found the contractor was obtaining security-sensitive information. She had also met with a former CPL Security Supervisor on at least two occasions following the supervisor leaving CPL. Negative postings about CPL and CPL employees have been posted by the former supervisor on social media websites.

INCIDENTS

- Performed security assessment of the DVD area at John Skrtic's request to address an elevated level of DVD thefts at LSW. Safety & Security suggested filling the Tech Central officer position earlier than was anticipated to staff the area as soon as

possible and to prepare the officer for the new assignment.

- During the month, twelve alarms were received and no illegal entry was made into any facility.
- Provided escort for Literature Page Ashia L. Benson. We assisted her with filing a report with Cleveland Police Department. We assisted with identifying the patron who has been following Benson during her work hours within the Literature department and began to follow Benson outside of work. We further identified Patron's criminal history and propensity to stalk females.

SAFETY & SECURITY EVENTS SUPPORT

- A Safety & Security review was prepared for the following events:
 - Sisters of Charity Event
 - Circlefest Event in University Circle

EMERGENCY PREPAREDNESS

- Obtained drafts of emergency procedures over the years and began review to determine appropriate procedure development.

OPERATIONS CONTINUITY

- Continued to collect data on Operations Continuity for the Library.

RECORDS AND EQUIPMENT 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 proper disposition.

ADMINISTRATION

- Developed Vision statements for Agency and for individual parts of the Agency including Safety, Security, Emergency Preparedness and Operations Continuity.
- Developed justifications for positions and position descriptions needed to meet vision expectations.
- Drafted newsletter announcement mission for Agency.
- Achieved concurrence of administrators for implementing locked employee entrance door at LSW between the hours of 7:00 AM and 10:00 AM to increase perimeter security of Downtown campus Monday through Saturday. This will include requiring all employees who enter the downtown campus between 7:00 AM and 10:00 AM to not use the dock entrance, but to enter through the LSW employee entrance.
- Drafted communications to staff about access change.
- Performed lighting survey at Downtown Campus at Property Administrator's request to help determine where lighting can be reduced afterhours.
- Developed driver listing form for registering and tracking drivers for the Building's group.
- Met with Cintas about security uniforms to explore ways to reduce costs.
- Completed justification to fill two unfilled staffing positions in security and they were approved and posted on ESS.

AUTOMATION SERVICES**CLEVELAND PUBLIC LIBRARY**

The web version of the 105th edition of "Celebrate with Books" was posted on www.cpl.org (<http://www.cpl.org/celebratewithbooks>) on November 21. Webware collaborated with the Graphics department on the graphics and layout of the pages. Content was provided by the Youth Services Department.

The fourth "Off the Shelf" was sent out on November 4th to a distribution list of 2,158. The eNewsletter boasted a successful "open rate" of 51%. Featured stories

included Five Star Library, Winterfest, and a Caption Contest that featured an image from our Digital Gallery.

There were 255 items discarded for Government Documents.

Gates Grant PCs were installed at East 131st and Langston Hughes branches to provide more PCs for the public and comply with grant guidelines.

Two new databases for children, Tumblebook Library and Grzimek's Animal Life, were added to the Research Databases page in a new category: "For Children". Other databases in the "For Children" category include: Culture Grams, Kids Search, World Book Kids, and World Book Student. Another new database, American Book Prices Current, was also added.

The Music at Main Podcasts page on cpl.org was updated to include a new MP3-player add-on and some aesthetic changes.

The new "Policy on the Use of Cleveland Public Library's Social Media Sites" was posted on the Library's web site and Facebook page, and on the Staff Center's Policies & Procedures page.

A booklist for Ken Ludwig's "The Game's Afoot" was added to the Cleveland Play House page.

Automation Staff attended the CPL Library Assistant - Computer Emphasis staff meeting.

Wireless access points in Collinwood, Martin Luther King, Harvard Lee, Brooklyn and South branches were added to the Access Point controllers, rerouting public traffic outside of the firewall and providing a splash page with the Library's internet access policy.

A network switch was upgraded for the Memorial Nottingham Branch.

New phone extensions were configured for Business, Book Processing and Security; phone, fax, and/or alarm lines were repaired in Accounting, and Glenville and Sterling branches; and phones were relocated in Catalog, Acquisitions, and High Demand.

A replacement Blackberry was ordered for Tena Wilson under warranty, and programmed; and the Blackberries used by managers at Union and Carnegie West were reprogrammed for email.

CLEVNET

A CLEVNET Directors meeting was held on November 4. Major topics included the 2012 cost report; the Technical Services summit and holds on multi-volume works; upgrades to Directors Station software; refunds for lost and paid materials; and changes in CLEVNET membership. Six new libraries from Trumbull County have joined; Norwalk Public Library in Huron County has expressed interest; and the Board of the East Cleveland Public Library voted to become part of the Cuyahoga County Public Library, pending approval by the East Cleveland Board of Education.

Hilary Prisbylla configured a new model of printer to work with the transit slip program for Medina County District Library.

Ann Palomo began working with Birchard, Hubbard and McKinley libraries to migrate their manual debt collection process with Unique Management to the automated system.

Jim Benson programmed and started running the script that looks at invalid barcodes handled during the day.

One of the member CLEVNET libraries changed several hundred holds to a pick up location of AUTOMATION. Software staff went back through transaction files to see what the original pickup location was and corrected them.

New Item types and circulation map entries were added for Hubbard, Lorain, McKinley, Perry, Madison and Ritter libraries. Processing fees for lost bills were configured for Hubbard.

Special reports were created for Lorain, Medina, Bellevue, Birchard, and Ritter.

Windows Active Directory Group Policies were copied over to Shaker Heights Public Library's new child domain to act as a baseline as they move forward with their user

and computer migration from their old domain to the new one.

On November 12th, Automation staff upgraded the Zimbra suite to version 7, bringing with it a new set of collaborative features and a more polished interface.

Software staff attended the Circulation SIG meeting at Euclid Public Library on November 12.

Systems and Hardware staff attended the CLEVNET PC Tech SIG meeting at Lorain Public Library's Avon Branch.

Larry Finnegan met with administrative staff at Huron and Shaker Heights libraries to assess their PC and network strategies. A network switch was replaced at Sandusky Library.

The CLEVNET remote authentication server failed and was moved to a new virtual server.

A mobile version of the CLEVNET eMedia Support Form was created for the CLEVNET eMedia Collection.

KnowItNow

A training day was held in Canton, Ohio, for staff members of Stark County District Library and Rodman Public Library, both of which are joining the statewide network.

The KnowItNow24x7 Provider site was updated to make it easier for librarians and managers to access virtual reference transcripts. Transcripts are automatically loaded and users can customize sorting and display. New Searching and filtering options make it easier to find specific transcripts.

An update to the virtual reference chat software was installed to fix a bug that removed commas from some web addresses.

Meetings and Professional Development

Ann Palomo went with Tim Diamond and Anastasia Diamond-Ortiz to the Northern Ohio Data Information Service and CSU to review reports for strategic planning generated from transaction data.

Bob Carterette, Ann Palomo, and Hilary Prisbylla held a phone conference with Lisa Witteman, SirsiDynix Library Relations Manager, regarding unresolved support cases adversely affecting CLEVNET.

Amy Pawlowski, Coordinator of OLC's IT Division, attended OLC's Leadership Planning session in Columbus on Thursday, November 17.

Mr. Carterette and Mr. Finnegan attended overview sessions for upper management on Lean Six Sigma.

Statistics

	Nov-10	Nov-11
OverDrive Downloads	23,307	44,829
Twitter Followers	2,196	3,157
Facebook Fans	2,722	3,603

Automation Services Statistics, 11/2011				
	# Cases Opened	# Cases Closed	Site Visits	TOTAL
HARDWARE				
CPL Main	176	146	94	416
CPL Branch	144	162	77	383
CPL Lake Shore	32	22	19	73
CLEVNET	31	17		48
PUBLIC				0
HARDWARE TOTAL	383	347	190	920
SOFTWARE				
CPL Main	16	16		32
CPL Branch	15	15		30
CPL Lake Shore	13	13		26
CLEVNET	61	61		122
PUBLIC	71	71		142
SOFTWARE TOTAL	176	176	0	352
WEBWARE				
CPL Main	6	6		12
CPL Branch	2	2		4
CPL Lake Shore	3	3		6
CLEVNET	2	2		4
PUBLIC	93	93		186
WEBWARE TOTAL	106	106	0	212
KIN				
CPL Main	10	8		18
CPL Branch	3	2		5
CLEVNET	21	19		40
PUBLIC				0
KIN Library	14	14		28
OHIOLink Library	4	3		7
After Dark				0
KIN TOTAL	52	46	0	98
GRAND TOTAL	717	675	190	1,582

Mr. Corrigan adjourned to the meeting at 1:11 p.m.

Thomas D. Corrigan
President

Alan Seifullah
Secretary

GIFT REPORT FOR NOVEMBER 2011

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	695	5,112
Periodicals	41	456
Publishers Gifts	0	312
Non-Print Materials	<u>90</u>	<u>508</u>
TOTAL LIBRARY SERVICE MATERIALS	826	6,388

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
Library Fund	Unrestricted	\$ 537	\$ 3,648
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	13,885	77,677
Ohio Center fo the Book	Restricted	0	0
Judd Fund	Restricted	0	153,116
Lockwood Thompson Fund	Restricted	79,058	158,115
PNC - Grow up Great	Restricted	0	48,000
MetLife - Fit for Life	Restricted	0	0
Founders Fund	Unrestricted	0	60,387
Founders Fund	Restricted	<u>0</u>	<u>88,374</u>
TOTAL MONEY GIFTS		\$ 93,480	\$ 832,953

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	47	259	826	6,388
Money Gifts	<u>6</u>	<u>121</u>	<u>6</u>	<u>121</u>
TOTAL GIFTS	53	380	832	6,509

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 78.95% current collection of current levy for previous tax year.

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

December 7, 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, 2012, 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, 2012	General Property Tax	PLF	Other Sources	Total
General Fund	23,750,000.00	28,450,570.43	19,837,771.12	5,881,577.00	77,919,918.55
Special Revenue	10,370,290.64		\$54,169,918.55	2,583,540.98	12,953,831.62
Capital	9,009,000.00			0.00	9,009,000.00
Permanent	1,793,100.00			41,402.44	1,834,502.44
Totals/Subtotals	44,922,390.64	28,450,570.43	19,837,771.12	8,506,520.42	101,717,252.61

<i>Wade L. Lee</i>	Budget	<i>Ed. F. ...</i>
<i>[Signature]</i>	Commission	<i>[Signature]</i>

CLEVELAND PUBLIC LIBRARY

GENERAL FUND		APPROPRIATION 2012
Salaries/Benefits		
61.8%		
TOTAL		\$ 33,484,152.79
Supplies		
1.9%		
TOTAL		\$ 1,016,874.22
Purchased/Contracted Services		
18.4%		
TOTAL		\$ 9,987,398.44
Library Materials/Information		
17.3%		
TOTAL		\$ 9,389,266.85
Capital Outlay		
0.4%		
TOTAL		\$ 220,266.25
Other		
0.1%		
TOTAL		\$ 71,960.00
SUBTOTAL GENERAL OPERATING EXPENDITURES		\$ 54,169,918.55
100.0%		
Transfers/Advances		
TOTAL		\$ -
TOTAL GENERAL FUND		\$ 54,169,918.55

CLEVELAND PUBLIC LIBRARY

SPECIAL REVENUE FUNDS	FUND NO.	APPROPRIATION 2012
Anderson	201	\$ 169,000.00
Endowment for the Blind	202	\$ 1,516,000.00
Founders	203	\$ 1,773,700.63
Kaiser	204	\$ 40,000.00
Kraley	205	\$ 140,000.00
Library	206	\$ 160,000.00
Pepke	207	\$ 87,000.00
Wickwire	208	\$ 1,005,754.35
Wittke	209	\$ 60,400.00
Young	210	\$ 2,781,000.00
Friends	225	\$ 12,000.00
Judd	226	\$ 200,000.00
Lockwood Thompson	228	\$ 309,000.00
Ohio Center for the Book	229	\$ 958.00
Schweinfurth	230	\$ 50,000.00
NCA Kiosk	242	\$ 9,673.78
Gates Foundation	243	\$ 57,867.98
Harvard Kiosk	244	\$ 7,333.38

CLEVELAND PUBLIC LIBRARY

LSTA-LBPH	251		\$ 1,498,086.00
LSTA-Know It Now	252		\$ 320,387.00
MyCom	254		\$ 207,313.00
PNC Grow Up Great	255		\$ 56,300.00
TOTAL SPECIAL REVENUE FUNDS			\$ 10,461,774.12
CAPITAL FUNDS	FUND NO.		APPROPRIATION 2012
Building and Repair Fund	401		\$ 9,009,000.00
TOTAL CAPITAL FUNDS			\$ 9,009,000.00
PERMANENT FUNDS	FUND NO.		APPROPRIATION 2011
Abel	501		\$ 150,000.00
Ambler	502		\$ 1,000.00
Beard	503		\$ 96,485.17
Klein	504		\$ 3,100.00
Malon/Schroeder	505		\$ 96,000.00
McDonald	506		\$ 117,000.00

CLEVELAND PUBLIC LIBRARY

Ratner	507		\$ 57,018.00
Root	508		\$ 20,000.00
Sugarman	509		\$ 18,300.00
Thompson	510		\$ 69,000.00
Weidenthal	511		\$ 4,000.00
White	512		\$ 1,202,599.27
TOTAL PERMANENT FUNDS			\$ 1,834,502.44



CLEVELAND PUBLIC LIBRARY

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

Sent via email on December 5, 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 \$13,000.00 relating to the Friends fund 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		\$ 2,572,101.76	\$ 12,628,415.50
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	\$ 14,896,476.76	\$ 110,785,660.77

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

December 5, 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 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			2,572,101.76	12,628,415.50
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	14,896,476.76	110,785,660.77

<i>Wade Steen</i>	Budget	<i>Ed FitzGerald</i>
<i>Anna Oliver</i>	Commission	<i>[Signature]</i>

**CLEVELAND PUBLIC LIBRARY
2011 APPROPRIATION: EIGHTH AMENDMENT
DECEMBER 15, 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	400,000.00	35,760,000.00
Supplies	1,012,940.00	0.00	1,012,940.00
Purchased/Contracted Services	10,129,374.70	(400,000.00)	9,729,374.70
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 November 3, 2011

(2) Certificate dated December 5, 2011

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

**CLEVELAND PUBLIC LIBRARY
2011 APPROPRIATION: EIGHTH AMENDMENT
DECEMBER 15, 2011**

SPECIAL REVENUE FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
Anderson	169,492.50	0.00	169,492.50
Endowment for the Blind	1,527,675.48	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	13,000.00	35,950.00
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	48,000.00	0.00	48,000.00
TOTAL SPECIAL REVENUE	10,123,358.00	13,000.00	10,136,358.00 (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.) \$2,572,102 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 + \$2,572,102 - \$2,492,058 = \$10,136,358)

(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: EIGHTH AMENDMENT
DECEMBER 15, 2011**

PERMANENT FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
Abel	150,917.69	0.00	150,917.69
Ambler	1,345.77	0.00	1,345.77
Beard	96,381.44	0.00	96,381.44
Klein	3,163.83	0.00	3,163.83
Malon/Schroeder	96,938.71	0.00	96,938.71
McDonald	117,279.08	0.00	117,279.08
Ratner	56,750.50	0.00	56,750.50
Root	20,625.23	0.00	20,625.23
Sugarman	16,591.69	0.00	16,591.69
Thompson	69,864.58	0.00	69,864.58
Weidenthal	4,056.48	0.00	4,056.48
White	1,213,127.60	0.00	1,213,127.60
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
CAPITAL ASSETS POLICY
(Revised December 15, 2011 to include the provisions of GASB 51—
Accounting and Financial Reporting for Intangible Assets)**

1. The Cleveland Public Library shall maintain a capital asset system, including both tangible and intangible assets. Information within the system will be sufficient to permit the following:
 - a. Preparation of the year-end financial statements in accordance with generally accepted accounting principles.
 - b. Control and accountability for identification and management of assets, both tangible and intangible.
2. The Finance Administrator is responsible for the overall management of the capital asset system. Each department or agency head is assigned responsibility for that agency's assets and for working with Financial Services to ensure control of assets and compliance with the Library's goals.
3. **Capital Assets** are defined as both tangible and intangible assets of the Cleveland Public Library with an estimated useful life in excess of one accounting period (one year) and an initial cost equal to or exceeding the category's capitalization threshold. Capital assets' historic cost or estimated historic cost will be carried on the balance sheet of the Library until the asset is retired.

Controlled Assets are defined as both tangible and intangible assets with an estimated useful life in excess of one accounting period (one year) and an initial cost of less than \$5,000.00. Controlled asset's historic cost or estimated historic cost is displayed as an expense of the Library in the year the asset is acquired. The Accounting/Purchasing Manager determines what assets should be controlled with the exception of the Library's collections which are controlled through the Library Automation System.

Tangible Assets are defined as any asset that can be seen and touched; a *hard asset* that has physical properties, such as a building or a piece of equipment.

Intangible Assets are defined as having *all* of the following characteristics:

- a) *Lack of physical substance:* Intangible assets are assets that do not have a physical existence. However, an intangible asset may be contained within an asset having a physical presence, such as computer software contained on a hard drive. Intangible assets may also be associated with other assets having a physical existence.
- b) *Non-financial in nature:* Intangible assets are non-financial in nature and are not in a monetary form similar to cash or investment securities. Further, they are neither claims or a right to assets in monetary form similar to receivables, nor prepayments for goods or services.
- c) *Useful lives or benefit periods exceeding one or more years:* Intangible assets having a useful life of less than one accounting period (one year) are not subject to the provisions of GASB 51 and should not be considered capital assets for financial reporting purposes nor a controlled asset.

Intangible assets consist of three, broadly-defined types as described below:

- 1. *Intangible assets generally defined as "software:"* Software intangible assets include computer "programming" or "coding language" that provide the necessary instructions for the computer hardware to perform a desired task or series of tasks. Software intangible assets include purchased "off the shelf" software, including all necessary modifications, software specifically developed by an outside contractor, and software developed internally by agency personnel, or acquired through any combination of the above.
- 2. *Intangible assets associated with real property:* These include "land use rights," generally defined as rights that provide the right to control the use of real property or provide other benefits derived from the real property.
- 3. *Intangible assets that are not software or land use rights:* Other types of intangible assets are those intangible assets that are not specifically identified in #1 or #2 above. These other types of intangible assets are generally created through the development of intellectual property and include patents, copyrights, and trademarks.

The provisions of GASB 51 apply to all intangible assets possessing the above criteria except for the following:

- 1. Intangible assets that are acquired or created primarily for the purpose of directly obtaining income or profit (this includes

- intangible assets that are acquired (either purchased or internally developed) with the intent to resell),
2. Intangible assets resulting from capital lease transactions that are reported as leases, and
 3. Goodwill created through the combination of the government and another non-governmental entity.

Intangible capital assets that are subject to GASB 51 provisions must be classified as capital assets and recognized in the financial statements only if they are *identifiable*. An intangible asset is considered identifiable if either or both of the following conditions are met:

1. The asset is separable, that is, the asset is capable of being separated or divided from the government and sold, transferred, licensed, rented, or exchanged, either individually or together with a related contract, asset or liability.
2. The asset arises from contractual or other legal rights, regardless of whether those rights are transferable or separable from the government or from other rights and obligations.

The term **General Assets** within the context of this policy includes capital assets and controlled assets, both tangible and intangible.

4. Assets of the Cleveland Public Library are classified as follows:

<u>Category</u>	<u>Threshold</u>
a. Land	\$0
b. Buildings/Improvements	\$100,000
c. Movable Assets	\$5,000
d. Construction in Progress	Major projects, not yet complete
e. Software/Other Intangibles	\$5,000

5. Assets are recorded at historic cost, or if that amount is not practicably determined, at estimated historic cost. Donated intangible assets are recorded at the estimated fair market value of the intangible asset as of the donation acceptance date.
6. **General Assets** (excluding Library Collections) - The **Purchase** of capital assets is subject to approval of the Director or Deputy Director. **Transfer** of assets between departments/agencies or removal of assets to storage is initiated by the agency head controlling (having custody of) the asset. **Disposal** of assets is initiated by designated staff members subject to approval of the library administration. Assets are generally disposed of by auction. If a bid for any asset is not received at auction, such assets may

be disposed of by direct sale to scrap dealers or by dumping at the discretion of the Accounting/Purchasing Manager or other designated staff members. Specialized methods of disposal apply to computer hardware that has become surplus or obsolete. Other options include trade in of assets on replacement purchases. This is determined on a case by case basis.

7. **Library Collections** are acquired, transferred and disposed according to procedures defined in the Library's *Procedures Manual*.

Governments are not required to capitalize works of art, historical treasures, and similar assets if those assets meet certain conditions. Cleveland Public Library considers its Library Collections to fall under this exception category since they are:

- a) Held for public exhibition, education, or research in furtherance of public service, rather than financial gain,
- b) Protected, kept unencumbered, cared for, and preserved, and
- c) With an ongoing annual budgetary commitment to acquire items to replace or enhance the collections.

The circulating library materials are not capitalized because they fail to meet the Library's useful life and/or capitalization thresholds.

8. With the implementation of GASB 34, depreciation is recorded for capital assets using straight-line depreciation over the useful life of the asset. Intangible assets are amortized over the useful life of the asset. Useful life is defined for each asset class as follows:

<u>Category</u>	<u>Useful Life</u>
a. Land	Not depreciated
b. Buildings/Improvements	40-100 years
c. Movable Assets	5-25 years
d. Software/Other Intangibles	5-25 years

Intangible assets that have an indefinite useful life should not be amortized. An intangible asset is considered to have an indefinite useful life if there are no legal, contractual, regulatory, technological, or other factors that limit the useful life of the asset. If changes in factors and conditions result in the useful life of an intangible asset no longer being indefinite, the asset should begin to be amortized (after being tested for impairment in accordance with GASB 42—Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries).

Graphics Production Equipment Proposal - November 28, 2011

	Blue Technologies	Xerox	Oce
Purchase Price	\$ 109,600.00	\$ 191,876.00	\$ 252,219.50
B&W Copies	.0035 per page	.0039 per page	Included
Color Copies	.043 per page	.039 per page	Included
B&W Copies	.008 per page	.0099 per page	Included
Service/Maintenance			
B&W Copies (Estimated)	125,000	75,000	0
Color Copies (Estimated)	46,000	46,000	0
B&W Copies (Estimated)	680	680	0
B&W Copies Estimated Cost	437.50	292.50	0.00
Color Copies Estimated Cost	1,978.00	1,794.00	0.00
B&W Estimated Copies Cost	5.44	6.73	0.00
Monthly Estimated Service Charge	0.00	740.00	6,422.00
Total Estimated Monthly Cost	\$ 2,420.94	\$ 2,833.23	\$ 6,422.00
Service/Maintenance Estimated Annual Amount	\$ 29,051.28	\$ 33,998.78	\$ 77,064.00
5 Year Projected Maintenance Cost	\$ 145,256.40	\$ 169,993.92	\$ 385,320.00
Total 5 Year Projected Cost	\$ 254,856.40	\$ 361,869.92	\$ 637,539.50
			\$ 466,616.06



visit us at www.btohio.com



Cleveland
5885 Grant Ave • Cleveland 44105
216.271.4800 • fx 216.271.0084

Akron/Canton
5701 Mayfair Rd • Canton 44720
ph 330.499.9300 • fx 330.499.9455

Columbus
530 Lakeview Plaza Dr • Worthington 43085
ph 614.575.1999 • fx 614.575.1915

Ship to:		Bill to:	
Company	Cleveland Public Library	Company	Cleveland Public Library
Address	325 Superior Avenue, N.E.	Address	525 Superior Avenue, N.E.
City	Cleveland	City	Cleveland
State, Zip	OH 44114	State, Zip	Ohio 44114
Phone	216-623-2959	Office Contact	Cathy Poilpre
Fax		Email Address	Cathy.poilpre@cpl.org

Qty	Description	Item No.	Total
	Purchase Price		\$109,600
1	KM bizhub PRO 1051 with PF-703, RU-506, FS-521, SD-506		Included
1	KM bizhub PRO C6000 with DF-622, PH-102, HD-514, HT-504, LU-202, IC-413, FS-612		Included
1	MicroPress Solo with true PCL, Single Port NIC and extended Warranty.		Included
1	90 Day RDO print license		Included
Subtotal			

Equipment Pickup
 Model _____
 Leasing Co. _____
 OR
 Release of Ownership if there are no lease obligations
 Signature _____

BT to buy out existing lease # _____
 Not to Exceed: \$ _____ Keep Return

BT to upgrade lease # _____
 Not to exceed \$ _____ Keep Return

Other Information:
 The bizhub PRO 1051 is covered under the terms of the "Commitment to Excellence" for seven years or 7 million pages.
 The bizhub PRO C6000 is covered under the terms of the "Commitment to Excellence" for seven years or 4 million pages.

Qty	Description	Item No.	Price	Total
	Connected: Yes			
	Print / Scan Set-Up (includes loading & test of drivers on 5 Macintosh computers)	71NM01		Included
	Loading of Print Drivers on Additional PC's	71NM01		Included
Subtotal				

<p>Customer Status</p> <input type="checkbox"/> Current Customer Upgrade <input type="checkbox"/> Current Customer New <input type="checkbox"/> Other BT Customer <input checked="" type="checkbox"/> New Customer	<p>Total of Order _____ Dealer Preparation n/a Sales Tax _____ Less Deposit _____ Balance _____</p>
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Service is covered by the monthly plans which are summarized on the back of this order form

Purchaser agrees to purchase/lease items described above in the terms hereof. Purchaser shall execute any documents and take any action necessary to complete any lease transaction described above and acknowledges that the lessor of the equipment may be a third party leasing company.

Sales Representative : Chris Petsche
 Installation Date: ASAP

Purchaser's Name: Cleveland Public Library Title _____
 Authorized Signature X _____ Date _____

This order is firm and binding and may not be revoked by purchaser unless Blue Technologies, Inc. fails to accept it within seven days of the date of the purchaser's signature above.

Authorized Signature X _____
 This order is not binding on Blue Technologies, Inc. unless and until signed by its president. No person other than the president has the authority to alter the printed terms hereof or to bind the company to any oral or written promise, representation, or agreement.

Accepted _____
 By _____ Title _____ Date _____

Konica Minolta bizhub PRESS C6000 PRO

Status: Current

Manufacturing Status: New

Console, Full-color copier, MF
Printer, dual component toner



Dataquest Segment: NA
SRP/Street Price: \$49,590/None
Domestic Intro Date: October 2010
OEM: Konica Minolta Business (China)

Also Sold As: Develop ineo+ 6000
Distribution: Dealers and branches
Max Monthly Duty Cycle: 280,000 impressions

MULTIFUNCTION MODES:

Copier:	Std	Fax:	No
Internet Fax:	No	Network Fax:	No
Network Printer:	Opt	PC Fax:	No
Printer:	No	Scanner:	Opt

GENERAL SPECS/PAPER HANDLING:

First Copy Time: 6.5 sec
Multicopy (Ltr/Lg/Ldgr): 60 cpm color/60 cpm black
Warm-up Time: 6.5 min
Std Paper Source(s): Triple drawer
Std Paper Capacity: 500/500/500 sheets
Paper Weights: 64 to 300 gsm
Bypass/Paper Weights: Opt 250-sheet/Info not avail

Max Paper Sources/Cap: 5/7,500 sheets
Max Original Size: 11 x 17
Min/Max Output Size: 5-1/2 x 8-1/2/13 x 19.2
Copy Resolution: 600 x 600 dpi
Std/Max System Memory: 6 x 160-GB HD/6 x 160-GB HD

Complex Capacity/Paper Sizes: Auto (1:2,2;2,2:1) Unlimited/5-1/2 x 8-1/2 to 13 x 19.2

Document Feeder: Opt RADF
Speed/Capacity: Info not avail/100 orig
Paper Weights: 13 to 56 lbs
Sorter (Bins/Capacity): None
Stapler Sorter: None
Bins/Stapling Cap: Not applicable
Stapling Positions: Not applicable
Finisher: Opt finishers
Tray/Stapling/Pos(s): 2,600, 3,200, 3,100/50, 100, 50/3

Other:
Opt staple finisher (FS-521) has two trays (3,000/200) and staples up to 100 sheets; opt booklet finisher (FS-612) has two trays (2,500/100), V folding up to 20 sheets (80 pages) and center/letter folding with opt post-sheet insertion; opt finisher FS-531 has two trays (100/3,000); opt booklet-making unit (SD-506) saddle stitches, face trims and V folds up to 50 pages to produce 200-page booklets; opt folding and punch unit (FD-503) offers six types of folds (half fold, z-fold, gate fold, letter fold in, letter fold out, double parallel fold) and hole punching; large capacity stacking unit (LS-505) holds up to 5,000 sheets of unfinished output -- two units can be installed in tandem; optional Perfect Binder (PB-503) binds up to 300 sheet or 30 mm; up to 500 paper types can be cataloged

SECURITY SPECS:

Network User Authentication:	Yes
IP Address Filtering:	Yes
MAC Address Filtering:	Yes
HDD Overwrite:	Yes
Max Overwrites:	Info not avail
HDD Encryption:	Info not avail
Secure Print:	Yes
Encrypted Secure Print:	Yes
Encrypted PDF Mode (Encrypted Scanning):	Yes
IPsec:	Yes
Secure Sockets Layer (SSL):	Yes
SNMPv3:	Yes
Transport Layer Security:	Yes
Other:	

MULTIFUNCTIONALITY:

Connectivity Specs:

Client OS Support:	Info not avail		
Parallel Interface:	None		
PC Fax/Print/Scan:	Not applicable		
Serial Interface:	None		
PC Fax/Print/Scan:	Not applicable		
USB Interface:	Std 2.0		
PC Fax/Print/Scan:	No/Info not avail/Info not avail		
Network Interface:	Opt Ethernet		
Interface Type:	10/100/1000BaseTX		
LAN Fax/Print/Scan:	No/Yes/Yes		
Networks Supported:			
NetWare:	No	Windows NT:	No
AppleTalk:	Yes	UNIX:	Info not avail
AS/400:	Info not avail	Other:	

Printer Specs:

Engine Mfr/Model:	Konica Minolta/bizhub PRESS C6000
Compatibility:	PC, Mac
Speed:	60 ppm color/60 ppm black
Max Print Area:	12.6 x 18.9
Enhanced Resolution:	1200 x 1800 dpi
Unenhanced Resolution:	1200 x 1200 dpi
Std/Max Printer Memory:	4-GB RAM, 2 x 250-GB HD/4-GB RAM, 2 x 250-GB HD
Controller Mfr/Model:	Konica Minolta/IC-601
Processor/Bits/MHz:	Core2 Duo/Info not avail/2.8 GHz
PDL/PCL:	PCL 5c/6, Adobe PostScript 3
Controller Mfr/Model:	EFI/IC-306 (Fiery System 9)
Processor/Bits/MHz:	Core2 Duo Q9400/Info not avail/2.66 GHz
PDL/PCL:	Adobe PostScript 3
Controller Mfr/Model:	Creo/IC-307
Processor/Bits/MHz:	Core i7-860/Info not avail/3.46 GHz
PDL/PCL:	Adobe PostScript 3

Other: Standard/max memory for EFI Fiery IC-306 external print controller, 2-GB RAM, 160-GB HDD; file formats supported by the IC-306 include Adobe PS level 1-3, Adobe PDF 1.5-1.7 (Adobe Acrobat 6 to 9), PDF/X-1a, 3 and 4, encapsulated PS (EPS), MS Office (DOC, XLS, PPT, PUB (via Hot Folders) -- optional file formats supported include JPEG, DCS 2.0, CTALW, 1-bit TIFF, TIFF, TIFF/IT and PDF2Go; standard/max memory for IC-307 Creo print controller is 2-GB system memory and 3-GB image memory plus 500-GB system and user and 1-TB image memory; file formats supported by Creo IC-307 include PS, EPS, PDF 1.8 (CPSI 3017), TIFF, JPEG (excluding progressive JPEG and JPEG 2000) and IPDS (Transaction Power Kit only) - variable data supported includes PPML 2.2 and VPS (Creo Variable Print Specification 1.5); Creo IC-307 controller includes keyboard, mouse and 19"/483 mm monitor; a fourth controller, EFI IC-413 Fiery System 9 embedded controller uses an Intel E5300, 2.6 GHz processor with 2-GB RAM and a 160-GB SATA HDD -- supports Adobe PostScript 3 and enhanced PCL 5/6 PDLs and variable data that includes FreeForm, Record and Set Level Finishing, VDP Record Range Printing and Define Record Length; Konica Minolta's IC-601 embedded controller includes ColorCentro a new color management tool and JobCentro a utility to help manage jobs in queue

Scanner and Image Management Specs:

Connection Type:	Network		
Technology/Speed:	CCD/40 ipm color, 40 ipm black		
Max Resolution:	600 x 600 dpi		
TWAIN Compatible:	Yes		
Scan Destinations:			
E-mail:	Yes	I-fax:	No
FTP:	Yes	SMB:	Yes
HDD:	Yes	URL:	No
LDAP Support:	Yes		
Scan/Image Software:	Info not avail		
OCR Software:	Info not avail		
File Mgmt Software:	Info not avail		
Other:	File formats include TIFF (single and multipage) and PDF		

INA: Information was not available from manufacturer. NA: Not applicable.
Specs were obtained from manufacturer/distributor and not confirmed by BLI testing.

Konica Minolta bizhub PRESS C6000 PRO

Status: Current

Manufacturing Status: New

Console, Full-color copier, MF
 Copy, dual component toner



■ COPIER FEATURES:

Automatic Features: AES, AMS, APS, AS, ASO, ATS			
Book Copy:	Yes	Job Programs:	INA
Booklet Mode:	Std	Job Time:	Yes
Color:	Std	Language:	Std
Copy Control:	1,000	Margin Shift:	Yes
Covers:	Std	Neg/Pos:	Yes
Editing:	Std	OHP Interleaving:	Yes
Energy-Save:	Yes	Photo Mode:	Yes
Erase:	Std	Poster Mode:	Yes
Image Insert:	Yes	Preset R/E:	3R, 3E
Image Overlay:	Std	Program Ahead:	Std
Image Repeat:	Yes	Sheet Insertion:	Std
Image Rotate:	Std	Stamping:	Std
Interrupt:	Yes	Timer:	Yes
Job Build:	Yes	2-in-1:	Std
XY Zoom:	Yes		
Zoom Range: 25 to 400 (0.1%)			

■ OTHER FEATURES:

Single color, black, full color and auto color modes; printed, photo paper, copied and inkjet original type selection; mixed-size originals; copying on tabs; glossy and matte modes; image quality adjustment modes include adjusting red, green and blue colors, image density, background removal, bleed prevention, color tones, saturation, brightness, sharpness, contrast, image distinction, plus more; shortcut keys; frame and center erase; image centering; set numbering, page numbering and date and time stamps; sample mode

■ ADDITIONAL INFORMATION:

Control Panel:	Color touch-screen control panel monitor w/hard keys
Quantity Selector:	1 to 9,999 (0 to 9 keypad)
Message Display:	Yes
Help Key:	Yes
Dimensions (HxWxD):	42.36" x 29.9" x 39"
Weight (Base Unit):	784.9 lbs
Power Requirements:	208-240 V, 22 A
Energy Used While Power Off:	Info not avail
Energy Used in Power Save Mode:	9.2W
Energy Used in Ready Mode:	Info not avail
Energy Used While Copying:	Info not avail
Energy Used While Printing:	Info not avail
Energy Used While Scanning:	Info not avail
Max Power Consumption:	Info not avail
TEC Value:	Info not avail
Dedicated Outlet:	Required
Energy Star Compliant:	Info not avail
Operating Noise Level:	Info not avail

■ COMMENTS:

8 bit print resolution; 12 x 18 full bleed on 13 x 19.2 paper; uses Simitri HD color polymerized toner contribute to improved image quality; Image Density Control (IDC) sensor maintains consistent color quality from first proof to last print; precise gradation correction with Color Density Control (CDC) sensor; 15" / 381 mm color LCD touch screen display; vacuum-belt feeding; operator replaceable unit management (ORUM); Frequency Modulated (FM) screen technology ensures output with smooth gradations and fine line reproduction; available in many different configurations

Facsimile Specs:

Scanner Technology:	Not applicable
Compression Method:	Not applicable
Modem Speed:	Not applicable
Max TX Resolution:	Not applicable
Gray Scale/Halftones:	Not applicable
Std/Max Fax Memory:	Not applicable
Min/Max Orig Size (WxL):	Not applicable
Max Paper/Print Width:	Not applicable
Correct-Order Output:	Not applicable
Batch Files:	Not applicable
Polling:	Not applicable
Effective Scan Width:	Not applicable
Battery Backup:	Not applicable
Relay Request:	Not applicable
Confid TX/RX:	Not applicable
Smoothing:	Not applicable
Dual Lines:	Not applicable
Timers:	Not applicable
Multi Access:	Not applicable
Transf	

Konica Minolta bizhub PRO 1051

Status: Current

Manufacturing Status: New

Console, Monochrome copier, MF
Dry, dual component toner



Dataquest Segment: 6
SRP/Street Price: \$62,590/None
Domestic Intro Date: August 2009
OEM: Konica Minolta Business (China/Japan)

Also Sold As: Develop ineo 1200
Distribution: Dealers and branches
Max Monthly Duty Cycle: 2,000,000 impressions

MULTIFUNCTION MODES:

Copier:	Std	Fax:	No
Internet Fax:	No	Network Fax:	No
Network Printer:	Std	PC Fax:	No
Printer:	No	Scanner:	Std

GENERAL SPECS/PAPER HANDLING:

First Copy Time: 3 sec
Multicopy (Ltr/Lgl/Ldgr): 105/Info not avail/60 cpm
Warm-up Time: 8 min
Std Paper Source(s): Dual drawer
Std Paper Capacity: 1,500/1,500 sheets
Paper Weights: Info not avail
Bypass/Paper Weights: None
Max Paper Sources/Cap: 8/14,000 sheets
Max Original Size: 11 x 17
Min/Max Output Size: 7.17 x 5.472/12.76 x 18.23
Copy Resolution: 600 x 600 dpi
Std/Max System Memory: 2-GB RAM, 160-GB+ HD/2-GB RAM, 160-GB+ HD

Complex: Auto (1:2,2:2,2:1)
Capacity/Paper Sizes: Unlimited/5-1/2 x 8-1/2 to info not avail
Document Feeder: Std RADF
Speed/Capacity: 105 opm/100 orig
Paper Weights: 13 to 53 lbs
Sorter (Bins/Capacity): None
Stapler Sorter: None
Bins/Stapling Cap: Not applicable
Stapling Positions: Not applicable
Finisher: Opt finisher
Tray/Stapling/Pos(s): 3,200/100/8

Other:
Opt paper-feed unit adds three drawers that utilize vacuum feed technology; up to two large capacity stacking units can be added to allow easy transfer of unfinished output to other finishing devices; large capacity stacking unit holds 5,000 sheets each--two can be added for a total output capacity of 10,000 sheets; opt FS-521 stapling unit has two trays (3,000/200); opt folding and punching unit has two 500-sheet trays, hole punching, folding (half-, z- and gate fold modes, letter fold in, letter fold out and double-parallel folds) and subtray for up to 200 sheets; opt booklet making unit features saddle stitching, trimming, folding (multi letter fold in and half fold--up to 5 sheets) and booklet making of up to 50 sheets (200 pages); Perfect Binding units use hot melt glue binding system--book stacking capacity of up to 3,300 sheets; opt GBC Punch Unit with changeable die sets for letter-size sheets

SECURITY SPECS:

Network User Authentication:	Yes
IP Address Filtering:	Yes
MAC Address Filtering:	Info not avail
HDD Overwrite:	Yes
Max Overwrites:	8
HDD Encryption:	Yes
Secure Print:	Yes
Encrypted Secure Print:	Yes
Encrypted PDF Mode (Encrypted Scanning):	Info not avail
IPsec:	Yes
Secure Sockets Layer (SSL):	Yes
SNMPv3:	Yes
Transport Layer Security:	Yes

MULTIFUNCTIONALITY:

Connectivity Specs:

Client OS Support:	Win 2000, XP, Server 2003, Vista, Mac OS 10.2, 10.4, 10.5		
Parallel Interface:	Std		
PC Fax/Print/Scan:	No/No/No		
Serial Interface:	None		
PC Fax/Print/Scan:	Not applicable		
USB Interface:	None		
PC Fax/Print/Scan:	Not applicable		
Network Interface:	Std Ethernet		
Interface Type:	10/100/1000BaseT		
LAN Fax/Print/Scan:	No/Yes/Yes		
Networks Supported:			
NetWare:	Yes	Windows NT:	Yes
AppleTalk:	Yes	UNIX:	Yes
AS/400:	Yes	Other:	

Printer Specs:

Engine Mfr/Model:	Konica Minolta/bizhub PRO 1051
Compatibility:	PC, Mac
Speed:	105 ppm
Max Print Area:	12.36 x 18.11
Enhanced Resolution:	Not applicable
Unenhanced Resolution:	1200 x 1200 dpi
Std/Max Printer Memory:	Shared
Controller Mfr/Model:	Konica Minolta/Info not avail
Processor/Bits/MHz:	Pentium M/Info not avail/2 GHz
PDL/PCL:	PCL5e/6, Adobe PostScript 3
Controller Mfr/Model:	EFI/MicroPress Version 8
Processor/Bits/MHz:	Info not avail
PDL/PCL:	Adobe PostScript 3
Controller Mfr/Model:	Not applicable
Processor/Bits/MHz:	Not applicable
PDL/PCL:	Not applicable

Other: Direct TIFF and PDF printing; Printgrove JT software suite(optimizes print workflow using job tickets)

Scanner and Image Management Specs:

Connection Type:	Network		
Technology/Speed:	CCD/105 ipm		
Max Resolution:	600 x 600 dpi		
TWAIN Compatible:	Yes		
Scan Destinations:			
E-mail:	Yes	I-fax:	No
FTP:	Yes	SMB:	Yes
HDD:	Yes	URL:	No
LDAP Support:	Yes		
Scan/Image Software:	Info not avail		
OCR Software:	Info not avail		
File Mgmt Software:	Info not avail		

Other: File formats include PDF, TIFF, secured PDF, XPS

INA: Information was not available from manufacturer. NA: Not applicable.
Specs were obtained from manufacturer/distributor and not confirmed by BLI testing.

Konica Minolta bizhub PRO 1051

Status: Current

Manufacturing Status: New

Console, Monochrome copier, MF Dry, dual component toner



COPIER FEATURES:

Automatic Features: AES, AMS, APS, AS, ASO, AT5
 Book Copy: Yes Job Programs: 30
 Booklet Mode: Std Job Time: Yes
 Color: No Language: Std
 Copy Control: 1,000 Margin Shift: Yes
 Covers: Std Neg/Pos: Yes
 Editing: Std OHP Interleaving: Yes
 Energy-Save: Yes Photo Mode: Yes
 Erase: Std Poster Mode: No
 Image Insert: Yes Preset R/E: 4R, 4E
 Image Overlay: Std Program Ahead: 500
 Image Repeat: Yes Sheet Insertion: Std
 Image Rotate: Std Stamping: Std
 Interrupt: Yes Timer: Yes
 Job Build: Yes 2-in-1: Std
 XY Zoom: Yes
 Zoom Range: 25 to 400 (0.1%)

OTHER FEATURES:

Frame erase, fold erase and frame and fold erase; chapterization; repeat image; centering; watermarks; page numbering; date and time stamp; tab copying; proof copy; mixed-size original detection

ADDITIONAL INFORMATION:

Control Panel: Color touch-screen control panel monitor w/hard keys 1 to 9,999 (0 to 9 keypad)
 Quantity Selector: Yes
 Message Display: Yes
 Help Key: Yes
 Dimensions (HxWxD): 48.5" x 39" x 30.7"
 Weight (Base Unit): 827 lbs
 Power Requirements: 208-240 V, 24 A
 Energy Used While Power Off: Info not avail
 Energy Used in Power Save Mode: Info not avail
 Energy Used in Ready Mode: Info not avail
 Energy Used While Copying: Info not avail
 Energy Used While Printing: Info not avail
 Energy Used While Scanning: Info not avail
 Max Power Consumption: Info not avail
 TEC Value: Info not avail
 Dedicated Outlet: Required
 Energy Star Compliant: Info not avail
 Operating Noise Level: Info not avail

COMMENTS:

Available in many different system configurations; uses LED technology; Konica Minolta's Tone Curve Utility allows user to change RIP adjustments such as screening and tone curves for optimum print quality; device houses two toner cartridges; transfer belt technology ensures greater precision in the front to back registration; operator-replaceable units minimize downtime; LED print head; Solo, Plus and Max versions of Micropress Version 8 controller available

Facsimile Specs:

Scanner Technology: Not applicable
 Compression Method: Not applicable
 Modem Speed: Not applicable
 Max TX Resolution: Not applicable
 Gray Scale/Halftones: Not applicable
 Std/Max Fax Memory: Not applicable
 Min/Max Orig Size (WxL): Not applicable
 Max Paper/Print Width: Not applicable
 Correct-Order Output: Not applicable
 Batch Files: Not applicable
 Polling: Not applicable
 Effective Scan Width: Not applicable
 Battery Backup: Not applicable
 Relay Request: Not applicable
 Confid TX/RX: Not applicable
 Smoothing: Not applicable
 Dual Lines: Not applicable
 Timers: Not applicable
 Multi Access: Not applicable
 Transfer Hub: Not applicable

Dialing Capabilities:

Broadcasting (Grps/Dest): Not applicable
 Redial Attempts/Intervals: Not applicable
 One Touch/Speed Dial: Not applicable
 Other:

Supplies/Maintenance:

DR-011 Black drum (A0THP10): \$546; Yield: 1,000,000
 TN-011 Black toner cartridge (A0TH030): \$111; Yield: 119,000
 DV-011 Black developer (A0TH500): \$345; Yield: 1,000,000
 PM Schedule: 750,000

Options:

PF-702 Paper-feed unit 3 x 2,000 sheets (A0GCWY1): \$6,090
 PF-703 Paper-feed unit vacuum feed (A0GDWY1): \$9,980
 HT-505 Dehumidifier for paper-feed unit (A15AWY1): \$1,995
 FS-521 Finisher 3,200-sheet stapling (A0GYWY2): \$7,140
 PI-PFU Paper-feed unit connection kit (A0GFWY1): \$4,920
 PB-502 Perfect Binder (A0V9W11): \$36,750
 PB-503 Perfect Binder (A15XW11): \$42,300
 PP-701 Pre-printed paper feed enhance kit (A08RWY1): \$1,260
 DS-506 Punch 11 hole Velobind (A0NGW11): \$1,400
 DS-502 Punch 19 hole Cerlox (A0NCW11): \$1,400
 DS-504 Punch 21 hole wire bind (A0NEW11): \$1,400
 DS-507 Punch 32 hole Proclick (A0NHW11): \$1,400
 DS-503 Punch 32 hole wire bind (3A0NDW11): \$1,400
 DS-505 Punch 44 hole color coil (A0NFW11): \$1,400
 DS-501 Punch unit 3 hole (1A0NAW11): \$1,400
 FD-503 Punch unit and multi-fold (A0H0W11): \$17,850
 GP-501 Punch unit GBC (A0N9W11): \$17,200
 LC-501 Stacker additional cart (A1AHWY1): \$840
 LS-505 Stacker high capacity with roll away cart (A0H1W12): \$17,325
 SD-506 Trimmer with saddle-stitch unit (A0H2WY2): \$26,250
 MicroPress Max Enterprise print server: \$48,690
 MicroPress Max print server: \$42,410
 MicroPress Plus print server: \$25,990
 MicroPress Solo print server: \$12,990
 HD-511 Removable HDD inner case (A0W5WY1): \$1,330
 RH-101 Removable HDD kit (RH-101): \$3,290
 Power filter (ESP PT80-120TM-L630): \$2,295
 RU-506 Relay unit (A0GEWY1): \$2,980

INA: Information was not available from manufacturer. NA: Not applicable.
 Specs were obtained from manufacturer/distributor and not confirmed by BLI testing.
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Service Agreement – Equipment / Print Controller
Konica Minolta bizhub

The **Blue Technologies, Inc.** Monthly Meter Plan provides full service on all covered equipment. The service agreement includes all parts, labor and travel for all emergency service, preventative maintenance for MFD's. Copies made during the billing period will be invoiced at the monthly rates for the progressive volumes listed below.

The Print Controller Monthly Plan provides all maintenance, parts, labor, and travel for emergency service, all scans, and software upgrades for print controller. Monthly base fee listed below will be invoiced with monthly meters.

KM bizhub PRO 1051-	.0035 per page
KM bizhub PRO C6000 -	.043 per color page .008 per black and white page

TRAINING -- Customer is entitled to unlimited training for as long as they own equipment.

EMERGENCY SERVICE — All parts and labor are provided to original owner/lessee during normal business hours (8:30 am – 5:00 pm) Monday through Friday

PREVENTATIVE MAINTENANCE — At the manufacturer's recommended preventative maintenance cycle, Blue Technologies, Inc. will install Konica Minolta brand consumable supplies at no additional charge.

LOANER — If Blue Technologies, Inc. cannot repair your machine on your premises, Blue Technologies, Inc. will provide a loaner copier until repairs can be made, at no additional charge.

NOTE: See Blue Technologies, Inc. COMMITMENT TO EXCELLENCE program for our 7 year continuous service commitment.

NETWORK INSTALLATION & SERVICE POLICIES – Blue Technologies, Inc. will install printing and scanning functionality into a network ready environment. Additional services to create or correct network environment will be billed at prevailing network rates. Service after installation caused by changes in the operating environment (including, but not limited to, operating systems, network software, servers, software applications, new systems and hardware or software upgrades) will be billed at our prevailing network rate.

REQUIRED FOR CANCELLATION OF SERVICE AGREEMENT

60 day written notice required for cancellation of Service Agreement. All cancelled contracts where supplies are included will receive a final invoice for any toner and developer residing in machine and any unused supplies not returned at the time of cancellation, at manufacturer's suggested retail pricing.

Name of Company: **Cleveland Public Library**

Authorized Signature _____ Date _____

The Commitment to EXCELLENCE is the most important reason

Blue Technologies' 5-point pledge is put into place to protect the customer after the acquisition is complete covering product performance, product service, supplies, easy acquisition and customer service.



Product Performance Commitment

The equipment performance you expect, or a free replacement — guaranteed.

Blue Technologies is committed to providing superb equipment backed by excellent service. That's why every copier/printer acquired from Blue Technologies is backed by our Product Performance Commitment.

We pledge copy quality and equipment reliability up to 7-years or 7 million copies. If your copier/printer can't be repaired at your location, we'll provide you with a loaner copier/printer of equal or greater capability while yours is being repaired off-site at no charge.

If your copier/printer can't be made to perform like new, we'll replace it with a new machine of equal or greater capability absolutely free. At that time, Blue Technologies will reaffirm its commitment to you by starting a brand new 7-year reliability pledge.*

Service Commitment

Fast repair service or credit on your next purchase — guaranteed.

Our Service Commitment is simple. If your equipment ever needs service, we respond quickly and fix it right the first time. We pledge a service response time of less than **five hours** on emergency calls. If, for whatever reason, we are unable to meet this pledge, we'll give you a 10% credit on your next Blue Technologies invoice.

To ensure we fix the equipment right the first time, our certified technicians use only factory authorized parts, technical upgrades and a customer-friendly dispatch system that results in maximum equipment uptime, more productivity and less aggravation.

Supply Commitment

Factory authorized, top quality, supplies and replacement parts — guaranteed.

To keep your equipment and company operating at its optimum performance level, Blue Technologies guarantees to use only genuine manufacturer's supplies at the competitive prices in the marketplace.

As your authorized service vendor, Blue Technologies will maintain at our warehouses all the supplies you need, when you need them!



*Continuous subscriptions to Blue Technologies' service and supply program required. MFP doing less than 50 pages per minute are covered for 7-years or 2 million copies (whichever comes first.) MFP doing 50 to 70 pages per minute are covered for 7-years or 4 million copies (whichever comes first). Black and white MFP's at speeds of 70-90ppm will be guaranteed for 7 years or 7 million copies (whichever comes first). Production black & white equipment at speeds greater than 90 ppm and color equipment at speeds of 65ppm or greater will be guaranteed for the lease term only.

why you will decide to buy from **Blue 3 Technologies**

Easy Acquisition Commitment

Flexible, leasing upgrades—guaranteed.

There are two main reasons why most companies choose to replace their equipment: changes in technology or changes in their business needs. Blue Technologies has flexible and upgradable leasing programs that will help you access new equipment and meet the growing needs of your business. We offer our upgrade programs without penalty to you.

We Put It In Writing

The Blue Technologies Commitment to Excellence guarantees more than just product performance. It also guarantees the performance of our people. As a locally owned company, our employees live and work in the same communities as our customers. This is our five-point pledge of reliability, accountability and total customer satisfaction, guaranteed – in writing.

Complete Satisfaction Commitment

A satisfied customer is not loyal; only a completely satisfied customer is loyal.

Blue Technologies is committed to the highest level of customer satisfaction possible and provides quick, expert assistance to all your questions and concerns— the first time! One call—one dedicated person. Just call our Customer Satisfaction Representative for answers regarding: service, billing, leasing, supplies and deliveries. Best of all we'll respond to you within three hours. Guaranteed! That's why Blue Technologies' Complete Satisfaction Commitment pledges to you, our valued customer, satisfaction unparalleled in the industry.

How We Assure Our Pledges

Blue Technologies invests in different programs to make sure that when you have a problem it is solved quickly and correctly—the first time.

- **ADS** (Automated Dispatch System) provides additional service safeguards and procedures to minimize downtime. Service calls can be placed by phone, fax, e-mail, or our website. Simultaneously, the call is dispatched to a technician via cellular technology.
- **BEI Services** (Business Equipment Information) promotes optimal technician account servicing and maintenance. Service data is collected and sorted monthly providing our Director of Service the feedback to reward service excellence or provide enhanced training as needed. Ultimately, our technicians are rewarded for keeping your equipment and your company—up and running.
- **OMD** (Optimizing Management Decisions) is specifically designed for the office equipment industry and utilizes exception and suspect reporting. All departments from service to account receivables use OMD for daily operational procedures. For example, one feature is setup to flag machines that experience an excess of three service calls within a specified time.

OnBase® in our daily business operations allows a secure reference to documents electronically. Our workflow application tracks and monitors orders as they move through our processes. Supervisors receive e-mail notifications to confirm complete or open tasks.



Print Solution and Public Copiers Summary

Purchase Option

	Copiers	Solution	Warranty	Barcode Development Costs	Total
Xerox	\$ 298,638	230,139	0	21,494	\$ 550,271
Blue	\$ 242,931	280,394	32,200	0	\$ 555,525
Ace	\$ 248,451	253,589	87,870	0	\$ 589,910

Maintenance Agreement

	Annual Fee	Copier B&W	Color	Annual Number of Copies B&W	Color	Annual Cost per copy B&W	Color	Total
Xerox	0	0.0120	0.0800	980,000	200,000	11,760	16,000	\$ 27,760
Blue	0	0.0090	0.0600	980,000	200,000	8,820	12,000	\$ 20,820
Ace	0	0.0080	0.0800	980,000	200,000	7,840	16,000	\$ 23,840

Summary - 5 Year Cost

	Purchase Option	Maintenance Agreement	Total 5yr Cost
Xerox	\$ 550,271	138,800	\$ 689,071
Blue	\$ 555,525	104,100	\$ 659,625
Ace	\$ 589,910	119,200	\$ 709,110

Purchase

Capital Lease Option to Purchase

	<u>Copiers</u>	<u>Solution</u>	<u>Warranty</u>	<u>Total</u>
Xerox	\$ 6,487	4,511	0	\$ 10,997
Blue	\$ 5,169	5,311	969	\$ 11,449
Ace	\$ 4,579	4,737	1,619	\$ 10,936

Maintenance Agreement

	<u>Annual Fee</u>	<u>Copier B&W</u>	<u>Copier Color</u>	<u>Annual Number of Copies</u>		<u>Annual Cost per copy</u>		<u>Total</u>
				<u>B&W</u>	<u>Color</u>	<u>B&W</u>	<u>Color</u>	
Xerox	0	0.0076	0.0500	980,000	200,000	7,448	10,000	\$ 17,448
Blue	0	0.0090	0.0600	980,000	200,000	8,820	12,000	\$ 20,820
Ace	0	0.0080	0.0800	980,000	200,000	7,840	16,000	\$ 23,840

Summary - 5 Year Cost

	<u>Capital Lease</u>	<u>Maintenance Agreement</u>	<u>Barcode Development Costs</u>	<u>Total 5yr Cost</u>
Xerox	\$ 659,848	87,240	21,494	\$ 768,582
Blue	\$ 686,939	104,100		\$ 791,039
Ace	\$ 656,146	119,200		\$ 775,346

Operating Lease

	<u>Copiers</u>	<u>Solution</u>	<u>Warranty</u>	<u>Total</u>
Xerox	\$ 5,823	5,074	0	\$ 10,898
Blue	Did not submit a bid			
Ace	\$ 4,993	4,892	1,766	\$ 11,651

Maintenance Agreement

	<u>Annual Fee</u>	<u>Copier B&W</u>	<u>Copier Color</u>	<u>Annual Number of Copies B&W</u>	<u>Annual Number of Copies Color</u>	<u>Annual Cost per copy B&W</u>	<u>Annual Cost per copy Color</u>	<u>Total</u>
Xerox	0	0.0076	0.0500	980,000	200,000	7,448	10,000	\$ 17,448
Blue	Did not submit a bid							
Ace	0	0.0080	0.0800	980,000	200,000	7,840	16,000	\$ 23,840

Summary - 5 Year Cost

	<u>Operating Lease</u>	<u>Maintenance Agreement</u>	<u>Barcode Development Costs</u>	<u>Total 5yr Cost</u>
Xerox	\$ 653,858	87,240	21,494	\$ 675,352
Blue	0	0	0	0
Ace	\$ 699,068	119,200		\$ 818,268

Vendor Requirements for the Cleveland Public Library Patron Solution

Due November 23rd by 12 p.m. in Electronic and Hard Copy to Dave Swinerton

No late proposals will be accepted

Our team has worked hard to ensure that we are able to provide our patrons with a technology solution which will meet all of their needs and is easy to use. Upon many months of research and investigation we have some special requirements that are critical to the solution.

First, we request a single point of contact for all aspects of the solution including, but not limited to: MFD service and support, PaperCut MF embedded Software service and support, Charge and Dispense device service and support, Mobile Print Service and support, and Collections services. We require a single point of contact not only for ease of communication but also billing. Therefore all communications will be done directly with the vendor and not through a third party. ****Special Note: Please provide 3 references where single point of contact has the solution currently installed****

Second, service standards are of the highest importance when evaluating a new solution. We expect that the vendor will have parts dedicated to the library at their local service site so that we experience the smallest amount of "down time" necessary. If ordering parts is required we expect that they will be shipped over night and installed the next day. Finally, we expect that all service technicians are trained on the devices that they are servicing.

Third, we require that all training is performed in three waves. The first wave will be on installation day for the branch and department managers. The second wave will be within 1 week of installation and conducted by the vendor's trainer for ALL staff at each library location. The third wave will be informal based on the need of branch managers and departments by request.

Fourth, pricing should be formatted in three ways on the spreadsheet provided. First and foremost we will NOT accept any impressions included in the pricing. The nature of our environment is public and we do not want to be responsible for volume of which we have no way of predicting from month to month. We require a 60 month Operating Fair Market Value Lease, a 60 month Fixed Purchase Option Lease with a \$1 Buyout, and a Purchase Price with maintenance. Please use the formatted spreadsheet provided for each of the three price quotes. ****Special Note: PaperCut MF Embedded Solution and Charge and Dispense Devices should have a 5 year warranty included please indicate price on spreadsheet****

The Cleveland Public Library is part of the Clevnet system which many libraries are a member of in North East Ohio. We request that all pricing be guaranteed for each library within the Clevnet System upon their ability to implement a similar solution at their locations

End Users	Shared by patrons and staff	Patrons and Staff	Patrons	Collection Services
Number of Devices	50 devices	50 Devices	38 charge and dispense devices	Vendor Provided
Break Down	(49) 20 Page Per Minute Color Devices	N/A	35 will have: coin acceptors, bill acceptors, guest card dispenser, wireless credit card acceptor, receipt printer, and customized Cleveland Public Library logo	Collection of Coins and Bills from all 38 charge and dispense hardware units
Configurations	(1) 40 page per minute device with a beveled edge for special collections books	Mobile Printing fully integrated with PaperCut software	3 will have: coin acceptor, bill acceptor, guest card dispenser, wireless credit card acceptor, receipt printer, and customized Cleveland Public Library logo	Quarterly Collections are required for each of the 30 library locations. Coins are to be Rolled and bills stacked. Money should be delivered to Bank and Check for total should be made out to the Cleveland Public Library and Delivered to Financial Services. Check amount will be cross reconciled against papercut usage reports
Paper handling	Duplex Automatic Document Feeder, Bypass Tray, 4 adjustable paper 520 sheet paper trays up to 11x17 with customized labels notating paper size and orientation, Offset Catch Tray, No finishing required	Microsoft Word, Microsoft Excel, Microsoft Power Point, PDF, PNG, GIF images, JPG images, TIFF images, Text files, Formatted email printing, Print from web page printing	N/A	N/A
Copy	600x600 dpi, Automatic two-sided, Electronic pre-collation, Automatic tray selection, build job, negative/mirror image, automatic booklet creation, multi-up, Auto RE, Mized-sized originals, covers integration, sample set, book copying, annotation, auto-color selection, area designation, poster mode, watermarks, ID card copy	N/A	N/A	N/A
Print	600x600x4 dpi, 2 GB plus 80 GB hard drive, 10/100 Base-TX Ethernet, High-Speed USB 2.0 direct print, PDF, XPS, PCL6 emulation, HP-GL2 (direct Submission), Automatic two sided, Secure Print, delay print, sample set, booklet creation, cover selection, paper selection by attribute, N-up, watermarks, banner sheets, fit to new paper size, output tray selection, print from USB	N/A	N/A	N/A
Fax	Network Server Fax Enablement Kit, LAN Fax, Fax Forward, two-sided Send and Receive, print on fax up to 11x17, Fax build job. Include Reporting on all faxes made by staff and library personnel and patrons in order to capture volumes	N/A	N/A	N/A
Scan	Scan to Email, Scan to Folder, Network Scan, Text searchable PDF, PDF/A, XPS, MRC compression, thumbnail preview, Scan to USB	N/A	N/A	N/A
Accounting	Accounting Option to charge patrons for Copy, Print, Scan, and Fax	All Mobile Prints to be charged to the patron's account	N/A	N/A
Security	Secure Print, Authentication with Library Card via User Interface key pad AND USB barcode scanner (Honeywell 3800), Password Protected PDF, FIPS 140-2 encryption, S/MIME Encrypted E-mail, JPSec, 802.1x, SNMP v3.0, Email over SSL, Image Overwrite, Data Encryption, Audit Log, Common Criteria Certified	N/A	N/A	N/A
Operating Systems	Windows XP and SP3 and above/Server 2003/Server 2008/Vista/Windows 7/ MAC OS 10.4 and above; AIX 5 v5; HP UX 11.0/11v2; Solaris 8/9/10; Linux Fedora Core 1/5; Red Hot ES4; SUSE 10/11	Needs WiFi or any high speed connection to the internet	Integrated 2 port 10/100 Ethernet, DHCP, DNS Server Compliant, Remote upgrade utility	N/A
Training	Must be included for All Equipment	Must be Included for All Equipment	Must be Included for All Equipment	All Collection Costs Must be Included for All Equipment
Analyst Services	Network Print and Scanning Enablement Must be Included for All Equipment	Must be Included for All Equipment	Must be Included for All Equipment	All Collection Costs Must be Included for All Equipment
Delivery/Installation Cost	Must be Included for All Equipment	Must be Included for All Equipment	Must be Included for All Equipment	All Collection Costs Must be Included for All Equipment



RECEIVED DEC 06 2011

November 30, 2011

Mr. Felton Thomas
Executive Director
Cleveland Public Library
325 Superior Avenue, N.E.
Cleveland, OH 44114-1271

Dear Mr. Thomas:

We are pleased to inform you that the Board of Directors of the Cleveland Foundation has authorized a grant of \$162,000.00 to the Cleveland Public Library for the Learning Centers. Details of this grant are outlined in the enclosed GRANT AGREEMENT and are subject to the TERMS AND CONDITIONS OF GRANT. ***Please sign and return the GRANT AGREEMENT (by December 9) indicating your acceptance of this grant for the purpose stated.***

In keeping with our grant agreement, we ask that you submit grant reports as outlined by the scheduled due dates. We wish to emphasize the importance of providing grant reports, as they are an integral part of our monitoring and evaluation process. Please be sure we receive reports in a timely manner, as release of payments or review of future grant requests may be contingent upon our receipt and satisfactory review of the required reports. Current reporting forms are available on our website; please use the "standard grant report form."

We wish you every success in the accomplishment of your goals and look forward to receiving your progress reports.

Sincerely,

Robert E. Eckardt, Dr. P.H.
Executive Vice President

dgu
Enclosures



1112
PROJECT BUDGET for Cleveland Public Library

Cleveland Public Library Learning Centers

Total amount requested from The Cleveland Foundation: \$179,300.00

PROJECT INCOME	Anticipated	Committed	Total	
Government Grants				
Foundations (Other)				
The Cleveland Foundation	\$179,300		\$179,300	
Corporations				
United Way or other federated campaigns				
Individual contributions				
Fundraising events and products				
Membership income				
In-kind support		\$40,000	\$40,000	
Endowed income				
Government contracts				
Fees / Earned income				
Other				
TOTAL	\$179,300	\$40,000	\$219,300	
PROJECT EXPENSES	Cleveland Foundation Request	Other Funding	Total	Cleveland Foundation Award
Salaries and wages	\$20,000		\$20,000	\$20,000
Benefits and Payroll Taxes	\$5,000		\$5,000	\$5,000
Consultants and professional services	\$118,300	\$30,000	\$148,300	\$101,000
Travel		\$1,000	\$1,000	
Equipment	\$30,000		\$30,000	\$30,000
Office Supplies/Materials	\$6,000		\$6,000	\$6,000
Printing		\$4,000	\$4,000	
Utilities				
Postage and mailing				
Rent / Occupancy				
Building maintenance				
Depreciation				
Marketing		\$5,000	\$5,000	
Indirect expenses				
Other				
TOTAL	\$179,300	\$40,000	\$219,300	\$162,000



1422 EUCLID AVENUE, SUITE 1300 CLEVELAND, OHIO 44115-2001
 PHONE: (216) 861-3810 FAX: (216) 861-1729
 www.clevelandfoundation.org

TERMS AND CONDITIONS OF GRANT

PLEASE INDICATE THE GRANT NUMBER AND TITLE ON ALL COMMUNICATIONS CONCERNING THE GRANT.

1. ACCEPTANCE OF GRANT

The grant to your organization ("the Grantee") from The Cleveland Foundation ("the Foundation") is subject to Grantee's acceptance of this Terms and Conditions of Grant and Grantee's execution of the Grant Agreement (collectively, "Terms and Conditions of Grant"). Grantee confirms that it is organized in or under the laws of the United States, or any state of the United States and is recognized by the Internal Revenue Service as an organization described in Internal Revenue Code § 501(c)(3) or that it is otherwise exempt from taxation under I.R.C. § 501(c) and that it will use the Grant funds solely for the specific charitable purposes identified in the Grant Agreement.

2. NONDISCRIMINATION

The Grantee agrees that it will not unlawfully discriminate in its employment practices, volunteer opportunities, or the delivery of programs or services, on the basis of race, religion, gender, national origin, age, medical condition, handicap, veteran status, marital status, or sexual orientation.

3. EXPENDITURES OF GRANT FUNDS

This grant is for the explicit purpose(s) stated in the grant resolution. The grant funds may be spent only in accordance with the Terms and Conditions of Grant and Grantee's funding request and budget as approved by the Foundation. Any modifications require compliance with paragraph 6, below. No funds provided by the Foundation may be used by the Grantee to participate in or intervene in any political campaign. No portion of the grant funds may be used for purposes not clearly identified as charitable under the law. Without limiting the generality of the foregoing prohibitions, no portion of the grant funds may be used directly or indirectly to support or promote terrorism or violent acts. Expenses charged against this grant may not be incurred prior to the date on which the grant period begins or subsequent to its termination date.

4. RELEASE OF GRANT FUNDS

Grant funds will be disbursed to the Grantee upon receipt of the enclosed signed Grant Agreement according to the payment schedule on page one of the award letter and the satisfactory compliance with special conditions, if any, described in the grant resolution. The special conditions may make the release of funds conditional upon certain requirements. In such cases, Grantee must submit adequate evidence of compliance with the conditions before the funds are released. If Grantee has any questions about the special conditions, Grantee should contact the Officer responsible for the grant.

5. RECORDKEEPING; REPORTS TO THE FOUNDATION

Grantee shall maintain adequate supporting records consistent with generally accepted accounting practices for a period of seven (7) years following the end of the year during which the grant funds are exhausted. Staff may examine a Grantee's financial record keeping and accounting procedures at any time. In compliance with the schedule set forth in the award letter, the Grantee will furnish periodic narrative reviews of programmatic activity and financial reports showing in detail how grant funds have been expended. Staff may contact the Grantee to arrange site visits to review current grant activities. Final reports should include a review of performance and activities over the course of the entire grant period and must be accompanied by financial reports satisfactory to the Foundation and certified in writing to be correct by the chief financial officer or chief executive officer. Such reports shall supply sufficient information as necessary for the Foundation (i) to determine that the grant is being used for the purposes described in the grant resolution and in a manner consistent with this Terms and Conditions of Grant and Grantee's funding request and budget as approved by the Foundation and (ii) to allow the Foundation to fulfill its own public reporting responsibilities. **Two copies of each of the required reports shall be sent to the Foundation to the attention of Grants Management.**

6. MODIFICATION TO GRANT

- a. The grant purpose identified in the grant resolution may be modified only with prior written approval.
- b. Grant funds may only be used only for the specific charitable purposes identified in the Grant Agreement. Changes in expenditures must receive prior written approval.
- c. The Grantee is responsible for reporting any other changes in the program/project as described in the funding request including without limitation changes in grant period, staff, funding from other sources, relationships with other agencies, etc.

Requests for modifications or changes must be submitted to the attention of Grants Management. The Foundation will notify the Grantee upon its review of the requested modification or change.

7. REVERSION OF GRANT FUNDS; TERMINATION OF GRANT

The Grantee will immediately return to any unexpended funds at the close of the grant period. The Foundation reserves the right to terminate the grant and/or seek return or repayment of the grant funds if any of the following apply: (i) the Grantee loses its exemption from Federal income taxation under Section 501(c) of the Internal Revenue Code or ceases to be an entity organized in or under the laws of the United States, or any state of the United States; (ii) the Grantee is listed by the U.S. Government or an agency thereof as an organization considered to be associated with terrorism or violent acts; (iii) the bankruptcy or insolvency of the Grantee; (iv) the Grantee's failure to comply with this Terms and Conditions of Grant or special conditions, if any, of the grant resolution; or (v) the Grantee has made any misrepresentations, has in any way misappropriated grant funds, or has failed to perform the program, project, or other activity funded by the grant, in each case as determined by the Foundation in its sole discretion.

8. PUBLIC ACKNOWLEDGMENT

As the community trust of the Greater Cleveland area, The Cleveland Foundation is accountable to the community for its grantmaking and depends upon continued donations to make future grantmaking possible. Grantees' cooperation is essential to help publicize grant results and raise funds for future grantmaking.

Accordingly, the Grantee agrees to credit the Foundation in any press releases, presentations, media coverage, or announcements resulting from the use of the grant funds provided however that public statements about the Foundation or its grantmaking must be cleared in advance by the appropriate Foundation Program Officer. The Grantee agrees to notify staff members of any upcoming publicity or media coverage related to the grant.

The Grantee also agrees to cooperate with the Foundation's efforts to highlight the programs it funds in the Foundation's own publications and publicity materials. This may include: setting up interviews or photo sessions with the Grantee organization's staff, board, or clients; providing the Foundation with available photographs, slides, or graphics, with signed releases where required; or providing access to background material related to the funded project.

9. COPYRIGHTS AND PATENTS

Reports, materials, books, and articles resulting from this grant may be copyrighted by the organization receiving the grant or by the author, in accordance with the policies of the Grantee organization, toward the goal of obtaining the widest dissemination of such reports, materials, books, and articles. Grantee shall grant or cause the author to grant to the Foundation a perpetual, royalty-free license to use such publications. Grant funds shall not be used for activities which may lead to the award of a patent unless the Grantee has first entered into a written agreement with the Foundation which specifies the name in which any patent awarded will be taken and avoids the possibility that grant funds will be used for private benefit in the Foundation's sole determination. No application shall be filed for a patent arising out of grant-funded activities without prior written consent, which consent will be conditioned as necessary to avoid private benefit from the use of grant funds. The Foundation agrees to attribute properly authorship in the use, reproduction or publication of any information developed under this award, and further agrees to include the copyright notice specified by Grantee in any of its publications, or any copyrighted materials.

10. LIMIT OF COMMITMENT

This award is made with the understanding that the Foundation has no obligation to provide other or additional support for this project; nor does this award represent any commitment to, or expectation of, future support from the Foundation for this or any other project of the Grantee.

11. ASSIGNMENT

The grant may not be assigned by the Grantee without the prior written consent of the Foundation.

REPORT A

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

Paula Kerick
FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

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

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Total</u>
41 Taxes	27,652,040.94	0.00	0.00	0.00	27,652,040.94
42 Intergovernmental	24,641,930.72	871,929.96	0.00	0.00	25,513,860.68
43 Fines & Fees	410,522.20	0.00	0.00	0.00	410,522.20
44 Investment Earnings	392,438.04	519.44	0.00	4,877.86	397,835.34
45 Charges for Services	2,304,249.35	0.00	0.00	0.00	2,304,249.35
46 Contributions & Donations	0.00	832,952.92	0.00	0.00	832,952.92
48 Miscellaneous Revenue	726,702.94	7,693.26	0.00	0.00	734,396.20
Total Revenues	\$ 56,127,884.19	\$ 1,713,095.58	\$ 0.00	\$ 4,877.86	\$ 57,845,857.63
51 Salaries/Benefits	32,331,792.95	440,489.42	0.00	0.00	32,772,282.37
52 Supplies	952,883.05	22,981.36	0.00	1,813.00	977,677.41
53 Purchased/Contracted Services	9,498,741.56	743,448.50	0.00	34.00	10,242,224.06
54 Library Materials	7,943,568.73	96,490.51	0.00	19,004.40	8,059,063.64
55 Capital Outlay	727,789.18	85,735.95	342,767.91	0.00	1,156,293.04
57 Miscellaneous Expenses	79,402.51	17,501.18	0.00	0.00	96,903.69
Total Expenditures	\$ 51,534,177.98	\$ 1,406,646.92	\$ 342,767.91	\$ 20,851.40	\$ 53,304,444.21
Revenue Over/(Under) Expenditures	\$ 4,593,706.21	\$ 306,448.66	\$(342,767.91)	\$(15,973.54)	\$ 4,541,413.42
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	\$(616,293.79)	\$ 516,448.66	\$ 4,657,232.09	\$(15,973.54)	\$ 4,541,413.42
Beginning Year Cash Balance	\$ 35,273,231.06	\$ 10,664,001.06	\$ 5,201,558.02	\$ 2,541,077.54	\$ 53,679,867.68
Current Cash Balance	\$ 34,656,937.27	\$ 11,180,449.72	\$ 9,658,790.11	\$ 2,525,104.00	\$ 58,221,281.10

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the period Ending November 30, 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	19,554,872	1,314,485	94%	95%
General Property Tax	26,214,496	27,652,041	(1,437,545)	105%	106%
Rollback, Homestead, CAT	5,200,000	3,943,603	1,256,397	76%	100%
Federal Grants	0	0	0	0%	100%
State Aid	1,269,138	1,143,455	125,683	90%	159%
Fines & Fees	300,000	410,522	(110,522)	137%	138%
Investment Earnings	700,000	392,438	307,562	56%	217%
Services to Others-Clevnet	2,400,000	2,304,249	95,751	96%	105%
Miscellaneous	429,437	726,703	(297,266)	169%	113%
Totals	\$ 57,382,429	\$ 56,127,884	\$ 1,254,544	98%	103%

	<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	32,350,390	4,595,299	88%	88%
Supplies	1,218,131	1,078,653	139,478	89%	75%
Purchased Services	11,985,139	11,363,032	622,108	95%	92%
Library Materials	12,476,848	10,433,229	2,043,619	84%	86%
Capital Outlay	956,617	928,044	28,572	97%	59%
Other	111,379	85,626	25,753	77%	94%
Subtotal	\$ 63,693,802	\$ 56,238,974	\$ 7,454,829	88%	88%
Advances/Transfers	5,210,000	5,210,000	0	0%	0%
Totals	\$ 68,903,802	\$ 61,448,974	\$ 7,454,829	89%	88%

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

Note (2): Amended Appropriation of \$62,592,427 plus carried forward encumbrance of \$6,311,375.

Note (3): Subtotal includes 82% expended and 7% encumbered.

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending November 30, 2011

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	11,166,991.00	11,552,488.97	10,034,062.84	0.00	1,518,426.13
51120 Clerical Salaries	10,282,550.00	10,644,749.89	9,012,275.13	0.00	1,632,474.76
51130 Non-Clerical Salaries	1,159,770.00	1,201,088.55	1,108,856.70	0.00	92,231.85
51140 Buildings Salaries	3,739,466.00	3,874,639.22	3,422,430.85	0.00	452,208.37
51150 Other Salaries	1,298,485.00	1,344,739.26	1,145,264.00	0.00	199,475.26
51180 Severance Pay	0.00	81,503.11	248,904.02	0.00	(167,400.91)
51190 Non-Base Pay	0.00	1,035.58	196,438.86	0.00	(195,403.28)
51400 OPERS	3,864,245.00	4,000,841.59	3,537,372.54	0.00	463,469.05
51610 Health Insurance	3,218,053.00	3,351,947.41	3,009,154.98	0.00	342,792.43
51620 Life Insurance	46,771.00	50,465.47	36,644.53	0.00	13,820.94
51630 Workers Compensation	220,000.00	440,000.00	223,544.31	0.00	216,455.69
51640 Unemployment Compensation	47,248.00	73,183.70	47,256.07	17,190.34	8,737.29
51650 Medicare - ER	316,421.00	328,233.71	294,523.13	0.00	33,710.58
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	\$ 32,331,792.95	\$ 18,597.35	\$ 4,595,298.62
52110 Office Supplies	48,845.00	49,024.89	37,948.39	5,213.45	5,863.05
52120 Stationery	104,365.00	96,165.80	72,328.40	5,115.47	18,721.93
52130 Duplication Supplies	74,040.00	64,308.91	49,353.23	2,950.78	12,004.90
52140 Hand Tools	3,950.00	5,176.27	139.24	248.98	4,788.05
52150 Book Repair Supplies	108,875.00	94,020.06	48,598.59	13,030.17	32,391.30
52210 Janitorial Supplies	106,300.00	104,300.09	85,346.52	10,562.42	8,391.15
52220 Electrical Supplies	62,220.00	62,934.07	50,585.02	7,659.87	4,689.18
52230 Maintenance Supplies	148,275.00	267,335.41	235,122.79	26,575.96	5,636.66
52240 Uniforms	9,250.00	9,802.25	8,666.44	242.96	892.85

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending November 30, 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	76,745.43	22,329.91	1,816.99
52900 Other Supplies	275,265.00	364,170.48	288,049.00	31,839.55	44,281.93
Supplies	\$1,036,885.00	\$ 1,218,130.56	\$ 952,883.05	\$ 125,769.52	\$ 139,477.99
53100 Travel/Meetings	35,000.00	45,905.63	31,502.41	14,403.22	0.00
53210 Telecommunications	613,524.00	711,553.94	572,164.01	96,160.87	43,229.06
53230 Postage/Freight	144,225.00	135,336.26	83,839.34	39,734.44	11,762.48
53240 PR/Other Communications	217,923.85	305,256.97	179,754.14	48,605.27	76,897.56
53310 Building Repairs	142,710.00	210,801.85	168,217.48	20,089.07	22,495.30
53320 Machine Repairs	36,870.00	44,715.30	33,452.83	3,790.31	7,472.16
53340 Building Maintenance	140,500.00	153,885.89	124,384.08	22,914.46	6,587.35
53350 Machine Maintenance	328,386.00	437,356.24	260,019.48	98,351.27	78,985.49
53360 Computer Maintenance	874,306.00	891,670.13	747,283.32	69,282.67	75,104.14
53370 Motor Vehicle Repairs	23,000.00	42,971.85	31,427.30	9,238.45	2,306.10
53380 Contract Security	870,000.00	1,063,911.23	937,802.47	126,108.76	0.00
53390 Landscaping	20,000.00	27,164.68	23,023.18	4,141.50	0.00
53400 Insurance	453,900.00	456,144.00	434,553.00	0.00	21,591.00
53510 Rent/Leases	116,900.00	144,362.70	105,419.32	23,118.18	15,825.20
53520 Equipment Rental	317,150.00	346,033.27	273,456.29	54,532.09	18,044.89
53610 Electricity	2,239,350.00	2,273,708.29	1,706,622.55	551,059.43	16,026.31
53620 Gas	338,900.00	297,276.45	210,783.10	86,493.35	0.00
53630 Chilled Water	843,200.00	1,039,296.58	1,014,324.35	79,972.23	(55,000.00)
53640 Water/Sewer	106,525.00	140,300.95	75,333.07	63,945.64	1,022.24
53710 Professional Services	1,049,596.15	1,510,165.23	1,086,843.89	311,172.21	112,149.13
53720 Auditors Fees	860,000.00	1,345,392.62	1,184,945.54	56,092.97	104,354.11

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending November 30, 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	181,055.28	82,575.06	60,531.16
53900 Other Purchased Services	15,600.00	37,767.88	32,535.13	2,508.75	2,724.00
Purchased/Contracted Services	\$10,042,266.00	\$ 11,985,139.44	\$ 9,498,741.56	\$ 1,864,290.20	\$ 622,107.68
54110 Books	3,756,443.00	4,338,236.99	2,785,077.84	897,085.94	656,073.21
54120 Continuations	682,000.00	1,001,627.00	492,086.01	291,789.75	217,751.24
54210 Periodicals	1,374,955.00	1,742,747.63	656,647.61	367,698.88	718,401.14
54220 Microforms	239,000.00	257,068.73	148,000.92	50,164.07	58,903.74
54310 Video Media	1,576,500.00	1,680,330.41	1,457,189.65	185,969.29	37,171.47
54320 Audio Media - Spoken	227,929.00	268,987.81	182,499.23	30,253.10	56,235.48
54325 Audio Media - Music	631,047.00	641,229.71	489,001.83	133,180.84	19,047.04
54350 Computer Media	295,950.00	372,583.80	321,343.20	10,360.45	40,880.15
54500 Database Services	1,270,538.00	1,843,231.78	1,278,550.41	348,951.23	215,730.14
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	24,952.09	44,726.66	23,373.25
54720 Preservation Services	75,000.00	125,074.89	48,280.22	76,689.63	105.04
54730 Preservation Boxing	10,000.00	10,467.96	7,698.20	2,815.51	(45.75)
54790 Preservation Reformatting	65,000.00	94,818.38	46,987.96	48,378.45	(548.03)
54900 Other Library Materials	500.00	500.00	0.00	0.00	500.00
Library Materials	\$10,250,362.00	\$ 12,476,848.07	\$ 7,943,568.73	\$ 2,489,660.13	\$ 2,043,619.21
55510 Furniture	106,225.00	131,492.56	106,098.70	25,393.86	0.00
55520 Equipment	62,300.00	166,349.75	84,774.18	67,031.50	14,544.07
55530 Computer Hardware/Software	550,399.00	635,000.79	513,142.79	107,829.78	14,028.22
55700 Motor Vehicles	0.00	23,773.51	23,773.51	0.00	0.00
Capital Outlay	\$718,924.00	\$ 956,616.61	\$ 727,789.18	\$ 200,255.14	\$ 28,572.29

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending November 30, 2011

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
57100 Memberships	63,300.00	65,249.00	61,601.80	1,825.20	1,822.00
57200 Taxes	1,500.00	1,762.21	301.80	359.06	1,101.35
57500 Refunds/Reimbursements	43,027.00	44,367.66	17,498.91	4,039.17	22,829.58
Miscellaneous Expenses	\$107,827.00	\$ 111,378.87	\$ 79,402.51	\$ 6,223.43	\$ 25,752.93
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	\$ 56,744,177.98	\$ 4,704,795.77	\$ 7,454,828.72

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 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	56,127,884.19	56,744,177.98	4,704,795.77	29,952,141.50
Total General Fund	\$ 35,273,231.06	\$ 56,127,884.19	\$ 56,744,177.98	\$ 4,704,795.77	\$ 29,952,141.50
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	11,500.00	1,516,175.48
203 Founders	4,260,062.08	148,761.24	138,695.88	68,422.56	4,201,704.88
204 Kaiser	40,238.89	0.00	0.00	0.00	40,238.89
205 Kraley	140,583.80	0.00	0.00	0.00	140,583.80
206 Library	156,094.60	8,965.02	5,518.12	0.00	159,541.50
207 Pepke	87,619.01	0.00	0.00	0.00	87,619.01
208 Wickwire	999,204.65	519.44	8,102.58	1,256.19	990,365.32
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	5,909.81	3,765.00	7,287.31
226 Judd	7,800.74	153,116.25	122,222.57	10,310.02	28,384.40
228 Lockwood Thompson Memorial	394,168.37	158,115.00	142,618.32	160,209.70	249,455.35
229 Ohio Center for the Book	58.00	0.00	0.00	0.00	58.00
230 Schweinfurth	(39,200.93)	127,677.35	37,547.35	0.00	50,929.07
242 Cleveland NCA Kiosk	10,362.81	0.00	689.03	0.00	9,673.78
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	0.00	7,333.38
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	574,178.99	420,466.56	213,479.63	30,997.62
253 MetLife-Fit for Life II	6,677.45	0.00	6,677.45	0.00	0.00
254 MyCom	71,101.74	231,444.23	230,168.84	381,449.55	(309,072.42)
255 PNC-Grow Up Great	0.00	48,000.00	0.00	2,910.29	45,089.71
Total Special Revenue Funds	\$ 10,664,001.06	\$ 1,923,095.58	\$ 1,406,646.92	\$ 856,415.14	\$ 10,324,034.58

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

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
401 Building & Repair	5,201,558.02	5,000,000.00	342,767.91	189,361.36	9,669,428.75
Total Capital Project Funds	\$ 5,201,558.02	\$ 5,000,000.00	\$ 342,767.91	\$ 189,361.36	\$ 9,669,428.75
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	1,813.00	1,813.00	103,454.37
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	19,038.40	1,027.90	1,548,012.38
Total Permanent Funds	\$ 2,541,077.54	\$ 4,877.86	\$ 20,851.40	\$ 2,840.90	\$ 2,522,263.10
Others	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total All Funds	\$ 53,679,867.68	\$ 63,055,857.63	\$ 58,514,444.21	\$ 5,753,413.17	\$ 52,467,867.93

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

Balance of All Funds	<u><u>\$ 58,221,281.10</u></u>
Chase-Checking	8,631.26
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	1,539,136.84
KeyBank-MC/VISA	12,371.66
Fifth Third - Checking	398,677.92
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>\$ 1,964,567.68</u></u>
PNC - Money Market	10,013.98
PNC - Investments	34,219,324.58
PNC/Allegiant Money Market	50,463.73
KeyBank - Victory Fund	0.00
STAR OHIO Investment	9,670,952.44
Investments	<u><u>\$ 43,950,754.73</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>\$ 58,221,281.10</u></u>

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – November 2011

1. INTERIM DEPOSITS

In accordance with Ohio Revised Code Section 135.14, funds that become available periodically throughout the fiscal year are invested in short term investments known as interim deposits. The investments are in securities that provide the highest interest rate consistent with the highest degree of safety. Other balances are invested in US Treasury and Agency issues as managed by United American Capital Corporation, STAR Ohio, and a federal money market fund.

Following is a description of interim deposit earnings for the period November 1, 2011 through November 30, 2011.

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
11/01/11 - 11/30/11	30	Various	STAR Ohio	Various	189.37	Investment Pool
11/01/11 - 11/30/11	30	Various	PNC	Various	0.55	Sweep Money Market
11/01/11 - 11/30/11	30	Various	PNC	Various	0.83	Money Market
05/23/11 - 11/23/11	185	750,000	Federal National Mortgage Assn.	0.750%	6,247.50	Federal Agency
05/27/11 - 11/28/11	186	1,000,000	Federal Home Loan Mortgage Corp.	1.250%	6,284.72	Federal Agency
08/18/11 - 11/18/11	93	2,000,000	Federal Farm Credit Bank	0.500%	2,500.00	Federal Agency
08/25/11 - 11/23/11	91	2,000,000	Federal Farm Credit Bank	0.690%	3,373.33	Federal Agency

Earned Interest November 2011 \$ 18,596.30
 Earned Interest Year To Date \$ 392,438.04

CLEVELAND PUBLIC LIBRARY

REPORT C

**Finance Committee
December 13, 2011**

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR NOVEMBER 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
Tyler Technologies Ohio Munis User Group Meeting Mansfield, Ohio	11/16/11	Laura Armstrong	85.36
Art Libraries Society of North America Ohio Valley Regional Meeting Columbus, Ohio	10/28/11	Bruce Biddle	25.00
Ohio Library Council Leadership Conference Columbus, Ohio	11/17/11	Don Boozer	215.96
Stark County District library Know it Know Training Session Canton, Ohio	11/16/11	Don Boozer	51.61
Ohio Library Council Annual Convention & Expo Toledo, Ohio	10/26/11 - 10/28/11	Don Boozer	526.93
Art Libraries Society of North America Ohio Valley Regional Meeting Columbus, Ohio	10/28/11	Pamela Eyerdam	25.00
Ohio Library Council Annual Convention & Expo Toledo, Ohio	10/26/11 - 10/28/11	Patricia Lowrey	525.14
Online Computer Library Center Resource Sharing Webinar Cleveland, Ohio	9/6/11 - 9/8/11	Marilyn Nichols	160.00
Ohio Library Council Annual Convention & Expo Toledo, Ohio	10/26/11 - 10/27/11	Sandy Nosse	261.58
Ohio Library Council Annual Convention & Expo Toledo, Ohio	10/26/11	Ann Olszewski	235.17

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
My Com/Starting Point Professional Development Symposium Cleveland, Ohio	11/4/2011	Mercier Robinson	35.00
Institute of Museum and Library Services Salzburg Global Seminar Salzburg, Austria	10/19/11 - 10/23/11	Felton Thomas	1,278.90
Ohio Library Council Annual Convention & Expo Toledo, Ohio	10/26/11 - 10/28/11	Rollie Welch	524.00
TOTAL			\$3,949.65

SUMMARY

FUND	NOVEMBER	YEAR TO DATE
General	\$1,876.25	\$31,502.41
Judd Fund	0.00	0.00
Lockwood Thompson	1,278.90	7,230.02
Metlife-Fit for Life	0.00	0.00
LSTA - Know it Know	794.50	5,898.69
TOTAL	\$3,949.65	\$44,631.12

Cleveland Public Library
 Human Resources Department
 Library Board of Trustess
 Termination Report
 11/01/2011 To 11/30/2011

EXHIBIT 11

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

NAME	DEPARTMENT	JOB TITLE	DATE	REASON
RESIGNATIONS				
PATTERSON, RHASHIED	CUSTODIAL A	CUSTODIAN II	11/16/2011	PERSONAL REASONS
ROBINSON, TRISTAN C	GLENVILLE	BRANCH CLK	11/5/2011	PERSONAL REASONS
STORRS, TIFFANY M	LS SHIP AND SHELF	PAGE	11/10/2011	RETURN TO SCHOOL
RETIREMENTS				
LEE,CAROLYN	FINANCE	ADMINI ASSIST	11/30/2011	RETIREMENT
ROBINSON, MERCIER	PLANN & RESEARCH	GRANTS & DEV COORD	11/25/2011	RETIREMENT
SIMS,RENEE	LITERATURE	SUBJECT DEPT CLERK	11/30/2011	RETIREMENT
STACK,THERESA	BOOK PREP	MATERIALS PROC TECH	11/30/2011	RETIREMENT
OTHER TERMINATIONS				
RILEY, SHARLEEN E	SHELF PAGES	PAGE	11/4/2011	TERMINATION INVOL

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	3,931.66	89,097
December	3,524.42		

***Covers three pay dates**

CLEVELAND PUBLIC LIBRARY
Nov. 1, 2011- Nov. 30, 2011 EE0-4 REPORT
FULL/PART-TIME EMPLOYEES

REPORT E**Human Resources Committee Report**

December 15, 2011

Totals Job Category	Male						Female					
	A	B	C	D	E	F	G	H	I	J	K	
Officials/Administrators	80	21	8	1			31	18	1			
Professionals	85	18	2		1		42	18	2	2		
Technicians	21	11	2	1			6	1				
Protective Service	19	10	7	1				1				
Para-Professionals	135	25	38		2		30	31	7	2		
Administrative Support	302	32	62	5	3		51	132	15	2		
Skilled Craft	12	7	3		1			1				
Service Maintenance	48	9	35				2	2				
Grand Total	702	133	157	8	7	0	162	204	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
NOVEMBER**

REPORT F

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

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Kaiser POS	86	79	165
Kaiser HMO	228	103	331
Delta Dental	157	230	387

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 workdays for November			

CLEVELAND PUBLIC LIBRARY'S CIRCULATION POLICY

LIBRARY CARD ELIGIBILITY

Permanent residents of Ohio qualify for a free library card. Persons who go to school in Ohio or work on a permanent basis in Ohio also qualify for a free library card. Only one card is allowed per individual, with the exception of library cards issued to teachers in Cuyahoga County. Cleveland Public Library honors the library cards of other CLEVNET libraries for the circulation of materials. Special cards, such as those issued to businesses and educators, are governed by procedures set forth by Library administration.

APPLYING FOR A LIBRARY CARD

To apply for a library card, adults aged 18 or older must fill out an application and present valid photo identification and proof of address. Acceptable forms of identification are listed on the application.

The signature of a parent or guardian on the library card application is required for youth aged 17 and under. The parent or guardian of the applicant may choose whether the applicant is permitted to checkout audiovisual materials. Photo identification is required for applicants aged 14 through 17 years old. A report card or a class schedule with the applicant's name on it is acceptable for applicants who do not have photo identification.

Library card privileges must be renewed every two years. Valid photo identification and current proof of address must be presented when renewing library privileges.

BORROWER RESPONSIBILITIES

Borrowers must present a valid library card when charging out materials. If the patron does not have the library card but still wishes to charge out materials, valid photo identification will be accepted. Borrowers are responsible for paying any fines or other charges imposed for the late return of materials, loss, or the mutilation of library materials. Parents or guardians are financially responsible for all materials borrowed on the cards of youth aged 17 and under. Borrowers are responsible for reporting any changes in the account information in a timely fashion.

It is the borrower's responsibility and choice as to who has access to the library card for the account. A patron may allow a family member or friend to use his or her library card to check out materials, pick up materials on hold, and pay fines that are outstanding on that card.

The Library reserves the right to ask a borrower for photo identification to verify the borrower's identity.

LOST OR STOLEN LIBRARY CARD

If the borrower's card is lost or stolen, it is the borrower's responsibility to report the loss or theft to Cleveland Public Library or to another CLEVNET-member library immediately. A police report is required when a patron claims materials were checked out without permission. A new library card must be issued for lost, damaged or stolen cards; the cost for a replacement card is \$1.00. All charges or loans attached to the lost card will be transferred to the new card.

BORROWING GUIDELINES

A total of fifty circulating items may be on a borrower's record at any given time; of these, a total of eight (8) CPL-owned DVDs may be on a borrower's record. Loan periods depend upon the type of material being loaned, with most materials having a loan period of 21 days. The Library upholds the circulation policy and loan periods for items owned by CLEVNET member libraries although they may differ from the loan periods of the Cleveland Public Library. Borrowers should note the due dates on the receipt provided at checkout.

Most materials may be renewed up to five times, provided there are no reservation requests pending and the patron has not accumulated more than \$24.99 in fines and/or fees on the account.

FINES & FEES

Once library materials are overdue, the cardholder will be charged overdue fines according to the Fines & Fees Schedule, approved by the Cleveland Public Library Board of Trustees. The Library will accept payment for lost or damaged materials, overdue fines and fees associated with materials owned by other CLEVNET member libraries at any CPL location. The Library will not wave any fines or fees associated with materials owned by other CLEVNET member libraries. If an item owned by another CLEVNET member library is found at a later date, the patron must return the item to the owning library for a refund. CPL will not issue refunds for materials owned by another library system.

The Library does not charge overdue fines for circulating materials borrowed by patrons aged 60 and over, or those who are totally and permanently disabled. To qualify for a disabled card, the patron must present a permanent Golden Buckeye card issued by the Ohio Department of Aging at the time of application. Patrons aged 60 and over or those who are totally and permanently disabled are still responsible for lost item charges.

Once an item is twenty-eight (28) or more days overdue, the Library will mail the borrower a bill for the cost of the item. Replacement prices for lost CPL items are listed in the Fines & Fees Schedule. If the lost CPL item is found within 90 days of payment, the patron may contact the Library for a refund. In the event that a borrower believes that an item was returned on time, the borrower should contact the owning library to ask staff to check the shelf for the item. If the item is owned by CPL and not found after a shelf check, it is the sole discretion of the library manager to grant or deny CLAIMS RETURNED status for the item.

LOSS OF BORROWING PRIVILEGES

A patron will lose borrowing privileges when fines and/or fees are in excess of \$24.99, 10 or more items are overdue, or the patron's library card has expired.

MATERIALS RECOVERY

Accounts of patrons aged 18 or older with fines and/or fees totaling more than \$25 are referred to material recovery services for processing. After a certain period of time, the name of a patron aged 18 or older with more than \$25 outstanding in fines and/or fees, may be reported to a credit bureau. Youth aged 17 or younger with fines and/or fees totaling more than \$25 are referred to material recovery services for processing; however, their name will not be reported to a credit bureau. A \$10 collection fee will be

assessed to the patron when the account is referred for material recovery services. A patron's borrowing privileges will be restored once the balance on the user's account is zero.

CONFIDENTIALITY OF LIBRARY RECORDS

In keeping with the Library's Policy on Confidentiality and the Privacy of Library Records, family members or friends are not given information about the accounts of the borrowers whose cards they are using, except in situations specified by Section 149.432 of Ohio Revised Code, e.g., a parent can get the account information of a minor child.

A parent or guardian may request overdue information and information about current items charged out on a minor child's library card, if the parent or guardian has the minor child's card, or the parent or guardian has photo identification with same address as that listed in the minor child's registration and proof of parentage or guardianship satisfactory to the Library.

CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR NOVEMBER 2011

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	2011	2010	
Main Library	159,706	169,454	832	883	1,749,913	1,818,413	-3.8%
Branches	343,801	353,492	1,698	1,746	3,684,606	3,686,452	-0.1%
Mobile Units	5,946	5,948			63,008	59,667	5.6%
Library for the Blind	59,729	64,369			629,248	669,523	-6.0%
eMedia	9,447	3,512			93,857	35,088	167.5%
TOTAL CIRCULATION	578,629	596,775			6,220,632	6,269,143	-0.8%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
eBook	6,554	1,798	60,486	16,569	265.1%
eAudioBook	2,792	1,665	31,603	17,810	77.4%
eMusic	59	17	734	317	131.5%
eVideo	42	32	1,034	392	163.8%
TOTAL eCIRCULATION	9,447	3,512	93,857	35,088	167.5%

Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
Downloads	8,288	7,192	95,504	64,390	48.3%
Users	530	494	5,742	5,050	13.7%

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	9,854	10,816	6,990	8,004	-12.7%
Branches	345	40 minutes	63,114	62,956	42,410	43,270	-2.0%
TOTAL USAGE	416		72,968	73,772	49,400	51,273	-3.7%

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

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	2011	2010	
Main Library	45,884	48,517	239	253	525,946	598,691	-12.2%
Branches	246,760	251,174	1,219	1,241	2,820,249	2,983,894	-5.5%
Mobile Unit	714	657			8,739	8,095	8.0%
TOTAL VISITS	293,358	300,348			3,354,934	3,590,680	-6.6%

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR NOVEMBER 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	11,379	1,287	1,225	1,512	15,403	933	16,336
Broadway	2,620	178	120	180	3,098	322	3,420
Brooklyn	6,483	630	523	489	8,125	894	9,019
Carnegie West	9,780	938	1,207	1,345	13,270	1,177	14,447
Collinwood	7,757	647	521	890	9,815	1,035	10,850
East 131st	4,236	433	434	519	5,622	438	6,060
Eastman	13,157	1,219	1,344	1,723	17,443	2,037	19,480
Fleet	9,571	682	966	980	12,199	1,103	13,302
Fulton	9,122	856	574	975	11,527	1,055	12,582
Garden Valley	4,574	343	249	239	5,405	502	5,907
Glenville	6,042	539	743	697	8,021	771	8,792
Harvard-Lee	7,671	624	729	895	9,919	901	10,820
Hough	4,476	477	344	407	5,704	454	6,158
Jefferson	6,423	748	827	1,110	9,108	1,070	10,178
Langston Hughes	4,735	452	390	654	6,231	555	6,786
Lorain	8,770	1,045	807	1,346	11,968	898	12,866
Martin Luther King, Jr.	5,810	470	692	1,070	8,042	866	8,908
Memorial-Nottingham	11,405	989	1,358	2,023	15,775	1,620	17,395
Mt. Pleasant	5,635	645	366	567	7,213	546	7,759
Rice	11,611	695	654	1,155	14,115	957	15,072
Rockport	16,424	1,476	1,595	2,233	21,728	2,264	23,992
South	8,544	491	457	632	10,124	884	11,008
South Brooklyn	13,854	1,118	1,407	2,197	18,576	2,521	21,097
Sterling	4,518	469	518	556	6,061	411	6,472
Union	5,682	503	334	564	7,083	640	7,723
Walz	13,084	1,112	1,182	1,783	17,161	1,642	18,803
West Park	15,359	1,467	2,676	3,640	23,142	3,189	26,331
Woodland	9,099	729	556	937	11,321	917	12,238
TOTAL	237,821	21,262	22,798	31,318	313,199	30,602	343,801

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

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2011	2010	2011	2010		
Addison	16,336	13,333	165,304	152,413	12,891	8.5%
Broadway	3,420	3,851	37,532	38,995	-1,463	-3.8%
Brooklyn	9,019	10,433	100,198	93,265	6,933	7.4%
Carnegie West	14,447	13,340	149,733	143,474	6,259	4.4%
Collinwood	10,850	11,587	115,495	121,020	-5,525	-4.6%
East 131st	6,060	5,496	64,838	52,864	11,974	22.7%
Eastman	19,480	21,549	214,650	234,206	-19,556	-8.3%
Fleet	13,302	14,762	147,701	159,607	-11,906	-7.5%
Fulton	12,582	12,877	135,822	127,869	7,953	6.2%
Garden Valley	5,907	4,382	50,969	53,604	-2,635	-4.9%
Glenville	8,792	8,286	97,532	84,739	12,793	15.1%
Harvard-Lee	10,820	11,088	111,833	110,690	1,143	1.0%
Hough	6,158	7,977	72,256	72,486	-230	-0.3%
Jefferson	10,178	10,939	114,191	118,603	-4,412	-3.7%
Langston Hughes	6,786	8,580	87,801	85,467	2,334	2.7%
Lorain	12,866	13,261	137,891	143,097	-5,206	-3.6%
Martin Luther King, Jr.	8,908	9,010	99,587	98,053	1,534	1.6%
Memorial-Nottingham	17,395	20,217	194,006	216,552	-22,546	-10.4%
Mt. Pleasant	7,759	7,028	80,359	74,818	5,541	7.4%
Rice	15,072	14,806	148,953	149,617	-664	-0.4%
Rockport	23,992	25,426	260,404	258,728	1,676	0.6%
South	11,008	9,248	106,998	103,770	3,228	3.1%
South Brooklyn	21,097	23,830	245,907	266,717	-20,810	-7.8%
Sterling	6,472	7,620	69,318	72,286	-2,968	-4.1%
Union	7,723	6,956	77,529	67,744	9,785	14.4%
Walz	18,803	18,322	199,169	196,506	2,663	1.4%
West Park	26,331	27,942	284,306	314,411	-30,105	-9.6%
Woodland*	12,238	11,346	114,324	74,851	39,473	*
TOTAL	343,801	353,492	3,684,606	3,686,452	-1,846	-0.1%

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

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE NOVEMBER 2011**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2011	2010	2011	2010		
Addison	5,651	6,748	65,475	77,639	-12,164	-15.7%
Broadway	1,398	1,716	16,792	18,974	-2,182	-11.5%
Brooklyn	3,882	4,292	51,650	48,559	3,091	6.4%
Carnegie West	18,138	18,592	206,353	212,418	-6,065	-2.9%
Collinwood	7,098	6,807	79,251	87,522	-8,271	-9.5%
East 131st	7,214	7,197	74,145	73,062	1,083	1.5%
Eastman	12,008	13,115	134,246	147,987	-13,741	-9.3%
Fleet	9,926	9,921	116,988	118,043	-1,055	-0.9%
Fulton	8,104	7,512	88,055	84,212	3,843	4.6%
Garden Valley	5,283	5,360	57,159	72,942	-15,783	-21.6%
Glenville	7,332	7,654	85,207	96,407	-11,200	-11.6%
Harvard-Lee	8,796	7,966	96,834	105,900	-9,066	-8.6%
Hough	11,059	11,822	155,092	156,686	-1,594	-1.0%
Jefferson	8,462	8,187	91,911	94,927	-3,016	-3.2%
Langston Hughes	6,296	6,142	71,370	77,777	-6,407	-8.2%
Lorain	8,063	7,742	84,235	87,333	-3,098	-3.5%
Martin Luther King, Jr.	5,010	5,370	64,903	70,767	-5,864	-8.3%
Memorial-Nottingham	7,855	8,482	92,780	103,412	-10,632	-10.3%
Mt. Pleasant	6,007	6,918	72,718	89,823	-17,105	-19.0%
Rice	13,264	15,704	157,102	173,912	-16,810	-9.7%
Rockport	15,420	10,199	140,309	126,558	13,751	10.9%
South	8,823	8,306	95,197	102,144	-6,947	-6.8%
South Brooklyn	12,686	14,652	158,236	185,802	-27,566	-14.8%
Sterling	12,824	12,557	150,547	140,620	9,927	7.1%
Union	6,985	9,322	93,737	115,904	-22,167	-19.1%
Walz	10,362	10,191	113,870	119,514	-5,644	-4.7%
West Park	11,190	11,365	117,990	135,339	-17,349	-12.8%
Woodland*	7,624	7,335	88,097	59,711	28,386	*
TOTAL	246,760	251,174	2,820,249	2,983,894	-163,645	-5.5%

*See footnote p. 3

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS NOVEMBER 2011**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
1 West Park	26,331	1 Carnegie West	18,138	1 South Brooklyn	31,511
2 Rockport	23,992	2 Rockport	15,420	2 Fleet	27,822
3 South Brooklyn	21,097	3 Rice	13,264	3 West Park	27,291
4 Eastman	19,480	4 Sterling	12,824	4 Eastman	23,686
5 Walz	18,803	5 South Brooklyn	12,686	5 Rice	22,240
6 Memorial-Nottingham	17,395	6 Eastman	12,008	6 Fulton	20,026
7 Addison	16,336	7 West Park	11,190	7 Memorial-Nottingham	19,553
8 Rice	15,072	8 Hough	11,059	8 Rockport	19,404
9 Carnegie West	14,447	9 Walz	10,362	9 Harvard-Lee	18,834
10 Fleet	13,302	10 Fleet	9,926	10 Langston Hughes	17,982
11 Lorain	12,866	11 South	8,823	11 Glenville	17,317
12 Fulton	12,582	12 Harvard-Lee	8,796	12 Walz	16,558
13 Woodland	12,238	13 Jefferson	8,462	13 Collinwood	16,270
14 South	11,008	14 Fulton	8,104	14 Addison	16,169
15 Collinwood	10,850	15 Lorain	8,063	15 East 131st	15,658
16 Harvard-Lee	10,820	16 Memorial-Nottingham	7,855	16 Martin Luther King, Jr.	15,212
17 Jefferson	10,178	17 Woodland	7,624	17 Mt. Pleasant	14,724
18 Brooklyn	9,019	18 Glenville	7,332	18 Lorain	13,233
19 Martin Luther King, Jr.	8,908	19 East 131st	7,214	19 Carnegie West	10,549
20 Glenville	8,792	20 Collinwood	7,098	20 Union	10,316
21 Mt. Pleasant	7,759	21 Union	6,985	21 Sterling	8,046
22 Union	7,723	22 Langston Hughes	6,296	22 Woodland	7,492
23 Langston Hughes	6,786	23 Mt. Pleasant	6,007	23 South	7,009
24 Sterling	6,472	24 Addison	5,651	24 Hough	6,197
25 Hough	6,158	25 Garden Valley	5,283	25 Brooklyn	5,419
26 East 131st	6,060	26 Martin Luther King, Jr.	5,010	26 Jefferson	3,587
27 Garden Valley	5,907	27 Brooklyn	3,882	27 Garden Valley	2,857
28 Broadway	3,420	28 Broadway	1,398	28 Broadway	1,687
	343,801		246,760		416,649
					473,177

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

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

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
CLEVNET	79,859	76,472	863,166	843,614	2.3%
MORE	710	1,065	9,628	9,751	-1.3%
Other Libraries	469	583	5,779	6,565	-12.0%
TOTAL	81,038	78,120	878,573	859,930	2.2%

*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	25,680	26,910	279,316	295,826	-5.6%
KnowItNow Web Reference*	580	1,428	8,147	14,183	-42.6%
Interlibrary Loan Requests	3,597	4,242	40,004	42,651	-6.2%
TOTAL	29,857	32,580	327,467	352,660	-7.1%

*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	8,521	8,811	87,135	77,058	13.1%
Total Items Added	27,729	36,299	326,268	346,520	-5.8%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
Main Library	192	192	2,216	2,333	-5.0%
Branches	5,668	5,668	64,875	67,294	-3.6%

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

MYTUNES	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
Songs Downloaded	4,277	5,305	5,042	5,847	2,894
Users	734	791	829	943	843
New Registrations	13	13	41	218	27

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

