

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
February 16, 2012
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Ms. Butts, Mr. Corrigan, Ms. Rodriguez,
Mr. Parker, Mr. Werner, Mr. Seifullah (arrived
12:10 p.m.)

Absent: Mr. Hairston

Mr. Corrigan called the meeting to order at 12:09 p.m.

Approval of the Minutes

Ms. Butts moved approval of the minutes for the 1/19/12 Regular Board Meeting and Organizational Meeting; and the 1/17/12 Joint Finance, Human Resources and Community Services Committee Meeting. Mr. Werner seconded the motion, which passed unanimously by roll call vote.

COMMUNICATIONS

Director Thomas acknowledged the following letters from Nina Turner, Ohio State Senator, extending congratulations on Cleveland Public Library's recent ranking as one of the top four libraries in the country; and Eleanor Haugh, expressing appreciation for having her faith restored in the Library by recognizing loyal patrons.

FINANCE COMMITTEE REPORT

Ms. Rodriguez presented the following report.

Resolution to Accept Gifts for the Month of January

(See page 199)

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

REGULAR BOARD
MEETING OF
1/19/12; and JOINT
FINANCE, HUMAN
RESOURCES AND
COMMUNITY
SERVICIES
COMMITTEE
MEETING
Approved

LETTERS FROM:
OHIO STATE
SENATOR NINA
TURNER; ELEANOR
HAUGH
Acknowledged

RESOLUTION TO
ACCEPT GIFTS
FOR THE MONTH
OF JANUARY
Approved

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 January 2012; now therefore be it

RESOLVED, That the gifts described in the Gift Report for January 2012 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Second Amendment to the Year 2012 Appropriation

(See pages 200-204)

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

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

WHEREAS, It is now deemed necessary to amend the Year 2012 Appropriation Measure to comply with the attached February 8, 2012 Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission; and

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

RESOLVED, That the sums indicated on the attached Second Amendment to the Year 2012 Appropriation Schedule be approved.

Resolution to Enter Into Agreements for Telecommunication Services

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

SECOND
AMENDMENT TO
THE YEAR 2012
APPROPRIATION
Approved

RESOLUTION TO
ENTER INTO
AGREEMENTS
FOR
TELECOMMUNI-
CATIONS
SERVICES
Approved

WHEREAS, The Schools and Libraries Program of the Universal Service Fund makes discounts available to eligible schools and libraries for telecommunication services, Internet access, and internal connections; and

WHEREAS, The Program is intended to ensure that schools and libraries have access to affordable telecommunications and information services; and

WHEREAS, The Schools and Libraries Program reimburses telecommunications, Internet access, and internal connections providers for discounts on eligible services provided to schools and libraries. While schools and libraries apply for these discounts, USAC works in conjunction with service providers to make sure these discounts are passed on to program participants; and

WHEREAS, Cleveland Public Library is eligible to participate in the Schools and Libraries Universal Service Discount Program,

WHEREAS, On November 21, 2011, the Cleveland Public Library filed FCC Form 470: Description of Services Requested and Certification Form as required for participation in the discount program; and

WHEREAS, The following vendors presented proposals for needed services:

<u>Vendor</u>	<u>Item</u>	<u>Est. Annual Cost</u>
AT&T	Upgrade current OPT-E-MAN service contract <i>Fiber network between 29 CPL Buildings/Locations</i>	\$226,000
AT&T	IP Flexible Reach Service <i>Interconnected voice over internet protocol</i>	\$34,000
AT&T Long Distance	800 Intrastate Service <i>OLBPD</i>	\$3,000
AT&T	Measured Business Lines	\$18,500
Verizon Wireless	Cellular Service <i>73 Smart phones 65 Push-to-talk phones 12 Wireless cards</i>	\$66,000

BE IT RESOLVED, That the Board of Library Trustees authorizes the Director, or his designee, to execute agreements, subject to the approval of the Chief Legal Officer, for telecommunication services and to pursue all possible discounts available through the School and Libraries Universal Service Discount Program; to be charged to the 53210 Telecommunications object in the General, OLBPD, KnowItNow (KIN) and Judd funds.

Mr. Corrigan stated that this item was discussed at length at Finance Committee Meeting and thanked staff for their hard work to maximize savings for the Library.

Resolution Authorizing Cleveland Public Library to Enter Into an Agreement with !mprove Consulting and Training Group LLC in an Amount Not to Exceed \$28,000 for Consulting Services

(See pages 205-207)

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

WHEREAS, !mprove Consulting and Training Group LLC is a personal and professional development consulting firm with extensive experience in leadership development and organizational improvement; and

WHEREAS, The Board of Trustees of the Cleveland Public Library has engaged !mprove Consulting and Training Group LLC for Lean Six Sigma Training and has been very satisfied with the quality of its services; and

WHEREAS, The Board of Trustees has identified a need to improve the Library's materials handling process to increase the efficiency of the shelving, shipping and receiving process, and to make materials handling flow more expeditiously and effectively;

WHEREAS, !mprove Consultant and Training Group LLC has submitted the attached proposal to the Cleveland Public Library in an amount not-to-exceed \$28,000, to provide consulting services in order to identify and remove the constraints associated with the materials handling process, to redesign major components of the process, to create standard operating and instruction documents, and

RESOLUTION
AUTHORIZING
CLEVELAND
PUBILC
LIBRARY TO
ENTER INTO AN
AGREEMENT
WITH !MPROVE
CONSULTING
AND TRAINING
GROUP LLC IN
AN AMOUNT
NOT TO EXCEED
\$28,000 FOR
CONSULTING
SERVICES

Approved

to provide training to Cleveland Public Library staff;
now therefore be it

RESOLVED, That the Director or his designee is authorized to enter into an agreement with Improve Consulting and Training LLC in an amount not-to-exceed \$28,000, which expenditure shall be charged to General Fund Account Number 11310053-53710, and to execute such other instruments or documents as may be necessary or appropriate to effectuate the terms of this Resolution, subject to the approval of the Chief Legal Officer.

Resolution Authorizing Cleveland Public Library to Enter Into an Exclusive Tenant Representative Agreement with CB Richard Ellis and to Authorize CB Richard Ellis, Inc. to Issue Requests for Proposals for Parking Lot Lease Options for the Main Library

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

WHEREAS, On October 26, 2011, the Cleveland Public Library entered into an Exclusive Buyer/Tenant Advocate Agreement with Grubb & Ellis for real estate services to assist the Library in finding parking options for lease or purchase for the Main Library; and

WHEREAS, The Library desires to terminate its agreement with Grubb & Ellis and Grubb & Ellis has agreed in writing to release the Library from the agreement; and

WHEREAS, CB Richard Ellis has offered to provide the Library the same brokerage services at no cost to the Library, and to issue requests on the Library's behalf for proposals from garage owners in downtown Cleveland for the lease of parking spaces to provide parking for Main Library; now therefore be it

RESOLVED, That the Director or his designee is authorized to execute such documents as may be necessary to terminate the agreement with Grubb & Ellis, and further to enter into and execute an agreement with CB Richard Ellis, Inc. for exclusive brokerage services, subject to the approval of the Library's Chief Legal Officer, and to authorize CB Richard Ellis, Inc. to issue requests for proposals on behalf of the Library

RESOLUTION
AUTHORIZING
CLEVELAND
PUBILC LIBRARY
TO ENTER INTO AN
EXCLUSIVE
TENANT
REPRESENTATIVE
AGREEMENT WITH
CB RICHARD ELLIS
AND TO
AUTHORIZE CB
RICHARD ELLIS,
INC. TO ISSUE
REQUESTS FOR
PROPOSALS FOR
PARKING LOT
LEASE OPTIONS
FOR THE MAIN
LIBRARY
Approved

for the lease of parking spaces to provide parking for Main Library.

Mr. Corrigan stated that this item was discussed at length at Finance Committee Meeting. As in the previous exclusive agreement, there are no fees or charges to the Library.

Resolution to Purchase Equipment and Services for Virtualized Desktops

(See pages 208-215)

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

WHEREAS, The Cleveland Public Library desires to overcome community deficits and help bridge the Digital Divide; and

WHEREAS, The ability to provide public users with a robust computing experience has been constrained by the need to serve many people with a limited number of workstations; and

WHEREAS, To insure the usability of the workstation it has been necessary to strictly control the configuration and services offered, and to prevent retaining personalized settings and saved documents; and

WHEREAS, The technology of virtualizing personal computers has attained a level of sophistication that now makes a different approach possible; and

WHEREAS, Hewlett-Packard Company and Citrix Systems, Inc., have provided *pro bono* assistance in developing a unique, high capacity system enabling public users to access a configurable, virtualized computer that can support a persistent personalized environment; and

WHEREAS, The Cleveland Public Library wants to make this technology available to its public; and

WHEREAS, The cost of necessary server and storage equipment, and the cost of software licensing conform to the lowest possible pricing available through the following governmental and educational schedules: Ohio

RESOLUTION TO
PURCHASE
EQUIPMENT
AND SERVICES
FOR
VIRTUALIZED
DESKTOPS
Approved

State and Local Government WSCA, Ohio State and Local Government STS2, HP State and Local Government and Education (SLED) Value Express, HP SLED Big Deal, and Microsoft Academic; therefore

BE IT RESOLVED, That the Board of Library Trustees authorizes the Director, or his designee, to execute agreements, subject to the approval of the Chief Legal Officer, for the purchase, installation and configuration of a system capable of supporting up to 150 simultaneous users in the amount of \$292,942.53 charged to the Building and Repair Fund Account 40130105-55530.

Bob Carterette, Director of Information Technology & CLEVNET, gave a detailed power point presentation on MyCloud; the Library's virtualized desktops initiative that will start in Tech Central in the Main Library. The Information Technology Department is working on infrastructure. The Legal Officer is working on acceptable use polices and other related issues. The Planning & Research Department will address procedures and policies. The Computer Learning Center will work on training.

Mr. Carterette introduced representatives from Hewlett-Packard Company and Citrix Systems who were available to answer questions about software, licensing, maintenance, upgrades and possible expansion to CLEVNET.

Mr. Corrigan commended staff, Hewlett-Packard Company and Citrix Systems for their hard work on this important initiative.

Ms. Rodriguez submitted the following reports.

Fiscal Officer's Report

(See pages 216-225)

Report on Investments

(See page 226)

Report on Conference and Travel Expenditures

(See page 227)

FISCAL OFFICER'S
REPORT
Submitted

REPORT ON
INVESTMENTS
Submitted

REPORT ON
CONFER. &
TRAVEL
EXPENDITURES
Submitted

HUMAN RESOURCES COMMITTEE REPORT

Mr. Seifullah presented the following report.

Regular Employee Report

(See pages 228-246)

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

Resolution Adopting Personal Information System Rules for CLEVNET and Cleveland Public Library

(See pages 247-258)

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

WHEREAS, Ohio Revised Code Section 1347.05 requires that local agencies, including library districts, adopt and implement rules that provide for the operation of personal information systems in accordance with the Chapter 1347 of the Ohio Revised Code; and

WHEREAS, Cleveland Public Library ("CPL"), on behalf of CLEVNET, maintains a computerized Integrated Library System ("ILS") containing personal information about CLEVNET library patrons in a manner which constitutes a personal information system under Ohio Revised Code Section 1347.01; and

WHEREAS, Cleveland Public Library's Human Resources Department maintains personal information about CPL employees in a manner which constitutes a personal information system under Ohio Revised Code Section 1347.01; and

WHEREAS, Cleveland Public Library's Department of Finance maintains personal information about CPL employees in a manner which constitutes a personal information system under Ohio Revised Code Section 1347.01; now therefore be it

RESOLVED, That the Board of Library Trustees hereby adopts the attached rules for the operation of the

REGULAR
EMPLOYMENT
REPORT
Approved

RESOLUTION
ADOPTING
PERSONAL
INFORMATION
SYSTEM RULES
FOR CLEVNET
AND
CLEVELAND
PUBLIC
LIBRARY
Approved

personal information system for CLEVNET, the Cleveland Public Library's Department of Finance, and the Cleveland Public Library's Human Resources Department, in accordance with Ohio Revised Code Chapter 1347, which rules have been drafted and approved by the Chief Legal Officer of the Cleveland Public Library.

Mr. Corrigan stated that this resolution formalizes the Library's current practices of providing open and transparent compliance with the law and the necessary frame work for prosecuting or correcting any misuse by any individual staff member or CLEVNET member.

Resolution for Special Closings and Holidays in 2012

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

WHEREAS, The Cleveland Public Library desires to keep the public informed of its hours of operation, and

WHEREAS, The Cleveland Public Library will be closed in 2012 in observance of the following Holidays and Special Closing as listed below

New Year's Day	January 2,
Martin Luther King Day	January 16,
President's Day	February 20,
Memorial Day	May 28,
Staff Development Day	June 1,
Independence Day	July 4,
Labor Day	September 3,
Columbus Day	October 8,
Veteran's Day	November 12,
Thanksgiving	November 22,
Christmas Eve	December 24,
Christmas Day	December 25,

WHEREAS, President's Day and Labor Day will be unpaid furlough days for all D-1199, Local 244 and Non-Union Cleveland Public Library Staff; now therefore be it,

RESOLUTION
FOR SPECIAL
CLOSINGS AND
HOLIDAYS IN
2012
Approved

RESOLVED, That the proposed schedule be approved by the Library Board of Trustees, to become effective immediately.

Mr. Corrigan stated that this resolution formalizes the reduction of unpaid furlough days and thanked staff for their hard work, dedication and sacrifice.

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

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

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

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

WHEREAS, This agreement provides for no general increases and no step increments in 2012, that the ING short-term disability plan will terminate March 14, 2012, and that the health insurance increase is reduced by 6.3%; and that

WHEREAS, Presidents' Day, and, Labor Day 2012 are to be designated as unpaid furlough days on which the Library is to close in 2012; and

WHEREAS, A requirement of 10 years of CPL service before being eligible for sick leave payments on retirement, the retirement payout is to be reduced on January 1, 2012 to 30% of unused sick time on an 825 hour cap, to be reduced again on April 8, 2012 to 25% of unused sick time on a 750 hour cap, and to be reduced again on July 1, 2012 to 25% of unused sick time on a 500 hour cap; and

WHEREAS, A resignation incentive that was made available for up to fifteen (15) full time employees who resigned between October 1, 2011 and December 15, 2011 with an effective date on or before December 31, 2011; a \$5,000 separation payment would have been paid on the first pay date following the pay period that included the employee's last day paid or compensated; and

WHEREAS, An Attendance Incentive Program that employees who use three or less sick days between September 25, 2011 and December 31, 2011 earn two bonus days (taken from sick leave balance) that must be used in 2012 or will be lost. Bonus days are not subject to payout on separation. Each year thereafter employees who use five sick days or less will earn three bonus days for the next year; and that

WHEREAS, The tentative agreement was ratified by Local 244 membership this morning on February 16, 2012; now therefore be it

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

RESOLVED, That the Cleveland Public Library Board of Trustees commends the diligence of both parties to reach an agreement, and directs the President of the Board and the Library's Executive Director, CEO, to sign such documents and agreements as may be necessary or appropriate to memorialize the agreements approved by Local 244, City, County & Waste Paper Drivers Union and the Cleveland Public Library.

Director Thomas thanked Madeline Corchado on her work and stated that the Local 244 membership vote was 15-0.

Mr. Seifullah submitted the following reports.

Report on Paid Sick Time Used by the Month

(See page 259)

REPORT ON PAID
SICK TIME
Submitted

Affirmative Action Plan Report

(See page 260)

AFFIRMATIVE
ACTION PLAN
REPORT
Submitted

Insurance Summary Report

(See page 261)

INSURANCE
SUMMARY REPORT
Submitted

COMMUNITY SERVICES REPORT

Mr. Werner submitted the following report.

Resolution to Offer a Food for Fines Program

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

WHEREAS, The Cleveland Public Library has been an enthusiastic supporter of the Cleveland Foodbank's Harvest for Hunger campaign for several years; and

WHEREAS, The Library wishes to strengthen its support of the Cleveland Foodbank in 2012 by sponsoring a program called Food for Fines that will offer overdue fine forgiveness in exchange for food donations of the non-perishable food items most in demand at local hunger centers; and

WHEREAS, A number of CLEVNET member libraries have expressed the desire to coordinate on a food for fines program during March 2012, that will collectively raise awareness of the hunger issues faced in our region; and

WHEREAS, The procedures to implement the food for fines program will be developed by Administrative staff; now therefore be it

RESOLVED, The Cleveland Public Library will offer an overdue fine forgiveness program called Food for Fines from March 19-31, 2012, in support of the Cleveland Foodbank's ongoing efforts to address hunger and food insecurity in Northeast Ohio.

Mr. Werner stated he appreciated the partnership among CLEVNET library members who are also participating to support the Cleveland Foodbank's Harvest for Hunger Campaign.

Monthly Activity Report

(See pages 262-268)

Mr. Werner stated that he will be meeting with Anastasia Diamond-Ortiz to discuss options on reformatting the

RESOLUTION TO
OFFER A FOOD
FOR FINES
PROGRAM
Approved

MONTHLY
ACTIVITY REPORT
Submitted

Monthly Activity Report so that the information could be used to enhance library marketing efforts.

Building Status Update

Myron Scruggs, Director of Property Management, stated that meetings are being held weekly on Tech Central.

NEW BUSINESS

Ms. Butts presented the following item of new business

Resolution to Amend the Regulations of the Board of Library Trustees With Regard to Committees

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

(For introduction February 16, 2012; passage March 13, 2012, pursuant to the requirements of Article XVII of the Regulations of the Board of Trustees)

WHEREAS, The Board of Library Trustees of the Cleveland Public Library adopted Regulations governing the procedures of the Board of Trustees, which were revised on November 19, 1947, September 19, 1962, October 26, 1966, February 19, 1970, December 16, 1971, January 20, 1972, September 21, 1972, November 15, 1973, December 19, 1974, and December 18, 1980; and

WHEREAS, Article VIII of the Regulations provides that there shall be three standing committees of the trustees; namely a Committee on Finance, a Committee on Personnel, and a Committee on Community Services, and that each standing committee shall consist of three members exclusive of the president who shall be a voting member of each committee; and

WHEREAS, Due to the busy schedules of Board members, it is sometimes difficult to convene a quorum of three as required by the current Regulations in order to conduct the business of the standing committees; and

WHEREAS, The Board of Trustees desires to amend its Regulations in order to reduce the number of committee

**BUILDING STATUS
UPDATE**
Presented

**RESOLUTION TO
AMEND THE
REGULATIONS OF
LIBRARY
TRUSTEES WITH
REGARD TO
COMMITTEES**
Approved

members necessary for a quorum from three to two; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees hereby amends Article VIII of the Regulations by deleting paragraph two of Article VIII and replacing it with the following:

Each standing committee shall consist of three members. Reports of these committees shall be presented to the trustees by the chairperson or acting chairperson of each committee, unless otherwise ordered; be it further

RESOLVED, That this Resolution be placed on the March 13, 2012 Board agenda at which time the Board of Trustees may vote on its passage, as required by Article XVII of Regulations which state that no amendment of these regulations shall be finally acted upon until the next regular meeting after the same shall have been proposed.

Mr. Corrigan commended Joyce Dodrill for her work on this resolution.

Resolution Authorizing Renewal of Employment Agreement with the Director of the Cleveland Public Library for an Additional Three Year and Establishing the Salary Directives for the Director for that Term

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

WHEREAS, The Board of Trustees of the Cleveland Public Library unanimously and proudly selected Felton Thomas as its choice for Director of the Cleveland Public Library and indicated that selection in its resolution of December 18, 2008, authorizing the Board President to work with legal counsel to finalize a contract to employ Mr. Thomas in that capacity, and the Board subsequently ratified such a contract on January 22, 2009;

WHEREAS, The Board is informed that the initial agreement for employment and its three (3) year term has come to its conclusion, and the Board now wishes to renew and adopt a similar agreement, effective immediately without any gap in authority or salary, for

an additional three (3) year term, with annual renewal options, commencing February 20, 2012;

WHEREAS, The Board is enthused and looking forward to the continued leadership and energy that Felton Thomas has brought to the Cleveland Public Library as its Director and commends the Library's superb staff to continue to give Mr. Thomas every support and assistance to continue the mission of the Library, and to implement the recently adopted *Strategic Plan 2012-2014* with a view toward CPL at 150;

WHEREAS, The Board initially proposed a raise in salary for the Director in recognition both of his exemplary performance and leadership during his initial term, and of the substantial increases in salaries for top executive leadership in the library profession at other major metropolitan public libraries and similar non-profit cultural institutions in the region, but the Director declined such considerations, in light of the sacrifices already made by all the staff, both those in and those not in the collective bargaining units, to forego raises and accept furlough days in order that the Library could continue to serve the public at our established high standards despite recent severe state and local revenue cuts;

WHEREAS, Based upon all the foregoing, the proposed and continuing salary for Director, pursuant to this resolution, will continue to be in accord with the scale and considerations recommended in the last Hay Group study of all library positions and similar professional salaries in the library profession and other non-profit cultural institutions in the Cleveland area, completed at the Board's direction and used by the Board for guidance on these issues; in fact, the proposed salary remains near or below the mid-point on those scales; and now therefore be it:

RESOLVED, That the Board of Trustees of the Cleveland Public Library directs, authorizes, and ratifies the adoption of a new employment agreement with Felton Thomas to continue to be the Director of the Cleveland Public Library for a three (3) year term; the terms of such agreement to be substantially the same as the prior agreement, excepting only that the Board reserves to itself the authority to grant raises during the second and third year of the agreement, but only as, in the

sole judgment of the Board, improved financial conditions warrant, and other Library staff have been proposed for raises, and be it further

RESOLVED, That the Board hereby authorizes the continuing annual salary of One Hundred Sixty-five Thousand Dollars (\$165,000.00) for the Director, effective January 19, 2012, and on the same basis and conditions previously authorized in the prior agreement as ratified in this Board's resolution of January 22, 2009; and be it further

RESOLVED, That the Board authorizes and directs the President of the Board to take all steps necessary to effectuate the intention of this Resolution forthwith, including both his obtaining assistance of counsel to draft such agreement and his execution of the agreement for the Board.

Mr. Corrigan stated that the Board evaluated Director Thomas in accordance to library standards and that this resolution represents the Board's confidence in the leadership provided by Director Thomas.

DIRECTOR'S REPORT

Before presenting his report, Director Thomas introduced Tracy Martin, new Grants & Development Coordinator, who gave an overview of her career background; introduced Michael Ruffing who spoke about a new edition to the Director's Report that features examples of research only available at CPL; and recognized Timothy Diamond as Innovator of the Year awardee for his work on the library's strategic plan.

Mr. Corrigan announced that the regular Board Meeting in March would be held on March 13, 2012 due to St. Patrick's Day festivities as well as the PLA Conference.

Monthly Statistics

Circulation for the month of January was 574,883. This is an increase of 1% from last year's January circulation of 568,709. A closer analysis of the numbers uncovers that the average hourly circulation was down at the Main building, but up significantly in the branches. The circulation activity for eMedia has increased tremendously from last year and provides us with an

DIRECTOR'S
REPORT
Submitted

ongoing opportunity to reach our community users virtually. eMedia circulation increased by 45% over January 2011 numbers.

The number of computer sessions increased by 3%, from 73,864 in 2011 to 76,002 in 2012. Additionally, the number of hours in use for our computers increased from 51,293 in 2011 to 52,141 in 2012. This was an increase of 2%. In 2010, we saw significant decreases in computer usage due to changes to in our circulation policy. However, the community has adjusted to these policy changes and computer usage continues to climb.

Attendance for the month of January was 285,720. This is a very small increase from last year's attendance number of 283,898. Both the Main Library and branches reported relatively small increases in attendance. However, this increase is encouraging, considering that attendance dropped by 5% in 2011.

Programming / Outreach

The Cleveland Public Library began commemorating Dr. King's legacy soon after his death in 1968. The Martin Luther King, Jr. Branch opened in 1970, and the commemorative program for his holiday started in 1986. This year's program, "From Concept to Construction: Making the Dream Our Reality" featured a discussion about the statue "Stone of Hope", inspired by Dr. King's "I Have a Dream" speech. Located on the National Mall in Washington D.C., the new Martin Luther King, Jr. monument has attracted both acclaim and criticism because of its style and imagery as well as its creator, Chinese sculptor Lei Yixin. The Library hosted a discussion on the topic of how Dr. King's legacy and image were portrayed in the monument. Guest speakers included Reverend Hilton O. Smith, from the Design-Build Team and current senior vice-president of Turner Construction; David Deming, sculptor and former president of Cleveland Institute of Art; and Connie Harper, Associate Publisher and Executive Editor of the Call & Post newspaper. Spoken word artist, Basheer Jones, gave the introduction and vocalist, Bertha Picket, performed. I want to commend MLK manager **Toni Parker** and **Aaron Mason** (Public Services) for their hard work on the planning and execution of the program.

On Saturday, January 14th, CPL welcomed an enthusiastic crowd to the Main Library to celebrate the Cleveland Photographic Society's 125th Anniversary. The event featured an exhibit and lecture by Rick Wetterau, president of the CPS. He spoke on the history of the organization, from their founding in 1887 to the present. Throughout its distinguished history, CPS has focused on promoting the art of photography through fellowship, education, and giving back to the community.

Strategic Plan

I would like to acknowledge **Tim Diamond** (Knowledge Office), as the winner of this year's Innovator of the Year Award. Our Strategic Plan is very different than our similar offerings of the past, and this innovation is directly tied to Tim's hard work and efforts. This Strategic Plan begins the revolution, and allows the organization to be more flexible and adaptive to the ever-changing environments that we serve. Our current plan will allow us to focus our efforts around five priorities. They are:

1. Form communities of learning
2. Fight community deficits
3. Ready for the future: CPL 150
4. Cultivate a global perspective
5. Innovate for efficient and sustainable operations

Meetings and Activities

- As a committee chair of the Group Plan Commission, I attended a briefing on the future of the Group Plan and the Lake Front, from Mayor Frank G. Jackson.
- I was joined by **Tim Diamond** (Planning and Research), as we attended the City of Cleveland's kick-off event for 2012, *The Year of Local Food* at City Hall.
- I joined Deputy Director, **Cindy Lombardo**, **Michael Young** (Marketing and Communications) and **Bianca Jackson** (Page) to deliver Warm-Up Cleveland items to the West Side Catholic Center, Providence House and Women's Recovery Center.

- I was invited by the Mayor to attend a listening session with United States Department of Transportation Deputy Secretary John D. Porcari.

CLEVNET

September's total OverDrive CLEVNET eMedia collection circulation was 64,347, almost doubling last year's total of 34,628. CPL has 3,382 total followers on Twitter and the Facebook page currently has 3,716 fans.

PUBLIC SERVICES

The flood of retirements at the end of 2011 was felt sharply as 2012 began and the staff who remained adopted an "all hands on deck" approach to keeping the Library functioning while simultaneously reconfiguring work flows and duties so that no critical public service fell short. January was a challenging month and the results were not always satisfactory, yet the staff soldiered on even when wearied from the perpetual change and increased workload brought about by the Library's continuous adjustment to precipitous economic decline.

Delivery of Library Materials to the Public

Mr. Ruffing worked closely with Daniel Oreskovic, Acting Main Library Shelf/Shipping Manager, and Kenyatta Abrams, Acting Customer Service Manager, to redistribute and streamline the work of their agencies. The Main Library Shelf Division and Shipping departments handle approximately 10-15,000 items each day from CPL branches and CLEVNET. At the beginning of the month the turnaround time for materials waiting to be sorted and processed was nine days, resulting in unacceptable delays (of three weeks or more) in getting library materials into the hands of patrons.

Although the backlog issues were not erased by month's end, several concrete steps were taken to improve transit time. Mr. Oreskovic designated an auxiliary work area in Shelf Department to unpack and rough sort the backlog of Shipping Department telescopes and Cargo

Express containers. Working closely with Mr. Oreskovic, a crew of volunteers from subject departments pitched in and sorted and scanned a huge volume of material, eliminating the initial backlog and maintaining a much

improved flow of materials. Volunteers included Deborah Hajzak, president of the SEIU District 1199 Employee Union, Ernest Edwards, David Furies, and Bill Chase. Turnaround time was reduced from nine to two days by the end of the month, although it will be difficult to maintain this pace without additional staffing. Ms. Hajzak suggested an idea that was implemented immediately: sorting of "holds" books in subject departments by destination. Receipt printers were ordered for both Shelf Division and Lending Department to expedite the processing of holds. These devices automatically print the names of patrons on "available holds" slips and the destination on "transit" slips, eliminating the need for forms to be filled out manually.

In the Lending Department, Ms. Abrams worked with her staff and a steady stream of substitutes to process a backlog of "holds" items and to more fully integrate the staff and functions of the Audio Video and Lending departments. Significant changes were made. All holds are now being filed in a single alphabetic sequence, where formerly each format was filed in its own sequence. All holds that are to be picked up at Main Library are now sent to Lending by 3:00 P.M. each day, with a goal of having them available to waiting patrons by the next morning.

In late January, a proposal for analyzing the Library's materials handling operation was prepared by Ellen Burts-Cooper, MBA, PhD, MBB, at the direction of Cindy Lombardo. This will be the first Six Sigma project that the Library undertakes since adopting this quality business management model. Making materials handling Priority One was based on the real need to reduce the costs and improve the efficiency of the unrelenting flow of tens of thousands of materials through the doors of Main Library, the Branches, and CLEVNET.

PROGRAMS/EXHIBITS:

During the month of January the Library hosted 25 programs for adults, 22 for teens, and 27 for children. Total disbursements for programming related services totaled \$2353.00. The 27th Annual Martin L. King, Jr. Commemorative Day Program which had approximately 400 attendees and featured the speakers: Basheer Jones, Reverend Hilton Smith, David Deming, Connie Harper and

vocalist Bertha Pickett. On January 7 the Library in partnership with Dr. Regennia Williams of Cleveland State University hosted a celebration in honor of author Zora Neale Hurston. Other programs of note were the Cleveland Photographic Society's exhibit opening reception and lecture on January 14 and Music @ Main's, Almeda Trio on Jan. 21.

MEETING ROOMS and SCHEDULING

A total of 21 reservations for CPL meeting room space were processed in the month of January. CMSD used the Lakeshore facility to host an event that had approximately 250 attendees. On January 29, for a fee of \$640.00 (total reimbursement for overtime costs), the Library hosted the swearing in ceremony for Cleveland Municipal Court Judge Angela Stokes. The Library also hosted wedding photography at Main library was scheduled for 2 parties.

Johnny Kilbane Centennial Celebration

The Social Sciences, Graphics, and Programming departments devoted much time during the month planning for the CPL Sports Research Center's exhibit and program commemorating the centennial of the fight in which Irish-American Clevelander Johnny Kilbane won the featherweight boxing championship of the world. The opening event will take place at 6:30 p.m. on March 15 in the Louis Stokes Wing Auditorium. The highlight of the evening will be a showing of actual film footage of the famous fight, long thought by film experts to be lost. The exhibit features dozens of images loaned to the Library by Kilbane's great-grandson, Kevin O'Toole, and is titled *The Fighting Heart of Johnny Kilbane: Remembering Cleveland's Featherweight Champion 100 Years Later*.

Cleveland Photographic Society

The Literature Department sponsored a lecture, exhibit and reception for the 125 Anniversary of the Cleveland Photographic Society on January 14, 2012. The successful program was well received by CPL members and the public. Maureen Mullin welcomed the guests to the program and provided a selection of books from the Science & Technology Collection. The exhibit is currently on display on the second floor of the Main Building.

OUTREACH:

In January, Glenville Branch manager Carol Johnson, assumed responsibility for facilitating the J. Glenn Health Center monthly book club; 2012 titles for this club have been ordered. On January 19, Aaron Mason represented the Library at the Higher Education Compact Scholarship Task Force Meeting at the Cleveland Foundation Center. January 23, at the request of the OPS department, Christopher Busta-Peck of the Langston-Hughes Branch, attended City Year's "My Soul is Solid" event at Glenville High School. Aaron Mason also met with representatives from Lincoln-West High School and The Golden Ciphers to discuss future programming and outreach activities.

Computer Learning Connection Classes

The CLC taught twenty-six classes at Main Library and twenty-nine classes in seven branches. Forrest Lykins and Olivia Hoge taught two Computer Basics to a group from the International Service Center. Olivia Hoge conducted an eReader & eMedia training for the staff at Collinwood and at the January West Team Meeting.

Global Cleveland

Sheba Marcus-Bey, Tim Diamond, and Michael Ruffing met with Jim Kuhn for Global Cleveland in order to develop an effective strategic partnership with this new organization. Global Cleveland anticipates sending patrons over to CPL to assist them with job seeking and entrepreneur activities. BEL and Foreign Literature will be the first points of entry for their clients and the CPL will work meet their intellectual interest.

Ohio Center for the Book Website

Literature Department staff members Aja Russo and Steve Capuozzo put the finishing touches in the updated Ohio Center for the Book website. The new site, at <http://www.ohiocenterforthebook.org/> features revised and edited author biographies, a link to the Ohio Center for the Book Facebook page, and a detailed *More Resources* section.

County Executive Press Conference

On Thursday, January 26 County Executive Ed Fitzgerald held a press conference in Brett Hall to announce that the county would work with seven of the area's largest banks to make \$100 million in small business loans. A photograph in the Plain Dealer the next day showed Fitzgerald standing in front of William Sommer's

powerful mural, *The City in 1833*, which loomed symbolically in the background.

Library Cards for Ex-Convicts

Lending is working with Aaron Mason to partner with the Ohio Department of Rehabilitation and Corrections to provide library cards to former inmates within six months of their release. This program is aimed at helping ease the re-entry of this population into society.

KSU Practicum Students: Training the next generation of librarians

Kent Practicum student Yeshen Dugarova-Montgomery started her practicum in Special Collections January 25. She will work on making a finding aid for a small tobacco clipping file, learn KIN, assist with exhibits, assist with reference/research in Special Collections, and with other projects.

Junior Achievement

On January 27, Maureen Mullin volunteered for a Junior Achievement "Blitz Day" at Monticello Junior High in Cleveland Heights. She spent the day with 8th graders, teaching about the history of immigration and innovation in the United States.

Students learned how small innovations over time created many of the products that we still use today, including iPods and cell phones. Students discovered the history behind the rivets on their blue jeans, and put themselves in the shoes of immigrants, contemplating the decision to immigrate to China.

March Madness at CPL

Popular Department staff narrowed down the most popular book titles of 2011 to sixty-four titles to be posted on the web site in the March Madness Book Tournament bracket. Karen Long, of the Plain Dealer, and CPL's Rollie Welch will make their predictions and patrons can vote for their favorite books in each round.

COLLECTIONS/REFERENCE:

Cleveland Museum of Art Partnership

Patty Edmondson and Seema Rao of the Cleveland Museum of Art did extensive research at Main Library in preparation for an interactive educational space at the

museum, marking the first research mission in what will be an ongoing effort. Mss. Edmondson and Rao worked in Fine Arts, Special Collections, History, Science & Technology, Government Documents and Photograph Collection. Mr. Ruffing gave them a tour of the Library's periodical storage area at Off-site Storage and they spent two-hours exploring the riches of that collection. Ms. Edmondson remarked that the Library's collection of *Vogue* magazine was more complete than that of the Costume Institute at the Metropolitan Museum of Art.

Gale Virtual Reference Library

An orientation meeting was held on January 24 for key library staff who will be involved in the roll-out of the Gale Virtual Reference Library and related Gale eReference resources. Key benefits of the GVRL platform is that every title can be downloaded to nearly any eReader device, translated into 34 languages, and read out loud to the user. It is expected that the Library will take delivery of this content as soon in February once the Library's contract with Gale is signed by the Director.

Cleveland Park Plans

Plans for Edgewater Park, Public Comfort Stations and Wade Park were transferred from Public Administration Library to Preservation for treatment. This transfer was made as part of an ongoing project to preserve and catalog the Library's extensive collection of Cleveland Park Plans. The treated plans will be housed permanently in the Map Collection.

Cleveland News Index

The Library ceased indexing newspaper death notices and obituaries at the end of 2011, ending a decades-old project of first the General Reference and later the History & Geography department staff. This decision was made due to the ready availability of obituary information in sources such as the Plain Dealer website and the Social Security Death Index, both of which can be used to determine dates of death. Patrons can obtain death notices directly from the Plain Dealer website for a fee or continue to obtain this information for free from the Library's microfilm of the Plain Dealer.

Examples of Research that's Possible only at CPL

- Sandy Witmer, Business, Economics and Labor Department, assisted a patron by pulling sources to help with her Master's thesis on unionizing clerical workers from the 1950s to the present. The patron checked out several of BEL's books and she was also directed to the Periodical Department in order to view some of CPL's union periodicals on microfilm.
- BP's Toledo Refinery contacted the Library to set up at time to review copies of the Sohioian.
- Special Collections Department responded to numerous research requests. A restoration architect was looking for blue prints for Mather Mansion. Drawings were found using the Perry thesis on Schweinfurth, in which she referenced *Brickbuilder Journal* (Nov 1909 issue). A landscape architect researched images of the old Drury Mansion, which is now Gilmore Academy, in a book entitled *Selection of photographs illustrating the work of C.S. Schneider*, which includes images of the Drury mansion.
- Two researchers are conducting independent research on the Library's 1450 manuscript edition of *Le Songe du Vieil Perelin*. This is the most important work by French soldier and author Philippe de Mezieres (1327-1405) and he used it to urge Christian rulers to attempt a final crusade to liberate the Holy Land and eastern Christian empires.

Government Documents Weeding Project

The weeding project is progressing slowly, but steadily. The recent loss of staffing at Lake Shore Facility-Offsite Storage brought the project to a halt during January. Robert Murnan and Erick Walker agreed to go to Lake Shore in February to pull material from the shelves and pack the telescopes for delivery downtown. The items being pulled are Dewey-classified government documents that correspond with the range of SuDoc (Superintendent of Documents classification system) that is currently being weeded. Federal regulations require the Library to offer any discarded material to the State Library and a national "offers list" for two months before material can be legally discarded. All discarded material is being recycled.

OTHER:

Magazine Signage Installed

Bold, large new magazine signage, designed by Karen Skunta & Associates, was installed in the Periodical Center. Patrons can now see magazine subjects from a great distance. More improvements are planned for this room, including end panels for the music CD bins. The panels will be modeled after the ones used in Brett Hall.

BRANCHES

- Neighborhood Team Leader, East Stephanie Tyus was moved from acting to permanent status in her position as Team Leader by Board Resolution
- Addison Branch custodian Dakarai Johnson promoted to Painter and replaced by Cornel Williams
- Paula Logan-Reid became the new manager of Memorial-Nottingham Branch effective January 2
- Branch Manager Toni Parker offered greetings at the annual Martin Luther King Jr. program held at the MLK branch on January 16
- Mt. Pleasant/East 131 Branch Manager Joyce Bowers attended the Mt. Pleasant Community Zone Meeting
- Langston Hughes Children's Librarian, Christopher Busta-Peck, was a participant in Glenville's "City Year" that took place on January 23
- Memorial Nottingham Library Assistant Youth Emphasis Alfonzo Daniels hosted the KING ME program to 30 seventh and eighth grades from Charles Elliott Elementary School
- The After School Snack program sponsored by the Children's Hunger Alliance commenced again in January at the Rice Branch with 25 snacks being served per day
- The American Heart Association met in the Carnegie West foyer on January 18 to survey patrons about their desire to have a Jamie Oliver inspired healthy teaching kitchen located in Ohio City
- Carnegie West manager attended the neighborhood Bridge John Jay Block Club meeting
- Turner Book Club met to discuss *The Language of Threads* by Gail Tsukiyama
- Fulton Branch Manager Cheryl Diamond and Rockport Children's Librarian Diana Devore participated as

reader reviewers for the Maltz Museum's "Stop the Hate" contest

- Jefferson/South Dyad Manager Jaime Declet attended the Sugarman Award jury meeting where the balloting to select the winner and the honor books for this year's award took place. He also attended the Ohio Library Council's Diversity Committee Meeting
- The Sisters of Charity Foundation (SOCF) was informed by the Department of Education that the Central Neighborhood was not awarded a national "Promise Grant." Sterling Branch Manager Cal Zunt represented the Library at the meeting
- Sterling Branch Manager Cal Zunt was appointed to the American Library Association's Notable Books for Adults Committee of the Reference & Users Services Association
- Acting West Team Manager Tena Wilson and Acting Lorain Branch Manager Chrystal Carr Jeter attended the American Library Association Midwinter meeting to serve on professional committees
- New Branch Manager Ron Antonucci transferred from Technical Services, effective January 2
- Effective January 15, Rekiat Olayiwola's appointment as the Acting Dyad Manager-Large of Fleet/Broadway was made permanent
- Acting Jefferson/South Dyad Manager Jaime Declet was appointed to the position permanently
- Chrystal Carr-Jeter transferred from Acting Outreach Services Manager to Acting Branch Manager at Lorain, effective January 2
- Raymond Cruz transferred as Branch Clerk to South Brooklyn, effective January 29. He replaces Dolores Sheffield who continues a medical leave
- On Monday January 9, Chief Legal Officer Joyce Dodrill and Jefferson/South Dyad Manager Jaime Declet met with representatives from Tremont West Development Corporation and All Star Valet to address patron complaints regarding parking

MOBILE SERVICES DEPARTMENT

49 Stops

8 New library card applications

718 Persons on board

800 Reference, 694 Directional in person

172 Reference, 23 Directional via phone

"On the Road to Reading":

STATISTICS:

- 12 Pediatric and WIC sites were visited with 76 people contacts at these sites. 80 daycare classes were visited with a total of 821 in attendance. 1061 items were circulated in 42 deposit kits
- The PNC Grow up Great grant was started in 25 early childcare centers. An assessment of the children's financial literacy was conducted
- 500 tickets to the Children's Museum were received as a result of the Children's Museum's PNC grant project. They will be distributed by On the Road to Reading and through branch activities which are part of the PNC grant during the summer

OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

In January, OLBDP circulated 59,876 books directly to patrons. Magazine and BARD statistics were not available at the time this report was being written.

OLBDP is in the process of visiting adaptive PC locations throughout the system to evaluate the working condition and performance of each workstation. Additionally, OLBDP will be preparing to upgrade the JAWS screen reader and ZoomText screen magnification programs on all the adaptive PC workstations.

OLBDP is continuing to work 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 OLBDP service. On January 10, OLBDP Manager Will Reed and CPL Acting Assistant Marketing & Communications Administrator Cathy Poilpre met with North Water Partners to review three potential concepts for a PSA. The PSA will be used both on radio and television to promote OLBDP service throughout the State of Ohio in an effort to help increase public awareness about the program.

OLBDP Manager Will Reed attended the State Library of Ohio Consumer Advisory Council (CAC) Meeting on January 26 to provide an update about OLBDP to representatives of our consumer advisory agencies. OLBDP will resume production of audio books with local interest by working with VoiceCorps, a member of our CAC, on the "Choose to

Read Ohio" initiative and digitally record selected titles and make them available as audio books for OLBDP patrons. OLBDP plans to resume producing five to six books per year. Also, OLBDP and State Library will be working with the CAC to plan similar "Family Fun Day" type events in Columbus and Cincinnati as early as 2012 or for 2013. Additionally, OLBDP, SLO, and the CAC are continuing to explore ways to start a Friends Group for the Ohio Braille and Talking Book Program.

OLBDP staff Ken Redd and Michelle Makkos presented information about OLBDP services at the Youth Services meeting on January 18. Michelle Makkos also spoke to students and teachers about OLBDP services at the Memorial School on January 20.

The OLBDP Cyber-Dialogue Book Discussion was held on January 12 where the group discussed "The Soloist" by Steven Lopez.

TECHNICAL SERVICES

Technical Services staff members and managers adapted to new work assignments as the result of unfilled vacancies. Sandy Jelar Elwell, Acquisitions Manager, took over supervision of the Receiving & Distribution Technicians in the Lake Shore Shelf Shipping Department. Juanita Turner, the department's Acting Supervisor, retired in December and two of the four Technician positions have been vacant for over a year. A third Technician vacancy developed when Marsha Draeger transferred to the Materials Processing Department. Ann Olszewski, Preservation Manager, took over supervision of the Shelf Shipping Department's four pages and the Lake Shore Storage collection. There are currently four long-vacant page positions in that department.

Patricia Lowrey, Technical Services Administrator and Rollie Welch, Collection Manager interviewed candidates for the Technical Services Assistant position vacated when Pam Pressly retired. Michael Fisher from the Director's Office and Dawntae Jackson from Human Resources also served on the interview panel.

Ms. Lowrey and Mr. Welch met with both the East Team and the West Team to discuss changes in discretionary

ordering, floating collections, and the new 48-hr Holds initiative.

Ms. Lowrey and Mr. Welch also met with Angela Guinther, Carnegie West Manager to discuss displays. Ms. Lowrey met with Sandy Jelar Elwell, Acquisitions Manager, and Carole Brachna, High Demand Manger to begin work on a project to streamline invoice processing.

Collection Management: Collection Management staff began submitting selections for 2012 on January 12. Budgets were examined and each format's weekly ordering amount was calculated to allow steady flow of materials through Technical Services for the year. Bonnie Bolton began selecting Accelerated Reader titles and perennial children's favorites every week.

Ms. Bolton and Laura Mommers relocated floating materials that have pooled in Popular Library and several Branches. Ms. Mommers is to be complimented on the brochure "100 Great Movies at Cleveland Public Library" that was distributed in January; she selected the titles and wrote descriptions of each movie. The colorful document was designed by Christine Colnar of the Graphics Department and has been a big hit with patrons.

Ms. Mommers also collaborated with Midwest Tapes vendor to produce an attractive brochure highlighting non-print materials dealing with February's African-American History Month. The handouts were distributed in mid-January.

Rollie Welch's reviews appeared in the *Cleveland Plain Dealer* on January 7 and 29. Mr. Welch's column of street lit titles appeared in *Library Journal's* online review component on January 30.

Materials Processing: The Book Preparation staff completed work on 28,925 items. The clerical staff from Catalog added 5,522 items and cataloged 1,534 titles.

In order to improve customer service by getting materials with holds to the patrons within 48 hours, Book Preparation started scanning books that were flagged as having a hold or were ordered through High Demand. Books are put into transit to the pickup location of the hold and a transit slip is inserted to

replace the original routing slip. Eventually, all materials leaving Book Preparation, both book and non-book, will be scanned to check for holds.

Elizabeth Hegstrom, Materials Processing Manager, helped clear a backlog of materials in Catalog. Marsha Draeger joined the Book Preparation staff as a Materials Processing Technician.

Preservation: Sharpened blades for the two board shears were delivered and reinstalled by Bindery Tools on January 5. The shears are used to cut phase box board and binder's board, and must be sharpened every other year. Elizabeth Bardossy treated 20 plans from PAL that will be added to the Cleveland Parks Collection.

Five East Tech High School yearbook volumes, three Lincoln High School volumes, and one East High yearbook were added to the Digital Gallery. All Lincoln High School yearbooks have been added. The total number of yearbook pages available digitally is now 16,367, up from 15,081 pages at the end of December. The top three Digital Gallery Collections for January items viewed were the Gallery of Cleveland Photographs--11,787 item views, Atlases and Maps of Cleveland--9,355 item views, and Cleveland High School yearbooks--7,661 item views.

Photos of the Tremont neighborhood and 27 historic Cleveland buildings were added to the Digital Gallery. Other items added to the Digital Gallery were Volume 6 of the Ohio Architect and Builder (July-December 1905) and the illuminated chess manuscript, *Diletteuole e giudizioso giuoco de scacchi*, along with the modern critical edition which includes an English translation. Preservation Manager Ann Olszewski attended a special Digital Projects committee meeting with Bill Barrow and David Lodwick of Cleveland State University to discuss future collaboration and an upgrade of its CONTENTdm multi-site server.

High Demand: Staff added 472 titles and 12,064 items. They ordered 1,145 titles and 12,064 items, and paid 452 invoices, for a total value of \$ 152,334.45.

The High Demand staff also processed 254 items for the Acquisitions Department and a created many packets of distribution slips for the Shelf/Shipping Department. They helped out the Catalog Department by pulling items

with holds to receive priority processing. The Manager checked three trucks for Catalog, and recorded the statistics.

The staff did a good job of getting items from the rollover period received, loaded and paid in Sirsi and managing the start of the ordering year.

Carole Brachna met with the new Ingram Sales Representative, Jeff Meskill, Sandy Jelar Elwell, and Alicia Naab on January 18th. She met with Sandy Jelar Elwell to draft flowcharts for the paperless invoicing project on January 25th and initiated contact with other libraries who may be working toward the same goal.

Acquisitions: Acquisitions staff began placing orders, processing invoices, and receiving materials on January 13th after the editing and entering of the 2012 fiscal year budget numbers in Sirsi was completed. Staff also continued to work on closing out old purchase orders, re-entering order information that had to be manually deleted prior to the rollover, and receiving items and paying invoices in Sirsi for orders that had only been received on paper prior to the 2012 fiscal cycle being setup.

Sandy Jelar Elwell, Acquisitions Manager, attended Director Thomas's discussion about the Strategic Plan at the Main and Branch Managers Meeting. Ms. Alicia Naab worked with Ms. Brachna to express their concerns to Midwest Tapes about an impending change to the delivery of Midwest Tapes invoices. The invoices will now be delivered via e-mail instead of print copies being included with the shipments of materials. Tonya Jenkins and Lisa Kowalczyk, Technical Services Librarians, assisted in receiving and updating the order information for Chinese DVDs ordered for the Lunar New Year Program in March.

Glennis Blair and Anarie Lanton, Technical Services Associates, were cross-trained to perform add item for periodicals. Acquisitions staff also volunteered to work in the Lake Shore Shipping Department when needed. The staffing levels in the Lake Shore Shipping Department are currently lower than normal because of vacant positions that need to be filled. Staff from other Technical Service Departments continued to

volunteer in the Acquisitions Department and Serials Section.

Acquisitions staff ordered a total of 4,697 titles, ordered 7,479 items, received 12,708 items, and processed a total of 1,332 invoices. They received 1,660 periodicals and 580 serials, added 878 periodical items, 350 serial items and 65 paperbacks, processed 100 periodical and serial claims, and modified 41 serial controls.

Shelf/Shipping: The staff of the Shelf/Shipping department sent 93 items to the Main Library for requests and shipped out a total of 2,090 telescopes of new materials to public service agencies. The technicians unpacked and sent 14,109 items to the Acquisitions and High Demand departments.

Catalog: Michael Monaco, Catalog Senior Librarian, has been loading records from OCLC that are provided as part of the "Bibliographic Notification" program. When records which have been used by CPL are upgraded in OCLC a copy of the updated record is made available for download on OCLC's web site. Upgrades may include contents notes being added or brief records being edited to full-level cataloging. Mr. Monaco downloads these daily files, edits them with MARCedit to conform to CPL local practices, and then loads them into Sirsi. This month, 1,103 upgraded records were loaded.

Regina Houseman, Catalog Librarian, created original cataloging for a volume of The Union Credit Co. of Cleveland, Ohio from 1893 that listed the credit ratings of numerous residents and businesses in the Cleveland area. Dawn Grattino, Catalog Senior Librarian, started training Vivian Grayson, Technical Services Associate, on copy cataloging music CDs. Ms. Grattino also updated the OCLC record (ocm42196424) for a Hippodrome Theatre tour set to reflect the entire contents.

Librarians cataloged 4,526 titles and added 4,660 items for CPL material.

MARKETING & COMMUNICATIONS

News by Media Chart



Color Name	Value	Pct.
Online, consumer	18	31.58 %
Online, news and business	16	28.07 %
Newspaper	9	15.79 %
Television program	6	10.53 %
Online, trade/industry	1	1.75 %
(None)	5	8.77 %
(International)	2	3.51 %

Media coverage for the month of January included 58 print and online publications as well as TV and radio. The full report, available in the Marketing department, shows ad values of \$43,871.45 with a news circulation audience of 1,878,653 people. In January, the online media outlets that featured CPL events and programs received 4,525,572 unique

visitors. Ads to promote My Place to Dream, Create, Grow appeared in the *Campus Observer*, *African-American Lifestyle* and *Kaleidoscope* magazines. Eugene Robinson was advertised in the *Plain Dealer* and WCPN radio. A Sports Research Center ad was placed in *The Cleveland Indians Yearbook*. The Martin Luther King program was advertised on 107.9 FM and 93.1 FM radio and a print ad ran in the *Call & Post*.

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
- Quarterly Managers' meeting
- Meeting with videographer to discuss PSA for OLBPD

GRAPHICS

Graphics staff designed, printed and distributed 76 printed pieces in December, including graphics for the library website and 4 staff newsletters.

Promotional pieces included: Black History month brochures and postcards; Cleveland Photographic Society exhibit, Statler Arms window display to promote Photograph Collection, Homebound Services book list; Music at Main; Strategic Plan graphics; Playhouse Square Bookmarks for *Adams Family* and *Radio Golf*; Writers and Readers-Eugene Robinson; 500,000 Clevnet routing slips; print ads for various publications; 4 staff newsletters.

WEBWARE www.cpl.org and other CPL sites

Twitter followers are up from 2,347 in 2011 to 3,382 currently. Facebook fans are up from 2,882 in 2011 to 3,716 currently. Downloads of books in an electronic format (ebooks) were up from 34,628 in 2011 to 64,347 currently.

Library News on the www.cpl.org homepage featured the following item for January: Cleveland Photographic Society 125th Anniversary Exhibit & Lecture; The Cleveland Public Library Board of Trustees Meeting; and Cleveland Public Library Strategic Plan 2012-2014.

During the month of January, the following events, programs, and information were promoted on www.cpl.org: My Place 2 Dream, Create, Grow: Ingrid Nolan; My Tunes: 2012 Rock Hall Nominees; African American History Month: Programs, Recommended Reading and more; Digital Gallery; Writers & Readers Series: Eugene Robinson; Did you get an eReader over the holidays? Check out our collection of free eBooks; A Day to Remember, Celebrate, and Reflect (27th Annual Commemorative Martin Luther King, Jr. Program); Master File: Consumer Reports; Literary Criticism Online; Live eMedia Chat Support; CPL150: How can we serve you in 2019; Celebrate with Books; Letters about Literature: 2012 Writing Challenge; When animal assignments attack: Grzimek's Animal Life; Muzzy Online: Language Courses for Children; TumbleBook Library: eBooks for eKids; Homework Help; For Students Online; BRRRR! Winter Reads (for Teens); Stop the Hate: Youth Speak Out - Maltz Museum of Jewish Heritage Essay Contest; Curl up with a good book; and Connecting to the community (Seniors site: Find Services).

23 Popular Topic pages were updated with new content in January.

The sixth "Off the Shelf" was sent out on January 12th to a distribution list of 2,202. The issue featured: A Day to Remember, Celebrate, and Reflect (27th Annual Commemorative Martin Luther King, Jr. Program); Writers & Readers: Eugene Robinson; New Arrivals; a Caption Contest; the Cleveland Public Library Board of Trustees January Meeting; and Warm-Up Cleveland.

The newly redesigned Ohio Center for the Book site (www.ohiocenterforthebook.org) was launched on January 11. The new site features newly revised Ohio author content and lists of useful online resources pertaining to literature in Ohio.

The webware team created a page for African American History Month. The page features upcoming programs, recommended reading, and a slideshow of images from our Photograph Collection of Dr. Martin Luther King, Jr. in Cleveland. Sarah Flinn and Darlene Rooney assisted with the creation of the recommended reading lists.

David Reynolds held a session on using our eMedia collection for the Computer Learning Connection staff. He covered the basics of downloading, gave them tips so they could better troubleshoot patrons who visit the CLC with questions, and reviewed online help resources.

PROPERTY MANAGEMENT

The Property Management office completed numerous branch inspections and continues to monitor utility bills. Work has started in Tech Central and we are attending weekly construction meetings.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. Batteries were replaced in the emergency lights at Collinwood, Glenville, Hough and Langston Hughes. A new boiler was installed at Eastman to replace the one that was leaking. A new 3 way heating valve, boiler flow switch, room sensor and a powered fan for the flue was installed at Fulton. The hot water pump on the heating system was replaced at Hough. The light bulbs and ballast were replaced in the Security office in LSW. Three light fixtures were removed from the exterior wall of the Main building for repair. A new motor contactor for the hot water pumps was installed at Union. A new

hot water tank was installed for the garage sink and rest room.

The Carpenters and Painters concentrated their efforts in patching, painting and making repairs to offices in LSW.

The Garage, repaired snow blowers and salt spreaders and continues to deliver salt and plow snow as needed.

SAFETY & SECURITY OPERATIONS

SAFETY

- Performed a safety assessment for the Martin Luther King Day presentation at the MLK Branch that occurred on January 16 where we provided Safety & Protective Services staffing for the event. One domestic situation with an irate male was mitigated after staff confronted the individual and did not permit entry into the branch during the event.
- The name change of the department was approved, appropriate agencies notified, and title change requested completed for the group.

PROTECTIVE SERVICES

Security Systems

- On January 3, 2012, discovered the access control system did not allow any additional changes, additions, or deletions to the access control system at both Main and Lake Shore facilities. As a result, no further action can be taken until the system is replaced.
- Obtained quotations for replacement of access control systems for Main, LSW, Lakeshore, Rice and Garden Valley. Obtained approval from Chief Executive Officer and provided quotations to Finance. As directed by Legal and Finance, we are obtaining three quotations for similar replacement of both the access control system, security systems, and closed-circuit television system. We will begin developing specifications for the project.

- Researched Vocera personal communication devices for the downtown campus facilities and found the cost minimally set at \$50,000 for 50 users is cost prohibitive.
- Assisted Cleveland Police Department in obtaining a positive identification on a murder victim that frequented one of our library branches.
- Met with Technical Services Director to discuss access control replacement and achieved concurrence with recommendations.
- Conducted walkthrough of Downtown campus to provide information on CAT6 line placement for cameras in support of Automation request.

Branch Patrol

- Staffing of Branch Patrol is at an elevated priority due the recent increase in branch security incidents. Safety & Protective Services has been consistently staffing Branch Patrol at two vehicles whenever possible.
- Supervisors and Officers continue to investigate Security Irregularity reports generated system-wide. The staff investigated 35 incidents during the month.
- Met with Public Services team concerning new security initiatives at the branches.

Communications Center

- We have been evaluating the cameras in the CCTV system and found deficiencies that have to be addressed. Requested emergency PO be generated for the system. The Communications Center has not been consistently staffed in January due to vacations, sick time, and FMLA events.

Contract Security

- Safety & Protective Services is investigating two requests for additional staffing for G4S Security guards and will advise staff and public services accordingly.

INCIDENTS

- During the month, 11 alarms were received with no illegal entry being made nor any smoke or fire being detected.

SAFETY & SECURITY EVENTS SUPPORT

- A Safety & Protective Services review was prepared for the MLK event at University Circle.

RECORDS AND EQUIPMENT MANAGEMENT

- Requested laptops for branch patrol and set up of personal directories for branch patrol to store records currently stored on external media. This is still in process.
- An equipment inventory was 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 will be provided to the Property Management Administrator for proper disposition.
- Requested computer workstations personal directories for officers to produce incident reports and have them stored on network drives.

ADMINISTRATION

- Developed Mission and Vision statements for Agency and for individual parts of the Agency including Safety, Protective Services, Emergency Preparedness and Operations Continuity.
- Prepared for interviews for Supervisor and Officer which will take place in February.
- Met with Human Resources about contract changes and schedule changes for Safety & Protective Services staff. Conducted staff meeting to propose schedule changes, new Library organization, strategic plan, and legal overview of our department with respect to handling incidents.

INFORMATION TECHNOLOGY & CLEVNETCPL Projects

Larry Finnegan, George Lenzer, Myron Scruggs and Timothy Murdock met with IPS security to develop a plan for updating and extending the security cameras at Main library, Stokes Wing and all branches.

The Sustainability Committee chaired by George Lenzer met with Brent Bringardner, an Ohio entrepreneur who has handled book and paper recycling for the Cleveland Public Library for the past three years via his Corvus recycling endeavor. The committee visited Corvus' newly opened facility in Parma, Ohio.

The newly redesigned Ohio Center for the Book site (www.ohiocenterforthebook.org) was launched on January 11. The new site features newly revised Ohio author content and lists of useful online resources pertaining to literature in Ohio.

The sixth "Off the Shelf" was sent out on January 12th to a distribution list of 2,202. The issue featured: A Day to Remember, Celebrate, and Reflect (27th Annual Commemorative Martin Luther King, Jr. Program); Writers & Readers: Eugene Robinson; New Arrivals; a Caption Contest; the Cleveland Public Library Board of Trustees January Meeting; and Warm-Up Cleveland.

The webware team created a page for African American History Month. The page features upcoming programs, recommended reading, and a slideshow of photographs of Dr. Martin Luther King, Jr. Sarah Flinn and Darlene Rooney assisted with the creation of the recommended reading lists.

David Reynolds held a session on using the eMedia collection for the Computer Learning Connection staff. He covered downloading, troubleshooting, and online help resources.

The workstations in the Lake Shore facility training lab have been replaced with 64 bit Windows 7 units.

Policy files were updated to support new circulation policies, including allowing children to checkout DVDs.

The LC Call Number field was added to the Holds Reorder Report to streamline the ordering process for the subject departments.

Michael Ruffing asked for data to help determine appropriate staffing levels for Lending Department. A one-day snapshot was produced with the number of items trapped for holds or put into transit at Lending department workstations.

The Library began the process of moving from Blackberry smartphones to Android phones. In the first wave Public Services managers received new Androids and training from Verizon representatives.

Representatives from Public Services, Property Management, Planning and Research, Information Technology, and Safety and Protective Services met to assess electrical and network wiring needs for three major projects: replacing photocopiers with multifunction devices; increasing the number of public workstations in branches; and directly connecting security cameras to the network.

Bob Carterette and Carrie Krenicky attended a webinar on the Local Government Innovation Fund established by the budget for the current state biennium.

Mr. Finnegan evaluated wireless options for the Cleveland Public Art Book Box project.

CLEVNET Projects

The CLEVNET Director's Panel met on January 20 and the quarterly Director's meeting was held on January 27. Major topics covered include: CPL's strategic plan and reorganization; Freegal; integration of eMedia with the Bibliocommons catalog; the cumulative 2011 eMedia report; and a follow-up on the Technical Services Summit held in September of last year.

While we had expected the integration of eMedia with the Bibliocommons catalog on January 30, the upgrade was delayed due to performance issues. When complete patrons will be able to see a unified list of checkouts, place holds on eMedia titles, and download directly from the catalog.

Following up on the Technical Services Summit in September 2011, changes were made to call number conventions to improve the efficiency of filling holds on DVD sets. Call numbers were edited for Barberton, Birchard, Burton, Cleveland, Cleveland Heights, Euclid, Hubbard, Kirtland, Lorain, Madison, Medina, Milan-Berlin, McKinley, Orrville, Perry, Ritter, Sandusky, Shaker, Twinsburg, Wayne County, Wickliffe and Willoughby-Eastlake. A few libraries break sets up into individual DVDs and volume level holds were accumulating on these, instead of the more readily available complete set.

Mr. Carterette and Ms. Krenicky worked with the Library's bank and with Bibliocommons to obtain an Internet Merchant account.

Mr. Carterette, Ann Palomo, and Hilary Prisbylla held a conference call with the product manager of the SirsiDynix Directors Station software. A number of performance and reliability issues were discussed. The underlying software is scheduled to be replaced later this year.

Mr. Carterette and Ms. Palomo met at the Henderson Memorial Public Library with members of the ICAN library consortium and other Ashtabula County libraries to discuss CLEVNET membership.

Huron Public Library migrated from Microsoft Outlook to the Zimbra Collaboration Suite at the request of director Daniel Slife in early January.

The Network Team held meetings with Cleveland Heights, Hudson, and Shaker Heights to prepare for implementing Voice over IP; reconfigured network equipment in Shaker Heights for telephony and to establish a security VLAN; established a security VLAN for Hudson; and helped Medina County District Library set up the latest version of Active Directory.

The Hardware Team met with Shaker Heights to review the ongoing cleanup and reorganization of the network.

David Reynolds has been working with Medina County District Library to implement EZproxy for the authentication of remote users.

Mr. Finnegan and Tim Flick, an environmental engineer with Hewlett Packard, visited the Kinsman Free Public Library to collect data for power problems. There is a history of power surges and brownouts that can burn out electronic equipment. Mr. Flick's involvement was *pro bono*.

Fund rollovers were completed for all libraries using Acquisitions.

The Flowan Helpdesk software was configured for use by Shaker Heights Public Library. The PC technician at Shaker and the deputy director were trained in using it. This will help the technician track local problem reports. He can also escalate problems to Automation Services through the software.

Ms. Palomo presented an informational session on the Bibliocommons catalog to staff of Shaker Heights Public Library.

New item types and circulation map entries were created for Hudson Library.

A special report of circulation on Sundays in 2011 was compiled for the director at Twinsburg Public Library.

Weeding reports were produced for Lorain, Hudson, Medina, Fulton branch of CPL, and the Fine Arts Department of CPL Main Library.

On January 14, Amy Pawlowski held a public program on using library books with eReaders at Burton Public Library.

Ms. Pawlowski attended the CLEVNET Public Relations Committee meeting at Euclid Public Library on January 18. The group is working on organizing a celebration of CLEVNET's 30th Anniversary taking place in September.

KnowItNow

KnowItNow24x7's first practicum student began her work in January: Ashlee Clark is a student from Kent State University's School of Library & Information Science as well as Executive Secretary to the State Librarian of Ohio.

Don Boozer held a training day on January 18 at Cleveland Public Library's Lake Shore Facility. The day included both a morning session focused on basic hands-on training; an afternoon session focused on customer service, searching techniques, and other advanced topics.

Mr. Boozer spoke to a meeting of directors of medium sized public libraries on January 27 at the Minerva Public Library.

Statistics

	Jan-11	Jan-12
OverDrive Downloads	34,628	64,347
Twitter Followers	2,347	3,382
Facebook Fans	2,882	3,716

Automation Services Statistics, 01/2012				
	# Cases Opened	# Cases Closed	Site Visits	TOTAL
HARDWARE				
CPL Main	122	111	47	280
CPL Branch	101	198	33	332
CPL Lake Shore	28	20	4	52
CLEVNET	22	16	18	56
PUBLIC				0
HARDWARE TOTAL	273	345	102	720
SOFTWARE				
CPL Main	22	25		47
CPL Branch	13	13		26
CPL Lake Shore	15	15		30
CLEVNET	83	80		163
PUBLIC	156	156		312
SOFTWARE TOTAL	289	289	0	578
WEBWARE				
CPL Main	3	3	1	7
CPL Branch	3	3		6
CPL Lake Shore	4	4		8
CLEVNET	7	7		14
PUBLIC	116	116		232
WEBWARE TOTAL	133	133	1	267
KIN				
CPL Main	20	15		35
CPL Branch	23	10		33
CLEVNET	30	14		44
PUBLIC	1	1		2
KIN Library	13	13		26
OHIOlink Library	7	7		14
After Dark				0
KIN TOTAL	94	60	0	154
GRAND TOTAL	789	827	103	1,719

Mr. Corrigan adjourned the meeting at 1:26 p.m.

Thomas D. Corrigan
President

Alan Seifullah
Secretary

GIFT REPORT FOR JANUARY 2012

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	430	430
Periodicals	10	10
Publishers Gifts	0	0
Non-Print Materials	<u>85</u>	<u>85</u>
TOTAL LIBRARY SERVICE MATERIALS	525	525

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
Library Fund	Unrestricted	\$ 1,842	\$ 1,842
Library Fund	Restricted	0	0
Library Fund - Oral History Project	Restricted	0	0
Endowment for the Blind	Restricted	0	0
Young Fund	Restricted	0	0
Friends Fund	Restricted	0	0
Gates Fund	Restricted	0	0
Schweinfurth Fund	Restricted	0	0
Ohio Center fo the Book	Restricted	0	0
Judd Fund	Restricted	0	0
Lockwood Thompson Fund	Restricted	0	0
PNC - Grow up Great	Restricted	0	0
MetLife - Fit for Life	Restricted	0	0
Learning Centers	Restricted	162,000	162,000
Founders Fund	Unrestricted	0	0
Founders Fund	Restricted	<u>0</u>	<u>0</u>
TOTAL MONEY GIFTS		\$ 163,842	\$ 163,842

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	26	26	525	525
Money Gifts	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
TOTAL GIFTS	30	30	529	529

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

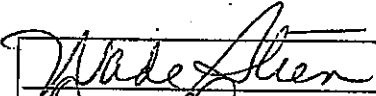
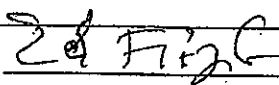

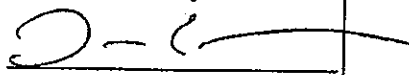
AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES
Based on 78.95% current collection of current levy for previous tax year.
Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.
Cleveland, Ohio February 8, 2012

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	28,852,255.68	28,407,318.46	19,837,771.12	5,924,828.97	83,022,174.23
Special Revenue	10,966,112.89			2,745,540.98	13,711,653.87
Capital	8,822,333.75			10,000,000.00	18,822,333.75
Permanent	1,950,743.65			41,402.44	1,992,146.09
Agency	8,431.04			0.00	8,431.04
Totals/Subtotals	50,599,877.01	28,407,318.46	19,837,771.12	18,711,772.39	117,556,738.98

	Budget	
	Commission	

**CLEVELAND PUBLIC LIBRARY
2012 APPROPRIATION: SECOND AMENDMENT
FEBRUARY 16, 2012**

GENERAL FUND CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	28,852,255.68	0.00	28,852,255.68 (3)
Taxes - General Property	25,407,318.46	0.00	25,407,318.46
Public Library Fund (PLF)	19,837,771.12	0.00	19,837,771.12
State Rollbacks/CAT	5,000,000.00	0.00	5,000,000.00
Federal Aid	0.00	0.00	0.00
State Aid	0.00	0.00	0.00
Fines and Fees	300,000.00	0.00	300,000.00
Earned Interest	425,000.00	0.00	425,000.00
Services	2,493,251.97	0.00	2,493,251.97
Miscellaneous	706,577.00	0.00	706,577.00
Return of Advances	0.00	0.00	0.00
TOTAL RESOURCES	83,022,174.23	0.00	83,022,174.23

GENERAL FUND APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	33,484,152.79	0.00	33,484,152.79
Supplies	1,016,874.22	0.00	1,016,874.22
Purchased/Contracted Services	9,987,398.44	0.00	9,987,398.44
Library Materials/ Information	9,389,266.85	0.00	9,389,266.85
Capital Outlay	220,266.25	0.00	220,266.25
Other Objects	71,960.00	0.00	71,960.00
SUBTOTAL OPERATING	54,169,918.55	0.00	54,169,918.55
Transfers/Advances	10,000,000.00	0.00	10,000,000.00
TOTAL APPROPRIATION	64,169,918.55	0.00	64,169,918.55

**CLEVELAND PUBLIC LIBRARY
2012 APPROPRIATION: SECOND AMENDMENT
FEBRUARY 16, 2012**

SPECIAL REVENUE FUNDS CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	13,549,653.87	162,000.00	13,711,653.87
SPECIAL REVENUE FUNDS APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	181,146.55	0.00	181,146.55
Endowment for the Blind	1,599,509.14	0.00	1,599,509.14
Founders	2,073,227.13	0.00	2,073,227.13
Kaiser	42,737.60	0.00	42,737.60
Kraley	147,618.65	0.00	147,618.65
Library	170,217.27	0.00	170,217.27
Pepke	94,220.86	0.00	94,220.86
Wickwire	1,066,772.09	0.00	1,066,772.09
Wittke	63,041.28	0.00	63,041.28
Young	2,955,857.05	0.00	2,955,857.05
Friends	12,000.00	0.00	12,000.00
Judd	200,000.00	0.00	200,000.00
Lockwood Thompson	309,811.83	0.00	309,811.83
Ohio Center for the Book	958.00	0.00	958.00
Schweinfurth	95,609.07	0.00	95,609.07
Cleveland NCA Kiosks	9,673.78	0.00	9,673.78
Bill & Melinda Gates	57,867.98	0.00	57,867.98
Harvard Kiosk	7,333.38	0.00	7,333.38
MetLife-Fit for Life	0.00	0.00	0.00
LSTA-OLBPD	1,508,194.00	0.00	1,508,194.00
LSTA-Know It Now	310,173.59	0.00	310,173.59
MyCom	56,842.37	0.00	56,842.37
PNC Grow Up Great	94,784.75	0.00	94,784.75
Learning Centers-Cleveland Fdn	0.00	162,000.00	162,000.00
TOTAL APPROPRIATION	11,057,596.37	162,000.00	11,219,596.37 (4)

**CLEVELAND PUBLIC LIBRARY
2012 APPROPRIATION: SECOND AMENDMENT
FEBRUARY 16, 2012**

CAPITAL PROJECTS FUNDS CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	18,822,333.75	0.00	18,822,333.75
CAPITAL PROJECTS FUNDS APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
BUILDING & REPAIR	18,822,333.75	0.00	18,822,333.75 (5)
PERMANENT FUNDS CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	1,992,146.09	0.00	1,992,146.09
PERMANENT FUNDS APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Abel	160,820.28	0.00	160,820.28
Ambler	1,437.27	0.00	1,437.27
Beard	103,711.38	0.00	103,711.38
Klein	3,379.68	0.00	3,379.68
Malon/Schroeder	107,903.54	0.00	107,903.54
McDonald	124,883.94	0.00	124,883.94
Ratner	61,540.18	0.00	61,540.18
Root	22,221.12	0.00	22,221.12
Sugarman	27,328.84	0.00	27,328.84
Thompson	76,505.72	0.00	76,505.72
Weidenthal	4,322.62	0.00	4,322.62
White	1,298,091.52	0.00	1,298,091.52
TOTAL APPROPRIATION	1,992,146.09	0.00	1,992,146.09 (6)
AGENCY FUNDS CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	8,431.04	0.00	8,431.04
AGENCY FUNDS APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
UNCLAIMED FUNDS	8,431.04	0.00	8,431.04

**CLEVELAND PUBLIC LIBRARY
2012 APPROPRIATION: SECOND AMENDMENT
FEBRUARY 16, 2012**

- (1) Certificate dated January 11, 2012
- (2) Certificate dated February 8, 2012
- (3) \$28,852,255.68 unencumbered cash carried forward (plus \$6,314,409.02 encumbered cash.)
- (4) \$10,966,112.89 unencumbered cash carried forward (plus \$752,468.41 encumbered cash.)
\$2,745,540.98 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.
($\$10,966,112.89 + \$2,745,540.98 - \$2,492,057.50 = \$11,219,596.37$)
- (5) \$8,822,333.75 unencumbered cash carried forward (plus \$971,746.54 encumbered cash.)
\$10,000,000 transfer from General Fund. \$-0- additional revenue.
($\$8,822,333.75 + \$10,000,000.00 = \$18,822,333.75$)
- (6) \$2,667,779.00 unencumbered cash carried forward (plus \$6,128.22 encumbered cash.)
\$41,402.44 additional revenue. Non-expendable principal amounts (\$717,035.35)
are not included in either the certified fund balances or the appropriated amounts.
($\$2,667,779.00 + \$41,402.44 - \$717,035.35 = \$1,992,146.09$)

Improve Consulting and Training Group

help@improveconsulting.biz • 651.343.1858 • www.improveconsulting.biz



Client

Cindy Lombardo
Acting Deputy Director, Cleveland Public Library
325 Superior Avenue, Cleveland, OH 44114
Cindy.lombardo@cpl.org
216-623-2878



Service Provider

Ellen Burts-Cooper, PhD, MBA, MBB
Improve Consulting and Training Group, LLC
ellen@improveconsulting.biz
651-343-1858; www.improveconsulting.biz

Overview of Process Improvement Project for Materials Handling For The Cleveland Public Library

Process Improvement Plan

Objective	Activity/Task	Expected Outcome	2012 Timing
To make all participants comfortable with the process.	Hold a series of Pre-assessment Meetings (order specific). <ul style="list-style-type: none"> • 1/1 Meeting with Myron S. • Meeting with Myron and Ron. • 1/1 Meeting with Ron. • 1/1 Meeting with Dan. • Meeting with Dan and Ron. 	All participants have the same understanding of the issues and are ready to positively move forward.	Mid Feb.
To increase the level of communication across individuals working in the process.	Hold a kick off meeting to get all participants energized and ready to collaborate. Send out communication summarizing the path forward, as identified in the kick off meeting.	All participants will understand their roles and responsibilities in solving the issues associated with materials handling inefficiencies.	Late Feb.
To understand the human resources available to assist during the process.	Meeting with Cindy L.	Identify people to assist based on the pairing of their skill set per project objective. Understanding of other resources (e.g. supplies for signage, equipment moves assoc. with room changes, etc.) available to assist with the project completion.	Late Feb.
To understand and remove the constraints associated with the materials handling process.	To map/diagram the current state process and evaluate the materials handling layout.	A flow diagram of the current state of the process with opportunities for improvement identified.	Late Feb. – Late March
Report the initial findings and recommendations.	Hold Meeting with Leadership Team.	Agreement to move forward with implementation of recommendations.	Late March

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Implementation of Recommendations			
Objective	Activity/Task	Expected Outcome	2012 Timing
To increase the efficiency of the Shelving, Shipping and Receiving process.	To gather the data required to staff the process appropriately to meet demand.	Make process adjustments as indicated by the data to achieve an increase in the amount of processed materials per day.	Late March- Late April
To make the materials handling flow more effective.	Redesign the major components of the process.	Re-design the materials handling space with uninterrupted flow and increased ease of processing, by applying the data driven changes to process, room layout, etc.	Late April – Late May
To ensure the new process is sustainable.	<p>Create a standard operating procedure (SOPs) and reference documents.</p> <p>Establish key performance indicators (KPIs).</p> <p>Provide training, as needed on the new process changes.</p> <p>Hold Meeting with Project Team and Leadership Team and institute control plans.</p>	<p>Established procedures and metrics in place.</p> <p>Trained and knowledgeable staff.</p>	Late May – End June
Monitor the process and make necessary adjustments.	Audit process and review metrics at periodic intervals to ensure compliance to standard operating procedures.	Increase in productivity measured through the KPIs.	End June
Report out on the project outcome after 1 month of monitoring.	Hold Meeting with Project and Leadership Team.	Final Project Sign-off and transition of control plan to CPL process owner.	End July

*Timing dependent on availability of resources and cooperation of team.

Roles and Responsibilities

CPL Role

- Provide a project manager to spend at least 10% of their time on the project.
- Provide other resources (human and other), as needed to support the project.
- Ensure Leadership Team is engaged in their champion roles.
- Assign a process owner to take over the process after the one month monitoring period.

Improve Consulting and Training Role

- Provide overall project supervision
- Provide lead technical guidance
- Maintain all project documents until control plan transition
- Call and lead team meetings
- Provide coaching and training, as needed

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**Process Improvement Project for Materials Handling
 For The Cleveland Public Library**

Recommendations for Engagement and Pricing:

- **Flexible Retainer Model**
- Retainer fee structure for 5 months (can be extended at the same pricing)
- 4 Days (or 32 hours) per month
- **TOTAL \$5600/month** (vs. \$8800/month for-profit rate). *Includes Ellen as lead+ team, as needed, by area of expertise(Black Belt, GB Admin).*

Annual Total: **\$28,000** (includes project

leadership, training, documentation creation,

Partnership Terms & Payment

Payment Terms: A total of \$5600 is due monthly for 5 months, with the first payment due 30 days after executive of this agreement.

Contract Terms: Contract can be terminated within 30 days of written notice by either party should business circumstances change. Services provided up until the notification date and will be billed accordingly.

Confidentiality: Improve will maintain confidentiality related to information provided by the client organization. Confidential information includes employee and business-specific information acquired in the course of carrying out the terms of this agreement.

Scheduling Changes: Changes to the schedule must be agreed upon (in writing) by both Improve Consulting and the Sponsoring individual/organization.

By signing this form, you agree to the terms and conditions as outlined in this contract.

Print Legal
 Name _____ Title _____

Legal Signature _____ Date _____

Ellen Burts-Cooper _____ Date _____
 Senior Managing Partner, Improve Consulting and Training

Business Smarts
2/1/2012

Proposal for
Cleveland Public Library

Virtual Desktop Project

I. Summary

Cleveland Public Library has engaged with Business Smarts and its partners Hewlett Packard, Citrix and Hogan Consulting Group to assist with implementing a production ready Citrix XenDesktop and XenApp environment virtualized on Microsoft Hyper-V. The environment built will include XenDesktop with approximately 150 Windows 7 virtual desktops and a XenApp farm for applications. Utilizing these technologies, along with Citrix Provisioning Server, the environment can easily be expanded at a later time to handle additional users.

II. Implementation Plan

VDI Infrastructure

Business Smarts and HP will be deploying and verifying the infrastructure. The infrastructure proposed includes an HP blade chassis containing two servers for VDI management software, two servers for Citrix Provisioning Services, five servers for Microsoft Hyper-V, and an external HP P4500 ISCSI San connected to the blade chassis via Virtual Connect Flex-10 along with 120 desktop thin clients and 30 mobile thin clients. Also a central management server supporting HP's Insight Control will be installed to provide ongoing monitoring of the VDI Infrastructure. All hardware will be racked, cabled and verified by HP before the start of the project.

Deliverables

The HP Installation and Startup Service for HP BladeSystem c-Class Infrastructure
Provides for the installation of an HP BladeSystem c-Class enclosure, c-Class ProLiant server blades, storage blades and Virtual Connect modules, as well as deployment and basic configuration of HP Insight Control Environment for HP Blade System software.

This service also includes the installation and configuration of HP Service Essentials Remote Support Pack, which is a remote monitoring and analysis tool that provides continuous hardware event monitoring and automated notification designed to identify, diagnose, and prevent potentially critical problems during contract or warranty coverage hours.

HP Enhanced Network Installation and Startup Service for HP BladeSystem
Provides configuration and testing of BladeSystem Ethernet switch modules and HP Virtual Connect modules, including the new HP Virtual Connect Flex-10 technology products. This service is specifically designed to facilitate the proper implementation of network protocols and access to advanced features that can help improve the performance, scalability, and reliability of the Virtual Connect Flex-10 network.

HP Installation and Startup Service for StorageWorks P4000 SAN Solutions



"INTEGRATING KNOWLEDGE & TECHNOLOGY"

Provides implementation and verification of the HP StorageWorks LeftHand P4000 SAN/IQ Solutions products. This service provides service planning, service deployment, installation verification testing (IVT), and a customer orientation session to help deploy the features and functionality of the StorageWorks LeftHand P4000 SAN/IQ Solutions products.

HP Installation and Startup (I&S) Service for HP Networking (HPN) switching products
Coordinates the installation, configuration, and verification of the Procurve switches providing network connectivity between the P4500 San, Virtual Connect and your existing Cisco environment. With this service, you will also receive a brief orientation session on the product features installed.

After installation and verification of the infrastructure, Hogan consulting will begin deploying the Virtual Desktop Environment

Microsoft Hyper-V/Xendesktop/Xenapp Deployment

The deployment of the software features of this project will be a collaborative effort between Hogan Consulting and library staff. This will streamline the consulting effort and facilitate the knowledge transfer between Hogan and the staff. Hogan Consulting is a Citrix Platinum partner headquartered in Chesterton, Indiana where they also maintain a Citrix Authorized Learning Center. They come highly recommended by HP and Citrix.

Before beginning, Hogan requests Cleveland Public Library have Windows Server 2008 R2 installed on the two management servers and the two Citrix Provisioning Servers. Microsoft Hyper-V will be installed on the five host servers by Hogan Consulting Group and Cleveland Public Library. A Citrix Provisioning Services farm will be configured to stream a XenDesktop vDisk(s) to Hyper-V VMs. A XenApp farm and XenDesktop site will be configured as VMs in the Hyper-V environment. The XenApp farm will be configured to publish Microsoft Office and a resume application to the Windows 7 virtual desktops. Cleveland Public Library will provide a resource for installing and configuring these applications.

Tasks

- Install Microsoft Hyper-V on five host servers.
- Configure and connect storage to HP P4500 ISCSI San. Create storage LUNs appropriately for project.
- Install Citrix Provisioning Server on two servers for PVS farm. **A SQL database will be required.**
- Create a Windows server VM as a management server for the Citrix environment. This will include Citrix License Server and Web Interface.
- Create two Windows server VMs as Citrix XenDesktop controllers. **A SQL database will be required.**
- A "golden" Windows 7 VM will be created and converted to a PVS vDisk. The XenDesktop site will be expanded to include 150 virtual desktops.

business smarts

INTEGRATING KNOWLEDGE & TECHNOLOGY

- PVS cache drives will be local to the Windows 7 VMs (SAN storage) and be approximately 7GBs each (to be determined). The vDisk will be set as a "difference disk" to allow user application installations, but those changes to the vDisk will be lost whenever the vDisk is updated.
- A Citrix XenApp farm will be created to publish applications to the virtual desktops. This will include a dedicated Zone Data Collector and 2-3 application servers to handle the load. This number will be determined by the Hogan engineer. **A SQL database will be required.**
- Citrix Profile Management will be installed and configured for profile management.
- All components will be tuned to Citrix and HCG best practices and performance standards.
- Configure Active Directory GPOs to Citrix/HCG best practices.
- Applications will be installed and configured according to Cleveland Public Library requirements.

Assumptions

- Cleveland Public Library will supply all necessary licensing for Citrix and Microsoft components.
- An **existing SQL server** will be needed for XenApp, XenDesktop, and PVS datastores. This can be a VM in the Hyper-V environment, if needed.
- A Windows 2008 Server will be needed to supply RDS CALs (previously TS CALs). This can be a VM in the Hyper-V environment, if needed. The Central Management Server could provide role if not already being done by another server onsite
- HP and Business Smarts rack, cable and verify all servers prior to the project start date.
- Cleveland Public Library will have Microsoft Windows Server 2008 R2 installed on management and PVS servers prior to the project start date.
- Access to Active Directory Users and Computers and Group Policy will be required.
- Cleveland Public Library will provide a resource to assist with networking, storage configuration, application installations, etc.

Deliverables

- Microsoft Hyper-V configured to virtualize infrastructure servers and virtual desktops.
- A PVS farm for streaming Windows 7 vDisk(s).
- A XenDesktop site configured for brokering 150 Windows 7 desktops.
- A XenApp farm configured to publish applications to virtual desktops.
- All components tuned to best practices and performance standards.
- Documentation of configuration.
- Side-by-side installation and instruction on how to maintain the environment. This is not formal Citrix Certification training, but functional training.
 - *Formal training is available from Hogan Consulting Group*
- Knowledge Transfer.



III. Quote



6770 West Snowville, Brecksville, OH 44141
 t. (440) 526-2471 f. (240) 358-7179

QUOTE

Number AAAQ4982-01
 Date Feb 1, 2012
 Expires Feb 29, 2012

Sold To
Cleveland Public Library Larry Finnegan 325 Superior Ave Cleveland, OH 44114 Phone (216) 623-2811 Fax (216) 623-7120

Ship To
Cleveland Public Library Larry Finnegan 325 Superior Ave Cleveland, OH 44114 Phone (216) 623-2811 Fax (216) 623-7120

150 Seat VDI Solution

Salesperson	E-Mail	Ship Via	Terms
Jerry Short	jerry.short@busmarts.com		

Line	Qty	Part	Description	Unit Price	Ext. Price
1			Central Management Server		
2	1	74487S	HP ProLiant DL380 G7 Server Quad-Core Intel® Xeon® Processor E5640 HP 16GB PC3-10600R 2x8GB 2Rank Memory HP P410/ZM SAS Array Controller (2) HP 146GB 6G Hot Plug 2.5 SAS 15K RPM HP 512MB P-Series BBWC HP Slim 12.7mm SATA DVD Optical Drive (2) Embedded HP NC382i Dual Port Multifunction Gigabit Adapters (2) HP 460W Common Slot Gold Hot Plug Power Supplies	\$3,443.00	\$3,443.00
3	1	978347	INSTALL H/W DL380 G4 G5 DL385 G1 G2	\$0.00	\$0.00
4	1	2782085	HP TFT7600 KVM CONSOLE US KIT	\$1,359.00	\$1,359.00
5	1	2440099	HP SERVER CONSOLE SWITCH 0X2X8 (TAA COMPLIANT)	\$615.00	\$615.00
6	2	HA113A1 5BW	ProLiant Add On Options Installation SVC	\$0.00	\$0.00
7	2	50767R	AE WIN SVR STD 2008R2 SGL	\$111.64	\$223.28
8			CMS SubTotal		\$5,640.28
9					
10			Blade Infrastructure and Virtual Connect (upgrade to existing)		
11	1	906465	MPDU 24A 220V PDU L6-30P INPUT PLUG CORE ONLY BLD	\$189.00	\$189.00
12	1	52929F	BL C7000 DDR2 ENCL MGMT OPTION OA	\$656.00	\$656.00
13	3	62378F	BL C7000 P/S OPT 2400W SGL HIGH EFFICIENCY	\$269.00	\$807.00
14	4	91063C	BL C7000 C3000 FAN OPT SGL HPL	\$108.00	\$432.00
15	9	2034330	HP INSIGHT CONTROL ENVIRONMENT, NO MEDIA 1-SERVER LICENSE INCLUDING 1 YEAR OF 24	\$400.00	\$3,600.00
16	2	52307F	BL C7000 C3000 INTERCONN VC FLEX-10 ETH MOD	\$8,905.00	\$17,810.00
17	1	98187D	CARE PACK 3YR 13X5 4HR C7000 BLADE ENCL	\$709.00	\$709.00
18			SubTotal		\$24,203.00
19					

Continued On Next Page ...

Line	Qty	Part	Description	Unit Price	Ext. Price
20			Servers		
21			VDI Management Blades		
22	2	59783V	HP ProLiant BL460c G7 Server Blade (2) Quad-Core Intel® Xeon® Processor E5640 HP 96GB PC3-10600R 12x8GB 2Rank Memory Embedded P410i (SAS Array Controller) HP 512MB Flash Backed Write Cache (For P410i) (2) HP 146GB 6G Hot Plug 2.5 SAS 15K rpm Hard Drive 2 HP Embedded 1Gb/10Gb Multi-function Network Adapters NC553i Integrated Lights Out 3 (iLO 3) Standard Blade Edition	\$5,280.00	\$10,560.00
23	2	50767R	AE WIN SVR STD 2008R2 SGL	\$111.64	\$223.28
24	2	51387F	CARE PACK 3YR 13X5 4HR BL460C BL465C BL480C G5	\$324.32	\$648.64
25					
26			Provisioning Servers (upgrade to existing blades)		
27	2	59773V	PROC X5670 X/2.93 BL460C G7 ONLY	\$1,459.00	\$2,918.00
28	24	53373F	8GB 2RX4 PC3-10600R-9 KIT	\$145.00	\$3,480.00
29	2	51387F	CARE PACK 3YR 13X5 4HR BL460C BL465C BL480C G5	\$324.32	\$648.64
30					
31			Xendesktop Host Blades		
32	5	59783V	HP ProLiant BL460c G7 Server Blade (2) Six-Core Intel® Xeon® Processor X5675 HP 192GB PC3-8500R 12x16GB 4Rank Memory 2 HP Embedded 1Gb/10Gb Multi-function Network Adapters NC553i Integrated Lights Out 3 (iLO 3) Standard Blade Edition (2) 146 GB SAS 15k HDD	\$8,871.00	\$44,355.00
33	5	50767R	AE WIN SVR STD 2008R2 SGL	\$111.64	\$558.20
34	5	51387F	CARE PACK 3YR 13X5 4HR BL460C BL465C BL480C G5	\$324.32	\$1,621.60
35			Blade Server SubTotal		\$65,013.36
36					
37			Storage - 14.2 TB raw (6 TB usable with NetRAID 10)		
38	1	40377R	HP P4500 G2 14.2TB SAS Virt SAN (2 nodes)	\$28,421.18	\$28,421.18
39	1	34332R	CARE PACK 3YR SUP PLUS 24 P4500 G2 SAN SOLN SVC	\$2,408.80	\$2,408.80
40			Storage SubTotal		\$30,829.98
41					
42			ISCSI Storage Network		
43	2	24484P	2910AL-24G SWCH 24PT LAN DEVICE ETH	\$1,622.00	\$3,244.00
44	2	2952578	HP X410 E-SERIES 1U UNIV 4-POST RACK	\$85.00	\$170.00
45	2	2398909	PROCURVE MODULE AL 2-PORT CX4 10-GBE	\$617.21	\$1,234.42
46	2	1924739	HP BLC 3M 10-GBE CX4 CABLE OPT	\$94.71	\$189.42
47	4	01863Z	50FT CBL CAT6 SNAGLESS PATCH CBL ORNG	\$14.39	\$57.56
48	2	C29618	CARE PACK 3YR 13X5 4HR PROCURVE STACKABLE 24PT	\$616.00	\$1,232.00
49			SubTotal		\$6,127.40
50			Connection to Cisco		
51	2	52308F	BL C7000 C3000 INTERCONN 10GB SR SFP+ OPT	\$583.00	\$1,166.00
52	2	444984	CBL FC LC-LC 15M M/M	\$131.23	\$262.46
53					
54			Thin clients		
55	20	04703X	T5740E ATM/1.66 2GR 4GF WES 7 SBY	\$353.26	\$7,065.20

Continued On Next Page ...

Line	Qty	Part	Description	Unit Price	Ext. Price
56	20	63800P	LE1901W 19IN WIDE LCD MON SBY	\$135.87	\$2,717.40
57	30	54417Z	IWC4 INTEGRATED WORK CENTER ALL	\$68.24	\$2,047.20
58	120	2986756	6360t B210/2GB/4GBSSD/W7e	\$564.13	\$67,695.60
59			SubTotal		\$80,953.86
60					
61			Citrix License		
62	150	MW2Z0000094	EASY XENDESKTOP ENTERPRISE NAMED LICENSE W/ 1 YR SA	\$169.12	\$25,368.00
63			SubTotal		\$25,368.00
64			Microsoft Licenses 12 month subscription		
65	150	42424V	OV VDA SUB VL 12MO AP PER DEV	\$104.44	\$15,666.00
66	150	42431V	OV VDI STD STE MDOP SUB VL 12MO AP PER DEV PROMO	\$6.55	\$982.50
67			SubTotal		\$16,648.50
68					
69			INFRASTRUCTURE SUBTOTAL		\$254,784.38
70					
71			DEPLOYMENT SERVICES		
72			Infrastructure Implementation		
73	1	K37033	INSTALL/STARTUP C7000 ENCL & INFR	\$3,130.00	\$3,130.00
74	1	L09868	INSTALL/STARTUP C7000 ENH NTWK SVC	\$2,034.44	\$2,034.44
75	1	DQ4136	TECH STARTUP LEFTHAND P4K INT LTU	\$3,346.65	\$3,346.65
76	1	774035	INSTALL/STARTUP STACKABLE SWCH	\$1,147.06	\$1,147.06
77					
78			Microsoft Hyper-V/Xendesktop/Xenapp Deployment		
79	120	BS-IMPL-04	Vdi Implementation/Hour	\$205.00	\$24,600.00
80	20	BS-IMPL-TE	Travel Expenses/Day	\$180.00	\$3,600.00
81					
82			DEPLOYMENT SUBTOTAL		\$37,858.15

Pricing conforms to the following schedules where applicable
 Ohio State S&L Gov WSCA
 Ohio State S&L Gov STS2
 HP SLED Value Express
 HP SLED Big Deal
 Microsoft Academic

SubTotal	\$292,642.53
Tax	\$0.00
Shipping	\$300.00
Total	\$292,942.53

REPORT A

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD JANUARY 1 – JANUARY 31, 2012

Carolyn Kuenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending January 31, 2012

3/

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	2,248,000.00	0.00	0.00	0.00	\$ 0.00	2,248,000.00
42 Intergovernmental	1,699,143.59	137,187.68	0.00	0.00	\$ 0.00	1,836,331.27
43 Fines & Fees	29,482.47	0.00	0.00	0.00	\$ 0.00	29,482.47
44 Investment Earnings	18,062.80	3,502.17	0.00	5,034.32	\$ 0.00	26,599.29
45 Charges for Services	170,803.40	0.00	0.00	0.00	\$ 0.00	170,803.40
46 Contributions & Donations	0.00	163,842.23	0.00	0.00	\$ 0.00	163,842.23
48 Miscellaneous Revenue	67,350.55	0.00	0.00	0.00	\$ 0.00	67,350.55
Total Revenues	\$ 4,232,842.81	\$ 304,532.08	\$ 0.00	\$ 5,034.32	\$ 0.00	\$ 4,542,409.21
51 Salaries/Benefits	2,967,625.10	97,200.01	0.00	0.00	\$ 0.00	3,064,825.11
52 Supplies	9,304.39	1,230.04	0.00	0.00	\$ 0.00	10,534.43
53 Purchased/Contracted Services	680,817.02	83,906.92	0.00	0.00	\$ 0.00	764,723.94
54 Library Materials	358,012.76	1,080.00	0.00	1,720.18	\$ 0.00	360,812.94
55 Capital Outlay	48,214.15	0.00	0.00	0.00	\$ 0.00	48,214.15
57 Miscellaneous Expenses	15,990.39	14,423.76	0.00	0.00	\$ 754.84	31,168.99
Total Expenditures	\$ 4,079,963.81	\$ 197,840.73	\$ 0.00	\$ 1,720.18	\$ 754.84	\$ 4,280,279.56
Revenue Over/(Under) Expenditures	\$ 152,879.00	\$ 106,691.35	\$ 0.00	\$ 3,314.14	\$(754.84)	\$ 262,129.65
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	0.00	0.00	0.00	0.00	\$ 0.00	0.00
99 Transfers	(10,000,000.00)	0.00	10,000,000.00	0.00	\$ 0.00	0.00
Total Other Sources / Uses	\$(10,000,000.00)	\$ 0.00	\$ 10,000,000.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$(9,847,121.00)	\$ 106,691.35	\$ 10,000,000.00	\$ 3,314.14	\$(754.84)	\$ 262,129.65
Beginning Year Cash Balance	\$ 35,166,664.70	\$ 11,718,581.30	\$ 9,794,080.29	\$ 2,673,907.22	\$ 8,431.04	\$ 59,361,664.55
Current Cash Balance	\$ 25,565,089.99	\$ 11,825,272.65	\$ 19,794,080.29	\$ 2,677,221.36	\$ 7,676.20	\$ 59,869,340.49

**Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the period Ending January 31, 2012**

	<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	19,837,771	1,699,144	18,138,628	9%	22%
General Property Tax	25,407,318	2,248,000	23,159,318	9%	7%
Rollback, Homestead, CAT	5,000,000	0	5,000,000	0%	0%
Federal Grants	0	0	0	0%	0%
State Aid	0	0	0	0%	31%
Fines & Fees	300,000	29,482	270,518	10%	11%
Investment Earnings	425,000	18,063	406,937	4%	3%
Services to Others-Clevnet	2,493,252	170,803	2,322,449	7%	9%
Miscellaneous	706,577	67,351	639,226	10%	1%
Totals	\$ 54,169,919	\$ 4,232,843	\$ 49,937,076	8%	13%

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	35,445,913	3,217,782	32,228,132	9%	8%
Supplies	1,093,672	306,573	787,099	28%	35%
Purchased Services	11,260,724	5,138,808	6,121,916	46%	69%
Library Materials	12,266,927	3,230,588	9,036,340	26%	24%
Capital Outlay	329,827	109,561	220,266	33%	29%
Other	87,264	52,700	34,565	60%	51%
Subtotal	\$ 60,484,328	\$ 12,056,011	\$ 48,428,317	20%	24%
Advances/Transfers	10,000,000	10,000,000	0	100%	0%
Totals	\$ 70,484,328	\$ 22,056,011	\$ 48,428,317	31%	24%

Note (1): Certificate from Cuyahoga County Budget Commission dated January 11, 2012.
 Note (2): Amended Appropriation of \$64,169,919 plus carried forward encumbrance of \$6,314,409.
 Note (3): Subtotal includes 20% expended and 11% encumbered.

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending January 31, 2012

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	11,296,187.81	11,730,114.67	840,924.20	0.00	10,889,190.47
51120 Clerical Salaries	9,638,564.73	10,013,784.91	708,960.76	0.00	9,304,824.15
51130 Non-Clerical Salaries	354,550.82	403,880.99	95,464.55	0.00	308,416.44
51140 Buildings Salaries	3,708,667.56	3,858,989.63	274,286.41	0.00	3,584,703.22
51150 Other Salaries	1,130,370.78	1,177,772.47	80,605.89	0.00	1,097,166.58
51180 Severance Pay	0.00	366,811.61	366,811.61	0.00	0.00
51190 Non-Base Pay	0.00	4,478.72	14,728.82	0.00	(10,250.10)
51400 OPERS	3,692,829.90	3,841,959.70	283,562.08	0.00	3,558,397.62
51610 Health Insurance	3,302,962.48	3,449,403.47	270,488.20	0.00	3,178,915.27
51620 Life Insurance	11,842.56	12,834.24	965.28	0.00	11,868.96
51630 Workers Compensation	0.00	200,000.00	0.00	200,000.00	0.00
51640 Unemployment Compensation	31,836.51	49,026.85	5,266.79	43,760.06	0.00
51650 Medicare - ER	316,339.64	330,459.46	25,560.51	0.00	304,898.95
51900 Other Benefits	0.00	6,396.49	0.00	6,396.49	0.00
Salaries/Benefits	\$33,484,152.79	\$ 35,445,913.21	\$ 2,967,625.10	\$ 250,156.55	\$ 32,228,131.56
52110 Office Supplies	48,324.90	50,175.48	577.19	4,445.50	45,152.79
52120 Stationery	73,700.00	109,116.10	0.00	37,429.35	71,686.75
52130 Duplication Supplies	56,300.00	56,525.95	0.00	9,682.27	46,843.68
52140 Hand Tools	100.00	141.27	0.00	41.27	100.00
52150 Book Repair Supplies	82,800.00	86,377.39	0.00	10,968.54	75,408.85
52210 Janitorial Supplies	87,800.00	89,940.02	467.84	17,447.45	72,024.73
52220 Electrical Supplies	57,500.00	58,658.85	1,805.19	23,640.78	33,212.88
52230 Maintenance Supplies	147,400.00	160,245.21	2,159.56	78,604.85	79,480.80
52240 Uniforms	9,400.00	9,701.58	301.58	459.92	8,940.08

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending January 31, 2012

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52300 Motor Vehicle Supplies	81,600.00	94,327.79	656.96	90,250.83	3,420.00
52900 Other Supplies	371,949.32	378,462.69	3,336.07	24,297.92	350,828.70
Supplies	\$1,016,874.22	\$ 1,093,672.33	\$ 9,304.39	\$ 297,268.68	\$ 787,099.26
53100 Travel/Meetings	100,000.00	108,564.00	1,076.23	57,487.77	50,000.00
53210 Telecommunications	500,687.68	550,509.81	7,917.59	536,144.30	6,447.92
53230 Postage/Freight	123,800.00	147,706.35	4,533.88	114,614.44	28,558.03
53240 PR/Other Communications	193,500.00	218,450.50	1,487.00	40,808.75	176,154.75
53310 Building Repairs	190,000.00	195,603.50	3,274.00	15,689.50	176,640.00
53320 Machine Repairs	41,000.00	42,540.25	1,555.25	13,450.00	27,535.00
53340 Building Maintenance	174,600.00	194,453.25	819.98	25,057.27	168,576.00
53350 Machine Maintenance	219,272.06	297,654.31	142.43	79,981.36	217,530.52
53360 Computer Maintenance	947,126.00	948,643.36	290,728.67	272,726.57	385,188.12
53370 Motor Vehicle Repairs	42,000.00	44,049.10	2,676.25	11,372.85	30,000.00
53380 Contract Security	995,688.00	1,041,534.21	37,297.98	7,754.25	996,481.98
53390 Landscaping	27,000.00	29,931.50	2,175.00	23,756.50	4,000.00
53400 Insurance	440,900.00	440,900.00	0.00	0.00	440,900.00
53510 Rent/Leases	80,900.00	99,276.18	11,978.66	83,797.52	3,500.00
53520 Equipment Rental	93,017.14	136,262.11	16,860.92	36,779.25	82,621.94
53610 Electricity	2,008,900.02	2,291,167.54	128,406.37	2,151,011.15	11,750.02
53620 Gas	257,500.00	318,474.41	20,986.33	297,488.08	0.00
53630 Chilled Water	883,500.10	924,801.02	41,300.92	0.00	883,500.10
53640 Water/Sewer	87,295.03	141,122.82	3,437.28	145,485.51	(7,799.97)
53710 Professional Services	1,569,212.41	1,877,382.09	104,055.78	340,094.93	1,433,231.38
53720 Auditors Fees	732,000.00	793,092.97	0.00	61,092.97	732,000.00

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending January 31, 2012

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53800 Library Material Control	279,500.00	416,340.61	0.00	141,240.61	275,100.00
53900 Other Purchased Services	0.00	2,263.75	106.50	2,157.25	0.00
Purchased/Contracted Services	\$9,987,398.44	\$ 11,260,723.64	\$ 680,817.02	\$ 4,457,990.83	\$ 6,121,915.79
54110 Books	2,906,000.00	3,746,672.54	197,549.77	829,274.05	2,719,848.72
54120 Continuations	514,000.00	967,682.73	6,013.89	481,491.84	480,177.00
54210 Periodicals	1,105,000.00	1,834,712.58	4,948.81	752,893.61	1,076,870.16
54220 Microforms	205,000.00	225,950.65	0.00	21,671.84	204,278.81
54310 Video Media	1,459,999.99	1,528,637.31	33,962.94	112,950.29	1,381,724.08
54320 Audio Media - Spoken	208,000.00	240,157.63	5,221.71	36,449.93	198,485.99
54325 Audio Media - Music	566,000.01	663,685.36	23,429.06	107,866.49	532,399.81
54350 Computer Media	225,500.00	240,418.51	0.00	14,905.51	225,513.00
54500 Database Services	950,766.85	1,425,001.60	86,836.32	370,126.91	968,038.37
54530 eMedia	1,052,000.00	1,052,000.00	0.00	0.00	1,052,000.00
54600 Interlibrary Loan	0.00	859.33	0.00	859.33	0.00
54710 Bookbinding	29,000.00	56,490.76	0.00	27,490.76	29,000.00
54720 Preservation Services	60,000.00	134,962.23	30.48	74,931.75	60,000.00
54730 Preservation Boxing	8,000.00	9,940.85	0.00	1,940.85	8,000.00
54790 Preservation Reformatting	100,000.00	139,755.10	19.78	39,731.65	100,003.67
Library Materials	\$9,389,266.85	\$ 12,266,927.18	\$ 358,012.76	\$ 2,872,574.81	\$ 9,036,339.61
55510 Furniture	129,000.00	150,227.38	4,050.00	17,177.38	129,000.00
55520 Equipment	91,266.25	135,790.32	28,244.32	16,279.75	91,266.25
55530 Computer Hardware/Software	0.00	43,809.14	15,919.83	27,889.33	(0.02)
Capital Outlay	\$220,266.25	\$ 329,826.84	\$ 48,214.15	\$ 61,346.46	\$ 220,266.23

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending January 31, 2012

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
57100 Memberships	54,460.00	54,460.00	15,100.00	9,200.00	30,160.00
57200 Taxes	500.00	859.06	138.44	300.00	420.62
57500 Refunds/Reimbursements	17,000.00	31,945.31	751.95	27,209.47	3,983.89
Miscellaneous Expenses	\$71,960.00	\$ 87,264.37	\$ 15,990.39	\$ 36,709.47	\$ 34,564.51
Advances	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
59900 Transfers Out	0.00	10,000,000.00	10,000,000.00	0.00	0.00
Transfers	\$0.00	\$ 10,000,000.00	\$ 10,000,000.00	\$ 0.00	\$ 0.00
TOTAL	\$54,169,918.55	\$ 70,484,327.57	\$ 14,079,963.81	\$ 7,976,046.80	\$ 48,428,316.96

Cleveland Public Library
 Revenue, Expenditures and Changes in Fund Balances
 For the Period Ending January 31, 2012

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	35,166,664.70	4,232,842.81	14,079,963.81	7,976,046.80	17,343,496.90
Total General Fund	\$ 35,166,664.70	\$ 4,232,842.81	\$ 14,079,963.81	\$ 7,976,046.80	\$ 17,343,496.90
201 Anderson	201,289.06	0.00	0.00	0.00	201,289.06
202 Endowment for the Blind	1,611,009.14	0.00	0.00	11,500.00	1,599,509.14
203 Founders	4,495,884.53	0.00	159.27	45,536.40	4,450,188.86
204 Kaiser	42,737.60	0.00	0.00	0.00	42,737.60
205 Kraley	147,618.65	0.00	0.00	0.00	147,618.65
206 Library	165,217.27	1,842.23	0.00	0.00	167,059.50
207 Pepke	92,820.86	0.00	0.00	0.00	92,820.86
208 Wfckwire	1,052,526.56	3,502.17	495.00	0.00	1,055,533.73
209 Wfittke	63,041.28	0.00	0.00	0.00	63,041.28
210 Young	2,915,857.05	0.00	0.00	0.00	2,915,857.05
225 Friends	5,690.49	0.00	1,289.39	4,460.45	(59.35)
226 Judd	7,784.12	0.00	9,791.93	60,562.94	(62,570.75)
228 Lockwood Thompson Memorial	400,544.73	0.00	1,080.00	264,682.90	134,781.83
229 Ohio Center for the Book	58.00	0.00	0.00	0.00	58.00
230 Schweinfurth	45,609.07	0.00	0.00	23,405.00	22,204.07
242 Cleveland NCA Kiosk	9,673.78	0.00	0.00	0.00	9,673.78
243 Gates Foundation	57,867.98	0.00	0.00	0.00	57,867.98
244 Harvard CS Kiosk Project	7,333.38	0.00	0.00	0.00	7,333.38
251 OLBPD-Library for the Blind	10,108.00	125,683.00	92,200.26	9,429.52	34,161.22
252 LSTA-Know It Now	266,747.87	11,504.68	92,824.88	163,804.71	21,622.96
254 MyCom	72,377.13	0.00	0.00	222,847.76	(150,470.63)
255 PNC-Grow Up Great	46,784.75	0.00	0.00	0.00	46,784.75
256 Learning Centers	0.00	162,000.00	0.00	0.00	162,000.00
Total Special Revenue Funds	\$ 11,718,581.30	\$ 304,532.08	\$ 197,840.73	\$ 806,229.68	\$ 11,019,042.97
401 Building & Repair	9,794,080.29	10,000,000.00	0.00	1,072,558.89	18,721,521.40

Cleveland Public Library
 Revenue, Expenditures and Changes in Fund Balances
 For the Period Ending January 31, 2012

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
Total Capital Project Funds	\$ 9,794,080.29	\$ 10,000,000.00	\$ 0.00	\$ 1,072,558.89	\$ 18,721,521.40
501 Abel	170,820.28	0.00	0.00	0.00	170,820.28
502 Ambler	1,637.27	0.00	0.00	0.00	1,637.27
503 Beard	111,925.14	791.83	0.00	1,813.00	110,903.97
504 Klein	3,879.68	0.00	0.00	0.00	3,879.68
505 Malon/Schroeder	217,903.54	0.00	0.00	0.00	217,903.54
506 McDonald	133,815.54	0.00	0.00	0.00	133,815.54
507 Ratner	65,522.18	0.00	0.00	0.00	65,522.18
508 Root	28,221.12	0.00	0.00	0.00	28,221.12
509 Sugarman	173,406.28	(36.78)	0.00	0.00	173,369.50
510 Thompson	120,259.47	0.00	0.00	0.00	120,259.47
511 Weidenthal	4,822.62	0.00	0.00	0.00	4,822.62
512 White	1,641,694.10	4,279.27	1,720.18	2,539.16	1,641,714.03
Total Permanent Funds	\$ 2,673,907.22	\$ 5,034.32	\$ 1,720.18	\$ 4,352.16	\$ 2,672,869.20
901 Unclaimed Funds	8,431.04	0.00	754.84	0.00	7,676.20
Others	\$ 8,431.04	\$ 0.00	\$ 754.84	\$ 0.00	\$ 7,676.20
Total All Funds	\$ 59,361,664.55	\$ 14,542,409.21	\$ 14,280,279.56	\$ 9,859,187.53	\$ 49,764,606.67

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending January 31, 2012

Balance of All Funds	<u><u>\$ 59,869,340.49</u></u>
Chase-Checking	7,924.24
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	2,382,549.91
KeyBank-MC/VISA	14,135.98
Fifth Third - Checking	472,993.81
Petty Cash	330.00
Change Fund	5,420.00
KeyBank-Payroll Account (ZBA)	173.52
KeyBank-Savings Bond Acct	0.00
Cash in Library Treasury	<u><u>\$ 2,883,527.46</u></u>
PNC - Money Market	10,015.68
PNC - Investments	33,219,397.50
PNC/Allegiant Money Market	1,111,374.92
KeyBank - Victory Fund	0.00
STAR OHIO Investment	9,671,489.31
Investments	<u><u>\$ 44,012,277.41</u></u>
PNC Endowment Acct	12,973,535.62
Endowment Account	<u><u>\$ 12,973,535.62</u></u>
Cash in Banks and On Hand	<u><u>\$ 59,869,340.49</u></u>

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – January 2012

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 January 1, 2012 through January 31, 2012.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
01/01/12 - 01/31/12	31	Various	STAR Ohio	Various	241.15	Investment Pool
01/01/12 - 01/31/12	31	Various	PNC	Various	0.77	Sweep Money Market
01/01/12 - 01/31/12	31	Various	PNC	Various	0.88	Money Market
07/29/11 - 01/29/12	185	250,000	Federal Farm Credit Bank	2.400%	3,000.00	Federal Agency
07/17/11 - 01/17/12	185	1,000,000	Federal Farm Credit Bank	2.000%	10,570.00	Federal Agency
10/29/11 - 01/29/12	93	1,000,000	Federal Home Loan Mortgage Corp.	0.700%	1,750.00	Federal Agency
10/30/11 - 01/30/12	93	1,000,000	Federal Home Loan Mortgage Corp.	1.000%	2,500.00	Federal Agency

Earned Interest January 2012 \$ 18,062.80
 Earned Interest Year To Date \$ 18,062.80

CLEVELAND PUBLIC LIBRARY

REPORT C

Finance Committee
February 14, 2012

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR JANUARY 2012

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
American Library Association Mid-Winter Conference Dallas, Texas	1/20/12 - 1/24/12	Cindy Lombardo	1,076.23
TOTAL			\$1,076.23

SUMMARY

FUND	JANUARY	YEAR TO DATE
General	\$1,076.23	\$1,076.23
Judd Fund	0.00	0.00
Lockwood Thompson	0.00	0.00
Metlife-Fit for Life	0.00	0.00
LSTA - Know it Know	0.00	0.00
TOTAL	\$1,076.23	\$1,076.23

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CLEVELAND PUBLIC LIBRARY
TERMINATION REPORT
01/01/2012 TO 01/31/2012

EXHIBIT 7

Human Resources Committee Report
February 16, 2012

NAME	DEPARTMENT	JOB TITLE	DATE
RESIGNATIONS			
ODUM, ERIC	SOUTH BROOKLYN	PAGE	1/12/2012
OTHER TERMINATIONS			
WILLIAMS, NARDA	ADDISON	PAGE	1/6/2012
GERSCH, BEATE	BRANCH SUB	LA-ADULT	1/28/2012

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2012 TO 01/31/2012**

Human Resources Committee Report
February 16, 2012

EMPLOYEE: DIAMOND, CHERYL A
JOB TITLE: BRANCH MANAGER (MEDIUM)
CURRENT GRADE: J EFFECTIVE DATE 01/01/2012
CURRENT STEP: 4 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	65,615.68	65,592.28	TRANSFER

EMPLOYEE: DRAEGER, MARSHA
JOB TITLE: MATERIALS PROCESSING TECH
CURRENT GRADE: A EFFECTIVE DATE 01/01/2012
CURRENT STEP: 9 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	38,371.06	37,517.74	DEMOTION-VOLUNTARY

EMPLOYEE: HUBLER, CAROL A
JOB TITLE: ADMINISTRATIVE ASSISTANT
CURRENT GRADE: F EFFECTIVE DATE 01/01/2012
CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
NEW HIRE	0.00	41,003.82	VACANCY

EMPLOYEE: JASPER, ABIGAIL C
JOB TITLE: LIBRARY ASST SUBSTITUTE
CURRENT GRADE: F EFFECTIVE DATE 01/01/2012
CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
NEW HIRE	0.00	19,937.32	VACANCY

EMPLOYEE: JETER, CHRYSTAL C
JOB TITLE: BRANCH MANAGER (MEDIUM)
CURRENT GRADE: J EFFECTIVE DATE 01/01/2012
CURRENT STEP: 12 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	92,185.86	79,895.40	TRANSFER

EMPLOYEE: LEFKOWITZ, KATHLEEN K
JOB TITLE: BRANCH MANAGER (MEDIUM)
CURRENT GRADE: J EFFECTIVE DATE 01/01/2012
CURRENT STEP: 5 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	68,240.38	68,215.94	TRANSFER

EMPLOYEE: RENDER, ROBERT
JOB TITLE: RECEIVING & DISTRIBUTION TECH
CURRENT GRADE: B EFFECTIVE DATE 01/01/2012
CURRENT STEP: 12 FOR GRADE/STEP

CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2012 TO 01/31/2012

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	24,363.04	27,113.58	TRANSFER

EMPLOYEE: LEONARD, TRAVIS R
JOB TITLE: LIBRARY ASST-COMP EMPH
CURRENT GRADE: F
CURRENT STEP: 1
EFFECTIVE DATE: 01/01/2012
FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	19,860.10	22,524.84	TRANSFER

EMPLOYEE: LOMBARDO, CYNTHIA
JOB TITLE: DEPUTY DIRECTOR
CURRENT GRADE: O
CURRENT STEP: 12
EFFECTIVE DATE: 01/15/2012
FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	141,403.08	153,059.14	INCREASE

EMPLOYEE: FISHER, MICHAEL
JOB TITLE: EXECUTIVE ASSISTANT
CURRENT GRADE: G
CURRENT STEP: 6
EFFECTIVE DATE: 01/15/2012
FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	50,719.50	57,052.06	INCREASE

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
3 FURLOUGH DAYS TO 2 DAYS
FROM 01/01/2012 TO 01/31/2012**

**HUMAN RESOURCES COMMITTEE REPORT
FEBRUARY 16, 2012**

EMPLOYEE: ALEXANDER, AMBER J	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: ALI, BREALE M	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: ALI, HANEEN S	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

EMPLOYEE: ANDERSON, MICHAEL	PREVIOUS	CURRENT	CURRENT GRADE: B
JOB TITLE: RECEIVING & DISTRIBUTION TECH	VALUE	VALUE	CURRENT STEP: 2
	15.8257	15.8872	

EMPLOYEE: ARCURI, MARCI A	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

EMPLOYEE: ARIAS, ESPERANZA	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: ARROYO, JUANITA M	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: BAILEY-GRINCIOUS, ELIZABETH	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: BALDWIN, ARIONNA R	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: BALFORD, ANTHONY	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
3 FURLOUGH DAYS TO 2 DAYS
FROM 01/01/2012 TO 01/31/2012**

MAN RESOURCES COMMITTEE REPORT

FEBRUARY 16, 2012

EMPLOYEE:	BARRETT, QUINTINA A	PREVIOUS	CURRENT	CURRENT GRADE:	B
JOB TITLE:	BRANCH CLERK	VALUE	VALUE	CURRENT STEP:	1
		15.2169	15.2761		

EMPLOYEE:	BARRETT, REBECCA	PREVIOUS	CURRENT	CURRENT GRADE:	Z
JOB TITLE:	PAGE	VALUE	VALUE	CURRENT STEP:	1
		9.0444	9.0796		

EMPLOYEE:	BEAVERS, KEITH	PREVIOUS	CURRENT	CURRENT GRADE:	F
JOB TITLE:	LIBRARY ASSISTANT-ADULT	VALUE	VALUE	CURRENT STEP:	1
		19.8601	19.9373		

EMPLOYEE:	BELK, WESLEY B	PREVIOUS	CURRENT	CURRENT GRADE:	B
JOB TITLE:	SHIPPING CLERK SUB	VALUE	VALUE	CURRENT STEP:	1
		15.2169	15.2761		

EMPLOYEE:	BIERCE, KAELA L	PREVIOUS	CURRENT	CURRENT GRADE:	Z
JOB TITLE:	PAGE	VALUE	VALUE	CURRENT STEP:	1
		9.0444	9.0796		

EMPLOYEE:	BLADE, JASRIELLE	PREVIOUS	CURRENT	CURRENT GRADE:	Z
JOB TITLE:	PAGE	VALUE	VALUE	CURRENT STEP:	2
		9.4892	9.5262		

EMPLOYEE:	BLANKENSHIP, CORY	PREVIOUS	CURRENT	CURRENT GRADE:	Z
JOB TITLE:	PAGE	VALUE	VALUE	CURRENT STEP:	2
		9.4892	9.5262		

EMPLOYEE:	BOAZZO, MADELYN A	PREVIOUS	CURRENT	CURRENT GRADE:	Z
JOB TITLE:	PAGE	VALUE	VALUE	CURRENT STEP:	2
		9.4892	9.5262		

EMPLOYEE:	BOODAN, LIZA R	PREVIOUS	CURRENT	CURRENT GRADE:	Z
JOB TITLE:	PAGE	VALUE	VALUE	CURRENT STEP:	1
		9.0444	9.0796		

EMPLOYEE:	BOONE, MONTELL	PREVIOUS	CURRENT	CURRENT GRADE:	Z
JOB TITLE:	PAGE	VALUE	VALUE	CURRENT STEP:	2
		9.4892	9.5262		

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
3 FURLOUGH DAYS TO 2 DAYS
FROM 01/01/2012 TO 01/31/2012**

**HUMAN RESOURCES COMMITTEE REPORT
FEBRUARY 16, 2012**

EMPLOYEE: BOSTICK, ROBERT	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

EMPLOYEE: BROWN, DARRELL	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

EMPLOYEE: BROWN, DEASIA	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

EMPLOYEE: BROWN, MARQUETTA M	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

EMPLOYEE: BUENO, ANTHONY W	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: BUENO, ANTHONY W	PREVIOUS	CURRENT	CURRENT GRADE: B
JOB TITLE: SHIPPING CLERK SUB	VALUE	VALUE	CURRENT STEP: 1
	15.2169	15.2761	

EMPLOYEE: BURGIO, ANGELA M	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: CALLIER, EUGENE	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

EMPLOYEE: CANAN, MELISSA K	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: CARABALLO, JOSIBELLE	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
3 FURLOUGH DAYS TO 2 DAYS
FROM 01/01/2012 TO 01/31/2012**

MAN RESOURCES COMMITTEE REPORT

FEBRUARY 16, 2012

EMPLOYEE: CARPENTER, SARAH T	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: CARREL, SANDRA D	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0760	

EMPLOYEE: CARTER, LAVERNE C	PREVIOUS	CURRENT	CURRENT GRADE: F
JOB TITLE: LIBRARY ASSISTANT-ADULT	VALUE	VALUE	CURRENT STEP: 2
	21.6164	21.7005	

EMPLOYEE: CHAMPION, CHRYSTAL	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

EMPLOYEE: CHERRY, BRIAN	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

EMPLOYEE: CHRISTMAS, WILLIAM E	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

EMPLOYEE: CLARDY, JAMES A	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: CLARK, RONALD L	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: COLEMAN, BESSIE L	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: COLEMAN, HARRIETT I	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
3 FURLOUGH DAYS TO 2 DAYS
FROM 01/01/2012 TO 01/31/2012**

MAN RESOURCES COMMITTEE REPORT
FEBRUARY 16, 2012

EMPLOYEE: COLLINS, FRANCIS A JOB TITLE: ADULT LIBRARIAN	PREVIOUS VALUE 30.5359	CURRENT VALUE 30.6547	CURRENT GRADE: H CURRENT STEP: 6
EMPLOYEE: CRANFIELD, STEPHANIE JOB TITLE: PAGE	PREVIOUS VALUE 9.0444	CURRENT VALUE 9.0796	CURRENT GRADE: Z CURRENT STEP: 1
EMPLOYEE: CRISP, KENYATTA B JOB TITLE: PAGE	PREVIOUS VALUE 9.0444	CURRENT VALUE 9.0796	CURRENT GRADE: Z CURRENT STEP: 1
EMPLOYEE: DAMERON, DENISE O JOB TITLE: LIBRARY ASSISTANT-ADULT	PREVIOUS VALUE 22.4811	CURRENT VALUE 22.5686	CURRENT GRADE: F CURRENT STEP: 3
EMPLOYEE: DICKSON, DEBRA A JOB TITLE: LIBRARY ASSISTANT-YOUTH	PREVIOUS VALUE 20.7850	CURRENT VALUE 20.8659	CURRENT GRADE: F CURRENT STEP: 1
EMPLOYEE: DISTIN, MICHAEL JOB TITLE: LIBRARIAN (SUBJECT DEPARTMENT)	PREVIOUS VALUE 29.3614	CURRENT VALUE 29.4756	CURRENT GRADE: H CURRENT STEP: 5
EMPLOYEE: DUNKLIN, LAMEISHA JOB TITLE: PAGE	PREVIOUS VALUE 9.0444	CURRENT VALUE 9.0796	CURRENT GRADE: Z CURRENT STEP: 1
EMPLOYEE: DURDA, NICHOLAS S JOB TITLE: PAGE	PREVIOUS VALUE 9.0444	CURRENT VALUE 9.0796	CURRENT GRADE: Z CURRENT STEP: 1
EMPLOYEE: EDMONDSON, LAMAR JOB TITLE: PAGE	PREVIOUS VALUE 9.4892	CURRENT VALUE 9.5262	CURRENT GRADE: Z CURRENT STEP: 2
EMPLOYEE: EVANS, ALIA L JOB TITLE: PAGE	PREVIOUS VALUE 9.4892	CURRENT VALUE 9.5262	CURRENT GRADE: Z CURRENT STEP: 2

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
3 FURLOUGH DAYS TO 2 DAYS
FROM 01/01/2012 TO 01/31/2012**

**HUMAN RESOURCES COMMITTEE REPORT
FEBRUARY 16, 2012**

EMPLOYEE: FALKENSTEIN, HELGA E JOB TITLE: PAGE	PREVIOUS VALUE 9.0444	CURRENT VALUE 9.0796	CURRENT GRADE: Z CURRENT STEP: 1
EMPLOYEE: FINOHR, KEVIN S JOB TITLE: PAGE	PREVIOUS VALUE 9.0444	CURRENT VALUE 9.0796	CURRENT GRADE: Z CURRENT STEP: 1
EMPLOYEE: FOWLER, MEAGAN M JOB TITLE: LIBRARY ASSISTANT-ADULT	PREVIOUS VALUE 20.7850	CURRENT VALUE 20.8659	CURRENT GRADE: F CURRENT STEP: 1
EMPLOYEE: FULLMER, ANNA E JOB TITLE: PAGE	PREVIOUS VALUE 9.0444	CURRENT VALUE 9.0796	CURRENT GRADE: Z CURRENT STEP: 1
EMPLOYEE: GAO, LAN JOB TITLE: PAGE	PREVIOUS VALUE 9.0444	CURRENT VALUE 9.0796	CURRENT GRADE: Z CURRENT STEP: 1
EMPLOYEE: GARCIA, MARVETT L JOB TITLE: PAGE	PREVIOUS VALUE 9.4892	CURRENT VALUE 9.5262	CURRENT GRADE: Z CURRENT STEP: 2
EMPLOYEE: GOINES, CRAIG JOB TITLE: PAGE	PREVIOUS VALUE 9.0444	CURRENT VALUE 9.0796	CURRENT GRADE: Z CURRENT STEP: 1
EMPLOYEE: GOOKOOL, SUNIL JOB TITLE: PAGE	PREVIOUS VALUE 9.4892	CURRENT VALUE 9.5262	CURRENT GRADE: Z CURRENT STEP: 2
EMPLOYEE: GRAHAM, LOIS E JOB TITLE: LIBRARY ASSISTANT-ADULT	PREVIOUS VALUE 23.3803	CURRENT VALUE 23.4713	CURRENT GRADE: F CURRENT STEP: 4
EMPLOYEE: GRAZIANO, PATTI A JOB TITLE: LIBRARIAN (SUBJECT DEPARTMENT)	PREVIOUS VALUE 25.0985	CURRENT VALUE 25.1962	CURRENT GRADE: H CURRENT STEP: 1
EMPLOYEE: GREEN, ROY JOB TITLE: PAGE	PREVIOUS VALUE 9.4892	CURRENT VALUE 9.5262	CURRENT GRADE: Z CURRENT STEP: 2

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EMPLOYEE: GREGG, MEGAN A JOB TITLE: PAGE	PREVIOUS VALUE 9.0444	CURRENT VALUE 9.0796	CURRENT GRADE: Z CURRENT STEP: 1
EMPLOYEE: GUNTHER, DANIEL W JOB TITLE: RESEARCH ANALYST	PREVIOUS VALUE 30.5359	CURRENT VALUE 30.6547	CURRENT GRADE: H CURRENT STEP: 6
EMPLOYEE: HALL, DIAMOND S JOB TITLE: PAGE	PREVIOUS VALUE 9.0444	CURRENT VALUE 9.0796	CURRENT GRADE: Z CURRENT STEP: 1
EMPLOYEE: HAMMAN, TIMOTHY J JOB TITLE: LIBRARY ASSISTANT-ADULT	PREVIOUS VALUE 22.4811	CURRENT VALUE 22.5686	CURRENT GRADE: F CURRENT STEP: 3
EMPLOYEE: HANSBRO, KENNETH D JOB TITLE: PAGE	PREVIOUS VALUE 9.0444	CURRENT VALUE 9.0796	CURRENT GRADE: Z CURRENT STEP: 1
EMPLOYEE: HARNEGIE, MARY P JOB TITLE: CHILDRENS LIBRARIAN	PREVIOUS VALUE 26.1020	CURRENT VALUE 26.2036	CURRENT GRADE: H CURRENT STEP: 2
EMPLOYEE: HEIZER, KENNETH R JOB TITLE: LIBRARY ASSISTANT-ADULT	PREVIOUS VALUE 23.3803	CURRENT VALUE 23.4713	CURRENT GRADE: F CURRENT STEP: 4
EMPLOYEE: HENDERSON, WILLIE JOB TITLE: LIBRARY ASSISTANT-ADULT	PREVIOUS VALUE 25.2883	CURRENT VALUE 25.3867	CURRENT GRADE: F CURRENT STEP: 6
EMPLOYEE: HIGBEE, TYAH J JOB TITLE: PAGE	PREVIOUS VALUE 9.0444	CURRENT VALUE 9.0796	CURRENT GRADE: Z CURRENT STEP: 1
EMPLOYEE: HOLLAMAN, ELIZABETH JOB TITLE: PAGE	PREVIOUS VALUE 9.4892	CURRENT VALUE 9.5262	CURRENT GRADE: Z CURRENT STEP: 2
EMPLOYEE: HOLLOWAY-WALKER, CHARZIL S JOB TITLE: PAGE	PREVIOUS VALUE 9.4892	CURRENT VALUE 9.5262	CURRENT GRADE: Z CURRENT STEP: 2

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EMPLOYEE:	HOWARD, DIANNE E	PREVIOUS	CURRENT	CURRENT GRADE:	B
JOB TITLE:	RECEPTIONIST	VALUE	VALUE	CURRENT STEP:	2
		15.8257	15.8872		

EMPLOYEE:	HOWELL, OTIS H	PREVIOUS	CURRENT	CURRENT GRADE:	Z
JOB TITLE:	PAGE	VALUE	VALUE	CURRENT STEP:	1
		9.0444	9.0796		

EMPLOYEE:	HUBBARD, MARGARET L	PREVIOUS	CURRENT	CURRENT GRADE:	Z
JOB TITLE:	PAGE	VALUE	VALUE	CURRENT STEP:	2
		9.4892	9.5262		

EMPLOYEE:	HUBBARD, MARIO D	PREVIOUS	CURRENT	CURRENT GRADE:	Z
JOB TITLE:	PAGE	VALUE	VALUE	CURRENT STEP:	1
		9.0444	9.0796		

EMPLOYEE:	HUNT, ALLISON M	PREVIOUS	CURRENT	CURRENT GRADE:	Z
JOB TITLE:	PAGE	VALUE	VALUE	CURRENT STEP:	2
		9.4892	9.5262		

EMPLOYEE:	IRIZARRY, FLORIAN M	PREVIOUS	CURRENT	CURRENT GRADE:	Z
JOB TITLE:	PAGE	VALUE	VALUE	CURRENT STEP:	2
		9.4892	9.5262		

EMPLOYEE:	JACKSON, BIANCA M	PREVIOUS	CURRENT	CURRENT GRADE:	Z
JOB TITLE:	PAGE	VALUE	VALUE	CURRENT STEP:	2
		9.4892	9.5262		

EMPLOYEE:	JAMES, ERIC M	PREVIOUS	CURRENT	CURRENT GRADE:	Z
JOB TITLE:	PAGE	VALUE	VALUE	CURRENT STEP:	1
		9.0444	9.0796		

EMPLOYEE:	JARVIS, LAMEL R	PREVIOUS	CURRENT	CURRENT GRADE:	Z
JOB TITLE:	PAGE	VALUE	VALUE	CURRENT STEP:	1
		9.0444	9.0796		

EMPLOYEE:	JASON, BEVERLY A	PREVIOUS	CURRENT	CURRENT GRADE:	B
JOB TITLE:	BRANCH CLERK	VALUE	VALUE	CURRENT STEP:	7
		18.8840	18.9574		

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EMPLOYEE: JEFFERSON, KIAIRA S	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: JENKINS, ASHLEY D	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: JENNINGS, PATRICIA	PREVIOUS	CURRENT	CURRENT GRADE: F
JOB TITLE: LIBRARY ASSISTANT-ADULT	VALUE	VALUE	CURRENT STEP: 3
	22.4811	22.5686	

EMPLOYEE: JOBE, PATRICIA A	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: JONES, ISIAH J	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: KELLEY, ANITA J	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

EMPLOYEE: KEMP, EARLAINA	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: KIDD, EARLEE	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: KIRK, JENNIFER L	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

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EMPLOYEE: LABUNSKIY, OLGA	PREVIOUS	CURRENT	CURRENT GRADE:	Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP:	1
	9.0444	9.0796		
EMPLOYEE: LANTON, AKIL K	PREVIOUS	CURRENT	CURRENT GRADE:	Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP:	1
	9.0444	9.0796		
EMPLOYEE: LAWLER, YAI-JAHNEE D	PREVIOUS	CURRENT	CURRENT GRADE:	Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP:	1
	9.0444	9.0796		
EMPLOYEE: LAWLER, YASMINE D	PREVIOUS	CURRENT	CURRENT GRADE:	Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP:	2
	9.4892	9.5262		
EMPLOYEE: LEONARD, ALEXANDER C	PREVIOUS	CURRENT	CURRENT GRADE:	Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP:	1
	9.0444	9.0796		
EMPLOYEE: LEONARD, ASHLEY E	PREVIOUS	CURRENT	CURRENT GRADE:	Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP:	2
	9.4892	9.5262		
EMPLOYEE: LEWIS, SUMMIERE D	PREVIOUS	CURRENT	CURRENT GRADE:	Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP:	1
	9.0444	9.0796		
EMPLOYEE: MALONE, ANASTASIA T	PREVIOUS	CURRENT	CURRENT GRADE:	Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP:	2
	9.4892	9.5262		
EMPLOYEE: MARTINEZ, NATALIE M	PREVIOUS	CURRENT	CURRENT GRADE:	Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP:	1
	9.0444	9.0796		

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EMPLOYEE: MASTERS-ALLEN, MEGAN L	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: MCCUTCHEON-BEY, PATRICIA A	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

EMPLOYEE: MCKENZIE, DEANNA D	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

EMPLOYEE: MERRITT, KALEAH S	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

EMPLOYEE: MILLER, LATASHA E	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: MITCHELL, TIMIA	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: MOLINA, ARDYCE L	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

EMPLOYEE: MONCAYO, JENNIFER C	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

EMPLOYEE: MOORMAN, ZEBULUN	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: MORALES, NELSON J	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

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EMPLOYEE: MURRAY, LAURIE	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

EMPLOYEE: ODUM, ERIC	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: PATTON, MICHAEL E	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

EMPLOYEE: PEACE, OPHALLIA A	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: PEASE, JOSHUA D	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

EMPLOYEE: PERRY, YUSEFF L	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: PETERSON, BRITINY E	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

EMPLOYEE: PORTER, LEAH	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: PRATER, MAKEDA D	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: PUJOLAS, ROBERT W	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

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EMPLOYEE: REDD, KENNETH F.	PREVIOUS	CURRENT	CURRENT GRADE:
JOB TITLE: LIBRARY ASSISTANT-YOUTH	VALUE	VALUE	CURRENT STEP:
	21.6164	21.7005	F 2

EMPLOYEE: REESE, EVANGELINE G	PREVIOUS	CURRENT	CURRENT GRADE:
JOB TITLE: ADULT LIBRARIAN	VALUE	VALUE	CURRENT STEP:
	26.1020	26.2036	H 2

EMPLOYEE: RILEY, SHARLEEN E	PREVIOUS	CURRENT	CURRENT GRADE:
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP:
	9.0444	9.0796	Z 1

EMPLOYEE: RIVERA, JOANNA	PREVIOUS	CURRENT	CURRENT GRADE:
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP:
	9.4892	9.5262	Z 2

EMPLOYEE: ROBERSON, BARBARA	PREVIOUS	CURRENT	CURRENT GRADE:
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP:
	9.4892	9.5262	Z 2

EMPLOYEE: ROBINSON, DAVIYONA M	PREVIOUS	CURRENT	CURRENT GRADE:
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP:
	9.0444	9.0796	Z 1

EMPLOYEE: RONNEY, DRULAWN I	PREVIOUS	CURRENT	CURRENT GRADE:
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP:
	9.4892	9.5262	Z 2

EMPLOYEE: ROSS-ADAMS, COTILLION L	PREVIOUS	CURRENT	CURRENT GRADE:
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP:
	9.4892	9.5262	Z 2

EMPLOYEE: RUSS, ASHLEY M	PREVIOUS	CURRENT	CURRENT GRADE:
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP:
	9.0444	9.0796	Z 1

EMPLOYEE: RUTLEDGE, MONICA S	PREVIOUS	CURRENT	CURRENT GRADE:
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP:
	9.0444	9.0796	Z 1

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EMPLOYEE: SANDIGA, EVELYN S JOB TITLE: PAGE	PREVIOUS VALUE 9.0444	CURRENT VALUE 9.0796	CURRENT GRADE: Z CURRENT STEP: 1
EMPLOYEE: SHEPHERD, JARED C JOB TITLE: PAGE	PREVIOUS VALUE 9.4892	CURRENT VALUE 9.5262	CURRENT GRADE: Z CURRENT STEP: 2
EMPLOYEE: SIKORSKI, JAN M JOB TITLE: PAGE	PREVIOUS VALUE 9.4892	CURRENT VALUE 9.5262	CURRENT GRADE: Z CURRENT STEP: 2
EMPLOYEE: SIMS, JABARI A JOB TITLE: LIBRARY ASSISTANT-ADULT	PREVIOUS VALUE 22.4811	CURRENT VALUE 22.5686	CURRENT GRADE: F CURRENT STEP: 3
EMPLOYEE: SITO, MICHAEL A JOB TITLE: PAGE	PREVIOUS VALUE 9.0444	CURRENT VALUE 9.0796	CURRENT GRADE: Z CURRENT STEP: 1
EMPLOYEE: SMITH, LANECIA S JOB TITLE: PAGE	PREVIOUS VALUE 9.4892	CURRENT VALUE 9.5262	CURRENT GRADE: Z CURRENT STEP: 2
EMPLOYEE: SMITH, SHAKENYA J JOB TITLE: PAGE	PREVIOUS VALUE 9.0444	CURRENT VALUE 9.0796	CURRENT GRADE: Z CURRENT STEP: 1
EMPLOYEE: SMITH, SHARDA P JOB TITLE: PAGE	PREVIOUS VALUE 9.0444	CURRENT VALUE 9.0796	CURRENT GRADE: Z CURRENT STEP: 1
EMPLOYEE: SPENCER, WANDA JOB TITLE: PAGE	PREVIOUS VALUE 9.4892	CURRENT VALUE 9.5262	CURRENT GRADE: Z CURRENT STEP: 2
EMPLOYEE: SPENCER, WILLIAM F JOB TITLE: LIBRARY ASSISTANT-ADULT	PREVIOUS VALUE 23.3803	CURRENT VALUE 23.4713	CURRENT GRADE: F CURRENT STEP: 4

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EMPLOYEE: STEPHENS, SIERRA	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: STINNETT, LILLIAN M	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

EMPLOYEE: TAYLOR, BENJAMIN B	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: TAYLOR, BRIAN W	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: THOMAS, JONATHAN D	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

EMPLOYEE: TRAPP, BRITANEE L	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: VARISE, JAQUITA M	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

EMPLOYEE: VOEUNG, JACEL I	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

EMPLOYEE: WALKER, ROBERT	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

EMPLOYEE: WALLACE, KATHLYN M	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 2
	9.4892	9.5262	

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EMPLOYEE: WASHINGTON, ALONZO J	PREVIOUS	CURRENT	CURRENT GRADE: F
JOB TITLE: LIBRARY ASSISTANT-ADULT	VALUE	VALUE	CURRENT STEP: 4
	23.3803	23.4713	
EMPLOYEE: WHITE-SPELLS, TONI N	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	
EMPLOYEE: WILLIAMS, NARDA M	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	
EMPLOYEE: WILLIAMS-RISENG, DENISE	PREVIOUS	CURRENT	CURRENT GRADE: F
JOB TITLE: LIBRARY ASSISTANT (SUBJ DEPT)	VALUE	VALUE	CURRENT STEP: 5
	24.3155	24.4101	
EMPLOYEE: WRIGHT, JEFFREY S	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	
EMPLOYEE: YELDER, CAROLYN M	PREVIOUS	CURRENT	CURRENT GRADE: B
JOB TITLE: RECEPTIONIST	VALUE	VALUE	CURRENT STEP: 4
	17.1169	17.1835	
EMPLOYEE: ZINGALE, TONI	PREVIOUS	CURRENT	CURRENT GRADE: Z
JOB TITLE: PAGE	VALUE	VALUE	CURRENT STEP: 1
	9.0444	9.0796	

PERSONAL INFORMATION RULES FOR THE CLEVNET SYSTEM

Ohio Revised Code Chapter 1347

PURPOSE

The Cleveland Public Library ("CPL") is a local agency that owns and maintains a computerized Integrated Library System ("ILS") containing personal information about CLEVNET library Patrons provided by CLEVNET Contract Libraries. The ILS is a personal information system that is part of a combination of systems as defined in Ohio Revised Code ("R.C.") 1347.01. These Rules are adopted pursuant to R.C. 1347.05(B) and are intended to procedures for the use and maintenance of the ILS.

The purpose of the ILS is to provide information necessary to manage the circulation of CLEVNET Contract Library materials in accordance with the circulation policies of the respective CLEVNET Contract Libraries. The ILS contributes to the efficiency of the CLEVNET Contract Libraries in implementing their circulation programs. The collection of Patron personal information is necessary in order to, among other things, identify persons who borrow library materials, and to notify these person of the status of borrowed materials and alert them of the availability of library materials.

APPLICATION

These rules apply to all CLEVNET Contract Libraries with respect to their use of and access to the ILS.

DEFINITIONS

Capitalized terms have the meanings ascribed to them in the CLEVNET System Agreement. The term "CLEVNET Contract Library" for purposes of this policy shall include CPL. Definitions contained in R.C. 1347.01 are attached hereto and incorporated into this policy as if fully rewritten herein.

PERSONAL INFORMATION

No CLEVNET Contract Library shall use personal information placed in the ILS unless the personal information is necessary and relevant to the performance of a lawful function of the CLEVNET Contract Library.

No CLEVNET Contract Library shall maintain or use personal information in the ILS that is not necessary and relevant to the functions that the CLEVNET Contract Library is required or authorized to perform by statute, ordinance, code, or rules, and CLEVNET Contract Libraries shall eliminate personal information from the ILS when it is no longer necessary and relevant to those functions. Personal information no longer necessary and relevant to the functions of the

CLEVNET Contract Library shall be eliminated in accordance with applicable retention schedules of the Cleveland Public Library with regard to retention and purging of patron records, as it may be modified from time to time.

A copy of the current applicable retention schedule can be found at <http://www.cpl.org/LinkClick.aspx?fileticket=wmdhBCo8bJE%3d&tabid=242&mid=1492> . The Cleveland Public Library will notify all CLEVNET Contract Libraries in the event it modifies the attached retention schedule with regard to CLEVNET patron information.

Whenever a CLEVNET Contract Library requests that person supply personal information that will be placed into the ILS, the CLEVNET Contract Library shall provide that person with information relevant to the system, including the identity of the other agencies and organizations that have access to the information contained in ILS. Other agencies and organizations that have access to ILS information include all CLEVNET Contract Libraries and satellite library collections located at Cleveland State University, Case Western Reserve University, Cuyahoga County Community College, and John Carroll University libraries.

Each CLEVNET Contract Library must also inform a person who is asked to supply personal information for the ILS that the person is required by the CLEVNET Contracting Library's policies to supply the information requested in order to access materials through CLEVNET.

PERSONAL INFORMATION MAINTAINED BY CPL

CPL has adopted a Circulation Policy that requires certain relevant personal information be provided by persons applying for and having a library card through CPL. This information includes:

- First and last name
- Address and P.O. Box
- Phone number
- Email address (optional)
- Date of birth
- Name of guardian or parent for juveniles
- Drivers license numbers
- Special status information (e.g. Golden Buckeye)
- Restrictions on borrowing library materials (if any)

CPL assigns a profile code and library card number to each cardholder's ILS account.

CPL updates personal information when Patrons notify CPL of changes to their personal information, and at least every two years when library cards are required to be renewed. Birth date information is monitored regularly for changes in status and borrowing privileges (i.e., minor to adult). CPL retains all personal information regarding a Patron cardholder as long as

that card remains active, and purges personal information three (3) years after expiration or termination of a Patron's library card.

RESPONSIBILITY FOR SYSTEM

CPL designates the Director of Information Technology and CLEVNET, who is currently Robert Carterette, as the individual directly responsible for the operation of the ILS. Each individual CLEVNET Contract Library shall also designate an employee who has the responsibility to monitor and maintain the accuracy, relevance, timeliness and completeness of the personal information in the ILG as it pertains to the CLEVNET Contract Library, and shall develop procedures to assume the same.

AUTHORIZED ACCESS

CLEVNET Contract Libraries shall limit access to personal information contained in the ILS to those employees who have a legitimate and authorized work-related purpose, and shall inform employees that have any responsibility for the operation or maintenance of the ILS or the personal information placed into the ILS, of the applicable provisions of R.C. Chapter 1347 and this policy. CLEVNET Contract Libraries shall discipline any of its employees who engage in the unauthorized use or release of personal information contained in the ILS in accordance with respective CLEVNET Contract Libraries discipline policies.

PROTECTION OF PERSONAL INFORMATION

CPL takes reasonable precautions to protect personal information by providing firewalls for the ILS, by password protecting access to the ILS, by limiting the modification or deletion of ILS personal information to CLEVNET Contract Libraries, and by limiting access to locations where ILS equipment is operated and stored to designated CPL employees. CPL also regularly backs up personal information contained in the ILS and stores it off site with a reputable and bonded commercial storage facility.

Each CLEVNET Contract Library must also take reasonable precautions to protect personal information in the ILS from unauthorized modification, destruction, use or disclosure by its employees, Patrons, or unauthorized users.

RIGHTS OF INSPECTION

Each CLEVNET Contract Library must, upon the request and the proper identification of any person who is the subject of personal information in the ILS:

Inform the person of the existence of any personal information in the ILS of which the person is the subject;

Inform the person about the types of uses made of the personal information, including the identity of any users usually granted access to the system;

Permit any person who wishes to exercise a right provided above to be accompanied by another individual of the person's choice.

Provide an individual who is authorized to inspect personal information that is maintained in the ILS a copy of the personal information upon the individual's request, and may charge a reasonable fee for copying.

PUBLIC RECORDS LAW

These rules shall not be construed to prohibit the release of public records, or the disclosure of personal information in "records", as defined in section R.C. 149.43 et seq. The disclosure to members of the general public of personal information contained in a public record, as defined in R.C. 149.43, is not an improper use of personal information under these Rules or R.C. Chapter 1347.

DISPUTES

If any person disputes the accuracy, relevance, timeliness, or completeness of personal information that pertains to that person which is maintained by CPL in the ILS, the person may request the CPL to investigate the current status of the information. CPL shall, within a reasonable time after, but not later than ninety days after, receiving the request from the person, make a reasonable investigation to determine whether the disputed information is accurate, relevant, timely, and complete, and shall notify the person of the results of the investigation and of the action that CPL plans to take with respect to the disputed information. CPL shall delete any information that it cannot verify or that it finds to be inaccurate. CLEVNET Contracting Libraries shall cooperate with any such investigation conducted by CPL into such a request.

If the person is not satisfied with the results of CPL's actions, CPL shall provide the person those additional rights and follow those procedures as set forth in R.C. Section 1347.09.

BREACH OF SECURITY

Any CLEVNET Contract Library shall promptly notify CPL's Director of Technology and CLEVNET of any breach of security in the ILS of which it becomes aware, if personal information was or reasonably is believed to have been, accessed and acquired by an unauthorized person and if the access and acquisition by the unauthorized person causes or

reasonably is believed will cause a material risk of identity theft or other fraud to a resident of this state. CPL's Director of Technology and CLEVNET shall promptly provide notification as required in Divisions (B) and (C) of R.C. Section 1347.12.

CPL's Director of Technology and CLEVNET shall promptly provide notification in an expeditious manner to any CLEVNET Contract Library of a breach of security in the system, if the personal information provided that CLEVNET Contract Library was, or reasonably is believed to have been, accessed and acquired by an unauthorized person and if the access and acquisition by the unauthorized person causes or reasonably is believed will cause a material risk of identity theft or other fraud to a resident of this state. The CLEVNET Contract Library shall promptly provide notification as required in Divisions (B) and (C) of R.C. Section 1347.12.

**PERSONAL INFORMATION RULES FOR THE CLEVELAND PUBLIC LIBRARY
DEPARTMENT OF FINANCE**

Ohio Revised Code Chapter 1347

PURPOSE

The Department of Finance maintains a computerized payroll system containing personal information about Cleveland Public Library ("CPL") employees. This collection of personal information about CPL employees is necessary in order to provide and process employee wages, benefits, bonuses and deductions, and report employee earnings to the appropriate taxing authorities in accordance with local, state and federal laws.

These rules are adopted pursuant to Section 1347.05(B) of the Ohio Revised Code, and are intended to establish rules and procedures for the use and maintenance of the personal information system maintained by the Department of Finance of CPL.

APPLICATION

These rules apply to all employees of CPL.

DEFINITIONS

"Personal information" is defined in R.C. 1347.01 as "any information that describes anything about a person, or that indicates actions done by or to a person, or that indicates that a person possesses certain personal characteristics, and that contains, and can be retrieved from a system by, name, identifying number, symbol, or other identified assigned to a person." All other definitions contained in R.C. 1347.01, which is attached hereto, are incorporated into this policy as if fully rewritten herein.

PERSONAL INFORMATION MAINTAINED IN THE SYSTEM

The Department of Finance maintains the following personal information about employees in the payroll system:

First and Last Name of employee and immediate relatives
Gender of employee and immediate
Address and P.O. Box
Phone numbers of employee and immediate relatives
Email addresses
Dates of birth of employee and immediate relatives
Social Security numbers of employee and immediate relatives
Drivers license number
Ethnicity
Bank account number for direct deposit

This information is required by employees in order to provide payroll and benefits services to them.

Only personal information that is necessary and relevant to providing and processing employee wages, benefits, bonuses and deductions, and to report employee earnings to the appropriate taxing authorities in accordance with local, state and federal laws, is collected and maintained.

The Department of Finance updates personal information contained in the payroll system continually, as needed, and when it is notified of changes by employees, and eliminates personal information from the payroll system in accordance with the applicable retention schedules of CPL and applicable law when no longer necessary or relevant to the functions of the payroll system, such as when an employee terminates employment or changes benefit status.

RESPONSIBILITY FOR THE SYSTEM

The Chief Financial Officer shall be the individual directly responsible for the operation of the payroll system in accordance these Rules and the duties set forth in R.C. 1347.05. The Chief Financial Officer shall consult with the Public Records Custodian of CPL before releasing any personal information contained in the payroll system to members of the public. Any questions concerning the propriety of the release of information should be directed to the Chief Legal Officer of CPL or the Cuyahoga County Prosecuting Attorney.

AUTHORIZED ACCESS

Access to the payroll system is limited to those supervisory employees of CPL who have a legitimate and authorized work-related purpose. The Chief Financial Officer shall notify any other employees at CPL who have any responsibility for the operation or maintenance of the payroll systems or for the use of personal information maintained in the systems, of the provisions of R.C. Chapter 1347 and these Rules.

PROTECTION OF PERSONAL INFORMATION

CPL takes reasonable precautions to protect personal information in the payroll system from unauthorized modification, destruction, use, or disclosure by providing firewall systems for those computerized records, by password protecting access to the computerized payroll records and by limiting access to those employees who are issued passwords, along with strict security beyond entering the system from programs and modules to individual field access.

RIGHTS OF INSPECTION

The Chief Financial Officer shall, upon the request and the proper identification of any person who is the subject of personal information in the payroll system:

Inform the person of the existence of any personal information in the payroll system of which the person is the subject;

Inform the person about the types of uses made of the personal information, including the identity of any users usually granted access to the system;

Permit any person who wishes to exercise a right provided above to be accompanied by another individual of the person's choice.

Provide an individual who is authorized to inspect personal information that is maintained in the payroll system a copy of the personal information upon the individual's request, and may charge a reasonable fee for copying.

DISPUTES

If any person disputes the accuracy, relevance, timeliness, or completeness of personal information that pertains to an employee in the payroll system, the employee may request the Chief Financial Officer to investigate the current status of the information. The Chief Financial Officer shall, within a reasonable time after, but not later than ninety days after, receiving the request from the employee, make a reasonable investigation to determine whether the disputed information is accurate, relevant, timely, and complete, and shall notify the employee of the results of the investigation and of the action that the Chief Financial Officer plans to take with respect to the disputed information. The Chief Financial Officer shall delete any information that she or he cannot verify or that it finds to be inaccurate.

If the employee is not satisfied with the results of Chief Financial Officer's actions, the Chief Financial Officer shall provide the employee those additional rights and follow those procedures as set forth in R.C. Section 1347.09.

BREACH OF SECURITY

The Chief Financial Officer shall notify the Board of Trustees of the Cleveland Public Library of any breach of security in the computerized storage of personal information in the payroll system and the Library Board of Trustees shall promptly provide notification as provided in Divisions (B) and (C) of R.C. Section 1347.12.

DISCIPLINE

Violation of this policy shall be deemed as grounds for disciplinary action pursuant to CPL's Human Resources Manual and Policies, or under any other provisions of law providing for the discipline or removal of public library employees.

**PERSONAL INFORMATION RULES FOR THE CLEVELAND PUBLIC LIBRARY
HUMAN RESOURCES DEPARTMENT**

Ohio Revised Code Chapter 1347

PURPOSE

The Human Resource Department of the Cleveland Public Library maintains a collection of related records containing personal information about Cleveland Public Library ("CPL") employees. This collection of personal information about CPL employees is stored in paper and electronic form, and is necessary in order to make sound personnel decisions including hiring, promotion, benefits, discipline, in accordance with the Human Resource Policies and Procedures of the Cleveland Public Library, and in accordance with state and federal laws.

These rules are adopted pursuant to Section 1347.05(B) of the Ohio Revised Code, and are intended to establish rules and procedures for the use and maintenance of the personal information system maintained by the Human Resources Department of CPL.

APPLICATION

These rules apply to all employees of CPL.

DEFINITIONS

"Personal information" is defined in R.C. 1347.01 as "any information that describes anything about a person, or that indicates actions done by or to a person, or that indicates that a person possesses certain personal characteristics, and that contains, and can be retrieved from a system by, name, identifying number, symbol, or other identified assigned to a person." All other definitions contained in R.C. 1347.01, which is attached hereto, are incorporated into this policy as if fully rewritten herein.

PERSONAL INFORMATION MAINTAINED IN THE SYSTEM

The Human Resources Department maintains personnel files and confidential files about Library employees, which files include, but are not limited to, the following personal information about employees in the personnel files:

First and Last Name of employee and immediate relatives
Gender of employee and immediate relatives
Address and P.O. Box
Phone numbers of employee and immediate relatives
Email addresses
Dates of birth of employee and immediate relatives

Social Security numbers of employee and immediate relatives
Drivers license number
Ethnicity
Bank account number for direct deposit
Education history
Wage information
Discipline
PIPs
Performance Appraisals
Commendation letters
Recommendation letters
Diplomas, degrees, certificates

The following personal information is retained by the Department of Human Resources separately from personnel files as confidential files:

Medical information
Confidential investigatory records
Form I-9
Tax information
Background checks
ADA Requests
Ease@Work referrals and progress reports
FMLA Certifications

This information is required by employees in order for the Department of Human Resources to execute its responsibilities. Only personal information that is necessary and relevant to rendering sound personnel decisions including hiring, promotion, benefits, discipline, in accordance with the Human Resource Policies and Procedures of the Cleveland Public Library, and in accordance with state and federal laws is collected and maintained.

The Human Resources Department verifies and updates personal information contained in the personnel files, as needed, and when it is notified of changes by employees, and eliminates personal information about employees from the files it maintains in accordance with the applicable retention schedules of CPL and applicable law when no longer necessary or relevant to the functions of the Department, such as when an employee terminates employment, retires, or dies.

RESPONSIBILITY FOR THE SYSTEM

The Human Resources Director shall be the individual directly responsible for the operation of the Human Resources Departments personnel files and confidential files in accordance these Rules and the duties set forth in R.C. 1347.05. The Human Resources Director shall consult with

the Public Records Custodian of CPL before releasing any personal information contained in the personnel files or confidential files to members of the public. Any questions concerning the propriety of the release of information should be directed to the Chief Legal Officer of CPL or the Cuyahoga County Prosecuting Attorney.

AUTHORIZED ACCESS

Access to the personnel files and confidential files is limited to Human Resource Department personnel and those supervisory employees of CPL who have a legitimate and authorized work-related purpose. The Human Resources Director shall notify any other employees at CPL who have any responsibility for the operation or maintenance of the Human Resources Department personnel or confidential files or for the use of personal information maintained in the systems, of the provisions of R.C. Chapter 1347 and these Rules.

PROTECTION OF PERSONAL INFORMATION

CPL takes reasonable precautions to protect personal information from unauthorized modification, destruction, use, or disclosure by storing personnel files in a locked room and storing confidential files in a locked filing cabinet within a locked room. Electronically stored personal information is protected by providing firewall systems for those computerized records, by password protecting access to the computerized records and by limiting access to those employees who are issued passwords, along with strict security beyond entering the system from programs and modules to individual field access.

RIGHTS OF INSPECTION

In addition to the rights of employees with regard to personnel files as set forth in the applicable Union Contracts, the Human Resources Director shall, upon the request and the proper identification of any person who is the subject of personal information in personnel files or confidential files:

Inform the person of the existence of any personal information in the system of which the person is the subject;

Inform the person about the types of uses made of the personal information, including the identity of any users usually granted access to the system;

Permit any person who wishes to exercise a right provided above to be accompanied by another individual of the person's choice.

Provide an individual who is authorized to inspect personal information that is maintained in the system a copy of the personal information upon the individual's request, and may charge a reasonable fee for copying.

PUBLIC RECORDS LAW

These rules shall not be construed to prohibit the release of public records, or the disclosure of personal information in "records", as defined in section R.C. 149.43 et seq. The disclosure to members of the general public of personal information contained in a public record, as defined in R.C. 149.43, is not an improper use of personal information under these Rules or R.C. Chapter 1347.

DISPUTES

If any person disputes the accuracy, relevance, timeliness, or completeness of personal information that pertains to an employee that is maintained by the Human Resources Department, the employee may request the Human Resources Director to investigate the current status of the information. The Human Resources Director shall, within a reasonable time after, but not later than ninety days after, receiving the request from the employee, make a reasonable investigation to determine whether the disputed information is accurate, relevant, timely, and complete, and shall notify the employee of the results of the investigation and of the action that the Human Resources Director plans to take with respect to the disputed information. The Human Resources Director shall delete any information that it cannot verify or that she or he finds to be inaccurate.

If the employee is not satisfied with the results of Human Resources Director's actions, the Human Resources Director shall provide the employee those additional rights and follow those procedures as set forth in R.C. Section 1347.09.

BREACH OF SECURITY

The Human Resources Director shall notify the Board of Trustees of the Cleveland Public Library of any breach of security of personal information in the personnel or confidential files the Library Board of Trustees shall promptly provide notification as provided in Divisions (B) and (C) of R.C. Section 1347.12.

DISCIPLINE

Violation of this policy shall be deemed as grounds for disciplinary action pursuant to CPL's Human Resources Manual and Policies, or under any other provisions of law providing for the discipline or removal of public library employees.

CLEVELAND PUBLIC LIBRARY

REPORT D**Human Resources Committee Report**

Meeting Date: October 18, 2011

Report Period: September 2011

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

MONTH	2011 SICK LEAVE HOURS USED	2012 SICK LEAVE HOURS USED	2012 TOTAL HOURS
January	3,285.32	2,536.49	86,103.94
February	4,911.47		
March	4,022.34		
April	*5,835.32		
May	4,491.99		
June	3,359.51		
July	3,263.72		
August	3,441.30		
September	*5,464.39		
October	3,638.38		
November	3,931.66		
December	3,605.57		

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
Jan. 1, 2012- Jan.31, 2012 EE0-4 REPORT
FULL/PART-TIME EMPLOYEES

Human Resources Committee Report

February 16, 2012

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	76	19	8	1			31	16	1		
Professionals	83	17	2		1		42	17	2	2	
Technicians	19	10	1	1			6	1			
Protective Service	18	9	7	1				1			
Para-Professionals	128	23	34		2		29	31	7	2	
Administrative Support	295	31	60	3	3		50	129	16	3	
Skilled Craft	11	6	3		1			1			
Service Maintenance	46	8	34	1			1	2			
Grand Total	676	123	149	7	7	0	159	198	26	7	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
JANUARY
2012**

Human Resources
Committee Report
February 16, 2012

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Kaiser POS	87	81	168
Kaiser HMO	228	103	331
Delta Dental	210	147	357

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 January			

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR JANUARY 2012**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	2012	2011	
Main Library	161,465	165,359	841	861	161,465	165,359	-2.4%
Branches	334,489	330,000	1,653	1,632	334,489	330,000	1.4%
Mobile Units	5,788	5,767			5,788	5,767	0.4%
Library for the Blind	60,997	59,220			60,997	59,220	3.0%
eMedia	12,144	8,363			12,144	8,363	45.2%
TOTAL CIRCULATION	574,883	568,709			574,883	568,709	1.1%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
eBook	8,778	4,825	8,778	4,825	81.9%
eAudioBook	3,235	3,350	3,235	3,350	-3.4%
eMusic	45	74	45	74	-39.2%
eVideo	86	114	86	114	-24.6%
TOTAL eCIRCULATION	12,144	8,363	12,144	8,363	45.2%

Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOADS	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
Downloads	9,263	7,994	9,263	7,994	15.9%
Users	543	529	543	529	2.6%

Not included in circulation activity.

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use		YTD Gain/Loss
			2012	2011	2012	2011	
Main Library	71	43 minutes	10,219	11,198	7,376	8,189	-9.9%
Branches	354	41 minutes	65,783	62,666	44,766	43,105	3.9%
TOTAL USAGE	425		76,002	73,864	52,141	51,293	1.7%

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
	2012	2011	2012	2011	2012	2011	
Main Library	43,588	42,107	227	219	43,588	42,107	3.5%
Branches	241,414	241,087	1,193	1,193	241,414	241,087	0.1%
Mobile Unit	718	704			718	704	2.0%
TOTAL VISITS	285,720	283,898			285,720	283,898	0.6%

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR JANUARY 2012**

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	11,848	1,316	1,175	1,330	15,669	877	16,546
Broadway	2,373	189	149	165	2,876	270	3,146
Brooklyn	6,384	675	581	776	8,416	791	9,207
Carnegie West	9,785	927	1,349	1,226	13,287	1,202	14,489
Collinwood	7,616	661	724	883	9,884	1,011	10,895
East 131st	4,390	446	373	460	5,669	371	6,040
Eastman	12,667	1,208	1,512	1,905	17,292	1,792	19,084
Fleet	10,188	941	1,076	1,188	13,393	1,086	14,479
Fulton	8,791	823	695	859	11,168	912	12,080
Garden Valley	4,589	274	214	160	5,237	441	5,678
Glenville	6,173	598	744	931	8,446	708	9,154
Harvard-Lee	7,243	613	708	874	9,438	807	10,245
Hough	4,539	465	364	382	5,750	437	6,187
Jefferson	6,839	680	941	1,007	9,467	996	10,463
Langston Hughes	4,674	564	468	596	6,302	507	6,809
Lorain	8,472	996	927	1,146	11,541	789	12,330
Martin Luther King, Jr.	5,361	445	707	987	7,500	822	8,322
Memorial-Nottingham	11,510	1,029	1,443	1,866	15,848	1,376	17,224
Mt. Pleasant	5,587	665	468	525	7,245	453	7,698
Rice	9,784	768	827	1,048	12,427	802	13,229
Rockport	16,028	1,523	1,797	2,227	21,575	1,937	23,512
South	8,036	602	572	491	9,701	844	10,545
South Brooklyn	13,630	1,015	1,531	1,688	17,864	2,250	20,114
Sterling	4,404	366	492	473	5,735	421	6,156
Union	5,285	487	321	434	6,527	592	7,119
Walz	12,504	1,085	1,345	1,587	16,521	1,468	17,989
West Park	14,739	1,394	2,541	3,227	21,901	2,695	24,596
Woodland	8,372	599	673	666	10,310	843	11,153
TOTAL	231,811	21,354	24,717	29,107	306,989	27,500	334,489

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR JANUARY 2012**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2012	2011	2012	2011		
Addison	16,546	13,761	16,546	13,761	2,785	20.2%
Broadway	3,146	3,678	3,146	3,678	-532	-14.5%
Brooklyn	9,207	10,073	9,207	10,073	-866	-8.6%
Carnegie West	14,489	12,676	14,489	12,676	1,813	14.3%
Collinwood	10,895	10,608	10,895	10,608	287	2.7%
East 131st	6,040	4,832	6,040	4,832	1,208	25.0%
Eastman	19,084	20,127	19,084	20,127	-1,043	-5.2%
Fleet	14,479	13,374	14,479	13,374	1,105	8.3%
Fulton	12,080	12,246	12,080	12,246	-166	-1.4%
Garden Valley	5,678	4,049	5,678	4,049	1,629	40.2%
Glenville	9,154	8,752	9,154	8,752	402	4.6%
Harvard-Lee	10,245	10,254	10,245	10,254	-9	-0.1%
Hough	6,187	6,706	6,187	6,706	-519	-7.7%
Jefferson	10,463	10,108	10,463	10,108	355	3.5%
Langston Hughes	6,809	8,275	6,809	8,275	-1,466	-17.7%
Lorain	12,330	12,095	12,330	12,095	235	1.9%
Martin Luther King, Jr.	8,322	8,364	8,322	8,364	-42	-0.5%
Memorial-Nottingham	17,224	17,513	17,224	17,513	-289	-1.7%
Mt. Pleasant	7,698	5,933	7,698	5,933	1,765	29.7%
Rice	13,229	14,335	13,229	14,335	-1,106	-7.7%
Rockport	23,512	23,005	23,512	23,005	507	2.2%
South	10,545	8,905	10,545	8,905	1,640	18.4%
South Brooklyn	20,114	22,682	20,114	22,682	-2,568	-11.3%
Sterling	6,156	7,188	6,156	7,188	-1,032	-14.4%
Union	7,119	7,199	7,119	7,199	-80	-1.1%
Walz	17,989	17,308	17,989	17,308	681	3.9%
West Park	24,596	26,119	24,596	26,119	-1,523	-5.8%
Woodland	11,153	9,835	11,153	9,835	1,318	13.4%
TOTAL	334,489	330,000	334,489	330,000	4,489	1.4%

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE JANUARY 2012**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2012	2011	2012	2011		
Addison	7,746	5,454	7,746	5,454	2,292	42.0%
Broadway	1,462	1,321	1,462	1,321	141	10.7%
Brooklyn	3,889	3,529	3,889	3,529	360	10.2%
Carnegie West	20,466	20,190	20,466	20,190	276	1.4%
Gollinwood	7,118	6,734	7,118	6,734	384	5.7%
East 131st	7,124	6,305	7,124	6,305	819	13.0%
Eastman	11,672	11,724	11,672	11,724	-52	-0.4%
Fleet	9,804	9,478	9,804	9,478	326	3.4%
Fulton	7,844	6,508	7,844	6,508	1,336	20.5%
Garden Valley	4,129	5,117	4,129	5,117	-988	-19.3%
Glenville	7,818	7,194	7,818	7,194	624	8.7%
Harvard-Lee	8,248	8,830	8,248	8,830	-582	-6.6%
Hough	11,612	11,551	11,612	11,551	61	0.5%
Jefferson	7,883	7,599	7,883	7,599	284	3.7%
Langston Hughes	5,966	6,095	5,966	6,095	-129	-2.1%
Lorain	7,746	6,651	7,746	6,651	1,095	16.5%
Martin Luther King, Jr.	5,562	6,208	5,562	6,208	-646	-10.4%
Memorial-Nottingham	7,410	7,705	7,410	7,705	-295	-3.8%
Mt. Pleasant	6,571	6,519	6,571	6,519	52	0.8%
Rice	13,317	14,666	13,317	14,666	-1,349	-9.2%
Rockport	11,233	10,103	11,233	10,103	1,130	11.2%
South	8,524	7,619	8,524	7,619	905	11.9%
South Brooklyn	12,377	14,285	12,377	14,285	-1,908	-13.4%
Sterling	11,907	12,055	11,907	12,055	-148	-1.2%
Union	6,505	10,671	6,505	10,671	-4,166	-39.0%
Walz	10,347	9,271	10,347	9,271	1,076	11.6%
West Park	10,597	10,664	10,597	10,664	-67	-0.6%
Woodland	6,537	7,041	6,537	7,041	-504	-7.2%
TOTAL	241,414	241,087	241,414	241,087	327	0.1%

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS JANUARY 2012**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
1 West Park	24,596	1 Carnegie West	20,466	1 South Brooklyn	31,511
2 Rockport	23,512	2 Rice	13,317	2 Fleet	27,822
3 South Brooklyn	20,114	3 South Brooklyn	12,377	3 West Park	27,291
4 Eastman	19,084	4 Sterling	11,907	4 Eastman	23,686
5 Walz	17,989	5 Eastman	11,672	5 Rice	22,240
6 Memorial-Nottingham	17,224	6 Hough	11,612	6 Fulton	20,026
7 Addison	16,546	7 Rockport	11,233	7 Memorial-Nottingham	19,553
8 Carnegie West	14,489	8 West Park	10,597	8 Rockport	19,404
9 Fleet	14,479	9 Walz	10,347	9 Harvard-Lee	18,834
10 Rice	13,229	10 Fleet	9,804	10 Langston Hughes	17,982
11 Lorain	12,330	11 South	8,524	11 Glenville	17,317
12 Fulton	12,080	12 Harvard-Lee	8,248	12 Walz	16,558
13 Woodland	11,153	13 Jefferson	7,883	13 Collinwood	16,270
14 Collinwood	10,895	14 Fulton	7,844	14 Addison	16,169
15 South	10,545	15 Glenville	7,818	15 East 131st	15,658
16 Jefferson	10,463	16 Addison	7,746	16 Martin Luther King, Jr.	15,212
17 Harvard-Lee	10,245	17 Lorain	7,746	17 Mt. Pleasant	14,724
18 Brooklyn	9,207	18 Memorial-Nottingham	7,410	18 Lorain	13,233
19 Glenville	9,154	19 East 131st	7,124	19 Carnegie West	10,549
20 Martin Luther King, Jr.	8,322	20 Collinwood	7,118	20 Union	10,316
21 Mt. Pleasant	7,698	21 Mt. Pleasant	6,571	21 Sterling	8,046
22 Union	7,119	22 Woodland	6,537	22 Woodland	7,492
23 Langston Hughes	6,809	23 Union	6,505	23 South	7,009
24 Hough	6,187	24 Langston Hughes	5,966	24 Hough	6,197
25 Sterling	6,156	25 Martin Luther King, Jr.	5,562	25 Brooklyn	5,419
26 East 131st	6,040	26 Garden Valley	4,129	26 Jefferson	3,587
27 Garden Valley	5,678	27 Brooklyn	3,889	27 Garden Valley	2,857
28 Broadway	3,146	28 Broadway	1,462	28 Broadway	1,687
	334,489		241,414		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 JANUARY 2012**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
CLEVNET	79,294	73,308	79,294	73,308	8.2%
MORE	899	1,049	899	1,049	-14.3%
Other Libraries	399	630	399	630	-36.7%
TOTAL	80,592	74,987	80,592	74,987	7.5%

*Totals included in Main Library and Branch circulation counts.

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
Projected	24,800	24,032	24,800	24,032	3.2%
KnowItNow Web Reference*	786	1,471	786	1,471	-46.6%
Interlibrary Loan Requests	3,648	4,272	3,648	4,272	-14.6%
TOTAL	29,234	29,775	29,234	29,775	-1.8%

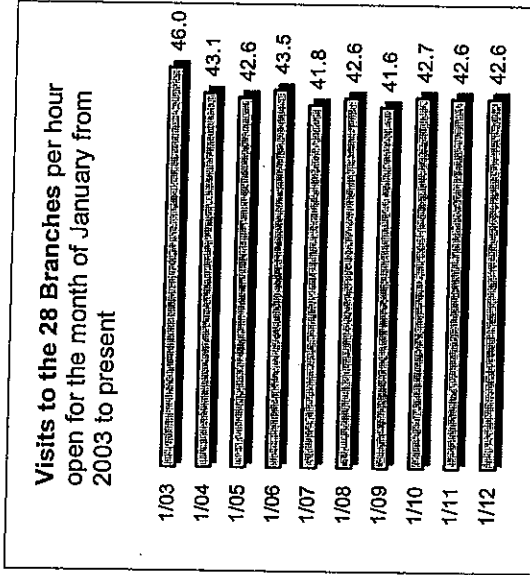
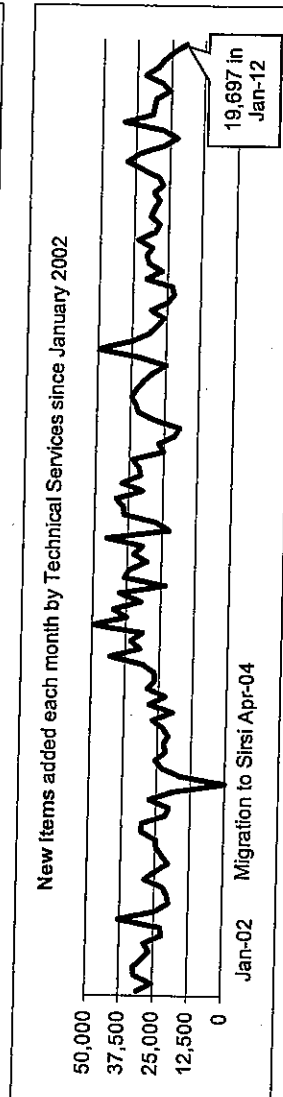
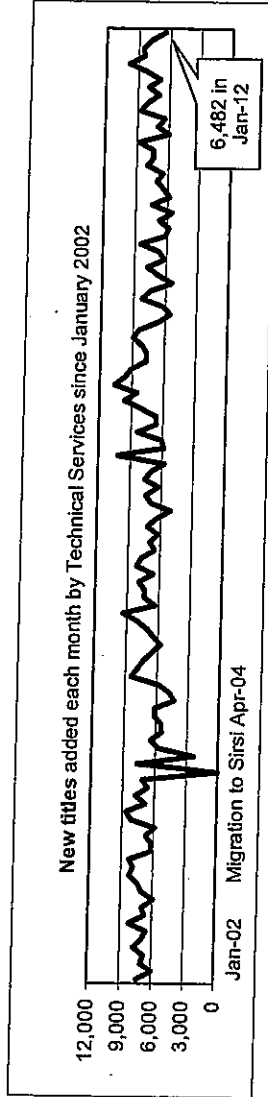
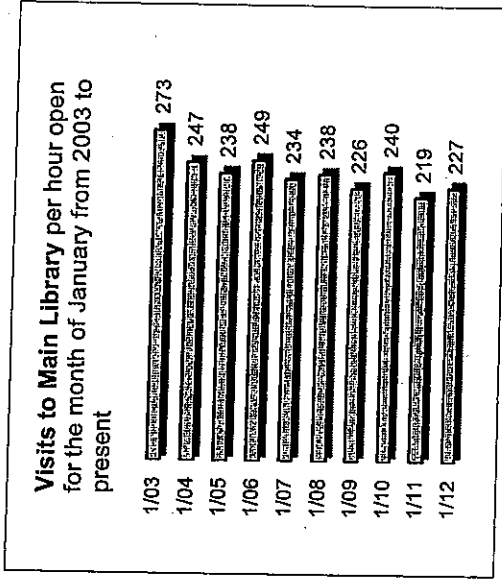
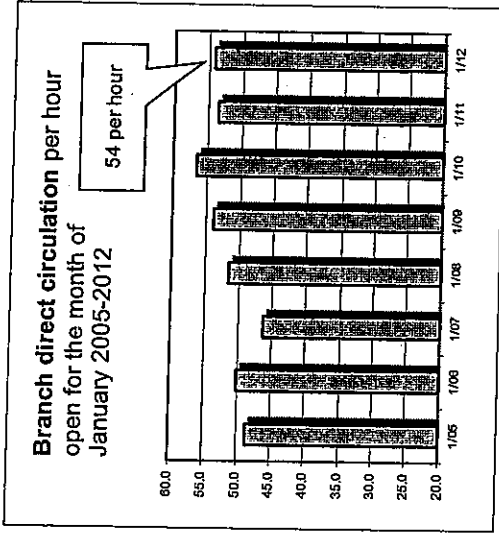
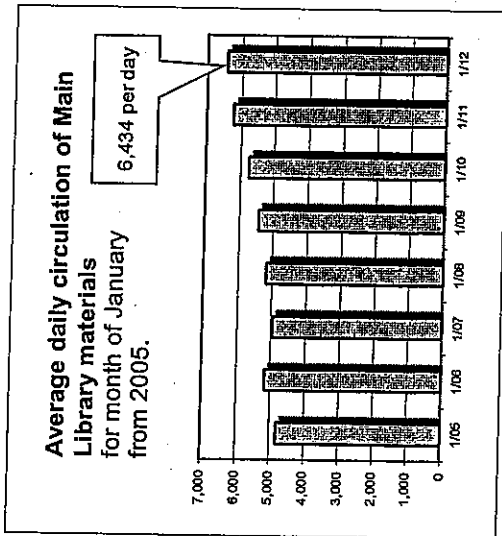
*Questions taken by CPL staff only. As more partner libraries throughout Ohio sign on to provide the service, what had been CPL's disproportionate share as a provider will continue to diminish.

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
New Titles Added	6,482	7,046	6,482	7,046	-8.0%
Total Items Added	19,697	22,502	19,697	22,502	-12.5%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
Main Library	192	192	192	192	0.0%
Branches	5,666	5,661	5,666	5,661	0.1%

MYTUNES	Jan 2012	Dec 2011	Nov 2011	Oct 2011	Sept 2011
	Songs Downloaded	6,897	5,466	4,277	5,305
Users	1,043	1,007	734	791	829
New Registrations	27	26	13	13	41

**CLEVELAND PUBLIC LIBRARY
ANALYSIS OF OUTPUT MEASURES JANUARY 2012**



Planning and Research February 13, 2012