

CLEVELAND PUBLIC LIBRARY  
 Minutes of the Regular Board Meeting  
 March 13, 2012  
 Trustees Room                      Louis Stokes Wing  
 12:00 Noon

Present: Ms. Butts, Mr. Corrigan, Ms. Rodriguez,  
 Mr. Seifullah, Mr. Werner, (arrived 12:40 p.m.)

Absent: Mr. Hairston, Mr. Parker

Mr. Corrigan called the meeting to order at 12:07 p.m.

**Approval of the Minutes**

Ms. Butts moved approval of the minutes for the 2/16/12 Regular Board Meeting and the 2/14/12 Joint Finance, Human Resources and Community Services Committee Meeting. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

**Presentation: 2012 Insurance Renewal**

Dan Buser, Crain, Langner & Co., gave a presentation on the 2012 insurance renewal for Cleveland Public Library. Langner & Co. is an insurance consultant firm assisting public entities in securing competitive proposals from participating insurance agents.

The library goes out to market the property, boiler, general liability and umbrella liability insurance on a five-year cycle which is scheduled to expire on or about August 1, 2012

Mr. Buser explained the marketing process that includes submitting a proposal to manage and market: to collect data and develop specifications about the library's property and facilities; agents are invited to participate by submitting proposals; proposals are reviewed; clarification is sought when necessary; finally an analysis report including recommendations are presented to library staff and board regarding liability, personal injury, property and casualty insurance.

REGULAR BOARD  
 MEETING OF  
 2/16/12; and JOINT  
 FINANCE, HUMAN  
 RESOURCES AND  
 COMMUNITY  
 SERVICES  
 COMMITTEE  
 MEETING OF  
 2/14/12

Approved

2012 INSURANCE  
 RENEWAL  
 Presented

Mr. Buser recommends the library continue to shop for insurance every five years; suggests coordinating dates of all liability insurance purchases such as public officials liability, for potential cost savings.

It is anticipated that the market rate for insurance will increase 5-7%, which will cause an increase in the current rate paid.

Discussion continued about first and third party cyber liability coverage. First party coverage includes hardware corruption and data loss and third party coverage as a result of the release of information about others that violates or breaches confidentiality.

Mr. Corrigan thanked Mr. Buser for his comprehensive presentation.

**Presentation: Facilities Assessment**

Kenneth Damm, Westlake Reed Leskosky, gave an executive summary of the 2011 facilities assessment of the library's 25 branches, to provide decision making information on the future of library branches. A detailed presentation was provided at the joint Finance and Community Services Committee meeting.

Mr. Damm's presentation included introduction of the project team; an overview of the process; key findings; demonstration of the facilities assessment sorting tool to establish priorities; and opinion of probable cost estimates.

Priorities were established as follows: Priority 1 Critical Conditions that include safety, code violations, non-accessible restrooms, structural concerns; Priority 2 Serious Concerns such as building envelope, energy consumption, frequently failing mechanical systems; Priority 3 Moderate Conditions that include functioning units with recommended repairs, replacing door frames, minor masonry tuck pointing; and Priority 4 Minor Concerns that include minor repairs or replacement of worn carpets and finishes, stained ceiling tiles, window treatments or old fixtures.

Mr. Damm reviewed the facilities assessment reporting tool summary and stated that Ozanne Construction provided the opinion of probable costs based on preliminary assessment and based on 2011 dollars. The cost estimates are good for concept screening and strategic planning and its accuracy is plus or minus 30%.

Basic cost findings were as follows: Priority 1 Critical Conditions totaled \$2.4 million; Priority 2 Serious Concerns totaled \$3.1 million; Priority 3 Moderate Conditions totaled \$8.6 million; and Priority 4 Minor Concerns totaled less than \$1 million. Total repairs and replacement costs is approximately \$15 million and does not include contingency or hazardous environmental material abatement.

Mr. Damm stated that this information is useful in evaluating repairs, replacement or new construction options.

Typical site findings included ADA issues relative to entrance accessibility, restrooms, check-out counters, staff work areas and parking spaces; pavement repair; leaky roofs, minor tuck pointing, worn carpet.

Kris Haycook, Westlake Reed Leskosky, stated that most mechanical equipment that was installed between 1980-1985 is past its service life. Although this equipment is currently working, it is essential to building operations if it would fail. It is suggested that mechanical equipment and electrical fixtures be upgraded for efficiency.

Mr. Damm stated that the assessment has been completed and the next steps should be planning, design and implementation and offered to be involved in the process.

Mr. Corrigan stated that in Finance Committee Meeting, it was discussed that the information from the facilities assessment be coordinated with the strategic plan to develop an overall master plan.

Mr. Corrigan stated that the historically built South Branch was particularly discussed relative to its ADA issues, failing mechanical system concerns and service issues.

Mr. Corrigan thanked Mr. Damm for the detailed presentation.

**COMMUNICATIONS**

Director Thomas acknowledged the following letters from Jane Platten, Director, Cuyahoga County Board of Elections, expressing appreciation for the participation in "Super Saturday" on February 4, 2012; Anita Cook, Executive Director, West Side Catholic Center, expressing gratitude to Deborah Hajzak and the Warm-Up Cleveland Committee for the hand-knit hats and scarves; and Claire Ashmead, Senior, Hathaway Brown School, expressing thanks for the Group Plan Commission presentation.

**FINANCE COMMITTEE REPORT**

Ms. Rodriguez presented the following report.

Resolution to Accept Gifts for the Month of February

(See page 315)

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

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

WHEREAS, Attached to this Resolution is a Gift Report itemizing the gifts received by the Library for the month of February 2012; now therefore be it

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

Resolution Regarding the Library Fund, the General Fund and Unrestricted Gifts

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

LTRS. FROM: JANE PLATTEN, DIRECTOR, CUYAHOGA COUNTY BOARD OF ELECTIONS; and ANITA COOK, EXECUTIVE DIRECTOR, WEST SIDE CATHOLIC CENTER  
Acknowledged

RESOLUTION TO ACCEPT GIFTS FOR THE MONTH OF FEBRUARY  
Approved

RESOLUTION REGARDING THE LIBRARY FUND, THE GENERAL FUND AND UNRESTRICTED GIFTS  
Approved

WHEREAS, On January 19, 1978, the Board of Library Trustees of the Cleveland Public Library established a special gift fund to be known as the Library Fund to accommodate unrestricted gift and trust funds with the principal to be invested in accordance with current policies of the Library Board; and

WHEREAS, Since the Library Fund was established in 1978, the Board has received and accepted small, individual gifts of moneys, both restricted and unrestricted, into the Library Fund, pursuant to the authority set forth in R.C. §3375.40(K); and

WHEREAS, The Library meticulously tracks both unrestricted and restricted gifts within the Library Fund, also tracking the fund balance classification as is required by GASB (Governmental Accounting Standards Board) Statement No. 54; and

WHEREAS, The Library desires to establish a separate revenue account (46500) under the category of Contributions & Donation in the General Fund (101046) for the Library to receive and accept unrestricted contributions and donations of \$25,000 or less into the General Fund; and

WHEREAS, The Fiscal Officer will present unrestricted contributions and donations of over \$25,000 to the Board of Trustees for a determination of whether to place the funds in the Founders Endowment Fund or the General Fund; now therefore be it

RESOLVED, The Cleveland Public Library Board of Trustee authorizes the Fiscal Officer to establish a separate revenue account under the category of Contributions & Donations in the General Fund, account 101046-46500, for the Board to receive and accept unrestricted contributions and donations of \$25,000 or less into the General Fund; and the Fiscal Officer will present unrestricted donations of more than \$25,000 or more to the Board of Trustees for further direction in accordance with the terms and conditions of this Resolution.

Mr. Corrigan stated that monetary gifts to the library go into an endowment fund. This resolution allows the Board to decide if the gift should be directed to an

endowment fund or into another account to ensure the gift is used more immediately.

Resolution to Engage the Auditor of State's Professional Services to Audit the Library's Basic Financial Statements As Of And For The Year End December 31, 2011

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

WHEREAS, The Fiscal Officer of the Cleveland Public Library provides the Board of Trustees with monthly financial statements and full financial statements at the close of each fiscal year, as required by Ohio Revised Code §3375.36; and

WHEREAS, The Cleveland Public Library submits basic financial statements for each fiscal year to the state as required by Ohio Revised Code §117.38; and

WHEREAS, The Auditor of State will audit the basic financial statements as of and for the year ended December 31, 2011 following U.S. generally accepted auditing standards and the Comptroller General of the United States' standards for financial audits contained in *Government Auditing Standards*, and the Single Audit Act Amendments of 1996, and the provisions of Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*; and

WHEREAS, The objective of an audit is to form an opinion concerning whether the basic financial statements present fairly, in all material respects, the Library's financial position, changes in financial position, and requires budgetary comparisons in conformity with U.S. generally accepted accounting principles; and

WHEREAS, Cleveland Public Library desires to engage the Auditor of State's professional services to audit the Library's basic financial statements as of and for the year ended December 31, 2011 at a total cost not to exceed \$28,700, charged to the general fund account 11100053-53720; now therefore be it

RESOLUTION TO  
ENGAGE THE  
AUDITOR OF THE  
STATE'S  
PROFESSIONAL  
SERVICES TO  
AUDIT THE  
LIBRARY'S BASIC  
FINANCIAL  
STATEMENTS AS  
OF AND FOR THE  
YEAR END  
DECEMBER 31,  
2011

Approved

RESOLVED, That the Fiscal Officer is authorized to enter into an agreement with the Auditor of State necessary and appropriate to effectuate the terms and conditions of this Resolution, which agreement shall be subject to the approval of the Library's Chief Legal Officer.

Resolution to Accept St. Luke's Foundation Grant as Administered by Neighborhood Progress, Inc., for Student Learning Center at the Rice Branch in 2012

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

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

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

WHEREAS, A student help learning center at Rice Branch on the former grounds of Saint Luke's Medical Center is one of the projects Neighborhood Progress, Inc., included in its proposal to Saint Luke's Foundation; and

WHEREAS, The student help learning center will provide costs for a coordinator to oversee the program, tutoring for students, including Saturday morning peer-to-peer tutoring, along with the costs to cover the purchase of five laptop computers for both children and adult learners, to be purchased directly by Neighborhood Progress, Inc.; now therefore be it

RESOLVED The Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a grant from Saint Luke's Foundation, as administered by Neighborhood Progress, Inc., in the amount of \$35,500 for the grant period from January 1, 2012 through December 31, 2012 for the Rice Branch student learning center administration costs; now therefore be it further

RESOLUTION TO  
ACCEPT ST.  
LUKE'S  
FOUNDATION  
GRANT AS  
ADMINISTERED BY  
NEIGHBORHOOD  
PROGRESS, INC.,  
FOR STUDENT  
LEARNING CETER  
AT THE RICE  
BRANCH IN 2012  
Approved

RESOLVED, That the Executive Director is authorized to enter into and execute such agreements and instruments as may be necessary or appropriate to effectuate the terms and conditions of this Resolution, which agreements and instruments shall be subject to the approval of the Library's Chief Legal Officer.

CHANGE ORDER  
#002: PHASE I  
TECH CENTRAL  
Approved

Change Order #002: Phase I Tech Central

(See pages 316-320)

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

WHEREAS, On November 17, 2011 The Board of the Library Trustees awarded the combined general, furniture, electrical, mechanical, plumbing contracts to Sterling Professional Group and technology to US Communications and Electrical, Inc.; and

WHEREAS, The Board of Library Trustees can in its discretion approve written change orders and subsequently amend the contract sum; and

WHEREAS, Bostwick design partnership has reviewed the necessity of the following and recommends acceptance as detailed in the attached:

Contractor	Change	Amount	Description
Sterling Professional Group	C0-002	\$508.00	Card Reader and Upgraded Electric Strike

now therefore be it

RESOLVED, That the change order above be approved with the \$508.00 increase being charged to the Building and Repair Fund: Account 40190105-55300-10901

Resolution to Enter Into a License and Use Agreement With University Circle, Inc. for the Use of Martin Luther King, Jr. Branch Parking Lot

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

RESOLUTION TO  
ENTER INTO A  
LICENSE AND USE  
AGREEMENT WITH  
UNIVERSITY  
CIRCLE, INC. FOR  
THE USE OF  
MARTIN LUTHER  
KING, JR. BRANCH  
PARKING LOT  
Approved



WHEREAS, The Martin Luther King, Jr. Branch of the Cleveland Public Library is located at 1962 Stokes Boulevard in University Circle; and

WHEREAS, Along with neighboring museums, schools, non-profit organizations, and houses of worship, Cleveland Public Library is an active institutional member of University Circle, Inc. (UCI); and

WHEREAS, An increasing demand for parking in University Circle on weekends created an opportunity for the Library to be of service to its fellow UCI members by opening up its parking lot behind the Martin Luther King, Jr. Branch on Sundays, when the branch is closed, for use by University Circle visitors;

WHEREAS, On March 26, 2010, the Library and University Circle Inc. entered into a License and Use Agreement granting UCI the right to allow its members to park at the Martin Luther King Jr. Branch on Sundays, in consideration for which UCI has paid the Library a parking fee in the amount of \$1,800 per year. This License and Use Agreement will expire on March 31, 2012;

WHEREAS, The Library desires to continue assisting its fellow UCI members by opening its Martin Luther King, Jr. Branch parking lot to parking on Sundays; now therefore be it

RESOLVED, The Board of Library Trustees authorizes the Executive Director to negotiate a new License and Use Agreement between Cleveland Public Library and University Circle, Inc., for a term not to exceed two (2) years, for such amount and upon such additional terms and conditions that the Executive Director deems appropriate, subject to review and approval of the Agreement by the Library's Chief Legal Counsel; and be it further

RESOLVED, That the President of the Board of Library Trustees or the Executive Director are authorized to execute the Agreement and any other agreements, instruments, amendments, or documents necessary or appropriate to effectuate the Agreement in accordance with this Resolution.

Mr. Corrigan stated that this resolution allows the library to enter into a license and use agreement with University Circle, Inc. to provide parking spaces at the Martin Luther King, Jr. Branch for University Circle visitors on Sundays.

RESOLUTION  
AUTHORIZING THE  
CLEVELAND  
PUBLIC LIBRARY  
TO ENTER INTO AN  
AGREEMENT WITH  
TIMOTHY J.  
COSGROVE, ESQ.  
FOR AGENT AND  
LOBBYIST  
SERVICES

Approved

Resolution Authorizing the Cleveland Public Library to  
Enter into an Agreement with Timothy J. Cosgrove Esq.  
for Agent and Lobbyist Services

Ms. Rodriguez moved approval of the following resolution. Mr. Seifullah seconded the motion, which passed with five in favor and one abstention by Mr. Corrigan who explained that his sister is a partner at Squires Sanders LLP.

WHEREAS, The Board of Trustees of the Cleveland Public Library has determined that it is necessary to hire an individual to represent the interests of the Cleveland Public Library with regard to State Government policies and legislation; and

WHEREAS. Timothy J. Cosgrove is an attorney with the law firm of Squire Sanders LLP and is among Ohio's best connected and influential government relations professionals. He combines his experience as Director of Policy and Legislation for former Ohio Governor, George V. Voinovich, with his training and experience as a lawyer practicing in the legislative counseling, public finance and administrative law areas to serve the needs of corporate, nonprofit and trade association clients in Ohio; and

WHEREAS, The Board of Trustees of the Cleveland Public Library has engaged Timothy J. Cosgrove to provide legislative lobbying and executive agency representation on behalf of the Library in the past, and desires to continue to engage his services at the cost of \$4,000 per month; now therefore be it

RESOLVED, That the Executive Director or his designee, is authorized to enter into an agreement with Timothy J. Cosgrove of Squire Sanders LLP for the period commencing January 1, 2012 through December 31, 2012, renewable on an annual basis, in an amount not-to-exceed \$4,000 per month and \$48,000 per year, which expenditure shall be charged to General Fund Account Number 11020053-53710, 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 Library's Chief Legal Officer.

Ms. Rodriguez submitted the following reports.

Fiscal Officer's Report

(See pages 321-330)

Report on Investments

(See page 331)

Report on Conference and Travel Expenditures

(See page 332)

**HUMAN RESOURCES COMMITTEE REPORT**

Mr. Seifullah presented the following report.

Regular Employee Report

(See pages 333-336)

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

Retirement Recognition Citation

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

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

Linda Jaeckel (after 22 years of service), Branch Manager - Large, Grade K - Westpark Branch, retires 04/06/2012

Be it resolved that the citation for the above staff member be presented by the Board of Trustees in appreciation of the loyal, faithful and dedicated

FISCAL OFFICER'S  
REPORT  
Submitted

REPORT ON  
INVESTMENTS  
Submitted

REPORT ON  
CONFER. &  
TRAVEL  
EXPENDITURES  
Submitted

REGULAR  
EMPLOYMENT  
REPORT  
Approved

RETIREMENT  
RECOGNITION  
CITATION  
Approved

service given to the Library by her be recorded in the minutes of this meeting, and

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

Director Thomas stated that Ms. Jaeckel was unable to attend the board meeting but will attend the April regular board meeting to receive her citation.

Mr. Seifullah submitted the following reports.

Report on Paid Sick Time Used by the Month

(See page 337)

REPORT ON PAID  
SICK TIME  
Submitted

Affirmative Action Plan Report

(See page 338)

AFFIRMATIVE  
ACTION PLAN  
REPORT  
Submitted

Insurance Summary Report

(See page 339)

INSURANCE  
SUMMARY REPORT  
Submitted

**COMMUNITY SERVICES REPORT**

Mr. Werner submitted the following report.

Amendment to Fines and Fees Schedule

(See pages 340-341)

AMENDMENT TO  
FINES AND FEES  
SCHEDULE  
Approved

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

WHEREAS, The State Auditor requires that the fines and fees assessed by Cleveland Public Library be approved by the Board of Library Trustees; and

WHEREAS, On January 17, 2012, the Board of Trustees of the Cleveland Public Library adopted a Resolution approving a revised and updated Fines and Fees Schedule, effective February 1, 2012, to provide greater clarity

and definition to library operations and services and to establish fees for providing new services through the multifunction devices the Library is purchasing from Xerox; and

WHEREAS, After receiving new information from Xerox about the method by which the new devices track charges for scanning and faxing, the Library Administration recommends that the cost of faxing and scanning noted in the Fines and Fees Schedule approved on January 17, 2012, be amended; now therefore be it

RESOLVED, That the Board of Library Trustees hereby approves the amended Fines and Fees Schedule, as attached, to be effective immediately upon the adoption of this Resolution.

Anastasia Diamond-Ortiz, Assistant Planning & Research Administrator, stated that this revision is as a result of recent information provided by Xerox about the method by which the new devices track charges for scanning and faxing. Therefore, it is recommended that the Fines and Fees Schedule be amended to reflect no charge for self-service scanning to one's own device and \$.10 per page for self-service faxing from multifunction device.

Monthly Activity Report

(See pages 342-348)

Mr. Werner noted an addition to the Monthly Activity Report that highlights branch circulation and attendance in February and stated that creative presentations helps us to look at data in new ways.

Building Status Update

Myron Scruggs, Director of Property Management, stated that meetings are being held weekly on Tech Central and on schedule with the targeted opening date of May 1, 2012.

OLD BUSINESS

Mr. Seifullah presented the following item of Old Business.

MONTHLY  
ACTIVITY REPORT  
Submitted

BUILDING STATUS  
UPDATE  
Presented

RESOLUTION TO  
AMEND THE  
REGULATIONS OF  
THE BOARD OF  
LIBRARY  
TRUSTEES WITH  
REGARD TO  
COMMITTEES

Approved

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

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

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 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.

### DIRECTOR'S REPORT

Before presenting his report, Director Thomas give a brief examples of *Research that's Possible only at CPL*; commended the Programming Department for successful Black History Month programs; reviewed the schedule for upcoming programs; and announced that he and Trustee Seifullah would be in attendance at the 2012 Public Library Association Conference in Philadelphia, PA.

### **Monthly Statistics**

Circulation for the month of February was 534,938. This is an increase of 7% from last year's February circulation of 502,131. A closer analysis of the numbers uncovers that the average hourly circulation was down at the Main building, and down in the Branches as well. The uptick in circulation can be attributed to another day of being opened due to this year being a Leap Year. The circulation activity for eMedia has increased tremendously from last year and provides us with an ongoing opportunity to reach our community users virtually. eMedia circulation increased by 39% over the February 2011 numbers.

The number of computer sessions for 2012 were virtually tied with the number of sessions in 2011. Surprisingly, the number of hours in use for our computers decreased from 45,153 in 2011 to 43,407 in 2012. This was a decrease of 4%. In 2011, the job market was considerably worse than it is now, and we'll have to continually monitor any correlation between a better job market and decreases in computer use.

Attendance for the month of February was 277,898. This is a considerable increase from last year's attendance number of 255,351. The Main Library reported a 3% increase in attendance, but a smaller walk-in count per hour. The Branches had a significant increase of 10% and had an increased walk-in count per hour. Once again the Leap Year must be taken into consideration when evaluating these numbers.

DIRECTOR'S  
REPORT  
Presented

## Programming / Outreach

February was another great month for CPL programming. Pulitzer Prize winning journalist Eugene Robinson served as the kickoff for CPL's African American History month programming. Mr. Robinson discussed a myriad of subjects during his conversation with an at capacity crowd. The topic that everyone wanted to discuss was the 2012 Presidential Election Campaign, but numerous audience members discussed the importance of his writings to them.

On February 25<sup>th</sup>, CPL concluded its African American History Month programming with "Natural Hair Care in the 21<sup>st</sup> Century". The program was wildly successful with over 300 community members in attendance. The program introduced the attendees to the science, history, and beauty of natural hair. It was developed and executed by local hair experts and our own programming manager, **Aaron Mason**. Beyond the hair experts, the program also featured the business expertise of salon owners and the medical concerns of a dermatologist from the Cleveland Clinic.

## MYCLOUD

I would like to thank the board for their allowance of staff to move forward with the MYCLOUD initiative. I would also like to commend **Bob Carterette** and the Information Technology/CLEVNET staff for all of their efforts to make this happen in a timely fashion. We see this initiative touching many of our Strategic Priorities and we have received quite a bit of interest from libraries across the country. We will provide this service to our community first at our Main library and then work in a deliberate manner to introduce it to our branch libraries. Our hope is that MyCloud will be an integral part of Phase I of our Downtown Destination plan.

## Strategic Plan

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**

- I attended the County Executive's State of the County Address.
- I was joined by **Tim Diamond** (Planning and Research), as we attended the Ribbon Cutting for Global Cleveland's Welcome Hub.
- CPL hosted a group of Hathaway Brown students to discuss the Group Plan and its history. The program was presented with the help of **Ron Burdick** (Public Services) and **Kelly Brown** (Public Services)
- Board Trustee **Alan Seifullah** and I attended a meeting between law enforcement, Councilman Ken Johnson, and Councilwoman Mamie Mitchell to discuss issues of violence around the Rice branch.
- I served as a reader for George Washington Carver School's Black History Month Read-a-Thon.

**CLEVNET**

February's total OverDrive CLEVNET eMedia collection circulation was 59,674, almost doubling last year's total of 31,903. CPL has 3,487 total followers on Twitter and the Facebook page currently has 3,779 fans.

**GRANTS & DEVELOPMENT**

## Cleveland Foundation

Completed MyCom *Youth in Transitions* final report. Will submit report upon hearing back from the Foundation on the use of a \$291 account balance.

## Friends of the Cleveland Public Library

- Met with Mary and Erica to discuss my role as the liaison to the Friends.
- Created a report and Powerpoint presentation of the expenditures of 2011 funds received from the Friends (to be presented by Director Thomas at the Friends March 9 Board of Directors (BOD) meeting).
- Worked with Director Thomas to draft the 2012 Directors Budget request to the Friends.
- Created reimbursement requests (invoices) for final 2011 expenses and for 2012 expenses to date (pending Friends BOD approval of 2012 budget).

George Gund Foundation  
 Drafted Octavofest 2012 proposal for submission to the  
 Gund Foundation on March 15.

#### Timeline

Created a timeline based on ongoing research of  
 foundations, corporations and government granting  
 agencies, including their interests, funding capacity,  
 deadlines, and contact information.

#### Other/Misc.

Met with various staff to acquaint myself with current  
 programs, ongoing grants and future opportunities. This  
 includes:

- Sandy and Rhonda in the Youth Services Department  
 to discuss the PNC *On the Road to Reading* financial  
 literacy grant.
- Wellness Committee to discuss submitting a  
 workplace wellness grant through the Ohio Bureau of  
 Workers Compensation.
- Pam Eyerdam to discuss the partnership with LAND  
 Studios and learn about the programming funded  
 through the Lockwood Thompson endowment.
- Met with staff on two occasions to discuss the  
 Cleveland Foundation's Learning Centers grant, once  
 at CPL and once at the Music School Settlement (to  
 discuss the *Read to the Beat* portion of the grant).
- Aaron Mason multiple times to discuss programming  
 funding needs (including 2 programming endowment  
 meetings with Carrie and Director Thomas).
- Carrie, Director Thomas, and Bob Carterette to  
 discuss possible future submission of a Local  
 Government Innovation Fund grant.

#### PUBLIC SERVICES

The Assistant Director of Public Services, Main Library,  
 spent the majority of the month of February working on  
 the many unglamorous aspects of library work that  
 translate into real change for the Library's patrons.  
 Mr. Ruffing attended more than 60 scheduled meetings  
 relating to subjects such as: Tech Central,  
 implementation of the new Xerox Multifunction Devices,  
 decreasing the backlogs and time lags in Lending and  
 Shelf/Shipping, potential partnerships, potential gifts,  
 upcoming programs, collection development, signage,  
 product contracts and staffing issues.

*Status of Shelf/Shipping and Lending Backlog Issues*

Many meetings were held to find additional ways to minimize the backlog in the Shelf/Shipping departments as well as to improve the turnaround time for patron holds in the Lending Department. Every idea that could be easily implemented was implemented. Nevertheless, the backlog issues could not be resolved since the core issue is one of mathematics, which can only be successfully solved by automation of processes or additional staffing. Fortunately, Dr. Ellen Burts-Cooper initiated a comprehensive materials handling study in February and will soon have concrete recommendations regarding the movement of materials within Main Library's Shelf/Shipping operation.

As a stop-gap measure, a combination of overtime, substitutes and volunteer staff from other agencies pulled together to crank out backlogged materials. Overtime was used only in the Shipping Department, which was opened again on Saturdays (February 11, 18, and 25). A total of 97.5 hours of overtime was used. Ten pallet-loads of boxes and containers were processed on Saturday, February 11. A total of 332 totes, 81 bags and 141 boxes were unloaded, unpacked and sorted on February 18<sup>th</sup> and 25<sup>th</sup>. Managers were appreciative of the staff's willingness to work a sixth day, as well as of the Herculean amount of work accomplished on those days.

PROGRAMS/EXHIBITS:

During the month of February the Library hosted 32 programs for adults, 20 for teens, and 22 for children. Total disbursements for programming related services during this month totaled \$2075.00. Notable programs for the months were the *Writers & Readers* Eugene Robinson author visit, Reverend Jawanza Colvin of Olivet Institutional Baptist Church speech on the role of education in freedom's struggle, *Natural Hair in the 21<sup>st</sup> Century*, and the *Black History to the Beat* program at the Woodland and Memorial-Nottingham branches. Total combined attendance for these 5 programs is in excess of 700 library patrons.

Melanie McCarter, Library Assistant, OPS Department and Anastasia Diamond-Ortiz of the Planning and Research Department both coordinated CPL's participation in the 2012 TEDxCLE scavenger hunt and book discussions. Tuesday, February 28 was the official launch of the scavenger hunt.

Planning has begun for the opening of the 6 grant funded Library Learning Centers. Exploratory meetings were held with Cleveland State University, The Cleveland Music School Settlement, Greater Cleveland College Now, and the Cleveland Clinic. All of the aforementioned groups have agreed in principal to deliver services at the 6 Learning Center locations.

Sandy Nosse conducted storytime for a group of ten toddlers and parents from a downtown neighborhood homeless shelter. Jen Rhodes did preschool storytime and a mini tour for 12 children and teachers visiting from Archwood Preschool. Elizabeth Saxton conducted a tour and research visit for 22 fifth grade students at Menlo Park and 27 eleventh grade students from Andrews Osborne Academy. Saxton arranged a research and tour visits for 100 students from Shaw High School. John Skrtic, Director of Public Services met twice with the Golden Age Centers of Greater Cleveland to ascertain how their Meals on Wheels program could work with CPLs Homebound Services program. Golden Age Center Director, Mike Biedenbach decided on a plan to speak to all of the participants of the Meals on Wheels program to let them know about Homebound Services. Mr. Skrtic will periodically check in with Mr. Biedenbach to examine how this collaboration is working.

#### *Other February Programs*

- A second *Music at Main* program featured the *Trio Abelia* from Utah playing bassoon, violin, and piano selections (22 people attended).
- Victoria Kabo, Foreign Literature, hosted regular meeting of Russian Book Club at Memorial-Nottingham Branch on February 25. Thirteen patrons attended and checked-out 31 titles following event.
- On Valentine's Day the Literature Department Staff hosted *Circulate Love: Poetry of Love Poetry Reading*. The event, which was hosted by Steve Capouzzo, featured several readers and included a bounty of Valentine's Day treats. Also featured was a display of books on love poetry, prose, and love letters.
- Dr. Jacquelyn Cuneen, Dr. Ray Schneider, and Dr. Nancy Spencer from Bowling Green State University

presented a Sports Research Center program titled "The Meaning and Process of Collecting Sports Memorabilia". This program covered collecting historical and modern memorabilia.

- Mark Moore prepared a Baseball Fiction Firsts power-point presentation for the Sports Research Center. This presentation will be used for class visits, outreach, and library presentations.

### *Black History Month*

- The *Music at Main* program hosted the *Passport Project* (of African music and dance) to celebrate Black History month (35 people attended).
- Literature Department and the Ohio Center for the Book created a display of fiction titles by African American Ohio authors.
- Aja Russo, Literature Department, participated in the Natural Hair program on February 25<sup>th</sup> by designing a bookmark, helping with a flyer, and by writing and presenting an introduction for panel guests which included over 300 guests in attendance. The Science & Technology Department helped with the natural hair program by preparing two display tables of interesting related books..
- Fine Arts Staff posted a blog on the *Collection Highlights* site about the African American artist Jean Basquiat and how he influenced hip hop artists today.

### MEETING ROOMS and SCHEDULING

A total of 28 requests for meeting rooms, and 29 requests for AV resources and support were processed by OPS staff in the month of February. Meeting rooms were used by County government on 4 occasions, CMSD on 2 occasions, and the City of Cleveland on 1 occasion. Wedding photography at Main library was scheduled for 2 parties.

### OUTREACH

Library Assistant, Melanie McCarter met with Dr. Chris Van Huysse of the International Students Academy at Lincoln West High School to discuss programming and exhibits in the month of May. Mrs. McCarter also

attended the Fairfax/Woodland Hills Collaborative meeting at the Karamu House.

Library Assistant, Deborah Hajzak participated in Youth Opportunities Unlimited mock interview training at John Adam's High School. Ms. Hajzak also coordinated CPL participation in Greater University Circle Job and Resource Fair which will take place on March 16 and CPL participation in the Charles Eliot Elementary School Health Fair which will take place on March 28. Tristan Wheeler, was assigned the new job title Audiovisual and Event Planning Specialist.

Olivia Hoge, Computer Learning Connection, attended the East Team meeting to demonstrate eReaders and the eMedia collection. Managers got an overview of the CLEVNET eMedia collection and the difference in devices. Managers also downloaded the OverDrive Media Console to their Android phones.

Pamela Eyerdam, Fine Arts & Special Collections, coordinated CPL's representation at Kent Career Night, Tuesday, February 28. More than 100 students attended the event.

Maureen Mullin convened a meeting on February 7 with members of the Cleveland Public Library Friends and library staff to coordinate programming that relates to the "year of local food." She followed up by arranging a meeting with the treasurer of the board of the Friends, Anne Marie Warren, Friends director Mary Scelsi, and Kari Moore, of Farm Share and Slow Food Northern Ohio. The intention is to broaden the audience for the Friends events.

GED/Able classes were held on Mondays and Wednesdays from 10:00-12:00 PM. There were 56 students in attendance for the month of February. Mrs. Harriette Parks met with Mr. Huff, GED/ABLE Instructor, to discuss the progress of possible GED computer classes at CPL.

Stacie Brisker, Fine Arts & Special Collections, was noted in an article about Langston Hughes for which she described her family's interaction with the author. The article, titled *The Next Page/ Where Langston Hughes fueled his muse: Cleveland*, was published on the Pittsburgh Post-Gazette's website.

Amy Dawson and Aaron Mason met with Octavofest founding partners to plan for grant proposals for 2012. They met with Glenda Thornton, Director of the Michael Schwartz Library at CSU and Ellie Strong, the Art Books Cleveland representative on both February 10<sup>th</sup> and February 17<sup>th</sup>. A meeting with all the partners is planned for March 23<sup>rd</sup>. Amy Dawson reviewed the Octavofest grant proposal to be submitted to the George Gund Foundation.

Amy Dawson, Aaron Mason, and Michael Ruffing met to discuss the Cleveland Public Library and Ohio Center for the Book participation and support of the Bouchercon Convention due in Cleveland in October of 2012. It was decided that the Literature Department would create an exhibit of featured Bouchercon mystery writers and promote the OCFB Nancy Drew Scavenger Hunt to attendees who visit the Library. Guided tours would also be provided to conference attendees.

Youth and Families Services Manager, Sandy Nosse met with staff from the Chinese Professionals and Entrepreneurs Association to arrange Learn Chinese classes for the spring. Elizabeth Saxton was interviewed by a college student regarding her career as a librarian. Nosse attended a Readers' Advisory meeting and a "Read to the Beat" program planning meeting at The Cleveland Music Settlement, along with Mason and Director Thomas. Librarian Jennifer Rhodes and Christine Feczkanin attended a session about the strategic plan hosted by Director Thomas.

*A Selection of Classes and Student Visits*

- CLC  
The Computer Learning Connection taught 23 classes at Main Library and 28 classes in 7 branches. Classes on computer basics and the Microsoft Office suite have been well attended.
- Hathaway Brown Visit  
Friday, February 10, History and Geography Public Services Manager Ron Burdick and Special Collections Librarian Kelly Ross Brown participated in the Hathaway Brown Symposium on the Mall. Burdick and Brown mounted a small photographic exhibit chronicling the evolution of the Mall area for the visit of students from Hathaway Brown and showed the class a sampling of items (print and electronic) held by the Library documenting the history of the Mall. The students also received an

overview of the current plans for improving the Mall from Mr. Anthony (Tony) Coyne, Chairman of the commission involved, and Director Felton Thomas.

- John Adams  
Thursday, February 16, three CMSD Social Studies students from John Adams Campus along with their teacher, Gala Gates, received a tour of the Library and spent time doing research on the history of Motown for a History Day Project. The tour and visit was arranged by Public Services Manager Ron Burdick.

#### COLLECTIONS, REFERENCE, SERVICES

##### *Examples of Research that's Possible only at CPL*

- The creator of the *Afrocentric Voices Research Center* (an Internet broadcast station that features performances of African American vocalists & composers) inquired about the *H. Leslie Adams archive*.
- A patron researched the dialect of Papua New Guinea in Special Collections.
- A patron requested information about the Muurs of Amexum, an indigenous tribal group in the Americas dedicated to preserving their African based heritage.
- A chess researcher from San Francisco requested information from the chess collection by Fernschach and articles from *Chessman Quarterly*.
- A second chess researcher from San Francisco researched chess player Edmond Hoyle and his games from our 1752 editions of *The Polite Gamster*
- An Australian chess researcher needed scans of articles from *Chess Monthly Magazine (1887)* and *The Chess Column of the New Orleans Times-Democrat*
- A chess researcher from Vienna, Austria, wanted scans and information about the Vapin chess tournament in the *Claude Bloodgood Chess Archive*
- A college student studied PAL's Cleveland Empowerment Zone books.
- Mark Moore, Social Sciences, completed an extended reference question search in the Cleveland voter registration rolls from the 1930's.
- Four board and staff members of the Old Brooklyn Community Development Corporation (OBCDC) visited



the Map Collection to research the historical boundaries of the Old Brooklyn and Brooklyn Centre for their upcoming bicentennial.

- A patron serving as an expert witness in a trial used Science & Technology's book, *Landscape Architectural Graphic Standards*, as part of his work.
- A patron had spent three months abroad conducting research on an ingredient that, in the past, was commonly used in certain ethnic foods. Her unsuccessful search continued in the Science & Technology Department, where she looked at dozens of books. According to the patron, millions of dollars was at stake because of an issue with current food regulations.
- An engineer from Ford Motor Co. in Michigan made a destination visit to CPL. He needed all of the papers of the Society of Naval Architects and Marine Engineers, which were sent from off-site storage.
- A patron was interested in books on Kalman Filtering which is using an algorithm "for sequentially updating a linear projection for a dynamic system that is in state-space representation."
- An author needed to know about the geology, weather patterns, and soil in Eastern Europe on the eve of World War II.
- A patron very impressed by CPL's collection of books on old forms of knot-tying; he was looking for a specific old knot.
- A patron printed 177 pages from the technical standards workstation in Science & Technology. So far this year more than 600 technical standards have been accessed.
- Research on the Kant Krack Kids dolls (Parsons-Jacksons Company) Cleveland's "Buy American" answer to Germany's domination of the world doll market in the first decades of the 1900s, by Mary Ellen Mohn for an article in *Doll News*, Spring 2011.

#### *Other Collection Notes*

- Foreign Literature Department has added Russian-language e-books to collection.

- Patrons are very interested in the food title *Modernist Cuisine: The Art and Science of Cooking*, a six-volume, 2,438-page set "that is destined to reinvent cooking." Two volumes are currently checked out on reference loans from the Science & Technology Department.
- On February 9, two local engineers who are experts on local bridges visited the Map Collection to view bridge drawings in the Cleveland Park Plans collection. They offered to help identify where the bridges are (or were) located.
- In January, Popular was responsible for 20.5% of Main Library circulation. The average daily pull list is 30 pages, and contains around 600 items. The staff, especially the early shift, works hard every day to find and trap the requested items.
- Doug Westerbeke, Popular Library, spent time this month organizing the music CDs collection. He added the large box sets to each genre for easier browsing and expanded space for the most popular genres.
- With the addition of very competent pages to the Science & Technology department, shelving and weeding is moving along in a timely manner. The neatness of the department continues to improve.
- For approximately ten days two thirds of the Dewey collection housed on the 8<sup>th</sup> floor was not accessible due to a mechanical problem with the compact shelving units. Several patrons had to wait to receive items requested from the area. The problem was corrected and the patrons received the requested items.

#### BRANCHES

- Voting machines arrived at several branches in preparation of the upcoming primary vote on March 6.
- Brooklyn neighborhood organizations began discussions to plan events for the Old Brooklyn Bicentennial.
- City, State and Federal tax forms were made available in all locations.
- AARP Tax Preparation services were offered at Jefferson, Rockport, South Brooklyn, West Park and Carnegie West branches.

- The alliance for Self Governance, a non-profit organization for voter registration, used the meeting room at South Brooklyn Branch for several days to organize and train volunteers for door-to-door voter registration.
- Classes continue to be popular at these branches: GED and ESOL at Eastman, Fulton and Rockport; GED at Fleet, West Park and South Brooklyn.
- Carnegie West Computer Aide Marianela Serrano, a native of Venezuela, held the first Spanish speakers book club, Solo en Español.
- Carnegie West Branch Manager Angela Guinther met with Director Felton Thomas, Chief Knowledge Officer Timothy Diamond, and the Outreach and Special Projects Manager with Ohio City, Luis Hernandez, to discuss the use of Novak Park.
- Preschool children from Villa Montessori School, All Around Children's Daycare, and Academy Child Care Center visited the Broadway Branch for story time and to check out books.
- To celebrate the library's 143<sup>rd</sup> birthday, children were invited to show their creative expression by decorating a giant "143." Winners were drawn from everyone who participated in the coloring contest, and they received a CPL water bottle filled with candy.
- Walz Branch Manager Kathleen Lefkowitz and Lorain Branch Manager Chrystal Carr Jeter conducted a literacy and creative writing program for teens from the West Side Community House's Sisterhood program.
- Cleveland Metropolitan School District textbooks were withdrawn from branches due to lack of use.
- Fulton Branch Manager Cheryl Diamond attended a presentation sponsored by Hospice of the Western Reserve on "Life's Decisions as We Age," part of a 6-part series entitled, "Living in Your future: Making the Best Choice for You."
- Jefferson/South Dyad Manager Jaime Declet attended the Virginia Hamilton Advisory Board meeting, where he was assigned the honor of introducing award recipient Alma Flo Ada.
- Sterling Branch Manager Cal Zunt attended the Central Family to Family Collaborative community meeting to represent the library.

- Cynthia Coccaro transferred to Brooklyn Branch Supervisor from her former position as Branch Manager of Harvard-Lee, effective February 12.
- Hough/Langston Hughes Branch Manager William Bradford was a participant with the CPL Dublin Book Club committee.
- Martin Luther King Jr. Branch Manager Toni Parker hosted a closing reception for the African American Art Exhibit at MLK for local artist. The Cleveland Institute of Music students performed classical music for the patrons.
- The closing reception for the "Is the Dream Still Alive?" Showcase of Art took place on Feb. 25 at the Rice Branch.
- Woodland Branch Manager Kathryn Feeley presented and set-up a table at Library Career's Night in Kent on February 28, 2012 for Beta Phi Mu. Kathryn Feeley is the Secretary/Treasurer and immediate past president of Beta Phi Mu.
- Kevin Ray joined the Martin Luther King Jr. staff as the new Youth Services Librarian.
- Memorial Nottingham Children's Librarian, Ms. Maria Estrella is in the process of weeding the children's collection and creating room for the materials that are available and those that will be arriving soon.
- Mt. Pleasant Youth Services Librarian Ginaya Willoughby participated in a virtual meeting with the OLC Diversity Awareness committee.
- Union Branch Youth Services Librarian Donna Willingham provided stories for St. Johns school Black History month program. This was a partnership with the school and, Collinwood and Memorial Nottingham Branches. She also provided a Black History program for children at Memorial Nottingham Branch.
- Interviews were conducted for a Temporary Acting Manager of the Harvard Lee Branch. Sharon Jefferson, currently Youth Services Librarian at Rice is the successful candidate until the position is filled permanently.
- Juanita Sheppard, Branch Clerk Garden Valley resigned effective February 20, 2012.

## OHIO LIBRARY FOR THE BLIND &amp; PHYSICALLY DISABLED

In February, OLBDP circulated 59,100 books directly to patrons. Magazine and BARD statistics were not available at the time this report was being written.

OLBDP has finished evaluations of adaptive PCs located throughout the system. PCs will be upgraded to accommodate software updates to the JAWS and ZoomText software. The adjustable motorized tables located in Memorial-Nottingham and Eastman Branch will be repaired. Plans are also underway with Public Services to install ZoomText screen magnification software at additional locations throughout CPL.

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. As of February 28<sup>th</sup>, storyboards were submitted to State Library of Ohio for feedback. Production should begin in March.

Web Application Specialist David Reynolds is building two web pages on the OLBDP home page. One page will list additional resources that may be of interest to OLBDP patrons or those interested services related to blindness, low vision, and disabilities. The second page will feature photos from the OLBDP Sensory Garden.

OLBDP is testing the Sorenson nTouch as a replacement for TTY/TDD telephones used by deaf and hard of hearing patrons. Sorenson nTouch utilizes video relay sent through a high speed internet connection, and allows people who are deaf or hard of hearing to communicate using sign language. The nTouch software works on a desktop computer running Windows and a web cam. OLBDP is working with Public Services to integrate nTouch throughout CPL.

## MOBILE SERVICES DEPARTMENT

## STATISTICS

54 Stops

6 New library card applications

645 Persons on board

680 Reference, 746 Directional in person

106 Reference, 11 Directional via phone

## SUMMARY OF ACTIVITIES

- 12 Pediatric and WIC sites were visited with 56 people contacts at these sites. 83 daycare classes were visited with a total of 1021 in attendance. 1061 items were circulated in 42 deposit kits.
- The PNC Grow up Great grant is in its 2<sup>nd</sup> month at 25 early childcare centers. Storytimes worked on the concept of decision making.
- Rhonda assisted in interviewing for the PNC assistant position. A candidate was hired, but later declined due to scheduling conflicts.
- Rhonda ordered books for the PNC grant. She also ordered coin boxes for the PNC classrooms. She also began ordering incentives for the Mobile store.

Linda Sperry spent time on trying to contact sites which had requested bookmobile service in the past. Also she worked on re-working the existing schedule, moving, and potentially dropping sites to make some space for new additions. She also started typing a summer schedule which will eventually go to Graphics. Linda met with Ms. Ford from Mt. Sinai stop regarding their attendance. She called Mr. Toczek of Linndale stop to discuss their attendance.

Mild weather was a blessing for the bookmobile this month. On 2/29 we celebrated Leap Day with giveaways and general fun on the bookmobile's stops for the day.

## TECHNICAL SERVICES

Patricia Lowrey worked with Preservation Manager Ann Olszewski and Human Resources Recruiter Dawntae Jackson to interview candidates for two page vacancies in the Lake Shore Shelf Shipping Department. Ms. Olszewski has volunteered to temporarily supervise the pages in that department until a new supervisor is hired. Ms. Lowrey met with the Page Recruitment Task Force to help develop a plan to overhaul the page hiring process.

Ms. Lowrey met with Acquisitions Manager Sandy Jelar Elwell and High Demand Manager Carole Brachna to work on the project to streamline invoice processing. Ms. Jelar Elwell and Ms Brachna developed detailed flow charts for the current process and identified several steps for

possible elimination or change. Laura Armstrong, Financial Services Manager and Lean Six Sigma Green Belt, spent a day at the Lake Shore Facility working on the project with the Ms. Brachna, Ms. Jelar Elwell, and Ms. Lowrey.

Ms. Lowrey, Ms. Jelar Elwell, Ms. Olszewski and Ms. Jackson interviewed candidates for a Receiving & Distribution Technician vacancy. Ms. Jelar Elwell has volunteered to supervise the Technicians in that department until a new supervisor is hired.

Ms. Lowrey and Collection Manager Rollie Welch attended the Writers & Readers program with Eugene Robinson. Ms. Lowrey conducted all evaluations that were due in February and met with all managers to discuss the new Strategic Plan and the Operation Work Plan. She published a book review in the January/February issue of *Public Libraries*.

High Demand: Staff added 532 titles and 13,287 items. They ordered 2,448 titles and 19,559 items, and paid 367 invoices, for a total value of \$163,230.28

Carole Brachna, High Demand Manager, worked on the project to lessen the amount of time spent on handling paper invoices. She took part in a phone conference with representatives from the Dallas Public Library to discuss how they have done so and she participated in several meetings. Another streamlining project will be to try producing fewer purchase orders. This experiment may save staff time on generating and managing purchase orders and invoices ; generate fewer packages to be opening in the Shelf/Shipping Department ; and also save paper and packaging materials.

Ms. Brachna worked with Midwest to set up the ordering of young adult spoken CDs. She worked with Midwest Tape to test the functionality of their new ERP in regard to EDI invoicing, by placing a test order and importing invoices. Ms. Brachna helped interview three candidates for a position in the Materials Processing Department. She met with Dale Dickerson, Steven Best and Summer Salem to answer any questions on the strategic plan and the operational work plan.

Mr. Dickerson, High Demand Librarian, updated procedures on the shared drive. The topics were assigning 090s, music CD call numbers. He also provided copy cataloging

training on serials, children's books, and OCLC Connexion. Mya Warner and Mr. Best, Senior Clerks, assisted the Shelf/Shipping Department by sorting routing slips, creating routing slip packets, stamping boxes received from FedEx, and packing delivery boxes of materials for the branches, in addition to their High Demand work. Ms. Salem and Rosalyn Easley, Senior Associates, geared up for the busy season of spring orders, paying invoices, and bibliographic work. They also helped with managing routing slips. They cleared up outdated order carts on the vendor websites, as well.

Collection Management: During February Laura Mommers selected 3619 new DVDs totaling \$81,531 for Branch collections. For Main Library's Audio Visual department Ms. Mommers selected 798 DVD's totaling \$19,708. Ms. Mommers also selected 2658 Music CDs for Branch collections totaling \$30,435 and also selected 271 items totaling \$3,430 for the Popular Library collection.

Ms. Mommers continued her diligent work of relocating both print and non-print items to new homes in Branches or Cleveland Public Library's browsing collections housed at Case Western Reserve University and Cleveland State University. Ms. Mommers also visited Fulton branch to train branch manager Cheryl Diamond on audiovisual discretionary ordering utilizing Midwest Tapes' website.

On February 15 Bonnie Bolton and Rollie Welch met with Sandra Nosse, Youth Services manager, and Chrystal Carr Jeter, Sugarman Jury Chair, to discuss adding Sugarman award winning titles to Branch collections. Ms. Bolton once again agreed to serve on the Ohioana Book Award selection committee and has begun reviewing eligible titles. During February Ms. Bolton submitted juvenile orders for 2,780 new titles which totaled \$31,270.

Mr. Welch submitted his "final four" selections for Cleveland Public Library's March Book Madness online contest. Mr. Welch hopes at least one of his selections proves accurate. Mr. Welch also ordered additional copies of titles being used for the TEDxCLE online book discussion sponsored by the Main Library. Mr. Welch also represented Cleveland Public Library in his bylines for a review appearing in the Plain Dealer on February 26. Mr. Welch's column of street lit titles appeared in



Library Journal's online review component on February 15.

Materials Processing: The Technical Services Associates cataloged 965 titles for CPL and 2,962 titles for Clevnet. The Associates and Technical Services Senior Clerks added 4,284 items. The Materials Processing Technicians completed work on 23,082 items.

Books-on-CD were added to the 48-hour holds initiative, sending items to patron hold pick-up locations directly from Technical Services. Two unused desks from the Catalog Department were moved to provide workstations for additional computers for scanning new materials.

Michael Reynolds and Brenda McIntyre spent time cleaning and straightening storage areas. Mr. Reynolds worked on the storage of audio-visual cases and Ms. McIntyre reorganized the storage area for book jackets, labels and other paper-based supplies. Outdated supplies were sent to Corvus Recycling.

Elizabeth Hegstrom with assistance from Carole Brachna, High Demand, and Dawntae Jackson, HR, conducted interviews for the part-time Materials Processing Technician. Ms. Hegstrom also attended a meeting with the representative from Multicultural Books and Videos. Jasrielle Blade started work as a part-time Materials Processing Technician.

Preservation: All East Tech yearbooks have been added to the Digital Gallery, and the first South High Yearbook from 1907 was loaded. The total number of yearbook pages available digitally is now 18,047. Digital Gallery use for the month of February increased for all collections. The top three collections were Cleveland High School yearbooks (18,328 item views--a new usage record for any collection, and more than double the 7,661 views in January), Main Library and CPL History (12,182 item views), and Gallery of Cleveland Photographs (10,443 item views.) Users accessed the Digital Gallery from Canada, Belgium, Switzerland, Hungary, France, Spain, Japan, Netherlands, Germany, Poland, Austria, Italy, Bulgaria, Mexico, Ghana, Czech Republic, Denmark, Brazil, Israel, India, and the Russian Federation.

Other items added to the Digital Gallery were the Cleveland Public Library Annual Reports for 1878 - 1900, City Directories for 1906 and 1914, and Volume 8 of the Mears Baseball Scrapbook. The scrapbook was loaded in response to a patron request for ILL of the microfilm. Two patron requests for chess scrapbook microfilm are being fulfilled as digital scans from the microfilm, instead of reel duplication. Three Archives scrapbooks on work with children received conservation treatment and were digitized at the Northeast Document Conservation Center.

Dedicated digital storage for the original files of Digital Gallery objects was installed by Bill Hood. It provides two terabytes of storage and is backed up by the Automation Department. This is an important preservation goal of the Digital Projects Committee. The master high resolution files and individual tiff images for document pages accessed as a single PDF file are to be preserved with this device.

Corvus Recycling visited the Lakeshore Facility to assess recycling potential from materials routinely discarded at the site.

Laura Wallencheck worked from the Shelf Shipping office for the week of February 21. Two experienced pages, Otis Howell and Jasrielle Blade, left Shelf Shipping to take promotional positions. Two new pages, Imane Blaine and Devonte Brown, were hired.

Catalog: Regina Houseman and Larisa Povitsky took on the duty of loading records and fixing problems for the Cleveland Law Library. Ms. Povitsky did original cataloging of a Latvian language manuscript, Russian language chess columns, and a Hebrew Bible published in 1617. Michael Monaco showed Dawn Grattino how to create personal name authority records, and she created her first one.

Jeni Delfs attended an OCLC workshop entitled "Libraries at webscale." Ms. Grattino took an advanced searching in Connexion Client webinar. Jintao Huang attended webinar training about corporate authority work for CJK users. John Parsons listened to a webinar on RDA. Andrea Johnson and Mr. Monaco met with Daphne Kouretas, OCLC Member Services Consultant, to hear about some of

OCLC's services. Muzhgan Nazarova completed her initial training.

Barbara Satow joined the Catalog Department joined the Department as a Technical Services Librarian. Mr. Monaco and John Parsons began training Ms. Satow on local practices and procedures.

A total of 4,669 items were added and 6,161 titles were cataloged.

Acquisitions: Acquisitions staff worked with Collection Management staff to streamline and expedite the processing of selection lists being sent to Acquisitions from Collection Management. This process has now become completely paperless. Collection Management sends email to notify Acquisitions staff when selection lists are ready to be ordered instead of sending paper copies of the selection lists.

Acquisitions Manager Sandy Jelar Elwell along with Alicia Naab, Tonya Jenkins, Lisa Kowalczyk, and Leslie Pultorak, and other Technical Services Managers met with a representative from the vendor Multicultural Books and Videos to learn about the different services that they offer. Ms. Jenkins worked with Technical Support at the vendor Brodart to improve order processing on their website.

Acquisitions staff continued to volunteer to work in the Lake Shore Shelf/Shipping Department when needed. Ms. Pultorak has currently been handling the processing of all Foreign Literature materials for the Shipping Department. She has been unpacking shipments of foreign materials onto book trucks, verifying titles against the invoices or packing lists, and preparing them to be received in Sirsi.

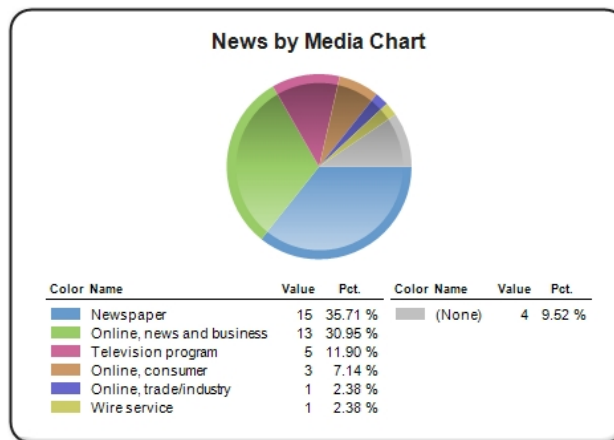
Acquisitions staff ordered a total of 8,071 titles, ordered 31,583 items, received 14,535 items, and processed a total of 1,354 invoices. They received 1,834 periodicals and 496 serials, added 680 periodical items, 220 serial items and 596 paperbacks, processed 93 periodical and serial claims, and modified 174 serial controls.

William Parsons, Shipping Clerk in Main, was selected for the Receiving and Distribution Technician position

and began working in the Lake Shore Shelf/Shipping Department on February 27th.

The staff of the Lake Shore Shelf/Shipping Department sent 110 items to the Main Library for requests. A total of 1,728 telescopes of new materials were shipped to the Main Library and the Branches. The Technicians unboxed and sent 24,203 items to the Acquisitions and High Demand Departments.

### MARKETING & COMMUNICATIONS



Media coverage for the month of February included 43 print and online publications as well as TV and radio. The full report, available in the Marketing department, shows ad values of \$71,424.90 with a news circulation audience of 28,025,009 people. In February, the

online media outlets that featured CPL events and programs received 3,086,394 unique visitors. Ads to promote My Place to Dream, Create, and Grow appeared in the *Campus Observer*, ads to promote Writers and Readers appeared in *The Plain Dealer*, and *The Call and Post*; ads to promote African American History events appeared in *Ohio Life News* and *The Call and Post*; ad and editorial for *A Conversation about Food* appeared in *Ohio Life News*; color ad promoting Main Library was placed in +Cleveland's *2012 Visitor's Guide*. An Online advertising program was begun with the *Plain Dealer* which includes an online page with a 30 second video in the business pages, Search Engine Marketing using ad words appearing on Google, Bing and Yahoo, six online impression based ad campaigns beginning with an animated ad for March Book Madness. Radio advertising on 93.1 FM and NPR promoted African American History and Writers and Readers programs. Eblasts were sent out to promote Writers and Readers in partnership with +Cleveland.

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

- Board meeting
- Regular Leadership Team meetings
- 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
- TechCentral planning meetings
- Monthly Main Managers' meeting
- Monthly Branch Managers' meeting
- Meeting with videographer to discuss PSA for OLBPD

#### GRAPHICS

Graphics staff designed, printed and distributed 168 printed pieces in December, including graphics for the library website and 4 staff newsletters.

Promotional pieces included: Hair Care in the 21<sup>st</sup> Century; Johnny Kilbane exhibit and collateral, Lockwood Thompson *A Conversation about Food* print, web graphics, and Penny De Los Santos photo exhibit; Writers and Readers Rick Moody web, print and powerpoint presentation; March Book Madness web graphics; Premier issue of *UpNext* and accompanying Branch fliers; 28,000 routing slips; Playhouse Square Bookmarks for *Red* and *Memphis*; Brochure design for Ohio Center for the Book; March/April Computer Class Schedule; Friends Used Book Sale postcards and bookmarks, 5,000 business envelopes, 5,500 remittance envelopes, 3,000 small envelopes, 2,000 small return envelopes, letterhead, 5-flier self mailing piece ; 4 staff newsletters.

WEBWARE [www.cpl.org](http://www.cpl.org) and other CPL sites

Twitter followers are up from 2,423 in 2011 to 3,487 currently. Facebook fans are up from 2,945 in 2011 to 3,779 currently. Downloads of books in an electronic format (ebooks) were up from 31,903 in 2011 to 59,674 currently.

Library News on the [www.cpl.org](http://www.cpl.org) homepage featured the following items for February: MyCloud to Provide Patrons

Their Own Personalized Computing Experience; and The Fighting Heart of Johnny Kilbane: Cleveland Public Library remembers Cleveland's Featherweight Champion 100 years later with special event.

During the month of February, the following events, programs, and information were promoted on [www.cpl.org](http://www.cpl.org): My Place 2 Dream, Create, Grow: Ingrid Nolan; African American History Month: Programs, Recommended Reading and more; Writers & Readers Series: Rick Moody; TEDxCLE independently organized TED event: Book hunt; March Book Madness: Enter Your Final Four & Champion Novel for a chance to win a Kindle Fire; My Tunes: Featured Artist, Etta James; 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; MyTunes: The 2012 Nominees Featured Artist; For Students Online; BRRRR! Winter Reads (for Teens); Stop the Hate: Youth Speak Out - Maltz Museum of Jewish Heritage Essay Contest; Novelist K-8 Plus: Discover a New Book!; Curl up with a good book; Connecting to the community (Seniors site: Find Services); and Did you get an eReader over the holidays? Check out our collection of free eBooks.

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

A special edition of "Off the Shelf" featuring African American History Month events was sent out on February 3rd to a distribution list of 2220.

A new page listing system wide storytimes was added to both the Kid's section of the website and under "Events" on the website's main navigation. In addition to listing storytime locations/times, the page features descriptions of the 3 different storytime programs.

The 2011 March Book Madness program was posted on the website and promoted on Facebook and Twitter. Patrons and staff can submit their bracket predictions between February 23 and March 11. Any patrons who successfully enter the correct Final Four and the Champion Novels will be entered into a drawing for a Kindle Fire. Any staff members that enter the correct Final Four and Champion Novels will be entered into a drawing for a \$20 Starbucks gift card. Prizes for the program were

provided by The Friends. Voting for each round begins on March 12.

### **PROPERTY MANAGEMENT**

The Property Management office completed numerous branch inspections and continues to monitor utility bills. We are attending weekly construction meetings for Tech Central.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. The batteries were replaced in the emergency lights at Carnegie West. The old boiler was removed and the batteries were replaced in the emergency lights at Eastman. The multipurpose room heater was repaired at Glenville. The motor and heating elements were replaced in the fan coil in the Graphic office. The high intensity ceiling lights in the chandeliers of John G. White were replaced and we worked with the Swiss logic service mechanic to repair the Translogic system at Main. The zone actuators for the HVAC system were repaired at South Brooklyn. New emergency lighting was installed upstairs, downstairs and in the public rest rooms at Walz.

The Carpenters and Painters completed the restoration and the installation of the outside lights on the Main building at East 3<sup>rd</sup> street. The old CD room was cleared out of furniture and shelves and the walls were patched and painted. Two donated show cases were painted and security locks were installed on them.

The Garage serviced vehicles 1, 2, 6, 24 and removed the generator from the Book Mobile to service it and install the spare. Snow plowing was done as needed and equipment at the branches was repaired and sent back out.

### **SAFETY & PROTECTIVE SERVICES**

#### **SAFETY**

- CPL met with two Cleveland City Council representatives about issues in the areas surrounding the Rice branch. Ali Boyd will

distribute a communication concerning recommendations to address neighborhood issues.

#### **PROTECTIVE SERVICES**

##### Security Systems

- We will begin developing specifications for upgrading access control and CCTV systems. As directed by Legal and Finance, we are obtaining two additional quotations.

##### Branch Patrol

- Supervisors and Officers continue to investigate Security Irregularity reports generated system-wide. The staff investigated 12 incidents during the month.
- Twenty eight visits to branches were provided for special attention.
- Branch Patrol visited branches 281 times.

##### Communications Center

- Repairs were made to CCTV system.

##### Contract Security

- Safety & Protective Services received two requests for additional staffing for G4S Security guards.

#### **INCIDENTS**

- During the month, 6 alarms were received with no illegal entry being made nor any smoke or fire being detected.

#### **SPECIAL EVENTS SUPPORT**

- Safety & Protective Services provided support for two specials events.

#### **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 conducted and transferred to Excel spreadsheet and provided to accounting.
- Requested computer workstations personal directories for officers to produce incident reports and have them stored on network drives.

#### **ADMINISTRATION**

- Conducted interviews for Supervisor and Officer.

#### **INFORMATION TECHNOLOGY & CLEVNET**

##### Cleveland Public Library Projects:

The Library Board of Trustees approved a new initiative named MyCloud. The use of virtual desktop technologies will provide patrons a computing experience equivalent to that of the home user, with the ability to store data and preferences. The Library Cloud will be accessible from any location on the internal network.

A new file server, storage and tape backup solution was installed at the Lake Shore facility to support Preservation's high capacity "Dark Archiving" project. A new gigabit switch was also installed to insure good throughput.

A special edition of "Off the Shelf" featuring African American History Month events was sent out on February 3rd to a distribution list of 2,220.

A new page listing system wide story times was added to both the Kid's section of the website and under "Events" on the website's main navigation. In addition to listing story time locations and times, the page features descriptions of the 3 different story time programs.

The 2011 March Book Madness program was posted on the website and promoted on Facebook and Twitter. Patrons and staff can submit bracket predictions between February 23 and March 11, based on a list of the 2011 top circulating titles in Main Library. Any patrons who reach the Final Four and the Champion Novels will be entered into a drawing for a Kindle Fire. Prizes for the

program were provided by the Friends of the Cleveland Public Library. Voting for each round begins on March 12.

A location code for Ohio Center for the Book (OCB) was created to clarify the shelving location of the OCB items.

George McLemore arranged a training session on Android phones for the Leadership Team. The training was provided by Verizon.

A new 2012 weeding schedule for CPL Branches was received from Collection Management and put into production. Weeding lists will be automatically generated and emailed.

The phone system directory was updated for changes in agency names.

#### CLEVNET projects:

Configuration and deployment planning began for the new Labtech system, which will enhance the ability to remotely manage workstations and servers throughout Cleveland Public Library and CLEVNET.

Hubbard Public Library and McKinley Memorial Library were moved to automatic debt collection from their previous manual process. Customer account files sent by Unique Management were loaded into the database and then the automatic process scheduled. Staff at each library had a list of exception accounts to review before the automatic process could start.

Seven network monitoring servers were upgraded to the latest software version to help with more accurate and granular network device monitoring. One new server was added to accommodate the Trumbull County libraries added in October 2011.

A new code was set up for Twinsburg Public Library's drive up window, enabling their patrons to select the drive up window for hold pick up. New item types and the accompanying circulation rules and circulation map entries were set up for Hubbard, McKinley, Twinsburg, Bristol and Cleveland Main libraries. Calendar changes were made for Barberton and Kinsman.

The Zimbra web collaboration and mail suite was updated to resolve some problems users began experiencing after the upgrade to version 7. Newer web browsers are also now officially supported.

Weeding reports were done at the request of Birchard, East Cleveland, Girard, Hubbard, Hudson and Medina libraries, and other special reports were done for Medina and Shaker libraries.

A Deep Freeze server and console was set up for Shaker Heights Public Library in order to effectively lock down their Public PCs for consistency and reliability.

East Cleveland Public Library's Active Directory domain schema was extended in order to support Server 2008 R2 and a new Server 2008 R2 domain controller was brought online.

Hardware and Network staff worked with Shaker Heights to continue upgrades to their network architecture; assessed the Willoughby-Eastlake network for VoIP; created new VLANs at Willoughby-Eastlake to support filtering using OpenDNS; assisted Lorain County in replacing a DHCP server; resolved a network issue at the Cleveland Law Library that prevented mobile users from connecting to the Internet; and tracked down a device streaming SNMP requests to OPLIN from the Medina County District Library.

KnowItNow:

An all-day training session was held at the State Library of Ohio. Ten librarians from four different libraries participated in the training day.

Don Boozer participated in the Kent State University Library Careers Night in Kent on February 28. He distributed KnowItNow24x7 promotional items as well as information about getting involved in the collaborative service.

KnowItNow24x7's first practicum student continues to do exemplary work. The KnowItNow24x7 Website Coordinator worked with her this month to provide raw data and reports for her practicum project.

**MEETINGS:**

Bob Carterette and Ann Palomo met with Lyn Crouse, the new director of Elyria Public Library, and Frank Szuch at the Elyria Public Library.

Mr. Carterette, Ms. Palomo and Larry Finnegan met directors and key staff from the six Trumbull County libraries to follow up on the migration and address any issues that had come up.

**Statistics**

	<b>Feb-11</b>	<b>Feb-12</b>
<b>OverDrive Downloads</b>	31,903	59,674
<b>Twitter Followers</b>	2,423	3,487
<b>Facebook Fans</b>	2,945	3,779

<b>Automation Services Statistics, 02/2012</b>				
	<b># Cases Opened</b>	<b># Cases Closed</b>	<b>Site Visits</b>	<b>TOTAL</b>
<b>HARDWARE</b>				
CPL Main	74	52	19	145
CPL Branch	65	71	20	156
CPL Lake Shore	18	12	4	34
CLEVNET	32	22	19	73
PUBLIC				0
<b>HARDWARE TOTAL</b>	<b>189</b>	<b>157</b>	<b>62</b>	<b>408</b>
<b>SOFTWARE</b>				
CPL Main	22	23		45
CPL Branch	11	11		22
CPL Lake Shore	6	6		12
CLEVNET	70	70		140
PUBLIC	130	130		260
<b>SOFTWARE TOTAL</b>	<b>239</b>	<b>240</b>	<b>0</b>	<b>479</b>
<b>WEBWARE</b>				
CPL Main	17	23		40
CPL Branch	7	11		18
CPL Lake Shore	6	6		12
CLEVNET	6	6		12
PUBLIC	144	144		288
<b>WEBWARE TOTAL</b>	<b>180</b>	<b>190</b>	<b>0</b>	<b>370</b>
<b>KIN</b>				
CPL Main	4	4		8
CPL Branch	0	0		0
CLEVNET	0	0		0
PUBLIC	0	0		0
KIN Library	14	14		28
OHIOlink Library	4	4		8
After Dark	0	0		0
<b>KIN TOTAL</b>	<b>22</b>	<b>22</b>	<b>0</b>	<b>44</b>
<b>GRAND TOTAL</b>	<b>630</b>	<b>609</b>	<b>62</b>	<b>1,301</b>

**Executive Session**

Mr. Werner moved to adjourn into Executive Session to discuss pending litigation. Ms. Rodriguez seconded the motion, which passed unanimously by roll call vote.

The Board adjourned into Executive Session at 1:32 p.m.

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

The Regular Board Meeting resumed at 2:05.m.

Mr. Corrigan adjourned the meeting at 2:06 p.m.

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Thomas D. Corrigan  
President

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Alan Seifullah  
Secretary

## GIFT REPORT FOR FEBRUARY 2012

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	347	1,277
Periodicals	14	24
Publishers Gifts	0	0
Non-Print Materials	<u>9</u>	<u>94</u>
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	370	1,395

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
Library Fund	Unrestricted	\$ 2,355	\$ 4,197
Library Fund	Restricted	575	575
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	0	162,000
Founders Fund	Unrestricted	0	0
Founders Fund	Restricted	<u>0</u>	<u>0</u>
<b>TOTAL MONEY GIFTS</b>		\$ 2,930	\$ 166,772

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	11	37	370	1,395
Money Gifts	<u>11</u>	<u>15</u>	<u>11</u>	<u>15</u>
<b>TOTAL GIFTS</b>	22	52	381	1,410



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**CLEVELAND PUBLIC LIBRARY  
OFFICE OF PROPERTY MANAGEMENT**

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**To:** Carrie Krenicky  
**From:** Myron Scruggs  
**Subject:** Change Order #002 (Sterling Professional Group)  
**Date:** March 08, 2012

**Change Order #002**

This change order is needed to install a card reader and upgraded electric strike. The cost of this will be \$508.00.





# AIA® Document G701™ – 2001

## Change Order

<b>PROJECT</b> (Name and address): CPL Main Branch Consolidation	<b>CHANGE ORDER NUMBER:</b> 002 <b>DATE:</b> 23 February 2012	<b>OWNER:</b> <input type="checkbox"/> <b>ARCHITECT:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> (Name and address):	<b>ARCHITECT'S PROJECT NUMBER:</b> 11001 <b>CONTRACT DATE:</b> 8 December 2011 <b>CONTRACT FOR:</b> General Construction, Furniture, Electrical, Mechanical, Plumbing	<b>CONTRACTOR:</b> <input type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>

### THE CONTRACT IS CHANGED AS FOLLOWS:

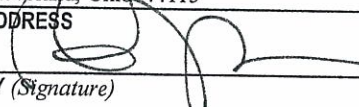
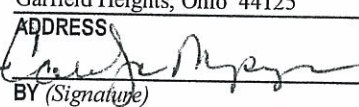
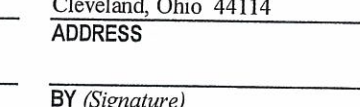
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)  
In order to accommodate an Owner requested change in the functioning of door 100A: add a card reader and revise the electric strike as described in Contractor proposal dated February 21, 2012, copy attached.

The original Contract Sum was	\$	679,000.00
The net change by previously authorized Change Orders	\$	-300.00
The Contract Sum prior to this Change Order was	\$	678,700.00
The Contract Sum will be increased by this Change Order in the amount of	\$	508.00
The new Contract Sum including this Change Order will be	\$	679,208.00

The Contract Time will be increased by Zero (0) days.  
The date of Substantial Completion as of the date of this Change Order therefore is 1 May 2012.

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Bostwick Design Partnership</u> <b>ARCHITECT</b> (Firm name)	<u>Sterling Professional Group</u> <b>CONTRACTOR</b> (Firm name)	<u>Cleveland Public Library</u> <b>OWNER</b> (Firm name)
<u>2729 Prospect Avenue</u> <u>Cleveland, Ohio 44115</u> <b>ADDRESS</b>	<u>5531 Turney Road</u> <u>Garfield Heights, Ohio 44125</u> <b>ADDRESS</b>	<u>325 Superior Avenue</u> <u>Cleveland, Ohio 44114</u> <b>ADDRESS</b>
 <b>BY</b> (Signature)	 <b>BY</b> (Signature)	 <b>BY</b> (Signature)
<u>Richard L. Ortmeier</u> (Typed name)	<u>William J. Snodgrass</u> (Typed name)	<u>Myron Scruggs</u> (Typed name)
<u>FEB 23, 2012</u> <b>DATE</b>	<u>2/29/12</u> <b>DATE</b>	<u>                    </u> <b>DATE</b>

# SPG - CHANGE ORDER #2

## # 2 - CARD READER AND UPGRADED ELECTRIC STRIKE

PROJECT: Cleveland Public Library -  
Main Library Consolidation Project  
Phase 1 Tech Central

SUBMIT TO: Bostwick Design Partnership  
2729 Prospect Avenue  
Cleveland, OH 44115  
Telephone: (216) 621-7900

CONTRACTOR: Sterling Professional Group  
5531 Turney Road  
Garfield Heights, Ohio 44125  
Telephone: (216) 475-7670 Fax: (216) 475-7675

**Please see the attached cost add credit change order to provide HID Thinline II Prox Reader #5395 and HES 1006 Electric Strike per revised specification.**

**Contact us with any questions.**

**Thank you,**

*Carolyn Mysza*

					02/21/2012
	BOSTWICK DESIGN PARTNERSHIP				
	CPL - MAIN LIBRARY CONSOLIDATION PROJECT; PHASE 1 TECH CENTRAL				
	CHANGE ORDER #2				
	CARD READER AND UPGRADED ELECTRIC STRIKE				
	PER REVISED SPECIFICATIONS				
	<b>87100 DOOR HARDWARE</b>				
		HID Thinline II Prox Reader #5395			\$470
		HES 1006 Electric Strike			
				SBTTL	\$470
				5 % OH/P	\$24
				STTL	\$494
<b>1500</b>	GEN COND			<b>BOND</b>	<b>\$15</b>
	SUPER/LABO	\$494		TOTAL	\$508
	3 % BOND	\$15			
	SUB/TTL	\$508			



**ORDER TOLL FREE: 800.589.5895**  
 CLEVELAND | 4550 Willow Pkwy, Cleveland, OH 44125; 216.341.3300, fax: 216.341.3300  
 AKRON-CANTON | 7505 Freedom Ave, N. Canton, OH 44720; 330.494.7255, fax: 330.494.7284

HOLLOW METAL DOORS AND FRAMES / WOOD DOORS / BUILDERS HARDWARE / TOILET ACCESSORIES / ACCESS CONTROL / SHOP FABRICATION

## BID PROPOSAL

Date:	February 7, 2012	To:	Sterling Professional Group
Project:	Cleveland Public Library Tech Center	Attn:	Irene Kopp
Quote#:	Z020712C-DM	Fax#:	
Quoted By:	Dan McKee	Email:	ikoppspg@sbcglobal.net
Contact Info:	(216) 658-2630	Page(s)	1 of 1
Email:	dan_mckee@clevelandvicon.com		

### OPENING 100A - RECEPTION TO WORK AREA

Add HID Thinline II prox reader #5395

Upgrade to a HES 1006 electric strike

ADD \$470.00  
(+ tax)

### TERMS AND CONDITIONS

*\*Net 30 Days \*\*No taxes are included \*\*\*No BAA, ARRA and LEED compliance unless noted otherwise*

This quotation is valid for a period of 30 days and is based on delivery of all goods within 9 months after approval of the schedule. No installation is included in this quotation unless stated in the quotation. Price quoted is with the understanding that an approved schedule is received by us within 30 days after submittal, including all key requirements, or this quotation is subject to change. We will not accept backcharges unless agreed to in writing prior to a backcharge being made. Delivery and payment must be made as materials are received from our suppliers. Invoices not paid within 30 days shall be subject to 1 1/2% (18% Annual) servie charge.

We will endeavor to meet your delivery requirements but cannot be liable for unavailability of materials through causes beyond our control. If your job is not ready for delivery of material, we will store and insure the goods at our warehouse at no additional cost provided you agree to make payment in full within 30 days from the date you are invoiced. Reasonable doubt of purchaser's financial responsibility shall entitle us to stop or decline the shipment or stop stop material in transit without liability until purchaser shall have paid for the material or satisfied us of his responsibility.

We thank you for the opportunity of submitting this proposal and hope we have the opportunity of fulfilling these requirements for you!

**THE CLEVELAND VICON CO., INC.**

### ACCEPTANCE: PLEASE FILL IN COMPLETELY AND RETURN

The undersigned agrees to accept the above proposal that will create a binding contract.

First deliveries will be accepted on or after \_\_\_\_\_ Deliveries to be completed by \_\_\_\_\_

COMPANY: \_\_\_\_\_ BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CLEVELAND PUBLIC LIBRARY  
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES  
FOR THE PERIOD FEBRUARY 1 – FEBRUARY 29, 2012

*Andy Krensky*

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Revenues, Expenditures and Changes in Fund Balance  
For the Period Ending February 29, 2012

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	12,777,000.00	0.00	0.00	0.00	\$ 0.00	12,777,000.00
42 Intergovernmental	3,686,594.23	476,077.47	0.00	0.00	\$ 0.00	4,162,671.70
43 Fines & Fees	66,881.30	0.00	0.00	0.00	\$ 0.00	66,881.30
44 Investment Earnings	36,906.40	3,502.17	0.00	5,034.32	\$ 0.00	45,442.89
45 Charges for Services	364,843.06	0.00	0.00	0.00	\$ 0.00	364,843.06
46 Contributions & Donations	0.00	166,772.23	0.00	0.00	\$ 0.00	166,772.23
48 Miscellaneous Revenue	74,615.31	0.00	0.00	0.00	\$ 0.00	74,615.31
<b>Total Revenues</b>	<b>\$ 17,006,840.30</b>	<b>\$ 646,351.87</b>	<b>\$ 0.00</b>	<b>\$ 5,034.32</b>	<b>\$ 0.00</b>	<b>\$ 17,658,226.49</b>
51 Salaries/Benefits	5,687,353.57	198,195.69	0.00	0.00	\$ 0.00	5,885,549.26
52 Supplies	104,237.09	2,054.39	0.00	1,813.00	\$ 0.00	108,104.48
53 Purchased/Contracted Services	1,555,908.68	306,668.27	0.00	0.00	\$ 0.00	1,862,576.95
54 Library Materials	1,112,098.15	1,080.00	0.00	2,050.24	\$ 0.00	1,115,228.39
55 Capital Outlay	86,145.48	11,500.00	284,627.40	0.00	\$ 0.00	382,272.88
57 Miscellaneous Expenses	17,211.17	14,423.76	0.00	0.00	\$ 869.84	32,504.77
<b>Total Expenditures</b>	<b>\$ 8,562,954.14</b>	<b>\$ 533,922.11</b>	<b>\$ 284,627.40</b>	<b>\$ 3,863.24</b>	<b>\$ 869.84</b>	<b>\$ 9,386,236.73</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 8,443,886.16</b>	<b>\$ 112,429.76</b>	<b>\$(284,627.40)</b>	<b>\$ 1,171.08</b>	<b>\$(869.84)</b>	<b>\$ 8,271,989.76</b>
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	\$ 701.10	701.10
<b>Total Other Sources / Uses</b>	<b>\$(10,000,000.00)</b>	<b>\$ 0.00</b>	<b>\$ 10,000,000.00</b>	<b>\$ 0.00</b>	<b>\$ 701.10</b>	<b>\$ 701.10</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$(1,556,113.84)</b>	<b>\$ 112,429.76</b>	<b>\$ 9,715,372.60</b>	<b>\$ 1,171.08</b>	<b>\$(168.74)</b>	<b>\$ 8,272,690.86</b>
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	\$ 33,855,885.90	\$ 11,831,011.06	\$ 19,509,452.89	\$ 2,675,078.30	\$ 8,262.30	\$ 67,879,690.45

**Cleveland Public Library**  
**Certified Revenue, Appropriations and Balances**  
**General Fund**  
**For the period Ending February 29, 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	3,686,594	16,151,177	19%	15%
General Property Tax	25,407,318	12,777,000	12,630,318	50%	58%
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	66,881	233,119	22%	23%
Investment Earnings	425,000	36,906	388,094	9%	6%
Services to Others-Clevnet	2,493,252	364,843	2,128,409	15%	17%
Miscellaneous	706,577	74,615	631,962	11%	1%
<b>Totals</b>	<b>\$ 54,169,919</b>	<b>\$ 17,006,840</b>	<b>\$ 37,163,078</b>	<b>31%</b>	<b>13%</b>

	<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	5,734,422	29,711,491	16%	16%
Supplies	1,093,672	434,292	659,380	40%	38%
Purchased Services	11,260,724	6,594,821	4,665,903	59%	71%
Library Materials	12,266,927	4,287,212	7,979,715	35%	33%
Capital Outlay	329,827	122,339	207,488	37%	37%
Other	87,264	54,408	32,857	62%	53%
<b>Subtotal</b>	<b>\$ 60,484,328</b>	<b>\$ 17,227,494</b>	<b>\$ 43,256,834</b>	<b>28%</b>	<b>30%</b>
Advances/Transfers	10,000,000	10,000,000	0	100%	0%
<b>Totals</b>	<b>\$ 70,484,328</b>	<b>\$ 27,227,494</b>	<b>\$ 43,256,834</b>	<b>39%</b>	<b>30%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated February 8, 2012.

Note (2): Amended Appropriation of \$64,169,919 plus carried forward encumbrance of \$6,314,409.

Note (3): Subtotal includes 27% expended and 12% encumbered.

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending February 29, 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	1,666,926.65	0.00	10,063,188.02
51120 Clerical Salaries	9,638,564.73	10,013,784.91	1,399,435.01	0.00	8,614,349.90
51130 Non-Clerical Salaries	354,550.82	403,880.99	192,615.61	0.00	211,265.38
51140 Buildings Salaries	3,708,667.56	3,858,989.63	533,444.15	0.00	3,325,545.48
51150 Other Salaries	1,130,370.78	1,177,772.47	152,850.61	0.00	1,024,921.86
51180 Severance Pay	0.00	366,811.61	366,811.61	0.00	0.00
51190 Non-Base Pay	0.00	4,478.72	34,824.84	0.00	(30,346.12)
51400 OPERS	3,692,829.90	3,841,959.70	560,355.29	129.25	3,281,475.16
51610 Health Insurance	3,302,962.48	3,449,403.47	540,454.80	0.00	2,908,948.67
51620 Life Insurance	11,842.56	12,834.24	1,927.32	0.00	10,906.92
51630 Workers Compensation	0.00	200,000.00	180,108.76	0.00	19,891.24
51640 Unemployment Compensation	31,836.51	49,026.85	8,300.29	40,726.56	0.00
51650 Medicare - ER	316,339.64	330,459.46	49,123.91	0.00	281,335.55
51900 Other Benefits	0.00	6,396.49	174.72	6,212.76	9.01
	<b>\$33,484,152.79</b>	<b>\$ 35,445,913.21</b>	<b>\$ 5,687,353.57</b>	<b>\$ 47,068.57</b>	<b>\$ 29,711,491.07</b>
<b>Salaries/Benefits</b>					
52110 Office Supplies	48,324.90	50,175.48	5,105.62	6,000.13	39,069.73
52120 Stationery	73,700.00	109,116.10	13,163.98	30,099.18	65,852.94
52130 Duplication Supplies	56,300.00	56,525.95	8,755.30	5,114.42	42,656.23
52140 Hand Tools	100.00	141.27	10.71	32.57	97.99
52150 Book Repair Supplies	82,800.00	86,377.39	2,245.85	14,716.19	69,415.35
52210 Janitorial Supplies	87,800.00	89,940.02	21,527.00	9,225.68	59,187.34
52220 Electrical Supplies	57,500.00	58,658.85	9,817.24	16,182.64	32,658.97
52230 Maintenance Supplies	147,400.00	160,245.21	12,377.21	82,623.33	65,244.67
52240 Uniforms	9,400.00	9,701.58	976.50	945.00	7,780.08



Cleveland Public L  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending February 29, 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	13,128.14	77,779.65	3,420.00
52900 Other Supplies	371,949.32	378,462.69	17,129.54	87,336.30	273,996.85
<b>Supplies</b>	<b>\$1,016,874.22</b>	<b>\$ 1,093,672.33</b>	<b>\$ 104,237.09</b>	<b>\$ 330,055.09</b>	<b>\$ 659,380.15</b>
53100 Travel/Meetings	100,000.00	108,564.00	2,236.71	56,327.29	50,000.00
53210 Telecommunications	500,687.68	550,509.81	56,617.31	488,054.58	5,837.92
53230 Postage/Freight	123,800.00	147,706.35	15,352.41	98,533.91	33,820.03
53240 PR/Other Communications	193,500.00	218,450.50	5,193.72	76,056.93	137,199.85
53310 Building Repairs	190,000.00	195,603.50	9,067.99	12,255.00	174,280.51
53320 Machine Repairs	41,000.00	42,540.25	4,684.83	13,450.00	24,405.42
53340 Building Maintenance	174,600.00	194,453.25	10,566.41	27,176.07	156,710.77
53350 Machine Maintenance	219,272.06	297,654.31	34,668.02	39,245.43	223,740.86
53360 Computer Maintenance	947,126.00	948,643.36	558,153.88	21,085.06	369,404.42
53370 Motor Vehicle Repairs	42,000.00	44,049.10	5,651.95	8,612.15	29,785.00
53380 Contract Security	995,688.00	1,041,534.21	154,844.06	305,078.17	581,611.98
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	2,598.00	0.00	438,302.00
53510 Rent/Leases	80,900.00	99,276.18	25,292.59	73,342.72	640.87
53520 Equipment Rental	93,017.14	136,262.11	40,988.25	44,296.71	50,977.15
53610 Electricity	2,008,900.02	2,291,167.54	313,816.51	1,977,351.01	0.02
53620 Gas	257,500.00	318,474.41	52,384.54	266,089.87	0.00
53630 Chilled Water	883,500.10	924,801.02	78,972.61	845,828.41	0.00
53640 Water/Sewer	87,295.03	141,122.82	7,083.49	141,839.30	(7,799.97)
53710 Professional Services	1,569,212.41	1,877,382.09	158,455.94	339,120.65	1,379,805.50
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 February 29, 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	16,947.96	118,263.38	281,129.27
53900 Other Purchased Services	0.00	2,263.75	156.50	2,056.00	51.25
<b>Purchased/Contracted Services</b>	<b>\$9,987,398.44</b>	<b>\$ 11,260,723.64</b>	<b>\$ 1,555,908.68</b>	<b>\$ 5,038,912.11</b>	<b>\$ 4,665,902.85</b>
54110 Books	2,906,000.00	3,741,672.54	440,990.68	798,763.41	2,501,918.45
54120 Continuations	514,000.00	967,682.73	70,700.84	570,397.34	326,584.55
54210 Periodicals	1,105,000.00	1,834,712.58	278,702.62	501,365.87	1,054,644.09
54220 Microforms	205,000.00	225,950.65	371.19	21,499.50	204,079.96
54310 Video Media	1,459,999.99	1,522,637.31	95,004.15	245,654.29	1,181,978.87
54320 Audio Media - Spoken	208,000.00	240,157.63	19,014.67	41,834.20	179,308.76
54325 Audio Media - Music	566,000.01	663,685.36	48,653.37	140,337.19	474,694.80
54350 Computer Media	225,500.00	240,418.51	221.95	14,683.56	225,513.00
54500 Database Services	950,766.85	1,425,001.60	141,908.41	308,336.61	974,756.58
54530 eMedia	1,052,000.00	1,057,000.00	0.00	390,600.00	666,400.00
54600 Interlibrary Loan	0.00	6,859.33	460.00	0.00	6,399.33
54710 Bookbinding	29,000.00	56,490.76	1,510.74	25,980.02	29,000.00
54720 Preservation Services	60,000.00	134,962.23	9,153.40	69,500.72	56,308.11
54730 Preservation Boxing	8,000.00	9,940.85	1,134.50	8,793.96	12.39
54790 Preservation Reformatting	100,000.00	139,755.10	4,271.63	37,367.10	98,116.37
<b>Library Materials</b>	<b>\$9,389,266.85</b>	<b>\$ 12,266,927.18</b>	<b>\$ 1,112,098.15</b>	<b>\$ 3,175,113.77</b>	<b>\$ 7,979,715.26</b>
55510 Furniture	129,000.00	150,227.38	4,050.00	17,477.37	128,700.01
55520 Equipment	91,266.25	135,790.32	38,539.32	18,335.90	78,915.10
55530 Computer Hardware/Software	0.00	43,809.14	43,556.16	380.00	(127.02)
<b>Capital Outlay</b>	<b>\$220,266.25</b>	<b>\$ 329,826.84</b>	<b>\$ 86,145.48</b>	<b>\$ 36,193.27</b>	<b>\$ 207,488.09</b>

Cleveland Public L  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending February 29, 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	9,300.00	30,060.00
57200 Taxes	500.00	859.06	138.44	300.00	420.62
57500 Refunds/Reimbursements	17,000.00	31,945.31	1,972.73	27,596.60	2,375.98
<b>Miscellaneous Expenses</b>	<b>\$71,960.00</b>	<b>\$ 87,264.37</b>	<b>\$ 17,211.17</b>	<b>\$ 37,196.60</b>	<b>\$ 32,856.60</b>
<b>Advances</b>	<b>\$0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
59900 Transfers Out	0.00	10,000,000.00	10,000,000.00	0.00	0.00
<b>Transfers</b>	<b>\$0.00</b>	<b>\$ 10,000,000.00</b>	<b>\$ 10,000,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>TOTAL</b>	<b>\$54,169,918.55</b>	<b>\$ 70,484,327.57</b>	<b>\$ 18,562,954.14</b>	<b>\$ 8,664,539.41</b>	<b>\$ 43,256,834.02</b>

Revenue, Expenditures and Change in Fund Balances  
For the Period Ending February 29, 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	17,006,840.30	18,562,954.14	8,664,539.41	24,946,011.45
<b>Total General Fund</b>	<b>\$ 35,166,664.70</b>	<b>\$ 17,006,840.30</b>	<b>\$ 18,562,954.14</b>	<b>\$ 8,664,539.41</b>	<b>\$ 24,946,011.45</b>
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	11,500.00	0.00	1,599,509.14
203 Founders	4,495,884.53	0.00	289.47	45,406.20	4,450,188.86
204 Kaiser	42,737.60	0.00	0.00	0.00	42,737.60
205 Kralley	147,618.65	0.00	0.00	0.00	147,618.65
206 Library	165,217.27	4,772.23	500.00	0.00	169,489.50
207 Pepke	92,820.86	0.00	0.00	0.00	92,820.86
208 Wickwire	1,052,526.56	3,502.17	495.00	0.00	1,055,533.73
209 Wittke	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	1,559.39	4,190.45	(59.35)
226 Judd	7,784.12	0.00	19,268.18	55,534.74	(67,018.80)
228 Lockwood Thompson Memorial	400,544.73	0.00	1,080.00	329,532.90	69,931.83
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	7,320.00	38,289.07
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	251,366.00	181,603.94	26,508.57	53,361.49
252 LSTA-Know It Now	266,747.87	57,858.02	128,687.24	140,146.58	55,772.07
254 MyCom	72,377.13	166,853.45	188,938.89	0.00	50,291.69
255 PNC-Grow Up Great	46,784.75	0.00	0.00	1,041.87	45,742.88
256 Learning Centers	0.00	162,000.00	0.00	0.00	162,000.00
<b>Total Special Revenue Funds</b>	<b>\$ 11,718,581.30</b>	<b>\$ 646,351.87</b>	<b>\$ 533,922.11</b>	<b>\$ 609,681.31</b>	<b>\$ 11,221,329.75</b>
401 Building & Repair	9,794,080.29	10,000,000.00	284,627.40	1,476,529.62	18,032,923.27

Revenue, Expenditures and Change in Fund Balances  
For the Period Ending February 29, 2012

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
<b>Total Capital Project Funds</b>	<b>\$ 9,794,080.29</b>	<b>\$ 10,000,000.00</b>	<b>\$ 284,627.40</b>	<b>\$ 1,476,529.62</b>	<b>\$ 18,032,923.27</b>
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	1,813.00	0.00	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	2,050.24	10,951.15	1,632,971.98
<b>Total Permanent Funds</b>	<b>\$ 2,673,907.22</b>	<b>\$ 5,034.32</b>	<b>\$ 3,863.24</b>	<b>\$ 10,951.15</b>	<b>\$ 2,664,127.15</b>
901 Unclaimed Funds	8,431.04	701.10	869.84	0.00	8,262.30
Others	\$ 8,431.04	\$ 701.10	\$ 869.84	\$ 0.00	\$ 8,262.30
<b>Total All Funds</b>	<b>\$ 59,361,664.55</b>	<b>\$ 27,658,927.59</b>	<b>\$ 19,386,236.73</b>	<b>\$ 10,761,701.49</b>	<b>\$ 56,872,653.92</b>

Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending February 29, 2012

<b>Balance of All Funds</b>	<b><u><u>\$ 67,879,690.45</u></u></b>
Chase-Checking	7,924.24
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	7,443,670.82
KeyBank-MC/MISA	16,400.53
Fifth Third - Checking	401,111.39
Petty Cash	330.00
Change Fund	5,420.00
KeyBank-Payroll Account (ZBA)	176.84
KeyBank-Savings Bond Acct	0.00
<b>Cash in Library Treasury</b>	<b><u><u>\$ 7,875,033.82</u></u></b>
PNC - Money Market	10,016.47
PNC - Investments	34,200,154.73
PNC/Allegiant Money Market	149,071.55
KeyBank - Victory Fund	0.00
STAR OHIO Investment	12,671,878.26
<b>Investments</b>	<b><u><u>\$ 47,031,121.01</u></u></b>
PNC Endowment Acct	12,973,535.62
<b>Endowment Account</b>	<b><u><u>\$ 12,973,535.62</u></u></b>
<b>Cash in Banks and On Hand</b>	<b><u><u>\$ 67,879,690.45</u></u></b>

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – February 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 February 1, 2012 through February 29, 2012.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
02/01/12 - 02/29/12	29	Various	STAR Ohio	Various	388.95	Investment Pool
02/01/12 - 02/29/12	29	Various	PNC	Various	2.74	Sweep Money Market
02/01/12 - 02/29/12	29	Various	PNC	Various	0.79	Money Market
08/22/11 - 02/22/12	185	2,000,000	Federal Farm Credit Bank	0.430%	4,300.00	Federal Agency
11/23/11 - 02/02/12	72	2,000,000	Federal Farm Credit Bank	0.690%	2,645.00	Federal Agency
12/02/11 - 02/02/12	63	500,000	Federal Farm Credit Bank	0.690%	575.00	Federal Agency
12/23/11 - 02/03/12	43	1,000,000	Federal Farm Credit Bank	0.780%	866.67	Federal Agency
09/08/11 - 02/06/12	152	2,000,000	Federal Farm Credit Bank	0.470%	5,064.45	Federal Agency
08/23/11 - 02/23/12	185	2,000,000	Federal Home Loan Mortgage Corp.	0.500%	5,000.00	Federal Agency

Earned Interest February 2012 \$ 18,843.60  
 Earned Interest Year To Date \$ 36,906.40

## CLEVELAND PUBLIC LIBRARY

REPORT C

## Finance Committee

March 13, 2012

## REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR FEBRUARY 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
Know it Now Directors Meetings & Lbrary Visits Many Locations in Ohio	1/27/12	Don Boozer	85.47
State Library of Ohio Know it Now Training Columbus, Ohio	2/2/12	Don Boozer	152.63
American Library Association Mid-Winter Conference Dallas, Texas	1/19/12 - 1/23/12	Elizabeth Gaughan	1,160.48
State Library of Ohio Consumer Advisory Meeting Columbus, Ohio	1/26/12	William Reed	136.53
<b>TOTAL</b>			<b>\$1,535.11</b>

## SUMMARY

FUND	FEBRUARY	YEAR TO DATE
General	\$1,160.48	\$2,236.71
Judd Fund	0.00	0.00
Lockwood Thompson	0.00	0.00
Metlife-Fit for Life	0.00	0.00
OLBPD-Library for the Blind	136.53	136.53
LSTA - Know it Know	238.10	238.10
<b>TOTAL</b>	<b>\$1,535.11</b>	<b>\$2,611.34</b>



CLEVELAND PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
TERMINATION REPORT  
2/01/2012 THROUGH 02/29/2012

EXHIBIT 7

**Human Resources Committee Report**

**March 13,2012**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>JOB TITLE</b>	<b>DATE</b>
<b>RESIGNATIONS</b>			
CARABALLO,JOSIBELLE	SOUTH	PAGE	2/11/2012
MASTER-ALLEN,MEGAN	ROCKPORT	PAGE	2/18/2012
BOONE,MONTELL	MEMNOT	PAGE	2/25/2012
JASPER,ABIGAIL	MAIN	LA-SUB	2/28/2012

**OTHER TERMINATIONS**

**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 02/01/2012 TO 02/29/2012**

**Human Resources Committee Report  
March 13, 2012**

**EMPLOYEE:** BRATELY, MICHAEL  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFE. DATE** 02/12/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.07	NEW HIRE

**EMPLOYEE:** MARTIN, TRACY  
**JOB TITLE:** GRANTS & DEVELOPMENT COORDINATOR

**CURRENT GRADE:** J **EFFE. DATE** 02/05/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	58,311.24	NEW HIRE

**EMPLOYEE:** SATOW, BARBARA M  
**JOB TITLE:** TECH SERVICES LIBRARIAN

**CURRENT GRADE:** H **EFFE. DATE** 02/12/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	22,524.84	50,998.74	PROMOTION

**EMPLOYEE:** BELK, WESLEY B  
**JOB TITLE:** CUSTODIAN II (DAYS/BRANCHES)

**CURRENT GRADE:** B **EFFE. DATE** 02/12/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	11,915.28	30,919.72	PROMOTION

**EMPLOYEE:** COCCARO, CYNTHIA L  
**JOB TITLE:** PUBL SVC BRCH SUPERVISR-SM BR

**CURRENT GRADE:** F **EFFE. DATE** 02/12/2012  
**CURRENT STEP:** 12 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	72,363.00	56,181.06	VOLUNTARY DEMOTION

**EMPLOYEE:** HOUSTON, LARRY D  
**JOB TITLE:** PAINTER

**CURRENT GRADE:** E **EFFE. DATE** 02/12/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	36,171.46	38,701.00	PROMOTION

**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 02/01/2012 TO 02/29/2012**

**Human Resources Committee Report  
March 13, 2012**

**EMPLOYEE:** HOWELL, OTIS H  
**JOB TITLE:** CUSTODIAN II (DAYS/BRANCHES)  
**CURRENT GRADE:** B **EFFE. DATE** 02/12/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	9.07	30,919.72	PROMOTION

**EMPLOYEE:** BROWN, DEVONTE  
**JOB TITLE:** PAGE  
**CURRENT GRADE:** Z **EFFE. DATE** 02/12/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE		9.07	NEW HIRE

**EMPLOYEE:** BLAINE, IMANE  
**JOB TITLE:** PAGE  
**CURRENT GRADE:** Z **EFFE. DATE** 02/15/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE		9.07	NEW HIRE

**EMPLOYEE:** DIAWARA, DEMBA  
**JOB TITLE:** SHELF DEPT ASST SUPERVISOR  
**CURRENT GRADE:** E **EFFE. DATE** 02/26/2012  
**CURRENT STEP:** 5 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	42,152.76	43,956.38	PROMOTION

**EMPLOYEE:** WHEELER, TRISTAN H  
**JOB TITLE:** AV& EVENT PLANNING SPECIALIST  
**CURRENT GRADE:** D **EFFE. DATE** 02/26/2012  
**CURRENT STEP:** 3 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	37,618.10	38,598.30	RECLASSIFICATION

**EMPLOYEE:** BLADE, JASRIELLE  
**JOB TITLE:** MATERIAL PROC TECH  
**CURRENT GRADE:** A **EFFE. DATE** 02/26/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	9.07	15,497.56	PROMOTION

**EMPLOYEE:** DURDA, NICHOLAS  
**JOB TITLE:** SHELF DEPT CLERK  
**CURRENT GRADE:** A **EFFE. DATE** 02/26/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	9.07	29,057.86	PROMOTION

**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 02/01/2012 TO 02/29/2012**

Human Resources Committee Report  
March 13, 2012

**EMPLOYEE:** JACKSON, BIANCA  
**JOB TITLE:** SHELF DEPT CLERK

**CURRENT GRADE:** A **EFFE. DATE** 02/28/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	9.52	29,057.86	PROMOTION

**EMPLOYEE:** PAPPERT, REBECCA  
**JOB TITLE:** LA ADULT SUB

**CURRENT GRADE:** F **EFFE. DATE** 02/26/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE		19,937.32	NEW HIRE

**EMPLOYEE:** STASKIEWS, ALEXANDRA  
**JOB TITLE:** LA ADULT SUB

**CURRENT GRADE:** F **EFFE. DATE** 02/26/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE		19,937.32	NEW HIRE

## CLEVELAND PUBLIC LIBRARY

REPORT D**Human Resources Committee Report**

Meeting Date: March 13, 2012

Report Period: February, 2012

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

<b>MONTH</b>	<b>2011 SICK LEAVE HOURS USED</b>	<b>2012 SICK LEAVE HOURS USED</b>	<b>2012 TOTAL HOURS</b>
January	3,285.32	2,536.49	86,103.94
February	4,911.47	3,527.82	83,958.50
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**  
**February 1, 2012- February 29, 2012 EE0-4 REPORT**  
**FULL/PART-TIME EMPLOYEES**

**Human Resources Committee Report**

March 13, 2012

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	79	19	9	1			32	17	1		
Professionals	83	17	2		1		43	16	2	2	
Technicians	20	10	2	1			6	1			
Protective Service	18	9	7	1				1			
Para-Professionals	125	23	34		2		27	30	7	2	
Administrative Support	287	32	56	3	3		48	128	15	2	
Skilled Craft	11	6	3		1			1			
Service Maintenance	47	8	35	1			1	2			
<b>Grand Total</b>	<b>670</b>	<b>124</b>	<b>148</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>157</b>	<b>196</b>	<b>25</b>	<b>6</b>	<b>0</b>

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

K=American Indian/Alaskan Native

**INSURANCE REPORT  
FOR THE MONTH OF  
FEBRUARY  
2012**

REPORT F

Human Resources  
Committee Report  
March 13, 2012

**Staff Enrollments-Health Care/Dental**

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	<b>Single</b>	<b>Family</b>	<b>Total</b>
<b>Kaiser POS</b>	87	81	168
<b>Kaiser HMO</b>	230	103	333
<b>Delta Dental</b>	209	148	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>
<b>No lost workdays for February</b>			

# CLEVELAND PUBLIC LIBRARY

## FINES AND FEES SCHEDULE: PART A

### OVERDUE FINES

#### ADULT MATERIALS

Circulating Items .....	\$0.10 per day/item
<i>Except:</i>	
No Hold or New DVD .....	\$1.00 per day/item
No Hold or New Videocassette .....	\$1.00 per day/item
Reference Items .....	\$1.00 per day/item
CHILDREN'S MATERIALS .....	No overdue fines
YOUNG ADULT MATERIALS .....	No overdue fines
MATERIALS @UNIVERSITY/COLLEGE LIBRARIES ..	No overdue fines

PATRONS WITH PROFILE CPL-GB (age 60 & over) ..	No overdue fines
PATRONS WITH PROFILE CPL-DISABLD .....	No overdue fines
PATRONS WITH PROFILE CPL-HOMBD .....	No overdue fines

#### OVERDUE FINE LIMITS

Circulating Items .....	\$3.00/item
BILL THRESHOLD .....	\$25.00

### REPLACEMENT PRICES

Borrower pays list price for material as shown online. If database shows no list price, patron is charged as follows:

Hardcover Book .....	\$23.00
Adult Paperback Book .....	\$14.50
Children's Paperback Book .....	\$5.00
Audiobook .....	\$50.00
Comic Book .....	\$3.50
Compact Disc .....	\$17.00
DVD .....	\$25.00
DVD Set .....	\$60.00
Interlibrary Loan Material .....	\$100.00
LeapFrog Equipment .....	\$65.00
Magazine .....	\$6.00
Pamphlet .....	\$2.00
Reference Material .....	Value of item
Self-Playing Device .....	\$80.00
Software/CD-ROM .....	\$40.00
Misc. uncataloged material .....	\$1.00/item

LOST OR STOLEN LIBRARY CARD .....	\$1.00
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### DAMAGE FINES

Major .....	Replacement price
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### INTERLIBRARY LOAN FEES

#### FEES CHARGED TO LIBRARIES

Ohio Libraries .....	No charge
Out-of-State Libraries .....	\$10.00 per item
Foreign Libraries .....	\$20.00 per item

#### FEES CHARGED TO INDIVIDUAL BORROWERS

Loans .....	No charge
Photocopies .....	\$5.00 per item

### PHOTODUPLICATION OFFICE FEES

See Fines & Fees Schedule: Part B

### COPY AND PRINTING FEES

#### Copies from Computer Printers:

8½" x 11" and 8½" x 14" B&W .....	\$0.10 per page
11" x 17" B&W .....	\$0.20 per page
8½" x 11" and 8½" x 14" Color .....	\$0.25 per page
11" x 17" Color .....	\$0.50 per page

#### Copies from Microform Reader/Printer:

8½" x 11" and 11" x 17" B&W .....	\$0.10 per page
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#### Photocopies:

8½" x 11" and 8½" x 14" B&W .....	\$0.10 per page
11" x 17" B&W .....	\$0.20 per page
8½" x 11" and 8½" x 14" Color .....	\$0.25 per page
11" x 17" Color .....	\$0.50 per page

Use of one's own paper ..... Charge based on paper size

### FAXING FEES

Self-service faxing from multifunction device .....	\$0.10 per page
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### SCANNING FEES

Self-service scanning sent to email address .....	\$0.10 per page
Self-service scanning to one's own device .....	No charge

### MEETING ROOM/AUDITORIUM/FACILITY FEES

ACTIVITIES CO-SPONSORED BY LIBRARY ..... No charge

ACTIVITIES NOT CO-SPONSORED BY THE LIBRARY:

#### BRANCHES

Library open .....	No charge
Library closed .....	\$25.00 per hour

#### LAKE SHORE FACILITY

Auditorium (648 seats) .....	\$500.00 per 4 hours
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#### Other Fees:

For each hour over 4 .....	20% surcharge
Rehearsal and/or set-up .....	\$50.00 per hour
Clean-up, if food served .....	\$50.00
Security/Custodial when closed .....	\$50.00 per hour

#### Meeting Rooms (for library-related activities only)

Rooms 1A, 1B, 4 .....	\$50.00 per day per room
Rooms 1A + 1B .....	\$100.00 per day
Room 3 (Computer Training) .....	\$250.00 per day

#### MAIN LIBRARY

Stokes Wing Auditorium (218 seats; Maximum Capacity 315)

Library open .....

Stokes Wing (Auditorium, LL Lobby & First Floor) and Garden

Library closed:

Nonprofit Groups .....

All others .....

Stokes Wing Meeting Room 218 (Cap. 116; can be sub-divided)

Only available when Library is open .....

### FEES FOR PHOTOGRAPHING/TAPING/FILMING ON LIBRARY PROPERTY

Security and/or Custodial Staff .....	\$100.00 per hour
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### MISCELLANEOUS

Tote Bags (non-complimentary) .....	\$0.10 per bag
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### SALES TAX

Ohio sales tax added when required.



**CLEVELAND PUBLIC LIBRARY**  
**FINES AND FEES SCHEDULE: PART B**  
**PHOTODUPLICATION OFFICE FEES**

**PHOTOCOPIES**

Service Fee (first 25 pages).....	\$5.00/item
Copy Service Fee (each additional 25 pages) .....	\$5.00
Standard (8½" x 11" through 11" x 17" B&W).....	\$0.10/page
Oversize (18" x 24" B&W).....	\$1.00/page
Color (8½" x 11" through 11" x 17") .....	\$1.00/page
Fax.....	\$0.25/page
Rush (24-hour turnaround) .....	\$10.00/item
Special Handling (fragile, etc.).....	\$20.00/order

**PLOTTER-PRINTER**

B&W .....	\$0.10/linear inch
Color .....	\$0.20/linear inch

**DIGITAL SCANS**

Service Fee (first 25 pages).....	\$5.00/item
Copy Service Fee (each additional 25 pages or scans).....	\$5.00
Desktop Text Scanner (8½" x 11").....	\$0.25/scan
Photo-Quality Scanner .....	\$5.00 for first 25 scans
CD-ROM.....	\$2.50/disc
Digital Camera (8½" x 11").....	\$0.10/print
Special Handling (camera set-up, etc.) .....	\$20.00/item
Email (8½" x 11").....	\$0.25/page

**PHOTOGRAPHS**

Service Fee .....	\$5.00/print
B&W (8" x 10" glossy or matte).....	\$22.00/print
B&W (11" x 14" glossy or matte).....	\$30.00/print
B&W (16" x 20" glossy or matte).....	\$42.00/print
Color .....	Current lab price
Posters.....	Current lab price
Slides.....	Current lab price
Delivery Fee .....	\$9.00/order
Rush (24-hour turnaround) .....	Double price + \$10.00/print

**USE FEES FOR PUBLICATION OR DISPLAY**

For Profit.....	\$5.00/image; \$250 max/project
Not for Profit .....	\$5.00/image; \$50 max/project

**MICROFILM**

Service Fee .....	\$5.00/item
Positive/Original (35mm).....	\$275.00
Special Handling/Original/Preservation Fee.....	\$20.00
Duplicate (35mm).....	\$29.40

**MICROFICHE**

Service Fee .....	\$5.00/item
Light and Dark Exposures.....	\$5.00/fiche

**SHIPPING FEES****STANDARD SIZE**

1-10.....	\$1.25
11-15.....	\$1.50
16-20.....	\$1.75
21-99.....	\$0.10/page
100+.....	\$10.00

**OVERSIZED**

1-10.....	\$2.50
11-20.....	\$3.50

INTERNATIONAL .....Fees vary according to USPS rates

**SALES TAX**

Ohio sales tax added when required.

**WARNING CONCERNING COPYRIGHT RESTRICTIONS**

The copyright law of the United States (Title 17 United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR FEBRUARY 2012

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	2012	2011	
Main Library Branches	153,480	147,976	799	841	314,945	313,335	0.5%
Mobile Units	304,972	290,033	1,514	1,564	639,461	620,033	3.1%
Library for the Blind	5,607	5,307			11,370	11,099	2.4%
eMedia	60,172	51,119			121,169	110,339	9.8%
	10,707	7,696			22,851	16,059	42.3%
<b>TOTAL CIRCULATION</b>	<b>534,938</b>	<b>502,131</b>			<b>1,109,796</b>	<b>1,070,865</b>	<b>3.6%</b>

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
eBook	7,805	4,665	16,583	9,490	74.7%
eAudioBook	2,784	2,858	6,019	6,208	-3.0%
eMusic	67	94	112	168	-33.3%
eVideo	51	79	137	193	-29.0%
<b>TOTAL eCIRCULATION</b>	<b>10,707</b>	<b>7,696</b>	<b>22,851</b>	<b>16,059</b>	<b>42.3%</b>

Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
Downloads	9,071	7,372	18,334	15,366	19.3%
Users	535	519	1,078	1,048	2.9%

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 Branches	71	42 minutes	8,935	9,882	6,323	7,270	-13.0%
	352	40 minutes	56,081	55,001	37,085	37,882	-2.1%
<b>TOTAL USAGE</b>	<b>423</b>		<b>65,016</b>	<b>64,883</b>	<b>43,408</b>	<b>45,153</b>	<b>-3.9%</b>

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

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	2012	2011	
Main Library Branches	41,487	40,467	216	230	85,075	82,574	3.0%
Mobile Unit	235,766	214,280	1,170	1,155	477,180	455,367	4.8%
	645	604			1,363	1,308	4.2%
<b>TOTAL VISITS</b>	<b>277,898</b>	<b>255,351</b>			<b>563,618</b>	<b>539,249</b>	<b>4.5%</b>

CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR FEBRUARY 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	9,876	978	957	1,247	13,058	931	13,989
Broadway	2,043	152	100	193	2,488	269	2,757
Brooklyn	5,918	691	467	609	7,685	726	8,411
Carnegie West	8,939	949	1,318	1,247	12,453	1,106	13,559
Collinwood	6,604	608	648	1,034	8,894	933	9,827
East 131st	3,915	477	393	576	5,361	420	5,781
Eastman	11,692	1,188	1,224	1,634	15,738	1,871	17,609
Fleet	9,141	684	952	1,013	11,790	1,036	12,826
Fulton	7,650	736	547	841	9,774	953	10,727
Garden Valley	3,684	244	170	230	4,328	431	4,759
Glenville	5,963	667	786	1,055	8,471	679	9,150
Harvard-Lee	6,503	565	586	789	8,443	826	9,269
Hough	4,126	435	278	298	5,137	449	5,586
Jefferson	5,845	647	845	1,042	8,379	999	9,378
Langston Hughes	4,437	612	326	606	5,981	503	6,484
Lorain	7,471	849	796	1,061	10,177	829	11,006
Martin Luther King, Jr.	4,819	466	686	826	6,797	807	7,604
Memorial-Nottingham	11,229	792	1,309	1,881	15,211	1,461	16,672
Mt. Pleasant	4,473	368	319	387	5,547	493	6,040
Rice	7,990	569	574	762	9,895	833	10,728
Rockport	15,112	1,552	1,615	2,091	20,370	1,982	22,352
South	6,805	502	354	461	8,122	718	8,840
South Brooklyn	13,131	1,114	1,515	2,009	17,769	2,146	19,915
Sterling	3,304	461	430	595	4,790	368	5,158
Union	4,516	386	298	453	5,653	648	6,301
Walz	11,044	1,069	1,368	1,489	14,970	1,502	16,472
West Park	14,305	1,396	2,397	3,208	21,306	2,679	23,985
Woodland	7,090	535	575	676	8,876	911	9,787
<b>TOTAL</b>	<b>207,625</b>	<b>19,692</b>	<b>21,833</b>	<b>28,313</b>	<b>277,463</b>	<b>27,509</b>	<b>304,972</b>

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

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2012	2011	2012	2011		
Addison	13,989	12,073	30,535	25,834	4,701	18.2%
Broadway	2,757	3,036	5,903	6,714	-811	-12.1%
Brooklyn	8,411	8,772	17,618	18,845	-1,227	-6.5%
Carnegie West	13,559	11,401	28,048	24,077	3,971	16.5%
Collinwood	9,827	8,888	20,722	19,496	1,226	6.3%
East 131st	5,781	4,517	11,821	9,349	2,472	26.4%
Eastman	17,609	17,296	36,693	37,423	-730	-2.0%
Fleet	12,826	11,848	27,305	25,222	2,083	8.3%
Fulton	10,727	10,669	22,807	22,915	-108	-0.5%
Garden Valley	4,759	3,537	10,437	7,586	2,851	37.6%
Glenville	9,150	7,722	18,304	16,474	1,830	11.1%
Harvard-Lee	9,269	9,053	19,514	19,307	207	1.1%
Hough	5,586	5,269	11,773	11,975	-202	-1.7%
Jefferson	9,378	9,513	19,841	19,621	220	1.1%
Langston Hughes	6,484	7,101	13,293	15,376	-2,083	-13.5%
Lorain	11,006	10,862	23,336	22,957	379	1.7%
Martin Luther King, Jr.	7,604	7,736	15,926	16,100	-174	-1.1%
Memorial-Nottingham	16,672	16,695	33,896	34,208	-312	-0.9%
Mt. Pleasant	6,040	5,867	13,738	11,800	1,938	16.4%
Rice	10,728	11,602	23,957	25,937	-1,980	-7.6%
Rockport	22,352	19,767	45,864	42,772	3,092	7.2%
South	8,840	8,088	19,385	16,993	2,392	14.1%
South Brooklyn	19,915	20,496	40,029	43,178	-3,149	-7.3%
Sterling	5,158	5,553	11,314	12,741	-1,427	-11.2%
Union	6,301	5,965	13,420	13,164	256	1.9%
Walz	16,472	15,216	34,461	32,524	1,937	6.0%
West Park	23,985	22,860	48,581	48,979	-398	-0.8%
Woodland	9,787	8,631	20,940	18,466	2,474	13.4%
<b>TOTAL</b>	<b>304,972</b>	<b>290,033</b>	<b>639,461</b>	<b>620,033</b>	<b>19,428</b>	<b>3.1%</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE FEBRUARY 2012**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2012	2011	2012	2011		
Addison	7,172	4,824	14,918	10,278	4,640	45.1%
Broadway	1,483	1,158	2,945	2,479	466	18.8%
Brooklyn	4,301	3,618	8,190	7,147	1,043	14.6%
Carnegie West	19,820	17,575	40,286	37,765	2,521	6.7%
Collinwood	7,052	6,035	14,170	12,769	1,401	11.0%
East 131st	6,971	5,288	14,095	11,593	2,502	21.6%
Eastman	11,694	10,758	23,366	22,482	884	3.9%
Fleet	9,643	8,099	19,447	17,577	1,870	10.6%
Fulton	6,722	6,131	14,566	12,639	1,927	15.2%
Garden Valley	4,059	4,280	8,188	9,397	-1,209	-12.9%
Glenville	7,375	6,191	15,193	13,385	1,808	13.5%
Harvard-Lee	8,464	6,897	16,712	15,727	985	6.3%
Hough	11,044	11,319	22,656	22,870	-214	-0.9%
Jefferson	7,843	6,946	15,726	14,545	1,181	8.1%
Langston Hughes	5,667	5,023	11,633	11,118	515	4.6%
Lorain	7,628	5,789	15,374	12,440	2,934	23.6%
Martin Luther King, Jr.	5,235	5,240	10,797	11,448	-651	-5.7%
Memorial-Nottingham	7,323	7,003	14,733	14,708	25	0.2%
Mt. Pleasant	6,035	5,640	12,606	12,159	447	3.7%
Rice*	13,320	12,808	26,637	27,474	-837	-3.0%
Rockport	11,365	9,674	22,598	19,777	2,821	14.3%
South	8,404	7,018	16,928	14,637	2,291	15.7%
South Brooklyn	12,978	13,005	25,355	27,290	-1,935	-7.1%
Sterling	11,159	9,876	23,066	21,931	1,135	5.2%
Union	6,580	10,083	13,085	20,754	-7,669	-37.0%
Walz	9,415	8,182	19,762	17,453	2,309	13.2%
West Park	10,946	9,510	21,543	20,174	1,369	6.8%
Woodland	6,068	6,310	12,605	13,351	-746	-5.6%
<b>TOTAL</b>	<b>235,766</b>	<b>214,280</b>	<b>477,180</b>	<b>455,367</b>	<b>21,813</b>	<b>4.8%</b>

\*Possible undercount: problem with electronic counter reported.

**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS FEBRUARY 2012**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
1 West Park	23,985	1 Carnegie West	19,820	1 South Brooklyn	31,511
2 Rockport	22,352	2 Rice	13,320	2 Fleet	27,822
3 South Brooklyn	19,915	3 South Brooklyn	12,978	3 West Park	27,291
4 Eastman	17,609	4 Eastman	11,694	4 Eastman	23,686
5 Memorial-Nottingham	16,672	5 Rockport	11,365	5 Rice	22,240
6 Walz	16,472	6 Sterling	11,159	6 Fulton	20,026
7 Addison	13,989	7 Hough	11,044	7 Memorial-Nottingham	19,553
8 Carnegie West	13,559	8 West Park	10,946	8 Rockport	19,404
9 Fleet	12,826	9 Fleet	9,643	9 Harvard-Lee	18,834
10 Lorain	11,006	10 Walz	9,415	10 Langston Hughes	17,982
11 Rice	10,728	11 Harvard-Lee	8,464	11 Glenville	17,317
12 Fulton	10,727	12 South	8,404	12 Walz	16,558
13 Collinwood	9,827	13 Jefferson	7,843	13 Collinwood	16,270
14 Woodland	9,787	14 Lorain	7,628	14 Addison	16,169
15 Jefferson	9,378	15 Glenville	7,375	15 East 131st	15,658
16 Harvard-Lee	9,269	16 Memorial-Nottingham	7,323	16 Martin Luther King, Jr.	15,212
17 Glenville	9,150	17 Addison	7,172	17 Mt. Pleasant	14,724
18 South	8,840	18 Collinwood	7,052	18 Lorain	13,233
19 Brooklyn	8,411	19 East 131st	6,971	19 Carnegie West	10,549
20 Martin Luther King, Jr.	7,604	20 Fulton	6,722	20 Union	10,316
21 Langston Hughes	6,484	21 Union	6,580	21 Sterling	8,046
22 Union	6,301	22 Woodland	6,068	22 Woodland	7,492
23 Mt. Pleasant	6,040	23 Mt. Pleasant	6,035	23 South	7,009
24 East 131st	5,781	24 Langston Hughes	5,667	24 Hough	6,197
25 Hough	5,586	25 Martin Luther King, Jr.	5,235	25 Brooklyn	5,419
26 Sterling	5,158	26 Brooklyn	4,301	26 Jefferson	3,587
27 Garden Valley	4,759	27 Garden Valley	4,059	27 Garden Valley	2,857
28 Broadway	2,757	28 Broadway	1,483	28 Broadway	1,687
	304,972		235,766		416,649
					473,177

\*Prepared By: Northern Ohio Data and Information Service – NODIS,  
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University

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

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
CLEVNET	76,137	70,559	155,431	143,867	8.0%
MORE	911	967	1,810	2,016	-10.2%
Other Libraries	448	452	847	1,082	-21.7%
<b>TOTAL</b>	<b>77,496</b>	<b>71,978</b>	<b>158,088</b>	<b>146,965</b>	<b>7.6%</b>

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

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
Projected	24,544	18,103	49,344	42,135	17.1%
KnowItNow Web Reference*	786	1,021	1,572	2,492	-36.9%
Interlibrary Loan Requests	3,740	3,691	7,388	7,963	-7.2%
<b>TOTAL</b>	<b>29,070</b>	<b>22,815</b>	<b>58,304</b>	<b>52,590</b>	<b>10.9%</b>

\*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	7,588	6,425	14,070	13,471	4.4%
Total Items Added	22,667	25,733	42,364	48,235	-12.2%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
Main Library	192	176	384	368	4.3%
Branches	5,641	5,193	11,307	10,854	4.2%

MYTUNES	Feb 2012	Jan 2012	Dec 2011	Nov 2011	Oct 2011
	Songs Downloaded	6,978	6,897	5,466	4,277
Users	1,080	1,043	1,007	734	791
New Registrations	24	27	26	13	13

## February Branch Circulation and Attendance

The rectangles below represent the CPL branches. The area of the rectangle is proportional to the total circulation for that branch. The color of the rectangle represents the attendance at that branch: the brighter the color, the higher the attendance.

Circulation counts range from 2,757 to 23,985. Attendance counts start at 1,483.



This branch had a total circulation count of 13,989 transactions during February and an attendance count of 7,172.

