

CLEVELAND PUBLIC LIBRARY  
Minutes of the Regular Board Meeting  
October 18, 2012  
Trustees Room                      Louis Stokes Wing  
12:00 Noon

Present: Ms. Butts, Mr. Corrigan, Ms. Rodriguez,  
Mr. Seifullah, Mr. Parker, Mr. Werner (arrived,  
12:29 p.m.)

Absent: Mr. Hairston

Mr. Corrigan called the meeting to order at 12:05 p.m.

**Approval of the Minutes**

Ms. Butts moved to approval of the minutes of the  
9/18/12 Regular Board Meeting. Ms. Rodriguez seconded  
the motion, which passed unanimously by roll call vote.

**COMMUNICATIONS**

Director Thomas acknowledged a letter from Mayor Frank  
G. Jackson appointing him to the newly incorporated  
Group Plan Commission. The Group Plan Commission is a  
nonprofit corporation with an eleven-member board.  
Director Thomas is one of Mayor Jackson's four  
appointments to the Commission.

**FINANCE COMMITTEE REPORT**

Ms. Rodriguez presented the following report.

Resolution to Accept Gifts for the Month of September

(See page 1042)

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

REGULAR BOARD  
MEETING OF  
9/18/12  
Approved

LETTER FROM  
MAYOR FRANK G.  
JACKSON, CITY OF  
CLEVELAND  
Acknowledged

RESOLUTION TO  
ACCEPT GIFTS  
FOR THE MONTH  
OF SEPTEMBER  
2012  
Approved

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

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

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

Sixth Amendment to the Year 2012 Appropriation

(See pages 1043-1048)

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

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

WHEREAS, It is now deemed necessary to amend the Year 2012 Appropriation Measure to comply with the attached October 3, 2012 Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission; and

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

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

Resolution to Advance Cash from the General Fund to the Schweinfurth Fund

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

SIXTH  
AMENDMENT TO  
THE YEAR 2012  
APPROPRIATION  
Approved

RESOLUTION TO  
ADVANCE CASH  
FROM THE  
GENERAL FUND TO  
THE  
SCHWEINFURTH  
FUND  
Approved

WHEREAS, *Ohio Revised Code* Section 5705.14 provides for the transfer and advance of funds from the General Fund to other funds; and

WHEREAS, Libraries generally do not follow ORC Section 5705 for budgetary compliance, so the Library looks to the Auditor of State Bulletin 1997-003 to provide guidance pertaining to the accounting treatment for inter-fund cash advances; and

WHEREAS, The Board of Trustees of the Cleveland Public Library approved the 2012 appropriation for the Schweinfurth fund in the amount of \$45,609.07; and

WHEREAS, Purchases of materials on architecture are processed on a reimbursement basis quarterly from the Schweinfurth Trust, administered by PNC; therefore, a cash advance from the Library's General Fund to the Schweinfurth Fund is a desirable method of resolving cash flow problems without the necessity of incurring additional interest expense for short-term loans and to provide the necessary "seed" for grants that are allocated on a reimbursement basis; now therefore be it

RESOLVED, That General Fund advance cash in the amount of \$25,000 to the Schweinfurth Fund for the same purpose for which the fund was established, for which repayment in an equal amount is made within the current year.

Resolution to Join the Ohio Multi-Agency Radio Communication System (MARCS) and to Purchase Radio System for Cleveland Public Library Safety & Protective Services

(See pages 1049-1054)

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

WHEREAS, In March 2012, it was determined that in order to ensure the safety of patrons and staff, the Cleveland Public Library found it necessary to begin reviewing options to upgrade the radio system due to the inability of the radio system to facilitate communication among branch patrol and Lake Shore Safety & Protective

RESOLUTION TO  
JOIN THE OHIO  
MULTI-AGENCY  
RADIO  
COMMUNICATION  
SYSTEM (MARCS)  
AND TO  
PURCHASE RADIO  
SYSTEM FOR  
CLEVELAND  
PUBLIC LIBRARY  
SAFETY &  
PROTECTIVE  
SERVICES  
Approved

Services Personnel and the subsequent failure of key functionality of the radio system; and

WHEREAS, As of January 1, 2013, the Federal Communications Commission has mandated the exclusive use of digital radios, eliminating use of analog radios, which the Shelf Division currently uses; this will result in no communication with and among Shelf Division personnel. The current Safety & Protective Services digital radios will be provided to the Shelf Division for immediate use in order to continue communication; and

WHEREAS, An analysis of long-term costs to the Library by implementing an upgraded radio system indicates that it will result in a significant cost reduction to the Library by purchasing this radio system; and

WHEREAS, One State approved vendor was able to demonstrate the ability to provide the services to the facilities; and

WHEREAS, The Library management reviewed the proposals and recommends that the Library join the Ohio Multi-Agency Radio Communication System (MARCS) to provide the Library's Safety & Protective Services with reliable communications and the ability to communicate with surrounding Police, Fire and EMS agencies. MARCS is run by the Ohio Department of Administrative Services and all maintenance is performed by the State of Ohio; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director or his designee to enter into a Purchase Agreement with Motorola Solutions, subject to approval of the Chief Legal Officer, to purchase the necessary radios with accessories needed to join MARCS in the amount of \$71,536.00 with the expenditure being charged to the Building and Repair Fund Account 40129305-55520; and be it further

RESOLVED That the Board of Trustees authorizes the Executive Director, CEO, or his designee to enter into a Subscription Agreement with the Ohio Office of Information Technology, Multi-Agency Radio Communications System Program Office (MARCS), subject to approval of the Chief Legal Officer, for MARCSIP subscription service at an annual fee of \$31.00 per year

per radio, totaling \$775.00 for 25 radios, during the Fiscal Year 2013 (July 1, 2012 through June 30, 2013) with the expenditure being charged to the General Fund Account 12930053-53350 Machine maintenance.

Joyce Dodrill, Chief Legal Officer, introduced a representative from MARCS who gave a demonstration and was available to answer questions. Ms. Dodrill also presented a breakdown comparison of long term costs of EF Johnson radios and Motorola radios to address the inquiry of sole source. Motorola indicated the lowest cost over 21 years.

Resolution to Enter into Agreement With Interstate Gas Supply, Inc. for the Purchase of Natural Gas

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

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

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

WHEREAS, The Library purchases natural gas for 29 locations at an annual cost of over \$200,000.00; and

WHEREAS, On November 17, 2011, the Board of Library Trustees approved a one (1) year agreement with Interstate Gas Supply, Inc. (IGS) at a fixed rate contract pricing of \$5.29 per thousand cubic feet (MCF) for the period December 2011 through November 2012; and

WHEREAS, The Director of Property Management has been reviewing natural gas prices and finds that our current supplier, IGS, has the best rates with the current rate being lower than the contract rate of \$5.29 per MCF; and

WHEREAS, On September 20<sup>th</sup>, the rate was \$4.65 per MCF, on September 28<sup>th</sup>, the rate was \$4.86 per MCF and on October 5<sup>th</sup>, the rate was \$4.99 per MCF; now therefore be it

RESOLUTION TO  
ENTER INTO  
AGREEMENT WITH  
INTERSTATE GAS  
SUPPLY, INC. FOR  
THE PURCHASE OF  
NATURAL GAS  
Approved

RESOLVED, That the Board of Library Trustees authorizes the Director of Property Management to execute a two (2) year contract with Interstate Gas Supply if at the time this Resolution is adopted, the rate is under \$5.00 per MCF; if the rate is \$5.00 or above but is less than or equal to \$5.29 per MCF, the Director of Property Management is authorized to enter into a one (1) year contract, subject to the approval of the Chief Legal Officer, for the period of December 2012 through November 2013 for the purchase of natural gas covering the Library's 29 locations with Interstate Gas Supply, Inc.

Resolution to Enter Into An Agreements With Republic Services, Inc. Waste Materials Services

(See pages 1055-1058)

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

WHEREAS, On December 22, 2005, the Cleveland Public Library entered into Customer Service Agreements with Allied Waste Services to provide waste material services for the Main Library, the Lake Shore Facility and the Woodland Garage; and

WHEREAS, In February, 2012, the Customer Agreements with Allied Waste Services were transferred to Republic Services, Inc. by Allied Waste Services; and

WHEREAS, The terms of the Customer Agreements automatically renew for a successive twelve (12) month term unless either party gives written notice of termination to the other at least sixty (60) days before the end of the current term, which will be October 23, 2012; and

WHEREAS, The Library sought and received two (2) other proposals in order to verify competitive pricing; and

WHEREAS, Republic Services, Inc., the Library's current service provider, offers the best price at a cost savings of approximately \$1,200.00 per month; now therefore be it

RESOLUTION TO  
ENTER INTO AN  
AGREEMENT WITH  
REPUBLIC  
SERVICES, INC.  
WASTE  
MATERIALS  
SERVICES  
Approved

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into Customer Service Agreements with Republic Services, Inc., subject to the approval of the Chief Legal Officer, to provide waste material services for the Main Library, the Lake Shore Facility and the Woodland Garage in the amount of \$1,706.00 per month, plus an additional cost for an extra pick up when needed at a cost of \$75.00 per pick up, for a period of 36 months, in an amount not to exceed \$25,000 annually, with the expenditures being charged to the General Fund Account 12100053-53340 Building Maintenance.

Resolution to Enter Into Agreement With Xerox Corporation for Maintenance of Multifunction Device Virtual Cash Acceptors

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

WHEREAS, On December 15, 2011, the Board of Trustees of the Cleveland Public Library authorized the Library to purchase print solutions and public copiers ("Multifunction Devices") from Xerox Corporation for the Main Library and Library branches; and

WHEREAS, The Board of Trustees included the authority to enter into a Service Agreement in an amount not to exceed \$30,000 in conjunction with the purchase of the Multifunction Devices; and

WHEREAS, Some of the multifunction devices include Boscop Virtual Cash Acceptors ("VCA"), which accept currency and coins for copying, scanning, faxing and emailing services. The Library purchased 38 VCAs and originally planned to perform basic maintenance of the VCAs in-house; and

WHEREAS, The Library has now determined that engaging outside assistance to perform basic maintenance of the VCAs would be more time and cost efficient for the Library and has requested a proposal from Xerox to service the VCAs. Xerox has offered to maintain each VCA at the cost of \$30 per month per device at a current monthly cost of \$1,140, based on 38 VCAs purchased to date, for a period of 60 months.

RESOLUTION TO  
ENTER INTO  
AGREEMENT WITH  
XEROX  
CORPORATION  
FOR  
MAINTENANCE OF  
MULTIFUNCTION  
DEVICE VIRTUAL  
CASH ACCEPTORS  
Approved

WHEREAS, The Library desires to enter into a Service Agreement with Xerox for maintenance of the VCAs. The \$30,000 originally authorized for a service agreement includes services for the copy "click charges" from the multifunction devices that are paid quarterly based on usage; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into a Service Agreement with Xerox Corporation, subject to the approval of the Chief Legal Officer, for maintenance of the Boscop Virtual Cash Acceptors in the amount of \$30 per month per device, currently 38 devices, for a period of 60 months with the expenditure being charged to lxxx0053-53350 Machine Maintenance, where xxx = department where VCA is located.

Resolution to Retain Legal Services from Ogletree  
Deakins for Labor and Employment Matters

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

WHEREAS, For several years, the Cleveland Public Library ("Library") has obtained legal advice and services from the law firm of Ogletree, Deakins, Nash, Smoak & Stewart, P.C. ("Ogletree") for a variety of labor and employment matters including labor negotiations, unemployment compensation claims, benefits, FMLA, and general advice on an as-needed basis; and

WHEREAS, The Library is very satisfied with the high quality of legal advice and services it receives from Ogletree and wishes to continue its attorney-client relationship with Ogletree on an as-needed basis; and

WHEREAS, Ogletree has charged the Library for legal advice and services based upon a discounted hourly rate of \$275 for partners, \$195 for Of Counsel, \$150 for Associates, and \$130 for Paralegal services, and is willing to continue to offer the Library these discounted rates; and

WHEREAS, In the last few months, the Library has received from the Equal Employment Opportunity Commission (EEOC) four (4) complaints filed by current

RESOLUTION TO  
RETAIN LEGAL  
SERVICES FROM  
OGLETREE  
DEAKINS FOR  
LABOR AND  
EMPLOYMENT  
MATTERS  
Approved



and former Library employees. The Library's insurance company has assigned Ogletree to defend the Library in these matters, and Ogletree has offered to defend the Library at its reduced hourly rate. The Library is required under its insurance policy retainage to pay the first \$50,000 in legal fees in employment litigation matters, after which the insurance company will pay all legal fees; and

WHEREAS, The Library has paid for legal advice and services from Ogletree for the period of January 1 through September 30, 2012 as follows:

Collective Bargaining	\$16,476.00
General Labor & Miscellaneous Matters	19,067.48
FMLA Compliance	30,325.50
General Legal Advice	3,358.64
EEOC/Litigation	42,603.05
Total as of 9/30/2012	<u>\$111,830.67</u>

Now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Library to engage the services of Ogletree Deakins to provide labor and employment legal advice and services on an as-needed basis at the hourly rates set forth in this Resolution which expenditure shall be charged to Professional Services Fund Account No. 11400053-53710, and requires that the Fiscal Officer provide a report to the Board of Library Trustees of fees paid to Ogletree on a quarterly basis; and be it further

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO, or the Chief Legal Officer to enter into an agreement with Ogletree for representation of the Library in EEOC complaints not-to-exceed \$50,000 for each matter, which expenditure shall be charged to Professional Services Fund Account No. 11400053-53710, and to execute such other instruments or documents as may be necessary or appropriate to effectuate the terms of this Resolution, subject to the approval of the Chief Legal Officer.

Mr. Corrigan stated that the \$50,000 reflects the deductible on our coverage policy.

RESOLUTION  
ACCEPTING BID  
AND AWARDING  
CONTRACT FOR  
JEFFERSON  
BRANCH  
PARKING LOT  
IMPROVEMENT  
Approved

Resolution Accepting Bid and Awarding Contract for  
Jefferson Branch Parking Lot Improvement

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

WHEREAS, At the June 19, 2012 meeting of the Library Board of Trustees, this Board authorized the Director to solicit competitive bids for improvements to the Jefferson Branch parking lot; and

WHEREAS, On August 30, 2012 and September 6, 2012 a Notice to Bidders was published in the Cleveland Plain Dealer requesting bids for the Cleveland Public Library Jefferson Branch Parking Lot Improvement; and

WHEREAS, Sealed bids were received for the Jefferson Branch Parking Lot Improvement before 12:00 Noon (local time) on September 20, 2012; and

WHEREAS, The Library Administration with the assistance of URS Corporation, the Library's engineering consultant, has tabulated the bids received on September 20, 2012, evaluated the bids as to compliance with the specifications and bid documents as written, investigated responsiveness and responsibility of the lowest bidders, and has recommended the lowest and responsible bidder for the Jefferson Branch Parking Lot Improvement; now therefore be it

RESOLVED, That the Library Board of Trustees hereby accepts the recommendation of the Library Administration and URS Corporation and awards a contract for the Jefferson Branch Parking Lot Improvement to the following contractor which this Board determines is the lowest, responsible bidder:

<b>Contractor</b>	<b>Trade</b>	<b>Bid</b>
TAD Construction LLC	General Contractor	\$80,957.00

With the total expenditure of \$80,957.00 being charged to Building and Repair Fund, Account No. 40175405-55300-10754; and be it further

RESOLVED, That the Executive Director, CEO, or his designee is hereby authorized to negotiate and execute a contract for the above awarded bid package, and to execute such other instruments or documents as may be necessary or appropriate to effectuate the terms of this Resolution, subject to the approval of the Chief Legal Officer.

Amending Resolution Authorizing Amendment to Agreement with Gallagher Benefits Services, Inc. to Authorize Library to Enter Into Agreement Directly with Bravo Wellness LLC. for Wellness Incentive Program

(See pages 1059-1064)

Mr. Corrigan moved to amend the resolution to correct the *General Fund Account No. from 115110053-53710 to General Fund Account No. 11510053-53710 Professional Services*. Mr. Werner second the motion, which passed unanimously by roll call vote.

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

WHEREAS, In August of 2011, Gallagher Benefits Services, Inc. ("Gallagher"), the Library's health care benefits consultant, obtained proposals from two Wellness Program providers on behalf of the Library, and the Library selected BRAVO Wellness LLC ("BRAVO") as the vendor best suited to provide a Wellness Incentive Program at a reasonable cost; and

WHEREAS, On September 18, 2012, the Board of Trustees of the Cleveland Public Library adopted a Resolution authorizing the Executive Director CEO to amend its existing contract with Gallagher to provide Wellness Program Provider services to the Library through a subcontract with BRAVO; and

WHEREAS, The September 18, 2012 Resolution further authorized the Library to pay \$18,500 toward the cost of the BRAVO subcontract, with Gallagher contributing the balance in the estimated amount of \$73,688 (depending upon enrollment); and

WHEREAS, The Library and Gallagher now agree that it is in its best interests to enter into a direct contract

AMENDING  
RESOLUTION  
AUTHORIZING  
AMENDMENT TO  
AGREEMENT WITH  
GALLAGHER  
BENEFITS  
SERVICES, INC. TO  
AUTHORIZE  
LIBRARY TO  
ENTER INTO  
AGREEMENT  
DIRECTLY WITH  
BRAVO WELLNESS  
LLC. FOR  
WELLNESS  
INCENTIVE  
PROGRAM  
Approved

with BRAVO for Wellness Initiative Program services instead of through a subcontract with Gallagher, in order to ensure that the Library can hold BRAVO accountable for its obligations and enforce contract provisions directly against BRAVO; and

WHEREAS, The Library has received a cost proposal from BRAVO for a three-year Wellness Plan through the end of year 2015, the total amount of which is estimated at \$194,700, which could be more or less depending upon employee participation in the health screenings and in the Wellness Initiative Program. A copy of the BRAVO proposal is attached to this Resolution; and

WHEREAS, Gallagher has agreed to contribute the amount of commission it receives from Medical Mutual toward the Library's contract with BRAVO, which through the end of calendar year 2013 is estimated to be approximately \$77,000, depending upon Cleveland Public Library employee participation in Medical Mutual health insurance plan; and

WHEREAS, The Library will be responsible to pay BRAVO contract charges in excess of Gallagher's contribution, which amount shall depend upon the total number of employees participating in health screenings and the total number of employees enrolled in the Wellness Program; now therefore be it

RESOLVED, That the Executive Director, CEO, or his designee, is hereby authorized to negotiate and execute an agreement with Bravo Wellness LLC (aka IncentiSoft Solutions), subject to the approval of the Chief Legal Officer, for Wellness Program Provider services in accordance with proposal submitted by BRAVO on October 12, 2012, for a period of up to three years through 2015, and to expend funds from General Fund No. 11510053-53710 Professional Services to cover the Library's portion of the cost of the contract with BRAVO agreement after Gallagher's contribution; be it further RESOLVED, In January 2013, and at the end of each contract year, the Fiscal Officer shall report to the Board for its approval, the total number of employees participating in the Wellness Program, the total number of employees participating in the health screenings, and the total cost to the Library of the BRAVO contract for the applicable year; be it further

RESOLVED, That the authority granted to the Executive Director, CEO, or his designee in the September 18, 2012 Resolution to enter into a new agreement with Gallagher to extend the term of its existing agreement through December 31, 2013 and to increase the contract amount by \$19,600 shall remain unmodified by this Resolution and in full force and effect.

Amending Resolution for Purchase of Access Control Systems for Cleveland Public Library Main Campus, Lakeshore, Garden Valley, and Rice Branch Facilities to Include Authority to Enter Into Maintenance Agreement

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

WHEREAS, On September 18, 2012, the Board of Trustees of the Cleveland Public Library adopted a Resolution authorizing the Executive Director CEO to enter into a purchase agreement with Integrated Precision Systems Inc. ("IPS"), to purchase access control systems for the Cleveland Library Main Downtown Campus, Lakeshore, Garden Valley, and Rice Branch facilities in the amount of \$307,360.46; and

WHEREAS, IPS has offered the Library a fixed rate one-year maintenance agreement to commence after the expiration of the one-year warranty in the amount of ten percent (10%) of the purchase agreement price, provided the Library enters into the maintenance agreement at the same time as the purchase agreement; and

WHEREAS, The Manager of Safety and Protective Services recommends that the Library enter into the one-year maintenance agreement at this time in order to ensure the continued operation of the access control system beyond the warranty period and to lock in the good rate being offered by IPS; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby amends the September 18, 2012 Resolution by authorizing the Director to also enter into a one-year maintenance agreement with Integrated Precisions Systems, Inc., subject to approval of the Chief Legal Officer, for maintenance of the access control systems for the Cleveland Library Main Downtown Campus, Lakeshore, Garden Valley, and Rice Branch

AMENDING  
RESOLUTION FOR  
PURCHASE OF  
ACCESS CONTROL  
SYSTEMS FOR  
CLEVELAND  
PUBLIC LIBRARY  
MAIN CAMPUS,  
LAKESHORE,  
GARDEN VALLEY,  
AND RICE BRANCH  
FACILITIES TO  
INCLUDE  
AUTHORITY TO  
ENTER INTO  
MAINTENANCE  
AGREEMENT  
Approved

facilities, in the amount not to exceed \$31,000, with the expenditure being charged to the General Fund Account No. 12930053-53350 Machine Maintenance.

Ms. Rodriguez submitted the following reports.

Fiscal Officer's Report

(See pages 1065-1074)

Report on Investments

(See page 1075)

Report on Conference and Travel Expenditures

(See pages 1076-1077)

Purchases from \$5,000-\$25,000 for Period 7/1/12-9/30/12

(See page 1078)

Purchases Exceeding \$25,000 for the Period 7/1/12-9/30/12

(See page 1079)

**HUMAN RESOURCES COMMITTEE REPORT**

Mr. Seifullah presented the following report.

Regular Employee Report

(See pages 1080-1086)

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

Retirement Recognition Citation

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

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

FISCAL OFFICER'S REPORT Submitted

REPORT ON INVESTMENTS Submitted

REPORT ON CONFER. & TRAVEL EXPENDITURES Submitted

PURCHASES FROM \$5,000-\$25,000, 7/1/12-9/30/12 Submitted

PRUCHASES EXCEEDING \$25,000, 7/1/12-9/30/12 Submitted

REGULAR EMPLOYMENT REPORT Approved

RETIREMENT RECOGNITION CITATION Approved

Chrystal Carr-Jeter (11 years of service), Branch Manager (Medium), Grade J - Lorain, 10/31/2012

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

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

Chrystal Carr-Jeter gave remarks reflecting on her years of service at Cleveland Public Library. Various Trustees, Administrators and staff expressed congratulations and well wishes to the retiree.

Mr. Seifullah submitted the following reports.

Report on Paid Sick Time Used by the Month

(See page 1087)

Affirmative Action Plan Report

(See page 1088)

Insurance Summary Report

(See page 1089)

**COMMUNITY SERVICES REPORT**

Mr. Werner presented the following report.

Resolution to Close Broadway Branch

Before considering the Resolution to Close Broadway Branch, Mr. Corrigan stated that Library Administration held two community meetings on October 10 and 13, 2012, to discuss the possible closing of Broadway Branch and seek community input.

REPORT ON PAID SICK TIME  
Submitted

AFFIRMATIVE ACTION PLAN REPORT  
Submitted

INSURANCE SUMMARY REPORT  
Submitted

RESOLUTION TO CLOSE BROADWAY BRANCH  
Approved as Amended

Mr. Corrigan gave an historical perspective on the original Broadway Branch and the recommendation for its closing as a result of the Library's 1976 facilities study. He also discussed the current storefront which Broadway Branch occupies and how the branch has been affected by declining neighborhood population, diminished resources and low circulation statistics.

Mr. Corrigan gave an overview of community meeting attendance representing families, users, staff, and landlord Dennis Althar.

Also attending one community meeting was a senior citizen with a petition signed by seniors residing in a local apartment building requesting the branch not be closed. At each meeting, Library staff gave a presentation on statistics and alternative ways that the community could be served.

Mr. Corrigan acknowledged Mr. Althar, who was in attendance at the board meeting, and expressed appreciation for allowing the Library to rent space in his storefront for \$500 per month. Mr. Corrigan discussed obligations on furnace maintenance and radiator usage.

Mr. Corrigan stated that it is important to consider how to provide library services needs of patrons systemwide.

Mr. Corrigan listed alternative ways to provide needed services to the North Broadway community via Mobile Services and Homebound Services to senior citizen facilities, the Boys & Girls Club, University Settlement and other neighborhood organizations.

Mr. Corrigan stated that Councilwoman Phyllis Cleveland was in attendance at one of the community meetings. Although Councilwoman Cleveland was unable to attend the board meeting, she provided a letter requesting that Library Administration table the discussion of closing the Broadway Branch and continue discussions with community residents, and other stakeholders, including Slavic Village Development Corporation regarding the future of the branch.

Mr. Corrigan stated that decisions to close a branch are difficult, but the role of the board is to consider,



prioritize and allocate the best possible service for the community.

Marie Kittredge, Executive Director, Slavic Village Corporation, stated that the Library should maintain a strategic presence in the North Broadway community. She discussed the Broadway P-16 Initiative, of which the library is a partner, and the significant collaboration of the library with the schools. She stated that because the Fleet Branch is very crowded, by improving local services in North Broadway, Fleet crowding can be relieved. Finally, she stated that perhaps within three to five years, the Library can take advantage of the capital needs of the University Settlement as they are also looking for new space.

Tim Smith, Broadway resident, gave background on his family, the neighborhood as well as the important role of the library providing educational support in their lives. He requested that the Board consider the drastic loss for young people if the library were closed.

Barbara Bachtell, Executive Director, Broadway School of Music and the Arts, stated that she was moved to hear from residents at each community meeting. She stated that children who were waiting to begin music classes would spend time in the library prior to their lessons. She also concurred with Councilwoman Cleveland to take time to strategically develop a vision for the Library's presence and services.

Dennis Althar, gave background on his professional accomplishments and how the library positively impacted his life. Mr. Althar continued his remarks about service costs; improvements made to the storefront; furnace obligations, radiator heating; electrical wiring for computers; his efforts to improve the neighborhood; potential lease agreement; and his passion about learning and reading.

Mr. Corrigan stated that in light of the letter from Councilwoman Cleveland and community input, that the resolution be amended from:

"RESOLVED, That the Board of Trustees of the Cleveland Public Library accepts the recommendation of the Library's Leadership Team to close Broadway Branch,

and merge its service area with the Fleet Branch service area, ***effective at the close of business on November 2, 2012;***"

to be amended as follows:

"RESOLVED, That the Board of Trustees of the Cleveland Public Library accepts the recommendation of the Library's Leadership Team to close Broadway Branch, and merge its service area with the Fleet Branch service area, ***effective at the close of business on November 16, 2012;***"

Mr. Corrigan stated that the date change of November 16, 2012 is the date following the next regular board Meeting, providing time for additional staff input.

Mr. Corrigan moved to amend the resolution. Mr. Werner seconded the motion, which passed unanimously by roll call vote.

In response to an inquiry by Ms. Butts regarding radiator usage, Myron Scruggs, Director of Property Management, stated that the radiators are over 20 years old and to use them would require a discussion with the Broadway School of Music and the Arts regarding additional utility expenses incurred.

Director Thomas continued the discussion about expanded services at Fleet Branch that include additional staffing, computers and a learning lab.

Mr. Corrigan discussed the walking distance from Broadway to Fleet Branch.

Mr. Werner stated that the Board and Library Administration are responsible for addressing financial and branch service area challenges and issues relative to the city's declining population.

Director Thomas stated that Library Administration will continue to work to explore how services can best be provided to meet community needs. A report will be brought to the Board at the next Board meeting.

Mr. Parker stated that he was comfortable with the amendment and commitment of the Leadership Team to explore ways to best serve the neighborhood.

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

WHEREAS, From the time Cleveland Public Library opened its first branch library in 1892, the Library has sought to provide quality library service outlets near the largest concentrations of the city's residents, students, and workers; and

WHEREAS, Over the past 120 years, the Library has responded to changes in the city's neighborhoods by building, relocating, merging, and closing service outlets as needed to provide the best library service to the greatest number of Clevelanders at a sustainable cost; and

WHEREAS, The number of residents served by the Broadway Branch has dropped to 1,249 while the average branch service area population is 13,749; and

WHEREAS, The declining population served by Broadway Branch coupled with the condition of its rented facility that is inadequate to provide quality library service has prompted the Library's Leadership Team to assess the capacity of Fleet Branch to serve the entire Broadway Slavic Village community; and

WHEREAS, The Leadership Team has determined that Fleet Branch has both the current capacity to serve the entire Broadway Slavic Village community and the potential for enhancement and expansion; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library accepts the recommendation of the Library's Leadership Team to close Broadway Branch, and merge its service area with the Fleet Branch service area, effective at the close of business on November 16, 2012; and be it further

RESOLVED, That Library will make every effort to connect patrons who had used the Broadway Branch with services provided by Fleet Branch, mobile services, outreach services, and the array of CPL offerings available online.

ADOPTION OF  
POLICY ON  
MEETING ROOM  
USE

Approved

Adoption of Policy on Meeting Room Use

(See pages 1090-1092)

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

WHEREAS, The Ohio Library Council recommends that public libraries in Ohio adopt a policy on the use of library meeting rooms and that the policy be approved by the Board of Library Trustees; and

WHEREAS, The Library has long had procedures in place to provide for the equitable use of its facilities and wishes now to put those procedures in the context of a policy that it can communicate to the public; and

WHEREAS, After an examination of meeting room policies from a number of comparable public libraries, careful consideration of the existing procedures as well as community needs, the Leadership Team has crafted a Policy on Meeting Room Use for consideration by the Board of Library Trustees; therefore now be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library approves the Policy on Meeting Room Use, as attached, to be effective October 18, 2012.

Mr. Werner stated that this item was discussed on Community Services Committee meeting and this Policy on Meeting Room Use formalizes the procedures in place to be provided for the equitable use of its facilities into a policy that can be communicated to the public.

AMENDMENT TO  
FINES & FEES  
SCHEDULE

Approved

Amendment to Fines & Fees Schedule

(See page 1093)

Mr. Werner moved approval of the following resolution. Ms. Rodriguez 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, The Fines and Fees Schedule is revised and updated, as needed, to provide greater clarity and definition to library operations and services; and

WHEREAS, The Library's new Policy on Meeting Room Use requires a revision to the Schedule to charge fees that may be associated with the use of the Library's meeting rooms; and

WHEREAS, The installation of the MakerGear 3D printer in TechCentral requires the Library to determine a fair price for its use; therefore now be it

RESOLVED, That the Board of Library Trustees approves the revised Fines and Fees Schedule, as attached, to be effective October 18, 2012.

Mr. Werner stated that this item was discussed at length at Community Services Committee meeting. This amendment accommodates the Library's new Policy on Meeting Room use to charge fees and a charge for using the MakerGear 3D printer in TechCentral as well as sales tax that is included in fees charged for self-service copying, printing, scanning, and faxing from library multifunction devices.

Mr. Werner submitted the following report.

Monthly Activity Report

(See pages 1094-1100)

Building Status Update

Myron Scruggs, Director of Property Management, stated that the pre-bid meeting for the Electric Heat Conversion Project is scheduled for October 19, 2012. The Lighting Retrofit Project is scheduled to begin on October 22, 2012.

In response to an inquiry by Mr. Corrigan, Mr. Scruggs stated that perimeter lights on the Louis Stokes Wing as well as in the Eastman Reading Garden will be illuminated during the holiday season. Finally, the Eastman Reading Garden will be open as long as weather permits.

MONTHLY  
ACTIVITY REPORT  
Submitted

BUILDING STATUS  
UPDATE  
Presented

DIRECTOR'S  
REPORT  
Presented

**DIRECTOR'S REPORT**

Before presenting his report, Director Thomas thanked staff for their hard work in preparation for Amnesty Week activities; Hispanic Heritage Month programs; and announced that Larry Finnegan and Ann Palamo have taken on the role of acting IT Director and CLEVNET Director positions respectively. Finally, Director Thomas gave an update on the Cuyahoga County Budget Commission Annual Library Budget Meeting held on September 28, 2012.

**Monthly Statistics**

Circulation for the month of September was 574,837. This is a relatively small increase of 2% from last year's September circulation of 561,880. A closer analysis of the numbers uncovers that the average hourly circulation per hour is up at the branches and at the Main Library. It seems that the reduction in hours during the summer of 2010 by almost 11% and our continued closures on Sundays have to this point not negatively affected the ability of most patrons to check out items from the CPL.

The number of computer sessions increased by 9%, from 75,327 in 2011 to 82,364 in 2012. The computers used by hours increased by 8% from 50,551 in 2011 to 54,785 in 2012. The increase in computer access due to the opening of TechCentral and increases at the branch level are providing our community with more technology access.

Attendance for the month of September was 304,817. This is a decrease of 2% from last year's September attendance of 311,172. Both the main library and branches reported slight decreases in attendance.

**Program and Outreach Highlights**

September was a great month for CPL cultural heritage programming. During the month of September the library hosted over 100 programs, the majority of which were in honor of Hispanic Heritage Month. The OPS department facilitated approximately 80 system-wide programs that promoted awareness of Hispanic history, music, culture and the Spanish language. Also, the OPS department contracted with the Chinese Professionals and Entrepreneurs Association and the Great Wall Enrichment Center to conduct Chinese language classes for beginners

in 3 Learning Centers; Langston-Hughes, Eastman, and Sterling. Average class size for the first class was 9 children per class.

CPL was proud to host film screening of *The Contradictions of Fair Hope*, a movie produced by S. Epatha Merkerson. Merkerson and Director/Writer Rockell Metcalf were present for the screening and participated in a panel discussion following the film. Total attendance for this event was 285. On Saturday, September 15 the Library hosted the first Writers & Readers program of the 2012-13 season. Approximately 120 people watched as Tom Beres of WKYC moderated a discussion between authors S. E. Cupp and Jodi Kantor.

As part of this year's Octavofest, The Ohio Center for the Book installed two Little Free Library structures in Cleveland. Also, on Saturday, September 15, 2012, at 2:00 P.M., the community helped to decorate the Little Free Library structures in the Youth Services Department, on the fourth floor of Cleveland Public Library's Main Library. One library was placed on the east side at Dave's Supermarket located at 3301 Payne Avenue, Cleveland, OH 44114. The other library was placed on the west side at West 25th & Clark, where Esperanza and Seeds of Literacy are located. Between September 15 and October 31, 2012 patrons can donate a book to help fill the Little Free Libraries. Additional drop off locations are listed on the Book Donation Card.

Cleveland native and Olympic gold medalist Harrison Dillard was interviewed by legendary sports journalist Dan Coughlin on September 13 as the inaugural interview for the CPL Sports Icon Oral History Project. Coordinated by Darlene Ronney, Manager of the Social Sciences Department, this interview series is to be an ongoing effort of the department's Sports Research Center. A photographer was on hand to document the visit, and a luncheon in Mr. Dillard's honor was held. Harrison Dillard is the only man to ever win Olympic gold medals in both the sprints and high hurdles. Overall, he won four Olympic gold medals, also taking two in the 4x100 relays in 1948 and 1952.

## **Marketing and Communications**

### ***TechCentral in the Media***

TechCentral was named the best of Library Technology in Cleveland Magazine's *Best of Cleveland 2012* for its innovative technologies and library services.

TechCentral will appear in the October issue of Cleveland Magazine, and the *Best of Cleveland* series located on Cleveland Magazine's website at

<http://clevelandmagazine.com>

## **Meetings and Activities**

- I along with Trustees Corrigan, Hairston and Parker, attended the NAACP's Annual Freedom Fund Dinner.
- I along with Trustees Corrigan, Butts, Hairston and Parker, attended the opening of the mini branch at the metro campus of Cuyahoga Community College.
- I met with Cuyahoga County Council President Ellen Connally to discuss CPL's future plans.
- I spoke before a group of Chinese business executives at the office of Margaret Wong, and discussed CPL's commitment to diversity and business development.
- I attended the Annual Library Budget meeting with the directors and financial leaders from the other Cuyahoga County libraries.

## **CLEVNET**

September's total OverDrive CLEVNET eMedia collection circulation was 64,493 sizably up from last year's total of 39,961. CPL has 4,301 total followers on Twitter and the Facebook page currently has 4,535 fans.

## **PUBLIC SERVICES**

### **PROGRAMS**

During the month of September the Library hosted over 100 programs, the majority of which were in honor of Hispanic Heritage Month. The OPS department facilitated approximately 80 system-wide programs that promoted awareness of Hispanic history, music, culture and the



Spanish language. In partnership with Esperanza Inc., the Library agreed to sponsor the keynote speaker for the Latino Youth Summit. Peter Perez, a motivational speaker who promotes educational achievement and cultural awareness will present to a group of 200 area students at Cleveland State University. Total spending on Hispanic Heritage Month programming was \$3700.00.

In September the Library began a series of Chinese language programs. The Foreign Literature Department in partnership with Youth Services hosted the first in a series of 3 Chinese language story times on September 15. The OPS department contracted with the Chinese Professionals and Entrepreneurs Association and the Great Wall Enrichment Center to conduct Chinese language classes for beginners in 3 Learning Centers; Langston-Hughes, Eastman, and Sterling. Average class size for the first class was 9 children per class.

On Saturday, September 8 the Library was host to a film screening of *The Contradictions of Fair Hope*, a movie produced by S. Epatha Merkerson. Merkerson and Director/Writer Rockell Metcalf were present for the screening and participated in a panel discussion following the film. Total attendance for this event was 285.

On Saturday, September 15 the Library hosted the first Writers & Readers program of the 2012-13 season. Approximately 120 people watched as Tom Beres of WKYC moderated a discussion between authors S. E. Cupp and Jodi Kantor.

The OPS department also sponsored a program facilitated by electronic artist James Murray. Murray helped approximately 10 middle-school aged children construct a rudimentary electronic instrument powered by a 9 volt battery. Each child left with a finished product and free passes to the 2012 Ingenuity Fest. This program was the first project-based electronics program held in the Louis Stokes Wing TechCentral Department.

The OPS Department disbursed \$18,353.58 in support of Library programs, outreach and supplies; 73% of these expenditures were drawn from the Founders Fund in support of the 2012-13 Writers & Readers 2012-13 season.

*Mandarin Chinese Story Time*

Saturday, September 15, 2012, Caroline Han conducted a successful story time in Mandarin Chinese. CPL joins the ranks of a select number of libraries nationwide offering this type of activity which recognizes the changing needs of the community we serve. Offering native language story time helps to position CPL as an integral part of the global library community and highlights efforts which embrace diverse cultures while serving their needs. The program attracted 21 participants and generated rave reviews at the conclusion of the book reading. Following the program, parents charged out over 20 items which were prominently displayed as a backdrop to the event.

*Youth Services Displays for Children*

For the month of September, the Youth Services Department has various displays to highlight New Children's Books, Books for the Fall Season, Sports Books about football and books that have been banned with a display highlighting Banned Books Week (September 29-October 6).

*Hispanic Flags Display*

In recognition of Hispanic Heritage Month, librarian Mary Torres unveiled "Hispanic Flags Display" in the east room of Foreign Literature Department. This effort will help to promote a global perspective for visitors who will be exposed to interesting cultural facts surrounding the development of national flags in Spanish speaking countries.

*Little Free Libraries*

As part of this year's Octavofest, The Ohio Center for the Book installed two Little Free Library structures in Cleveland. Also, on Saturday, September 15, 2012, at 2:00 P.M., the community helped to decorate the Little Free Library structures in the Youth Services Department, on the fourth floor of Cleveland Public Library's Main Library. One library was placed on the east side at Dave's Supermarket located at 3301 Payne Avenue, Cleveland, OH 44114. The other library was placed on the west side at West 25th & Clark, where Esperanza and Seeds of Literacy are located. Between September 15 and October 31, 2012 patrons can donate a book to help fill the Little Free Libraries. Additional drop off locations are listed on the Book Donation Card.

*Miyazaki Madness Film Event*

Popular Library and the local anime club Urban Otaku hosted a Miyazaki Madness film event in the LSW auditorium on September 29 celebrating the work of Hayao Miyazaki. Participants enjoyed refreshments and watched *The Secret World of Arietty* and *Spirited Away* and also made stuffed creatures from the movies to take home.

*Warm Up Cleveland*

Science & Technology experimented with a weekly knitting session over lunchtime in the department. We will continue through October with some publicity at the Warm-Up Cleveland kickoff. The Science & Technology Department assisted with the Warm-Up Cleveland Kick-off on September 29.

*Sports Icon Oral History Project*

Cleveland native and Olympic gold medalist Harrison Dillard was interviewed by legendary sports journalist Dan Coughlin on September 13 as the inaugural interview for the CPL Sports Icon Oral History Project. Coordinated by Darlene Ronney, Manager of the Social Sciences Department, this interview series is to be an ongoing effort of the department's Sports Research Center. A photographer was on hand to document the visit, and a luncheon in Mr. Dillard's honor was held. Harrison Dillard is the only man to ever win Olympic gold medals in both the sprints and high hurdles. Overall, he won four Olympic gold medals, also taking two in the 4x100 relays in 1948 and 1952. When Dillard was 13 years old, he attended a parade in Cleveland honoring triple-gold-medalist Jesse Owens upon his return from the 1936 Olympics. Dillard later met Owens, who presented him with his first pair of running shoes.

*Brown Bag Book Club at Main-Nonfiction*

The Social Sciences Non-Fiction Book Club was held on September 13 at noon. The book discussed was *Crazy, With the Papers to Prove It: Stories About The Most Unusual, Eccentric & Outlandish People I've Known in Four Decades as a Sports Journalist*, by Dan Coughlin. Helena Travka and Lakeisha Winstead organized the event. Mr. Coughlin, who was at Main Library to interview Harrison Dillard, delighted the book club participants with a surprise visit. The discussion leader was John Skrtic, Director of Public Service. Seven people attended the discussion.

*Guide to Online Grantseeker Resources Workshop*

The Guide to Online Grantseeker Resources was held on September 22. David Holmes, a staff member of the Foundation Center, presented a workshop on navigating and using a wide range of resources available on the Foundation Center's new website: GrantSpace.org. Fifteen participants were introduced to the Foundation Center's interactive mapping tool, Philanthropy In/Sight, which is designed for anyone interested in the impact of philanthropy.

*Adult College Fair*

The Adult College Fair was held on September 28 in the Social Sciences Department. Patrons visited the department throughout the day to obtain information about attending college.

*Meeting Rooms and Scheduling*

In September a total of 57 meeting room requests were processed by the OPS department and 45 AV requested were filled for both Branches and Main Library. Meeting room reservations accounted for a total \$3400.00 of usage fees.

*Exhibits*

Notable exhibits that began in the month of September were the Bouchercon Exhibit, located in the Literature Department and the Puskas Miniature Book Collection in the Special Collections Department.

*Outreach*

OPS department supported 7 outreach events in the month of September. On Saturday, September 8, Donna Willingham performed at the North Union Market's Garlic Festival. Sandy Nosse attended the Central Ohio MyCom Meeting to promote upcoming programs in the Central neighborhood.

*Sustainable Cleveland Summit*

On September 20, 2012, Maureen Mullin, along with other members of the CPL Sustainability team, attended the Sustainable Cleveland 2019 Summit, which was held at Public Auditorium. Ms. Mullin offered to help the staff of the Cleveland Water Department develop some staff initiatives around sustainability. She also talked to Jon Ratner, Director of Sustainability Initiatives at Forest City Enterprises, about resources for handling the effluent waste from their anaerobic energy project.

*Public Services Manager Presents Program at Teaching Cleveland Teacher's Institute*

Ron Burdick presented a program on Saturday, September 15 to nine teachers participating in the 2012-2013 Cleveland Teachers' Institute sponsored by Teaching Cleveland. The program was an overview of the many resources and services available to teachers at the Cleveland Public Library. Of particular interest to the participants were the Digital Gallery, the microform collection, and the electronic databases.

*Cleveland State University Real Estate Class Visit*

Instructor Robert Simon brought his Cleveland State University Real Estate class to the Map Collection. The 12 students visited the Collection on several occasions during the month of September. Map Collection Librarian Tom Edwards introduced the students to the various types of maps and map resources in the Collection.

*Lutheran East High School*

Darlene Ronney and Tracey Allen, of the Social Sciences Department, coordinated a tour and workshop for Lutheran East High School on September 21. Elizabeth Saxton, of Youth Services, presented a power-point presentation on teen websites. Ronald Burdick, C.J. Lynce and Michael Dalby participated in the workshop as well.

*CPL attends the National Book Festival*

The Ohio Center for the Book participated in the 2012 National Book Festival at the National Mall in Washington, D.C. on September 22 and 23. Each state selected one title of fiction or non-fiction about the state or by an author from the state that is a good read for children or young adults. Colo's Story: The Life of One Grand Gorilla by Nancy Roe-Pimm was chosen to represent Ohio for the National Book Festival's "Discover Great Places through Reading Map."

*Case Western Reserve University Class Visit*

On September 17 Instructor Eric Chilton brought seven students to the Map Collection for research. The English class students had to write a paper on reading and analyzing map data.

*Town Hall Speaker Series Bookmarks*

For the seventh year History and Geography staff has provided bookmarks for each of the speakers

participating in the series. The bookmarks list books related to the speaker's topic and which are available at the Library. The bookmarks are placed in the programs for each speaker event. New to the bookmarks this year is a small advertisement for a Library service. The first two bookmarks advertise the Library's Brown Bag Book Clubs.

#### Collection Development

##### *Gift of Books on 19<sup>th</sup> Century Exhibitions and Fairs*

Public Services Manager Ron Burdick accepted 51 books on history and expositions/fairs from the nineteenth century from a donor. The donation also included ten items from the Cleveland Centennial Exposition held in 1936 and 1937. The latter included a rare intact admission ticket booklet with a photograph of the attendee, along with sheet music for songs performed at the event, as well as a booklet of drawings of the fair by *Plain Dealer* political cartoonist J. H. Donahey.

##### ***CPL Offers Streaming Access to the Naxos Music Library***

Fine Arts Department posted a *Collection Highlights* blog about the addition of the *Naxos Music Library* to CPL's database offerings. The *Naxos Music Library [NML]* is the world's largest online classical music library. Currently, it offers streaming access to more than 77,290 CDs with more than 1,111,800 tracks, standard and rare repertoire.

##### ***Important Cleveland document to be digitized***

Government Documents department sent the important publication, *Impact of the War on the Cleveland, Ohio area* by the U.S. Bureau of Labor Statistics (1944) to the Preservation Office for treatment and digitization.

#### Research That's Possible Only at Main Library

- A researcher conducted extensive research for an overseas patron using CPL's holdings of *New England market; survey of retail distribution, Market bulletin / New England Newspapers Advertising Bureau and Grocery Product Distribution Survey*, all from the 1940's and 1950's.
- A graduate student from Oberlin visited Special Collections to learn about Chinese calligraphy during the Tang Dynasty.

- A researcher consulted the Library's rare copy of the 1820-30 set of *Description de l'Egypte*. CPL is one of a few libraries in the world to own a complete set. This work is a landmark publication that Napoleon commissioned through the French government that documents his 1798 expedition to Egypt
- Reader advisory in both Russian and Mandarin Chinese languages.
- A patron updating a neighborhood fact sheet for a community development organization was introduced to the Neo-Cando database by Government Documents staff.
- A Patron researched the title, *The Making, Shaping and Treating of Steel* c.1920, 1925, 1951. His intentions are to obtain detailed images of steel mill equipment for the purpose of creating a model railroad train set.
- A patron was interested in researching the price of a collector car for each year beginning 1984. He commented that the Cleveland Public Library was the only place this research information is available. Sources used: CPI: cars of particular interest (aka: the Black Book) 1997-, Old Cars price guide 1983-.
- A patron with no internet access at home requested information on the cost of surgery in the 1880's or 1890's. Elvira Baron, of the Science & Technology Department, sent him a "FEE BILL" page adopted by the Northwestern Wisconsin Medical Society, at its Annual Meeting, [April 12th, 1892](#), from a journal article found in JSTOR.

#### *BOOKMOBILE/ON THE ROAD TO READING*

The bookmobile conducted 46 stops and processed 53 new library-card applications. Due to scheduled maintenance the bookmobile was not operational during the week of September 3. Homebound Services reported 9 new users registered for services in September.

OTRR staff visited and conducted story time training sessions at 73 classrooms with a total attendance of 751 and visited 15 Pediatric and WIC sites.

*BRANCHES*

Several of the West Team Branches are in the process of having their Community Rooms converted to Learning Centers. These centers will provide after school tutoring, college preparation courses, and GED/ESOL classes.

The staff members at the Broadway and Fleet Branches were notified the branch would be closing after Friday, November 2. Services will be merged with the Fleet Branch.

Carnegie West Children's Librarian Helen Zaluckyj developed a very successful program based on the book, *The Hunger Games*. The program, delivered to eight grade students, focused on how to identify both helpful/poisonous plants. This program was courtesy of the Rocky River Nature Center.

Carnegie West is hosting the Johnny Kilbane exhibit as of September 12. It is set up near the fiction stacks.

Over thirty participants attended a Popcorn Festival held in early September at the Fleet Branch; this included a story/craft program and a Saturday movies session, and, of course, popcorn.

Fulton Branch Manager Cheryl Diamond and Library Assistant Rodney Lewallen held their first page turner book club meeting. It was successful with much good discussion on "*The Hunger Games*" by Suzanne Collins and other favorite titles by the group were mentioned.

Fulton Branch Manager Cheryl Diamond attended a Community Services Resource Fair. Held at St. Ignatius, the fair was hosted by St. Ignatius High School and the City of Cleveland.

The Jefferson Parking Lot project opened up for bidding September 7, 2012. Bids are in and are being reviewed.

A Back to School Social was held at the Jefferson Branch so that students could make new friends and get reacquainted with old friends. Children and teens also enjoyed the brand new games provided for after-school game time.



Lorain Children's Librarian Crystal Tancak prepared an attractive I Spy Display and a Zora Neale Hurston 75<sup>th</sup> Anniversary Celebration Display. Each has keen reader appeal and had its display titles checked out quickly

Rockport Branch participated in the "*Sit in and Read*" initiative in honor of International Literacy Day. Branch Clerk Adela Torres, organized a group of 15 people of all ages in an indoor show of the love of reading on a rainy Saturday, September 8. South Branch Manager Jaime Declet has been busy working on the plans for the relocation of the branch.

Staff from Tech Central conducted a series of four classes in Excel at the South Brooklyn Branch. The classes were full with waiting lists. Approximately ten people attended each class.

The Walz Branch Homework Club is a great success. Any child who does a homework sheet and has it checked by one of the Branch librarians gets to put their name in a drawing. Everyday a small prize is awarded. On Fridays a larger prize winner is drawn.

West Park Branch Clerk Phil Creter worked in the Lending Department at Main Library, September 24-28, in order to answer questions regarding the Library's New Card = Zero Balance amnesty program for youth.

West Park School-age children enjoyed the El Barrio program on September 13 and the Hispanic Jeopardy program at the branch on September 20 in celebration of Hispanic Heritage Month.

Touch ups on the Lorain Branch's interior (paint, vent soot, carpet and furniture repairs) were done in September.

Sterling Branch Manager Cal Zunt attended multiple meetings in her area to promote CPL and Sterling-specific programs. She also received updates from several other local organizations.

West Park Branch Page Angel Stinnet represented Cleveland Public Library at a community health fair at the West Park YMCA on September 18. She distributed flyers, bookmarks, and other library/community

information and she interacted with many of the 85 attendees.

West Park Branch Manager Andrew Harant met with representatives from Fairview Hospital to discuss ways in which the hospital and the branch could partner.

The men of Garden Valley showed up for the Prostate Cancer Presentation given by physician and staff of Cleveland Clinic Hospital. This was an excellent and informative program. The Cleveland Clinic also brought it lights snacks and refreshments and talked about eating healthy as a cancer preventative.

On [September 13](#), 22 children participated in the We Speak Español program with Mr. Burks. The children enjoyed learning words and phrases in Spanish as well as being able to pronounce Spanish words.

Harvard-Lee Branch was afforded the opportunity of receiving a Vision Kiosk with informative statistics and facts concerning our eyes. This kiosk will be at our location until October 3. Harvard-Lee Branch Manger Harriette Parks attended the Snack Training facilitated by the Food Bank of Cleveland. The snack program will be a part of our Learning Center with Greater Cleveland College Now.

On [September 17](#), Toni Parker, Kevin Ray, and Ronald Roberts met with Brandon Lipford and Susan Blasko to discuss the partnership to be established between CPL and the PNC Fairfax Community Center. Martin Luther King, Jr. Branch will provide the center with a deposit collection of books which include information on technology, art, GED, business, children's books, and young adult material. The 150 plus collection will be charged out with an Educator Card in the name of the Community Center.

The MLK Branch will provide library presence for book collection and drop offs. We have also committed to some story-time dates, providing Y-Read material for a teen book club, Men's Book Club, and some programs with the Senior Citizens in the community.

*TECHCENTRAL**Computer Aides in TechCentral*

Throughout September, Library Assistants, Computer Emphasis (a.k.a. Computer Aides) from all branches spent one 4-hour shift working in TechCentral. During their shift, staff members received a tour of TechCentral and learned about current services such as the Tech Toybox and myCloud. Staff members also received training on using Library eMedia resources and operating the MFD devices. Staff members were given an opportunity to work with patrons in TechCentral and explore aspects such as the 3D printer and use of the tablet devices. In the future, all new branch Library Assistants, Computer Emphasis staff members will spend a 4-hour training session in TechCentral on similar topics.

*CLEVNET Directors Visit to TechCentral*

On Friday September 14, Directors and staff from a number of CLEVNET member libraries visited CPL for an informational meeting regarding the MFD solution and the myCloud service. Xerox representatives, IT/CLEVNET and TechCentral staff were on hand to explain and demonstrate the Xerox MFD solution. The myCloud service was also presented for possible future adoption by CLEVNET libraries. A tour of TechCentral was offered following the meeting.

*Computer Classes and One-on-One Sessions*

In September, TechCentral staff conducted a total of 16 classes at Main Library, 48 classes in 12 branches, and 10 scheduled myCloud orientations. Attendance was 130 students at the Main Library and 188 students at the branches. Additionally, one class was held for TechCentral staff as a demonstration and test-run for the new *Your Digital Footprints* class.

In addition to these computer classes, TechCentral staff held 11 scheduled one-on-one sessions on the following topics:

- E-mail
- Home networking
- Microsoft Publisher
- Searching using Google
- Removing and adding device drivers
- Freegal and the Freegal Mobile App
- Using Mango Languages

- Using functions on the MFDs
- Using Bibliocommons
- Changing Windows settings

#### *Tech ToyBox*

The Tech Toybox service, while successful, has been plagued with a number of devices that have been checked out and not returned. We are currently investigating options to help reduce the instances of devices being 'assumed lost', including adding security markers to the devices, taking copies of Photo ID's during checkout, and requiring electronic device agreements for patrons to sign during checkout. These additional measures will be put in place for current and new devices, and will be evaluated for effectiveness in three months. Additional Tech Toybox devices were ordered, including GPS units, waterproof cameras, and MP3 players.

#### *myCloud*

An initial meeting was held on September 24 to begin planning for two pilot projects offering myCloud services at the West Park and Harvard-Lee branches. These pilot projects are set to begin in November, and will be facilitated by TechCentral staff who will train the Library Assistants, Computer Emphasis, as well as all branch staff, on the operation and circulation of myCloud devices. Initial myCloud orientation classes will be taught by TechCentral staff for the pilot projects. Once implemented, patrons will be able to utilize their same myCloud desktop and files at any location that offers the myCloud service.

#### *TechCentral in the Media*

TechCentral was named the best of Library Technology in Cleveland Magazine's *Best of Cleveland 2012* for its innovative technologies and library services.

TechCentral will appear in the October issue of Cleveland Magazine, and the *Best of Cleveland* series located on Cleveland Magazine's website at

<http://clevelandmagazine.com>

#### *Personnel and Staffing*

Terrence Metter, former PTR Library Assistant, Computer Emphasis for the Carnegie West Branch, joined TechCentral staff on September 2 as a PFT Library Assistant, Computer Emphasis.

Interviews were held in September for two Part-Time Regular Library Assistant, Computer Emphasis positions. These two positions will complete the final staffing compliment for TechCentral. Both successful candidates will begin in early October.

*OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED*

In September, OLBPD circulated 57,661 books and magazines directly to patrons. BARD users downloaded 9,028 items among 544 active users for September. OLBPD registered 181 new readers to the service.

OLBPD Manager Will Reed was a guest on WKYC Channel 3's "Golden Opportunities" on Sunday, September 9 to promote OLBPD and Family Fun and Learning Day.

OLBPD celebrated its 18<sup>th</sup> Annual Family Fun and Learning Day on Wednesday, September 12. OLBPD hosted over 100 patrons. The day featured welcomes from Director Thomas and John Skrtic, tours of the Sensory Garden, updates from State Librarian Beverly Cain, Associate State Librarian for Library Services David Namiotka, and Tracy Grimm, Head of the State Library of Ohio Talking Book Program. The day's keynote address was delivered by OLBPD patron Vic Leanza who shared his inspiring chronicle sailing aboard the "Tenacious." Also featured were programs presented on adaptive technology, updates about the National Library Service, and an OLBPD Reader Advisory panel.

OLBPD hosted MaryBeth Wise, our consultant from the National Library Service (NLS) for the Blind and Physically Handicapped on September 24-25. Ms. Wise had the opportunity to speak to the entire OLBPD staff. NLS consultants conduct biennial visits to network libraries and evaluate how well network libraries are with complying with the 2011 Revised Standards and Guidelines of Service from NLS.

OLBPD Librarian Michelle Makkos provided information and talks about the service to the Parma Low Vision Support Group on September 6; Geauga County Low Vision Support Group on September 10; Middleburg Heights Community Health Fair on September 13; Rocky River Senior Center Health Fair on September 15; Eliza Bryant Village Resident Health Fair on September 19; St. Andrew Church

Health Fair on September 22; Lakewood Low Vision Support Group on September 28; Maple Heights Health and Wellness Fair on September 29.

### *Staff*

The OPS department selected and notified the successful candidate for the newly created position of Literacy & Education Coordinator. The successful candidate will begin her new position on Monday, November 12.

Youth & Family Services Manager Sandra Nosse, submitted her resignation in September, her last day of work will be October 26, 2012.

Staff Training with new Ed2Go Database  
Photograph Collection Clerk Nick Durda is taking a Photoshop course via Ed2Go, the new database of free instructor-led courses offered to all CPL cardholders.

### 24 New Pages Hired

On September 10, twenty-four new Pages were hired to fill vacancies in Shelf Division and Main Library Subject Departments.

### **TECHNICAL SERVICES**

Patricia Lowrey, Director of Technical Services, attended several planning meetings for the alternative space for the South Branch. Ms. Lowrey and several Technical Services managers met with several administrators and a manager from Public Services to discuss a number of projects. The Technical Services managers also met with Software staff from the Information Technology/Clevnet Department to assess progress on a variety of issues. Linda Sperry, Mobile Services Manager spent a day in Technical Services learning about all the different departments.

The announcement that BWI Inc., the Library's primary supplier of books for children, was ceasing operation caused several Technical Services departments to move quickly to select and setup an alternative. Most orders for children's books will be sent to Ingram. Children's services staff in the branches and Main Library will be trained in using the Ingram website early in 2013.

The Cleveland Public Library collection at Cuyahoga Community College Metro campus (Tri-C) officially opened

on September 17. The opening ceremony was attended by Nancy Mocsiran, Technical Services Assistant, Stephen Wohl, Shelf/Shipping Supervisor, Elizabeth Hegstrom, Materials Processing Manager and Sandy Jelar Elwell, Acquisitions Manager. All worked very hard to make the collection a reality.

Ms. Lowrey and Rollie Welch, Collection Manager, attended the annual Anisfield-Wolf Book Award ceremony. Ms. Lowrey attended the showing of *Contradiction of Fair Hope* and the S.E. Cupp and Jodi Kantor *Writers & Readers* program. She attended the Friends of the Library annual fundraising event on September 29.

High Demand: The department fully implemented a streamlining change to discontinue inserting routing slips in every item. This will save time in Shelf/Shipping because they generally ordered, managed, and collated the packets of slips, then selected and paper clipped the appropriate packet to the invoice. It will also save time in High Demand because those staff then put a slip in each item. Since many High Demand items go to fill holds and don't go directly to the owning location, Materials Processing would have been printing a slip for many of these, anyway.

Dale Dickerson, High Demand Librarian, volunteered to spend at least half a day in Shelf/Shipping unpacking items. High Demand Manager Carole Brachna, met with Acquisitions Manager Sandy Jelar Elwell and Laura Armstrong from Financial Services to discuss further work on paperless invoicing. Potential meeting dates have been sent to IT for the next step.

Ms. Brachna attended the NEO-RLS Fall Showcase and Luncheon, which featured a presentation titled *The Hopeful Workplace*, by George Needham, of OCLC. Needham touched on a wide variety of topics related to creating a hopeful workplace in challenging times, but the one that seemed most relevant at the moment is the idea of choosing to be civil to everyone in the workplace. Ms. Brachna also attended the LGBT training by Thomas Hawn.

Collection Management: Bonnie Bolton selected a total of 417 titles for Main Library and Branch juvenile collections for the month of September. Lists totaling 4,330 books were submitted to High Demand or Acquisitions for a dollar total of \$51,620. The breakdown

of the lists was as follows: 3,943 books at \$46,557 for branch collections and 387 books at \$5,063 for Main Library's children's collection. For the month of September Laura Mommers ordered 3,739 DVD's totaling \$94,627 for the Branch collections and 555 DVD's totaling \$13,309 for the AV Department. Ms. Mommers ordered 3,750 CD's totaling \$42,959 for the Branch collections and 282 CD's totaling \$3,485 for the Popular Library. In addition to central ordering for the system Ms. Mommers placed orders for \$12,959 of discretionary non-print items for Branches.

Thirty-two telescopes of print and non-print items were relocated to the Branches, book sale, or college collections at Cleveland State University, Case Western Reserve University and Cuyahoga Community College Metro. Mr. Welch's online monthly street lit review column for *Library Journal* was published in September. Mr. Welch also had a review published in the *Plain Dealer's* Sunday book page.

Materials Processing: The Associates cataloged 1,563 titles for CPL and 1,189 titles for CLEVNET. The Associates and Senior Clerks added 6,564 items. The Technicians processed 23,841 items.

The name of Book Preparation officially changed to Materials Processing. YoLanda Lawler left for a fifteen month deployment as a U.S. Navy reservist. Elizabeth Hegstrom attended LGBT Workplace Awareness training and Mental Health First Aid training.

Shelf/Shipping: Stephen Wohl attended LGBT training and the Mental Health First Aid training.

The staff of the Lake Shore Shelf/Shipping Department sent 754 items to the Main Library for requests and 79 items to fill holds. Main Library received 453 telescopes, the Branches received 1,085 telescopes, CLEVNET received 129 telescopes, CASE received 5 telescopes and CSU received 8 telescopes for a total of 1,681 telescopes shipped out. The Technicians sent 25,712 new items to the Acquisitions and High Demand Departments.

Catalog: Catalog Manager Andrea Johnson finished revising the non-book portion of new guidelines for formatting volume information in subfield z and



distributed them to Technical Services staff. Regina Houseman attended a Newcat team meeting concerning the revision of the subfield z guidelines. At Ms. Johnson's request, she helped set up a test of the new guidelines with some CLEVNET libraries. Barbara Satow was assigned as backup for loading the daily bibliographic records into the Sirsi database. She also became a member of the Library's Employee Recognition committee. A total of 2,688 items were added and 4,704 titles were cataloged for CPL.

Dawn Grattino worked on identifying RDA training materials, including materials from Library of Congress and ALA, that would be useful to CPL staff engaged in copy and original cataloging. Ms. Grattino copy cataloged and created original catalog records for over two dozen items from the late 1960s by and concerning Cleveland poet and small press publisher D.A. Levy and other poets of the era. She also cataloged a portfolio of prints of photographs of the Rowfant Club taken by Cleveland photographer Jennie Jones, and a Sumatran bark book in the Batak language created some time during the late 19<sup>th</sup> or early 20<sup>th</sup> century.

Michael Monaco was asked to join the 2013 OLC Convention and Expo Program Committee to help plan the three-day convention and expo to be held October 9-11, 2013. He was also pleased to learn that an article he co-authored was accepted for publication in a special issue of *Cataloging and Classification Quarterly*. Mr. Monaco cataloged a number of items of interest, including the *Cygnets*, a Cleveland arts magazine from 1920, and facsimiles and microfilms of reports on two major Cleveland disasters: the East Ohio Gas Company fire and the Cleveland Clinic fire.

Acquisitions: Sandy Jelar Elwell, Acquisitions Manager, met with Alicia Naab, Acquisitions Coordinator, Leslie Pultorak, Acquisitions Librarian, and Lisa Kowalczyk and Tonya Jenkins, Technical Services Librarians, to discuss how changes with the Library's children's book supplier would affect the workflow in the Acquisitions Department and what needed to be implemented for handling these orders. Accounts had to be setup in both the Sirsi system and in Ingram's website for these materials. These changes also required the adding of juvenile and young adult fund

codes and holding codes and the creation of new grid templates and logins in the Ingram website.

Acquisitions and Serials Section staff began scanning all new items that had been added in the Department with the exception of comic books, magazines, and reference books. This workflow change was implemented to coordinate with a new program being run by the Information Technology Department to aid in and expedite the transiting of new materials with holds.

Ms. Naab continued to work with Midwest Tape to resolve duplicate invoicing problems. This has been an ongoing problem with the vendor since spring 2012 and Ms. Naab has spent a considerable amount of time each month working to rectify these problems. Ms. Jelar Elwell attended Mental Health First Aid Training and LGBT Workplace Awareness Training at the Main Library.

Acquisitions staff ordered a total of 5,645 titles, ordered 8,697 items, received 13,374 items, and processed a total of 1,721 invoices. Staff received 1,323 periodicals and 410 serials, added 578 periodical items, 195 serial items and 861 paperbacks, processed 75 periodical and serial claims, and modified 130 serial controls.

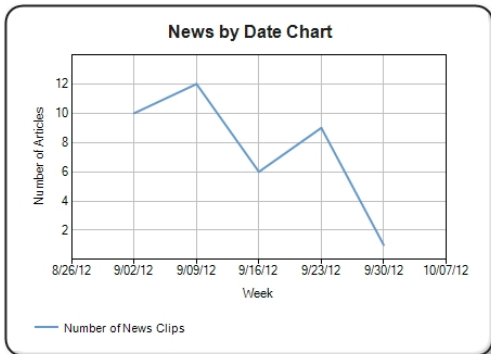
Preservation: The most heavily used Digital Gallery collections for September were the Cleveland High School Yearbooks and Student Newspapers (23,620 item views); Gallery of Cleveland Photographs (22,040); Cleveland History (16,820); Main Library and CPL History; (16,229) and Atlases, Maps and Park Plans of Cleveland (13,699). A Gallery of Cleveland photos added Archwood Avenue photos for Patrice Hamiter's Brooklyn Centre digital project and 48 portraits of prominent Clevelanders from the Edmondson collection. These images were digitized by Gloria Massey from the glass plate negatives, donated to the Library in 1960 by George Edmondson's successor. They are of interest not only for the personalities recorded, but also for the detailed views of hair styles, fashions, and jewelry of the period 1900-1925

Photographs and documents for the Public Administration Library digital project on Coolely Farms were prepared and shipped to vendors for digitization. Ann Olszewski and Elaine Herroon from PAL worked in the Photograph

Collection to select photographs of Cleveland African American leaders for a second PAL digital project. CPL Board of Trustees Minutes for the years 2001-2009 were sent for scanning rather than microfilming. The minutes for the years 2010 and 2011 were already available as PDF files and do not require scanning.

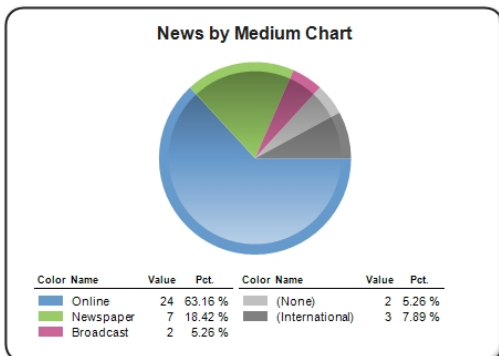
Elizabeth Bardossy conserved thirteen technical drawings from PAL for the Parks Collection. She also treated two works being prepared for scanning, and a poster for Pop Concerts at Gray's Armory from the Johann Beck Collection. Renee Pride bound a set of CPL Board Minutes for the Archives. In addition to Ms Massey's work with the Edmondson portrait collection, she inspected and enhanced page images for Ohio Architect digital edition. Laura Wallencheck collated and created documentation for seventeen Cooley Farms historical documents and also 125 photos (in addition to the first 66 photos) from the Cooley Farms project.

**MARKETING & COMMUNICATIONS**



Media coverage for the month of September included 38 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$59,161.73 with a news circulation audience of 2,284,160 people. In

September, the online media outlets that featured CPL events and programs received 6,401,905 unique visitors. Full report in the Marketing Department.



General ads to promote the Library appeared in school calendars for East Technical, Glenville, and Collinwood high schools as well as the program for the NAACP Freedom Fund Dinner. The showing of *Contradictions of Fair Hope* was promoted in print in the

*Call & Post*, *Campus Observer*, and *Cleveland Plain Dealer*. Radio spots included 93.1 WZAK and WNPR 90.3. Ms. Merkerson was interviewed on WMJI Magic 105. Print ads to promote the

Writers & Readers series ran in the *Campus Observer*, *Cleveland Plain Dealer*, and *Call & Post*. Radio ads ran on WNPR 90.3. Display ads appeared in *Cleveland.com*. Start Fresh and youth amnesty were promoted in *LaPrenza*, *Call & Post*, and *Cleveland Plain Dealer*. Bilingual fliers were inserted into the *Tremonster*.

Search Engine Marketing with *cleveland.com* resulted in CPL ad being viewed 40,081 on average per week, which resulted in an average of 466 clicks to website per week.

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; OPS manager; and Web Applications manager
- Main Managers' meeting
- Tri-C Metro Library opening
- South/Broadway strategic planning meeting

#### GRAPHICS

Graphics staff designed, printed and distributed 98 printed pieces in September, in addition to graphics for the library website, 4 staff newsletters, and the Bouchercon Exhibit.

Promotional pieces included: Hispanic Heritage Month; Start Fresh/New Youth Card; Friends Fundraiser: Bon Appetit; Music at Main; Writers & Readers; *Upnext*-October

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

Twitter followers are up from 2,990 in 2011 to 4,301 currently. Facebook fans are up from 3,487 in 2011 to 4,535 currently. Downloads of books in an electronic

format (eBooks) were up from 39,961 in 2011 to 64,493 currently.

Library News on the [www.cpl.org](http://www.cpl.org) homepage featured the following items for September:

Kick Off Warm-Up Cleveland 2012; Library Card Sign-Up at Cleveland Public Library September 24-29, 2012; Cleveland Public Library Board of Trustees Meeting; Children's Innovative Learning Experience Opening at Cleveland Public Library: "The Big Bank" makes financial literacy fun for children; and Community Meeting to Discuss Broadway and Fleet Branches.

During the month of September, the following events, programs, and information were promoted on [www.cpl.org](http://www.cpl.org): Library Card Sign-up; Writers & Readers: S.E. Cup & Jodi Kantor; Writers & Readers: Uncovering Mysteries; Writers & Readers: Valerie Bertinelli; Friends Fundraiser: Bon Appetit; Exhibits: Bouchercon, Mini-Books; Hispanic Heritage Month; Featured Database: National Geographic; Music at Main: Shuai Wang; Warm-up Cleveland kick-off; Ed2Go; Celebrate with Books; Muzzy Online; Tumblebooks; Homework Help; and MyTunes.

11 Popular Topic pages were updated with new book lists in September.

The fourteenth "Off the Shelf" was sent out on September 6th to a distribution list of 2,354. This issue featured: September kicks off exciting fall events at Cleveland Public Library (The Contradictions of Fair Hope and discussion with filmmakers S. Epatha Merkerson and Rockell Metcalf; and Writers & Readers: Jodi Kantor and S.E. Cupp) and Summer Reading Club: Feed Your Mind - Read! The following events were also featured: Chess A-Z; Hunger Games Movie Event; and Stop the Bullying! We also featured the following new arrivals: No Easy Day - The Firsthand Account of the Mission that Killed Osama bin Laden; Every day; and Chronicles of Downton Abbey. The following news stories were featured: Library Card Sign-Up at Cleveland Public Library September 24-29, 2012; and Kick Off Warm-Up Cleveland 2012.

The following pages in the Using the Library section of the site were updated with new text to reflect changes or additions in our policies: Fines & Fees, Borrowing

Policies, Blocked Status, Library Cards, and Patron Guidelines.

The Storytime page was updated to reflect the fall schedule (September 24, 2012, through November 17, 2012) for storytime programs at all CPL branches. A redirect was set up for <http://www.cpl.org/storytimes>

A mobile version of the Writers & Readers pages was built and added to the library's mobile site homepage.

The Brown Bag Book Clubs page was updated with new titles and dates.

Cleveland Public Library's Personal Information Policy (PIP) and new card designs were posted to the CLEVNET Members Site.

In the Theatre Popular Topic, a page was built for Lombardi, September 14 - October 7, 2012, at Cleveland Play House, and a page was built for Anything Goes, October 2-14, 2012, at PlayhouseSquare.

All Proquest databases were re-linked in SerialsSolutions, switching them from their legacy Z39.50 connections to their new XML connections. As a result, the Search All Databases widget on the Research Databases page had to be updated to reflect the changes.

Working with Linda Sperry, the Bookmobile Schedule page was updated. New stops were added, some old stops were deleted, and the map of stops was updated to reflect the changes.

Three new and exciting resources were added to [cpl.org](http://cpl.org): Ed2Go, Cypress Resume, and Naxos Music Library. Ed2Go is the first resource of its kind for public libraries. Offered by Gale Cengage Learning, Ed2Go offers access to hundreds of instructor-led online courses covering a wide range of subjects including digital photography, health and wellness, and computer programming. Each online course lasts six weeks and features 12 lessons with online discussions, quizzes, and a final exam. Amy Pawlowski, Michael Ruffing, CJ Lynce, and the Graphics department worked together to ensure that we were properly informing and educating our staff and patrons about this beneficial resource. Over the month of October, Amy Pawlowski will be working with the graphics

department on promotional materials for Cypress Resume and the Naxos Music Library.

### **PROPERTY MANAGEMENT**

The Property Management office completed numerous branch inspections and continues to monitor utility bills. We

are meeting weekly with the architect to come up with a design for the temporary relocation for the South branch. We participated in Sustainable Cleveland 2019.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. New power and data line were installed at Carnegie West, Eastman, Lorain, South Brooklyn, and Union for the addition of new computers. A defective power disconnect for the main air handling unit was replaced. The Automation's Liebert A/C unit's dry coolers were serviced for winter operation. The burner control for the rooftop unit at Mt. Pleasant was replaced. Staff worked with a contractor to repair outdoor parking lot lights at Lakeshore. A new control transformer was installed for air handling unit's new damper actuators at South Brooklyn.

The Carpenters and Painters worked to remove old and install new carpeting and paint the meeting room at Harvard-Lee. Repairs were made to a roof drain that let go causing water to enter the branch and the damage ceiling tile was replaced at MLK. 55" televisions were installed for the Learning Centers at Collinwood and Langston Hughes. Painting was completed at Garden Valley and repairs have started at MLK due to the water damage.

The Garage picked up all snow blowers and tractors to be serviced for the winter. The front end ball joints were replaced on truck #12. Car #20 rear brakes and rotors were replaced. The front seat in truck #4 was replaced. Service was completed on vehicles 1,4,16 and 18.

**SAFETY & PROTECTIVE SERVICES****PROTECTIVE SERVICES**

## Activity

Month	Total calls	Average per day	Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents
September 2012	3777	126	16	23	544	98

## Special Attention and Special Events

Main 2, Friends of the Library Fundraiser, Contradictions of Hope (LSW), Book Discussion (Rice) Cliffs Company, and Oswald Company (LSW).

## Security Systems

- Will propose schedule concerning upgrades to access control.
- Will propose scheduled implementation of CCTV system work

## Communications Center

- The communications center is being staffed and processes are being developed to engage in active surveillance of CPL properties. Safety & Protective Services is also continuing to refine communications procedures to meet streamlined communications processes and increase efficiency of response.

## Contract Security

- Safety & Protective Services has been advised that overall hours have remained constant for G4S.
- We continue to work with G4S to address radio performance issues with the branches.

**INCIDENTS**

- Investigated theft of DVDs at Fulton Branch and provided report to management.

**RECORDS AND EQUIPMENT MANAGEMENT**

- Personal directories for officers to store records currently stored on external media have been
-



completed. We are working with Automation to resolve login issues.

#### **ADMINISTRATION**

- Working with Knowledge Office on Electronic Records capturing system.

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

##### CPL Projects

Fresh Start amnesty: A great deal of the Software team's efforts this month went toward planning and configuring software for the juvenile "Fresh Start" amnesty week. They meet frequently with the Knowledge Office to plan benchmarks for the amnesty week and provide best practice advice for the Sirsi software. A new pay type of AMNESTY was established in the Sirsi configuration which will allow easier extraction of amnesty related activity. Benchmarks were scripted and run before amnesty week, and follow up benchmarks planned and scripted. Jim Benson also assisted Lending and the Knowledge Office in their training sessions for CPL branch circulation staff on Amnesty week and the new patron registration forms and policies.

Educator cards: The Software team also assisted with configuring the Sirsi software for the new Educator cards. A total of 1,922 lines were added to the circulation map to support this initiative. CLEVNET libraries were also notified of these new cards as the member libraries adjacent to Cleveland especially may encounter them.

CPL hosted a Hewlett-Packard roundtable for public sector IT managers. Attendees included senior IT managers from the City of Cleveland, Cuyahoga County, Ohio Lottery, Franklin County and Cuyahoga Community College. The meeting highlighted MyCloud and TechCentral, which were cooperative efforts between CPL and HP.

Three new and exciting resources were added to cpl.org: Ed2Go, Cypress Resume, and Naxos Music Library. Ed2Go is the first resource of its kind for public libraries. Offered by Gale Cengage Learning, Ed2Go offers access to hundreds of instructor-led online courses covering a

wide range of subjects including digital photography, health and wellness, and computer programming.

IT staff was instrumental in the opening the CPL@TRI-C Metro collection. Hardware staff installed a custom self-check machine to assist with patron check-out. Software made data and configuration changes. This included setting up policies for circulation, unshadowing the collection so it would show as available for the opening, adding workflows logins for staff and a sip user for the self-check machine. With the ending of floating for the Main Library collection, Software made changes to the policy file to effect the end of that service.

An efficiencies script was developed for CPL Materials Handling. Due to how the Sirsi Symphony software natively handles new items added by the Cataloging staff, the Materials Handling staff had to do extra keystrokes for the hundreds of items they handle every day. The new script adjusts the "transit to" information on new items added to indicate that they are going to Materials Handling instead of to the owning agency. The staff are now able to work more efficiently and comfortably on their daily tasks.

Software assisted Tech Central and SaPS by listing out the lost ToyBox equipment and the associated serial number from the fixed asset inventory system. Software's previous advice to include the fixed asset inventory number in the Symphony record for each item made this possible.

A mailing list of patrons using the Broadway branch in the past twelve months was provided to the Knowledge Office.

Domain Controller servers were replaced at Addison and Brooklyn library locations due to their age and outdated operating systems. This will provide a more reliable and responsive server at those locations.

Library News on the [www.cpl.org](http://www.cpl.org) homepage featured the following items for September:  
Kick Off Warm-Up Cleveland 2012; Library Card Sign-Up at Cleveland Public Library September 24-29, 2012;  
Cleveland Public Library Board of Trustees Meeting;

Children's Innovative Learning Experience Opening at Cleveland Public Library: "The Big Bank" makes financial literacy fun for children; and Community Meeting to Discuss Broadway and Fleet Branches.

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Updates to [www.cpl.org](http://www.cpl.org): 11 Popular Topic pages were updated with new book lists; in the Using the Library section of the site Fines & Fees, Borrowing Policies, Blocked Status, Library Cards, and Patron Guidelines; the Storytime page to reflect the fall schedule; The Brown Bag Book Clubs page with new titles and dates; Theatre Popular Topic for Lombardi at Cleveland Play House, and for Anything Goes at Playhouse Square; the Bookmobile Schedule page for updated stops and maps.

The fourteenth "Off the Shelf" was sent out on September 6th to a distribution list of 2,354. This issue featured: September kicks off exciting fall events at Cleveland Public Library (The Contradictions of Fair Hope and discussion with filmmakers S. Epatha Merkerson and Rockell Metcalf; and Writers & Readers: Jodi Kantor and S.E. Cupp)

A mobile version of the Writers & Readers pages was built and added to the library's mobile site homepage.

All Proquest databases were re-linked in SerialsSolutions, switching them from their legacy Z39.50 connections to their new XML connections. The Search All Databases widget on the Research Databases page was updated to reflect the changes.

#### CLEVNET Projects

The Virtual server environment for hosting servers for some CLEVNET sites has been completed. This enables the Information Technology and CLEVNET department to move

forward with the installation of virtual servers (servers that are not physical but require physical hardware and other infrastructure) for CLEVNET.

AT&T IP Flex, a managed voice over IP communication solution was installed. This will allow CLEVNET libraries in AT&T's service area to connect their phone lines seamlessly with the Cisco Call Manager and reduce overhead.

Network switches were upgraded and configured for IPCelerate paging system at Hudson to enable paging and 911 notifications through the phone system. This will be available soon at CPL and any CLEVNET library using our VOIP system.

LabTech, a remote monitoring and management (RMM) platform, has been implemented at CPL Main Library and Sandusky library. It is monitoring and reporting pc/server health and checking for antivirus updates. This will greatly improve and expand the IT department's ability to provide remote support.

Statistical reports were provided to Lorain, Medina and Perry libraries. Weeding reports (25 total) were provided to Barberton, Bellevue, Birchard, CPL Main Library (POP and CHLIT), CPL Collection Management (SOUTH nad BDWY), Euclid, Hudson, McKinley, Medina, Sandusky and Twinsburg libraries. Other types of reports were created for East Cleveland and Sandusky libraries.

32 Virtual lans were eliminated at Cleveland Heights reducing overhead and complexity.

CLEVNET directors and technical staff visited CPL to review the new Xerox solution, MyCloud and to visit TechCentral.

Cleveland Public Library's Personal Information Policy (PIP) and new card designs were posted to the CLEVNET Members Site.

Huron Public Library and all six Lorain Public Library buildings were upgraded from T1 communication lines to Time Warner 10mb connections.

KnowItNow

On September 25, the Public Library of Youngstown and Mahoning County hosted an all-day KnowItNow training session given by the KnowItNow Statewide Coordinator. The training included both basic and advanced virtual reference skills and was attended by twenty librarians from northeast Ohio public and academic libraries.

The KnowItNow Statewide Coordinator participated in staffing an information table on KnowItNow at the Northeast Ohio Regional Library Showcase in Twinsburg on September 18.

The KnowItNow Website Coordinator wrote a custom KnowItNow report for Cleveland Public Library's Knowledge Management department showing total KnowItNow sessions handled by Cleveland Public Library librarians.

The KnowItNow Website Coordinator also streamlined the webpages for <http://www.KnowItNow.org> by consolidating the page asking for patrons to choose their library (when a ZIP code is served by multiple libraries) into the "patron question page" where name, question, etc. are entered.

Meetings & Professional Development

The entire Software team met with CPL Technical Services to review projects and needs for that division.

Ann Palomo and Amy Pawlowski attended the CLEVNET Directors' Panel meeting.

Statistics

	<b>Sep-11</b>	<b>Sep-12</b>
<b>OverDrive Downloads</b>	39,961	64,493
<b>Twitter Followers</b>	2,990	4,301
<b>Facebook Fans</b>	3,487	4,535

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

The Board adjourned into Executive Session at 1:55 p.m.

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

Ms. Rodriguez moved to adjourn to the Regular Meeting of Library Trustees. Mr. Werner seconded the motion, which passed unanimously by roll call vote.

The Regular Board Meeting resumed at 2:16 p.m.

Mr. Corrigan adjourned the meeting at 2:18 p.m.

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Thomas D. Corrigan  
President

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Alan Seifullah  
Secretary

## GIFT REPORT FOR SEPTEMBER 2012

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	436	7,413
Periodicals	21	574
Publishers Gifts	0	0
Non-Print Materials	<u>45</u>	<u>896</u>
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	<b>502</b>	<b>8,883</b>

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 1,469	\$ 521,058
Building & Repair Fund	Restricted	0	30,700
Library Fund	Unrestricted	0	5,072
Library Fund	Restricted	304	4,918
Library Fund - Oral History Project	Restricted	0	0
Endowment for the Blind	Restricted	0	0
Young Fund	Restricted	11,159	33,476
Friends Fund	Restricted	0	0
Gates Fund	Restricted	0	0
Schweinfurth Fund	Restricted	0	19,460
Ohio Center fo the Book	Restricted	0	900
Judd Fund	Restricted	47,654	142,963
Lockwood Thompson Fund	Restricted	0	75,148
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>40,000</u>	<u>43,300</u>
<b>TOTAL MONEY GIFTS</b>		<b>\$ 100,586</b>	<b>\$ 1,038,995</b>

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	18	124	502	8,883
Money Gifts	<u>14</u>	<u>119</u>	<u>14</u>	<u>119</u>
<b>TOTAL GIFTS</b>	<b>32</b>	<b>243</b>	<b>516</b>	<b>9,002</b>



## CLEVELAND PUBLIC LIBRARY

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

Sent via email October 3, 2012

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

Dear Bryan:

Please issue an Amended Certificate of Estimated Resources with an increase in Other Sources – Special Revenue by \$40,000 relating to the Thomas Lynch trust distribution as summarized below:

Fund Category	Unencumbered Balance as of January 1, 2012	Property Tax & PLF	Other Sources	Total Resources Available for Expenditures
General Fund	\$ 29,062,255.68	\$ 28,407,318.46 \$ 19,837,771.12	\$ 5,924,828.97	\$ 83,232,174.23
Special Revenue	\$ 10,756,112.89		\$ 3,048,776.12	\$ 13,804,889.01
Capital	\$ 8,822,333.75		\$ 10,030,700.00	\$ 18,853,033.75
Permanent	\$ 1,950,743.65		\$ 41,402.44	\$ 1,992,146.09
Agency	\$ 8,431.04			\$ 8,431.04
<b>TOTAL</b>	<b>\$ 50,599,877.01</b>	<b>\$ 48,245,089.58</b>	<b>\$ 19,045,707.53</b>	<b>\$ 117,890,674.12</b>

Thank you for your assistance.

Very truly yours,

Carrie Krenicky  
Chief Financial Officer

**Board of Library Trustees**

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



2012 OCT 14 PM 10:55

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

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

Office of the Budget Commission, Cuyahoga County, Ohio.  
Cleveland, Ohio October 3, 2012

To the Board of Library Trustees of the: Cleveland Library

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1st, 2012, as revised by the Budget Commission of said County, which shall govern the total of appropriations made at any time during such fiscal year:

Fund	Unencumbered Balance Jan. 1, 2012	General Property Tax	PLF	Other Sources	Total
General Fund	29,062,255.68	28,407,318.46	19,837,771.12	5,924,828.97	83,232,174.23
Special Revenue	10,756,112.89			3,048,776.12	13,804,889.01
Capital	8,822,333.75			10,030,700.00	18,853,033.75
Permanent	1,950,743.65			41,402.44	1,992,146.09
Agency	8,431.04			0.00	8,431.04
<b>Totals/Subtotals</b>	<b>50,599,877.01</b>	<b>28,407,318.46</b>	<b>19,837,771.12</b>	<b>19,045,707.53</b>	<b>117,890,674.12</b>

<u>Wade Steen</u>	<b>Budget</b>	<u>Ed Fitzgerald</u>
<u>Donna Johnson</u>	<b>Commission</b>	<u>D. L.</u>

**CLEVELAND PUBLIC LIBRARY  
2012 APPROPRIATION: SIXTH AMENDMENT  
OCTOBER 18, 2012**

<b>GENERAL FUND CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
Cash January 1	29,062,255.68	0.00	29,062,255.68 (3)
Taxes - General Property	25,407,318.46	0.00	25,407,318.46
Public Library Fund (PLF)	19,837,771.12	0.00	19,837,771.12
State Rollbacks/CAT	5,000,000.00	0.00	5,000,000.00
Federal Aid	0.00	0.00	0.00
State Aid	0.00	0.00	0.00
Fines and Fees	300,000.00	0.00	300,000.00
Earned Interest	425,000.00	0.00	425,000.00
Services	2,493,251.97	0.00	2,493,251.97
Miscellaneous	706,577.00	0.00	706,577.00
Return of Advances	0.00	0.00	0.00
<b>TOTAL RESOURCES</b>	<b>83,232,174.23</b>	<b>0.00</b>	<b>83,232,174.23</b>

<b>GENERAL FUND APPROPRIATION</b>	<b>Prior Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Appropriation</b>
Salaries/Benefits	33,484,152.79	0.00	33,484,152.79
Supplies	1,016,874.22	0.00	1,016,874.22
Purchased/Contracted Services	9,975,398.44	(10,000.00)	9,965,398.44
Library Materials/ Information	9,389,266.85	0.00	9,389,266.85
Capital Outlay	220,266.25	0.00	220,266.25
Other Objects	83,960.00	10,000.00	93,960.00
<b>SUBTOTAL OPERATING</b>	<b>54,169,918.55</b>	<b>0.00</b>	<b>54,169,918.55</b>
Transfers/Advances	10,000,000.00	0.00	10,000,000.00
<b>TOTAL APPROPRIATION</b>	<b>64,169,918.55</b>	<b>0.00</b>	<b>64,169,918.55</b>

**CLEVELAND PUBLIC LIBRARY  
2012 APPROPRIATION: SIXTH AMENDMENT  
OCTOBER 18, 2012**

SPECIAL REVENUE FUNDS CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	13,764,889.01	40,000.00	13,804,889.01
SPECIAL REVENUE FUNDS APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	181,146.55	0.00	181,146.55
Endowment for the Blind	1,599,509.14	0.00	1,599,509.14
Founders	2,112,027.13	40,000.00	2,152,027.13
Kaiser	42,737.60	0.00	42,737.60
Kraley	147,618.65	0.00	147,618.65
Library	170,717.27	0.00	170,717.27
Pepke	94,220.86	0.00	94,220.86
Wickwire	1,066,772.09	0.00	1,066,772.09
Wittke	63,041.28	0.00	63,041.28
Young	2,955,857.05	0.00	2,955,857.05
Friends	15,000.00	0.00	15,000.00
Judd	190,617.00	0.00	190,617.00
Lockwood Thompson	305,106.83	0.00	305,106.83
Ohio Center for the Book	958.00	0.00	958.00
Schweinfurth	45,609.07	0.00	45,609.07
Cleveland NCA Kiosks	9,673.78	0.00	9,673.78
Bill & Melinda Gates	57,867.98	0.00	57,867.98
Harvard Kiosk	7,333.38	0.00	7,333.38
MetLife-Fit for Life	0.00	0.00	0.00
LSTA-OLBPD	1,518,302.00	0.00	1,518,302.00
LSTA-Know It Now	465,548.28	0.00	465,548.28
MyCom	-33,617.18	0.00	-33,617.18
PNC Grow Up Great	94,784.75	0.00	94,784.75
Learning Centers-Cleveland Fdn	162,000.00	0.00	162,000.00
<b>TOTAL APPROPRIATION</b>	<b>11,272,831.51</b>	<b>40,000.00</b>	<b>11,312,831.51 (4)</b>

**CLEVELAND PUBLIC LIBRARY  
2012 APPROPRIATION: SIXTH AMENDMENT  
OCTOBER 18, 2012**

<b>CAPITAL PROJECTS FUNDS CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
	18,853,033.75	0.00	18,853,033.75
<b>CAPITAL PROJECTS FUNDS APPROPRIATION</b>	<b>Prior Fund Balance/ Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Fund Balance/ Appropriation</b>
BUILDING & REPAIR	18,853,033.75	0.00	18,853,033.75 (5)
<b>PERMANENT FUNDS CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
	1,992,146.09	0.00	1,992,146.09
<b>PERMANENT FUNDS APPROPRIATION</b>	<b>Prior Fund Balance/ Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Fund Balance/ Appropriation</b>
Abel	160,820.28	0.00	160,820.28
Ambler	1,437.27	0.00	1,437.27
Beard	103,711.38	0.00	103,711.38
Klein	3,379.68	0.00	3,379.68
Malon/Schroeder	107,903.54	0.00	107,903.54
McDonald	124,883.94	0.00	124,883.94
Ratner	61,540.18	0.00	61,540.18
Root	22,221.12	0.00	22,221.12
Sugarman	27,328.84	0.00	27,328.84
Thompson	76,505.72	0.00	76,505.72
Weidenthal	4,322.62	0.00	4,322.62
White	1,298,091.52	0.00	1,298,091.52
<b>TOTAL APPROPRIATION</b>	<b>1,992,146.09</b>	<b>0.00</b>	<b>1,992,146.09 (6)</b>
<b>AGENCY FUNDS CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
	8,431.04	0.00	8,431.04
<b>AGENCY FUNDS APPROPRIATION</b>	<b>Prior Fund Balance/ Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Fund Balance/ Appropriation</b>
UNCLAIMED FUNDS	8,431.04	0.00	8,431.04

**CLEVELAND PUBLIC LIBRARY  
2012 APPROPRIATION: SIXTH AMENDMENT  
OCTOBER 18, 2012**

- (1) Certificate dated August 30, 2012
- (2) Certificate dated October 3, 2012
- (3) \$28,852,255.68 unencumbered cash carried forward plus cash advances outstanding of \$210,000 @ January 1, 2012 (plus \$6,314,409.02 encumbered cash).
- (4) \$10,966,112.89 unencumbered cash carried forward less cash advances outstanding of \$210,000 @ January 1, 2012 (plus \$752,468.41 encumbered cash).  
\$3,048,776.12 additional revenue. Non-expendable principal amounts of \$2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the certified fund balances but are not included in appropriated amounts.  
( $\$10,966,112.89 - \$210,000 + \$3,048,776.12 - \$2,492,057.50 = \$11,312,831.51$ )
- (5) \$8,822,333.75 unencumbered cash carried forward (plus \$971,746.54 encumbered cash.)  
\$10,000,000 transfer from General Fund. \$30,700 additional revenue.  
( $\$8,822,333.75 + \$10,000,000.00 + \$30,700 = \$18,853,033.75$ )
- (6) \$2,667,779.00 unencumbered cash carried forward (plus \$6,128.22 encumbered cash.)  
\$41,402.44 additional revenue. Non-expendable principal amounts (\$717,035.35) are not included in either the certified fund balances or the appropriated amounts.  
( $\$2,667,779.00 + \$41,402.44 - \$717,035.35 = \$1,992,146.09$ )



Equipment Proposal  
 Prepared By: Sam P. Frude  
 PREPARED FOR: Daniel Gourhari  
 COMPANY: Cleveland Public Library  
 PHONER: 216-623-2889  
 EMAIL: dgourhari@cpl.org

Address: 9150 South Hills Blvd. #260 Broadview Heights, OH 44147  
 Phone: (440) 717-3997 Fax: (440) 746-0715

DATE: Sep. 12, 2012  
 QUOTE #: CPL Protective Services Quote 9\_12\_12  
 CUSTOMER #:

BILL TO: ADDRESS:  
 SHIP TO: ADDRESS:

**Equipment Details and Pricing**

Qty.	Item	Description	STS Unit Price	Total Price
19		APX6000 7/800 MHZ MODEL 1.5 PORTABLE TOP DISPLAY Astro Digital CAI Operation, SmartZone Operation, 870 Channels	\$ 2,836.00	\$ 53,884.00
19		Astro Project 25 Software, OmniLink, 700/800MHZ Antenna, Slim LIION 2150 mAH Battery Noise Cancellation Software, Dual Microphone Promotional discount for APX (Expires 12/15/12)	\$ (300.00)	\$ (5,700.00)
6		APX6000 LI 7/800 MHZ MODEL 1.5 PORTABLE TOP DISPLAY <u>DEMO RADIOS</u> Astro Digital CAI Operation, SmartZone Operation, 870 Channels Astro Project 25 Software, OmniLink, 700/800MHZ Antenna, Slim LIION 2150 mAH Battery Noise Cancellation Software, Dual Microphone	\$ 2,322.00	\$ 13,932.00
4	NNTN7073B	IMPRES Multi-Unit (6 Bank) Charger	\$ 1,080.00	\$ 4,320.00
25	PMLN5657	APX 6000 Leather Carry Case with 2.75" swivel	\$ 52.00	\$ 1,300.00
0	PWMN4403	IMPRES Spare Slim LIION 2150 mAH Battery	\$ 100.00	\$ -
25	PWMN4062A	IMPRES RemoteNoise Cancelling Speaker Mic	\$ 85.60	\$ 2,140.00
25	RLN4941	Receive-Only Earpiece with translucent tube and rubber eartip	\$ 46.40	\$ 1,160.00
5	WPLN7080	IMPRES Single-Unit Charger	\$ 100.00	\$ 500.00

All Prices Quoted Per State Term Schedule #573077-0. Please reference STS# on PO.  
 Order must book by September 2nd and ship by December 28th.

QUOTE PAGE TOTAL

\$ 71,536.00

## MARCS RADIO SUBSCRIPTION AGREEMENT

This Subscription Agreement ("Agreement"), shall be between the **OHIO OFFICE OF INFORMATION TECHNOLOGY, MULTI-AGENCY RADIO COMMUNICATIONS SYSTEM PROGRAM OFFICE** ("MARCS"), having an office located at 30 E. Broad St., 39<sup>th</sup> Fl., Columbus, OH 43215, and \_\_\_\_\_, having its principal place of business at \_\_\_\_\_ in the county of \_\_\_\_\_ (the "Subscriber").

*This Use Agreement shall only be valid when completed by public safety and first responding agencies operating solely on the next-generation MARCSIP platform and shall not be used by current MARCS v 3.5 subscribers.*

WHEREAS, MARCS provides statewide radio coverage for police, fire and EMS services and other public agencies that serve as first responders or contribute materially to homeland security.

WHEREAS, SUBSCRIBER is public/private entity which provides first responder services to the public and materially contributes to homeland security.

WHEREAS, it is the intent this Agreement solidifies the responsibilities of both MARCS and SUBSCRIBER.

### ***IT IS THEREFORE MUTUALLY AGREED THAT:***

#### **SECTION 1: PURPOSE**

MARCS hereby provides MARCSIP subscription service to a voice system based upon the individual or enterprise entity purchasing \_\_\_\_\_ compatible radios at a Subscriber fee of \$2.58 (Two Dollars and Fifty Eight Cents) per month for portable and mobile voice radios during the period of Fiscal Year 2013 (July 1, 2012 through June 30, 2013).

#### **SECTION 2: INITIAL TERM**

This Agreement shall commence on the date the radio unit(s) are activated (i.e. programmed) (hereinafter referred to as "Activation Date") and shall continue until the end of Fiscal Year 2013 – June 30, 2013, unless renewed as set forth in Section 6 herein.

#### **SECTION 3: ANNUAL FEE**

For FY 13 (July 1, 2012, - June 30, 2013) subscriber shall pay an annual fee to MARCS in the amount of \$31.00 per year (**THIRTY One DOLLARS**) ("Fee") per portable/mobile radio\* unit during the Fiscal Year. Subscriber shall pay the prorated fee within 45 days **after receipt of invoice** from the Ohio Office of Information Technology, Multi-Agency Radio Communication System Program Office (MARCS), thereafter; the Fee shall be **billed and paid annually**. (\*NOTE: High tier control stations are two times the Fee of portable/mobile devices).

The MARCSIP enhanced tower fleet is within the first phase of the statewide upgrade of the MARCS statewide voice and data communication system. The above fee rate is an estimated fee for this new upgraded service. Cost and volume will change, either through updated estimates, additional capacity or both. While MARCS does not anticipate any significant modifications to the basic model (shown below), new assumptions will drive changes in the subscriber fee for the MARCSIP System.

MARCS will notify subscribers of rate changes for the MARCSIP system 90 days PRIOR to any fluctuation in the above stated rate. The MARCSIP *ESTIMATED* subscriber rate model is shown below:

	FY 2012	FY2013	FY 2014	FY 2015	FY 2016
Portable/Mobile	\$31/yr per device	\$31/yr per device	\$77/yr per device	\$150/yr per device	\$240/yr per device
*High Tier Control Station	\$62/yr per device	\$62/yr per device	\$154/yr per device	\$300/yr per device	\$480/yr per device

If the Fee is not paid by the Subscriber when due, MARCS holds the right to charge a late fee of 1.5% per month. The Fee paid by Subscriber shall be due without set-off notice or demand from MARCS.

Once invoiced, any Fee or other payment made by the Subscriber shall contain a notation of the invoice number and shall be made payable to the Treasurer, State of Ohio MARCS 5C2 Fund. Payment should be mailed to:

Treasurer, State of Ohio (Fund 5C2)  
Office of Information Technology  
c/o Finance Office  
30 East Broad Street, 40th Floor  
Columbus, Ohio 43215-3414

Once the statewide upgrade to MARCSIP is completed, the Subscriber will be given 180 days prior written notice of such cutover. MARCS will begin invoicing the customer at the standard statewide rate (currently \$20/month, per portable/mobile radio and \$40/month per high tier control station). This cutover date is currently projected to be in effect on or about July 1, 2016.

#### **SECTION 4: MARCS' RESPONSIBILITIES**

- 4.1 Provide continuous (i.e. 24 hour, 7 days a week for 365 days per year) system availability from the tower and central equipment infrastructure.
- 4.2 Provide continuous access to live help via the network operations center 866-OH-MARCS to assist Subscriber if they are experiencing any technical or operational difficulties.
- 4.3 MARCS will work with Subscriber to develop talk group plans, including but not limited to Subscriber specific talk groups based on the Subscriber's mission and agents deployed and need for interoperability within their geographic location.

#### **SECTION 5: SUBSCRIBER'S RESPONSIBILITIES**

- 5.1 Maintenance and repair of actual radios used for the subscription service is the sole responsibility of the Subscriber.
- 5.2 Use of radio is limited to public safety or responders.
- 5.3 All FCC rules and regulations shall be adhered to by Subscriber at all times, including breaks during long term transmissions.
- 5.4 At MARCS sole discretion, improper use of radio may result in the suspension or termination of this agreement with no refund of any fees paid.
- 5.5 Subscriber shall not sublet their service to any individual, agency or organization without prior written consent of the MARCS Program Office.
- 5.6 No use of profanity is permitted by Subscriber or its designated assigns.



- 5.7 Subscriber shall submit to MARCS their contact information and a list of the serial numbers for all radios utilizing the subscription services on the form set forth in the "General Information Form", attached hereto and incorporated herein.
- 5.8 Subscriber shall notify MARCS if there is any change in their radio inventory, including but not limited to lost/stolen devices or additional devices activated utilizing the subscription service, .
- 5.9 Subscriber shall work with MARCS' voice radio services staff to develop the proper talk groups in order to forward the mission of the Subscriber, without negatively impacting the MARCS radio system.
- 5.10 Subscriber understands these talk groups will include the MARCS interoperability talk groups, as detailed in the attached MARCS Policy MPP-15.0 (attached hereto and incorporated herein).
- 5.11 Subscriber shall be responsible for the proper use of each radio subscribed to MARCS. Proper FCC and MARCS' radio protocol shall be followed at all times (e.g., Utilization of radio codes to shorten transmissions, transmission breaks during lengthy traffic, deferral to emergency traffic, etc. Frequencies and bandwidth support MARCS is at a premium, use of the system is for legitimate criminal justice/public safety purposes only. Telephone should be utilized for other traffic).
- 5.12 Subscriber agrees that MARCS maintains the right to audit its list of radio subscribers at any time.
- 5.13 Approval of additional radio unit activation shall include but not be limited to the outcome of grade of service (GOS) studies which shall be performed by the MARCS Program Office. The GOS is a way of assuring that the additional devices will not adversely affect current communications on the MARCS system. If it is determined by MARCS that the addition of channels and/or frequencies is necessary in order to accommodate the additional radio units MARCS, at its discretion but upon providing prior written notification to Subscriber, shall install at Subscriber's expense any additional equipment that MARCS deems necessary. Subscriber shall be responsible for all equipment and installation costs associated with the system infrastructure upgrade. Subscriber agrees that upon installation of any equipment on the system infrastructure, the equipment becomes the permanent property of MARCS and MARCS shall be responsible for maintenance of the equipment.

#### **SECTION 6: RENEWAL TERMS, TERMINATION**

The term of this Agreement shall be effective as of the last date of signing and shall continue until June 30, 2013 provided that Subscriber is not then in default of its obligations to pay the Fees reserved herein and the performance of and the covenants set forth herein. This Agreement shall automatically renew for an additional 24 months (the "Renewal Terms") at the end of the initial term, with system-upgrade prorated fees, and otherwise upon the same terms and conditions as are set forth herein, unless 90 days prior to the end of the term, Subscriber provides MARCS with written notification of their intent not to renew.

MARCS may terminate this Agreement with or without cause at any time followed by written confirmation of such notice to the Subscriber.

**SECTION 7: NOTICES**

All notices and/or invoices given under this Agreement, except for emergency service requests, shall be made in writing. All notices shall be sent to the parties at the addresses set forth below:

**OFFICE OF INFORMATION TECHNOLOGY  
MARCS  
Attn: PROGRAM DIRECTOR  
30 E. Broad St., 39<sup>th</sup> Fl.  
Columbus, OH 43215**

**SUBSCRIBER'S COMMUNICATIONS  
TECHNICAL CONTACT NAME, ADDRESS,  
PHONE, FAX, E-MAIL**

Contact \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

**SECTION 8: MISCELLANEOUS**

- 8.1 This Agreement contains the entire agreement between the parties hereto and shall not be modified, amended or supplemented, or any rights herein waived, unless specifically agreed upon in writing by the parties hereto. This Agreement supersedes any and all previous agreements, whether written or oral, between the parties. A waiver by any party of any breach or default by the other party under this Agreement shall not constitute a continuing waiver by such party of any subsequent act in breach of or in default hereunder.
- 8.2 This Agreement shall be governed, construed and interpreted in accordance with the laws of the State of Ohio.
- 8.3 The parties further agree that they are in compliance with the requirements of Ohio Revised Code Section 125.111.
- 8.4 *Changes or alterations to the original preprinted text and terms of this document shall not be honored.*

The parties have signed below as evidence of their agreement.

**MARCS:  
STATE OF OHIO  
Office of Information Technology  
Service Delivery Division  
Multi-Agency Radio Communications System  
30 E. Broad St., 39<sup>th</sup> Fl.  
Columbus, Ohio 43215**

**SUBSCRIBER:**  
Agency Name \_\_\_\_\_  
Address \_\_\_\_\_  
Address2 \_\_\_\_\_  
City, State Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
E-Mail \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**PRINTED NAME:** Darryl L. Anderson

**PRINTED NAME:** \_\_\_\_\_

**TITLE:** MARCS Program Manager

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## General Information Form For Full Use Devices

AGENCY NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

AGENCY ADDRESS \_\_\_\_\_

CONTACT PHONE/FAX \_\_\_\_\_

CONTACT E-MAIL ADDRESS \_\_\_\_\_

	Type of Radio-Mobile/Portable/Control Station	Serial Number
1		
2		
3		
4		
5		
6		
7		
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**Customer Service Agreement**

AGREEMENT NUMBER **3-41162**

ACCOUNT NUMBER **5052779**

E-MAIL **mscruggs@cpl.org**

**SITE LOCATION**

SITE NAME: **Cleveland Public Library**  
 ADDRESS: **325 Superior Ave**  
 CITY: **Cleveland** STATE: **OH**  
 ZIP CODE: **44114-1205**  
 TEL NO: **216-623-2846** FAX NO: **216-623-2846**

AUTHORIZED BY: **Myron Scruggs** TITLE: **Facilities Mgr**  
 CONTACT: **Myron Scruggs** TITLE: **Facilities Mgr**

**INVOICE TO**

CUSTOMER NAME: **Cleveland Public Library**  
 ADDRESS: **Accounting Department**  
**325 Superior Ave E**  
 CITY: **Cleveland** STATE: **OH**  
 ZIP CODE: **44114-1205**  
 TEL NO: **216-381-5762** FAX: **216-381-4305**

NO	UNIT	TYPE	SIZE	C	Q	AMT	GRD	CIO	P	N	15/1W	LF	LF AMOUNT	LF CHARGE	LF	LF	LF	MONTHLY SERVICE	EXTRA LIFT	OTHER	DATE UNIT	PERIOD RATE	
N	1	RL	2	N	3	P	N					19	Y					\$ 660.00	\$ 75.00				

The undersigned individual signing this Agreement on behalf of Customer acknowledges that he or she has read and understands the terms and conditions of page 1 and 2 of this Agreement and that he or she has the authority to sign the Agreement on behalf of Customer.

BY: **X** TITLE: **X**

COMMENTS: \_\_\_\_\_

**TERMS AND CONDITIONS**

SERVICES. Customer grants to Company the exclusive right to collect and dispose of all of Customer's non-hazardous solid waste materials (including recyclables) (collectively, "Waste Materials"), and Company agrees to furnish such services.

TERM. THE INITIAL TERM OF THIS AGREEMENT SHALL START ON THE DATE OF THIS AGREEMENT AND CONTINUE FOR 36 MONTHS THEREAFTER. THIS AGREEMENT SHALL AUTOMATICALLY RENEW FOR SUCCESSIVE 36 MONTH TERMS UNLESS EITHER PARTY GIVES WRITTEN NOTICE OF TERMINATION TO THE OTHER AT LEAST 60 DAYS BEFORE THE END OF THE THEN CURRENT TERM. ANY NOTICE OF TERMINATION UNDER THIS AGREEMENT BY CUSTOMER SHALL BE VOID UNLESS SENT VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED, AND ACTUALLY RECEIVED BY COMPANY.

WASTE MATERIALS. The Waste Materials shall not contain any hazardous materials, wastes or substances; toxic substances, wastes or pollutants; contaminants; pollutants; infectious wastes; medical wastes; or radioactive wastes (collectively, "Excluded Waste"), each as defined by applicable federal, state or local laws or regulations (collectively, "Applicable Laws"). Customer shall indemnify, defend and hold harmless Company from and against any and all claims, damages, suits, penalties, fines, remediation costs, and liabilities (including court costs and reasonable attorneys' fees) ("Losses") resulting from the inclusion of Excluded Waste in the Waste Materials.

TITLE. Company shall acquire title to Waste Materials when they are loaded into Company's truck. Title to and liability for any Excluded Waste shall remain with Customer and shall at no time pass to Company.

Rate based on **lbs/yd.**

DOES FACILITY HAVE A HAZARDOUS WASTE GENERATOR I.D. NUMBER?  
 NUMBER: \_\_\_\_\_ YES  NO

INTERNAL ACCOUNT NUMBER: \_\_\_\_\_

CUSTOMER CATEGORIES: **COMM**

SITE NUMBER: **2** EFFECTIVE DATE: \_\_\_\_\_ TERM: \_\_\_\_\_ PURCHASE ORDER NUMBER: \_\_\_\_\_

SALES REPRESENTATIVE: **719036169** SALES CODE: \_\_\_\_\_ PURCHASE ORDER NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVAL: **credit approval** ERF



### Customer Service Agreement

AGREEMENT NUMBER **3-41162**  
 ACCOUNT NUMBER **5052779**  
 E-MAIL **msscruugs@cdpl.org**

**SITE LOCATION**  
 Cleveland Public Library  
 5806 Woodland Ave  
 Cleveland, OH  
 44104-2743  
 216-623-7111  
 Myron Scruggs  
 Myron Scruggs

**INVOICE TO**  
 Cleveland Public Library  
 Accounting Department  
 325 Superior Ave E  
 Cleveland, OH  
 44114-1205  
 216-381-5762

NO	TYPE	SIZE	C	QUANTITY	ASHT	CO	GPID	REMARKS	UNIT	PRICE	AMOUNT	MONTHLY SERVICE	EXTRA LIFT	OTHER	RATE PER FT	PERIOD RATE
N 3	FL	3	N	2	P	N		10/1W				\$ 504.00	\$ 75.00			

BY: **Myron Scruggs** TITLE: **Director of Operations**

COMMENTS: **HEREINAFTER REFERRED TO AS THE "COMPANY"**

TERMS AND CONDITIONS: **TERMS AND CONDITIONS**

SERVICES: Customer grants to Company the exclusive right to collect and dispose of all of Customer's non-hazardous solid waste materials (including recyclables) (collectively, "Waste Materials"), and Company agrees to furnish such services.

TERM: THE INITIAL TERM OF THIS AGREEMENT SHALL START ON THE DATE OF THIS AGREEMENT AND CONTINUE FOR 36 MONTHS THEREAFTER. THIS AGREEMENT SHALL AUTOMATICALLY RENEW FOR SUCCESSIVE 36 MONTH TERMS UNLESS EITHER PARTY GIVES WRITTEN NOTICE OF TERMINATION TO THE OTHER AT LEAST 60 DAYS BEFORE THE END OF THE THEN CURRENT TERM. ANY NOTICE OF TERMINATION UNDER THIS AGREEMENT BY CUSTOMER SHALL BE VOID UNLESS SENT VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED, AND ACTUALLY RECEIVED BY COMPANY.

WASTE MATERIALS: The Waste Materials shall not contain any hazardous materials, wastes or substances; toxic substances; wastes or pollutants; contaminants; infectious wastes; medical wastes; or radioactive wastes (collectively, "Excluded Waste"), each as defined by applicable federal, state or local laws or regulations (collectively, "Applicable Laws"). Customer shall indemnify, defend and hold harmless Company from and against any and all claims, damages, suits, penalties, fines, remediation costs, and liabilities (including court costs and reasonable attorneys' fees) (collectively, "Losses") resulting from the inclusion of Excluded Waste in the Waste Materials.

TITLE: Company shall acquire title to Waste Materials when they are loaded into Company's truck. Title to and liability for any Excluded Waste shall remain with Customer and shall at no time pass to Company.

Rate based on **lbs/yr**

DOES FACILITY HAVE A HAZARDOUS WASTE GENERATOR I.D. NUMBER? **NO**

NATIONAL ACCOUNT NUMBER: **719036169**

SUBMITTER: **1** EFFECTIVE DATE: **1/1/01** REVIEW DATE: **1/1/01** TAX CODE: **1** SALES REPRESENTATIVE: **credit approval**

CUSTOMER DATES: **COMM** CONTRACT APPROVAL: **ERF**



**Customer Service Agreement**

AGREEMENT NUMBER **3- 41162**  
 ACCOUNT NUMBER **5052779**  
 E-MAIL **mscruggs@cpl.org**

**INVOICE TO**  
 CUSTOMER NAME **Cleveland Public Library**  
 ADDRESS **Accounting Department**  
**325 Superior Ave E**  
 CITY **Cleveland** STATE **OH**  
 ZIP CODE **44114-1205**  
 TEL NO **216-381-5762** FAX **216-381-4305**

**SITE LOCATION**  
 SITE NAME **Cleveland Public Library**  
 ADDRESS **1700 Lake Shore**  
 CITY **Cleveland** STATE **OH**  
 ZIP CODE **44110-1017**  
 TEL NO **216-623-2908** FAX NO  
 AUTHORIZED BY **Myron Scroggs** TITLE **Facilities Mgr**  
 CONTACT **Myron Scroggs** TITLE **Facilities Mgr**

NO	TYPE	SIZE	C	Q	UNIT	CO	GRID	TH	ST	LF	AMOUNT	INT	INT	LF	CHARGE	MONTHLY SERVICE	EXTRA LIFT	OTHER	RATE LMT	PERIOD RATE
N 1	FL	6	N	1	P	N				0/C 3		18	Y		\$ 45.00					
N 2	FL	8	N	1	P	N				5/1w		18	Y		\$ 75.00					

BY: **MS** TITLE **X**  
 COMMENTS: **HEREAFTER REFERRED TO AS THE "COMPANY"**  
 TERMS AND CONDITIONS: **SERVICES. Customer grants to Company the exclusive right to collect and dispose of all of Customer's non-hazardous solid waste materials (including recyclables) (collectively, "Waste Materials"), and Company agrees to furnish such services.**

**TERMS AND CONDITIONS**

**TERM . THE INITIAL TERM OF THIS AGREEMENT SHALL START ON THE DATE OF THIS AGREEMENT AND CONTINUE FOR 36 MONTHS THEREAFTER. THIS AGREEMENT SHALL AUTOMATICALLY RENEW FOR SUCCESSIVE 36 MONTH TERMS UNLESS EITHER PARTY GIVES WRITTEN NOTICE OF TERMINATION TO THE OTHER AT LEAST 60 DAYS BEFORE THE END OF THE THEN CURRENT TERM. ANY NOTICE OF TERMINATION UNDER THIS AGREEMENT BY CUSTOMER SHALL BE VOID UNLESS SENT VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED, AND ACTUALLY RECEIVED BY COMPANY.**

**WASTE MATERIALS . The Waste Materials shall not contain any hazardous materials, wastes or substances, toxic substances, wastes or pollutants; contaminants; pollutants; infectious wastes; medical wastes, or radioactive wastes (collectively, "Excluded Waste"), each as defined by applicable federal, state or local laws or regulations (collectively, "Applicable Laws"). Customer shall indemnify, defend and hold harmless Company from and against any and all claims, damages, suits, penalties, fines, remediation costs, and liabilities (including court costs and reasonable attorneys' fees) (collectively, "Losses") resulting from the inclusion of Excluded Waste in the Waste Materials.**

**TITLE . Company shall acquire title to Waste Materials when they are loaded into Company's truck. Title to and liability for any Excluded Waste shall remain with Customer and shall at no time pass to Company.**

Rate based on **lbs/yd**

DOES FACILITY HAVE A HAZARDOUS WASTE GENERATOR I.D. NUMBER?  YES  NO

MAILING ACCOUNT NUMBER: \_\_\_\_\_ CUSTOMER CREDIT ADVANCE: \_\_\_\_\_ CREDIT ADVANCE: \_\_\_\_\_

SITE NUMBER: **3** EFFECTIVE DATE: \_\_\_\_\_ PERIOD: \_\_\_\_\_ CUSTOMER CREDIT ADVANCE: \_\_\_\_\_ CREDIT ADVANCE: \_\_\_\_\_

SHIP TO THE CUSTOMER: \_\_\_\_\_ INVOICE: \_\_\_\_\_ TRACK COST: \_\_\_\_\_ PERSON COST: \_\_\_\_\_ CONF. COST: \_\_\_\_\_

719036169 credit approval FRF ERF

## TERMS AND CONDITIONS (Continued from other side)

**PAYMENT** . Customer shall pay Company for the services and equipment furnished by Company at the rates provided in this Agreement. Customer shall pay all taxes, fees and other governmental charges assessed against or passed through to Company (other than income or real property taxes). Customer shall pay such fees as the Company may impose from time to time by notice to Customer (including, by way of example only, late payment fees, administrative fees and environmental fees), with Company to determine the amounts of such fees in its discretion up to the maximum amount allowed by Applicable Law. Without limiting the foregoing, Customer shall pay Company: (a) a fee of \$50 (which Company may increase from time to time by notice to Customer) for each check submitted by Customer that is an insufficient funds check or is returned or dishonored; and (b) a fuel/environmental recovery fee in the amount shown on each of Company's invoices, which amount Company may increase or decrease from time to time by showing the amount on the invoice; and (c) a late payment fee of 1.5% per month on the amount past due. Customer shall pay Company within 20 days after the date of Company's invoice. At any time after Company becomes concerned about Customer's creditworthiness or after Customer has made any late payment, Company may request, and if requested Customer shall pay, a deposit in an amount equal to one month's charges under this Agreement.

**RATE ADJUSTMENTS** . Company may, from time to time by notice to Customer, increase the rates provided in this Agreement to adjust for any increase in: (a) disposal costs, (b) transportation costs due to a change in location of Customer or the disposal facility used by Company; (c) the Consumer Price Index for all Urban Consumers; (d) the average weight per cubic yard of Customer's Waste Materials above the number of pounds per cubic yard upon which the rates provided in this Agreement are based as indicated on the cover page of this Agreement; or (e) Company's costs due to changes in Applicable Laws. Company may increase rates for reasons other than those set forth above with Customer's consent, which may be evidenced verbally, in writing or by the parties' actions and practices. **SERVICE CHANGES** . The parties may change the type, size or amount of equipment, the type or frequency of service, and correspondingly the rates by agreement of the parties, which may be evidenced verbally, in writing or by the parties' actions and practices. This Agreement shall apply to any change of location of Customer within the area in which Company provides collection and disposal services. **RESPONSIBILITY FOR EQUIPMENT; ACCESS** . Any equipment Company furnishes shall remain Company's property. Customer shall be liable for all loss or damage to such equipment (except for normal wear and tear and for loss or damage resulting from Company's handling of the equipment). Customer shall use the equipment only for its proper and intended purpose and shall not overload (by weight or volume), move or alter the equipment. Customer shall indemnify, defend and hold harmless Company from and against all Losses arising from any injury or death to persons or loss or damage to property (including the equipment) arising out of Customer's use, operation or possession of the equipment. Customer shall provide safe, unobstructed access to the equipment on the scheduled collection day. Company may charge an additional fee for any additional collection service required by Customer's failure to provide access. **DAMAGE TO PAVEMENT** . Company shall not be responsible for any damages to Customer's pavement, curbing or other driving surfaces resulting from Company's providing service at Customer's location.

**SUSPENSION** . If any amount due from Customer is not paid within 60 days after the date of Company's invoice, Company may, without notice and without terminating this Agreement, suspend collecting and disposing of Waste Materials until Customer has paid such amount to Company. If Company suspends service, Customer shall pay Company a service interruption fee in an amount determined by Company in its discretion up to the maximum amount allowed by Applicable Law.

**TERMINATION** . In addition to its above suspension rights, Company may terminate this Agreement immediately by written notice to Customer if (a) any of the information contained in any credit application submitted to Company in connection with this Agreement is untrue or (b) Customer breaches this Agreement and fails to cure such breach within 10 days after Company gives Customer written notice of the breach. Company's failure to suspend service or terminate this Agreement when Customer fails to timely pay or otherwise breaches this Agreement shall not constitute a waiver of Company's right to suspend service or terminate this Agreement for any future failure to pay or other breach.

**PAYMENT UPON TERMINATION** . If Customer terminates this Agreement before its expiration other than as a result of a breach by Company, or if Company terminates this Agreement as a result of a breach by Customer (including nonpayment), Customer shall pay Company an amount equal to the most recent month's monthly charges multiplied by the lesser of (a) six months or (b) the number of months remaining in the term. Customer acknowledges that in the event of such a termination, actual damages to Company would be uncertain and difficult to ascertain, such amount is the best, reasonable and objective estimate of the actual damages to Company, such amount does not constitute a penalty, and such amount is reasonable under the circumstances. Any amount payable under this paragraph shall be in addition to amounts already owing under this Agreement.

**ASSIGNMENT** . Customer shall not assign this Agreement without Company's prior written consent, which Company shall not unreasonably withhold. Company may assign this Agreement without Customer's consent.

**EXCUSSED PERFORMANCE** . Except for Customer's obligation to pay amounts due to Company, any failure or delay in performance due to contingencies beyond a party's reasonable control, including strikes, riots, terrorist acts, compliance with Applicable Laws or governmental orders, fires and acts of God, shall not constitute a breach of this Agreement. **ATTORNEYS' FEES** . If any litigation is commenced under this Agreement, the successful party shall be entitled to recover, in addition to such other relief as the court may award, its reasonable attorneys' fees, expert witness fees, litigation related expenses, and court or other costs incurred in such litigation or proceeding.

**MISCELLANEOUS** . This Agreement sets forth the entire agreement of the parties and supersedes all prior agreements, whether written or oral, that exist between the parties regarding the subject matter of this Agreement. Company shall have no confidentiality obligation with respect to any Waste Materials. This Agreement shall be binding upon and inure solely to the benefit of the parties and their permitted assigns. If any provision of this Agreement shall be invalid, illegal or unenforceable, it shall be modified so as to be valid, legal and enforceable but so as most nearly to retain the intent of the parties. If such modification is not possible, such provision shall be severed from this Agreement. In either case, the validity, legality and enforceability of the remaining provisions of this Agreement shall not in any way be affected thereby. Customer and Company agree that an electronically stored copy of this Agreement constitutes proof of the contents of this Agreement, as though it were original.

CUSTOMER'S INITIALS \_\_\_\_\_ SLS 014

Agreement Number: 41162

PAGE 2 OF 2



*2012 WELLNESS PROGRAM OVERVIEW AND PROJECTED ANNUAL COSTS  
FOR*

*THE CLEVELAND PUBLIC LIBRARY*

- 1. PROGRAM OVERVIEW*
- 2. ANNUAL PROJECTED FEES*
- 3. BIOMETRIC GRID PRICING SCHEDULE*
- 4. PER EMPLOYEE PER MONTH FEE ESTIMATE AND PAYMENT SCHEDULE*

**CONFIDENTIAL**

October 12, 2012

[www.BravoWell.com](http://www.BravoWell.com)





## WELLNESS PROGRAM OVERVIEW FOR THE CLEVELAND PUBLIC LIBRARY

### *Program Administration*

Cleveland Public Library (CPL) will be working with Bravo Wellness to administer a results-based wellness program for the employees of CPL. The wellness program is designed to help employees achieve healthy goals through healthy lifestyle choices. As in CPL's case, most employers apply a premium contribution differential in the form of a lower cost to those achieving healthy goals or demonstrating progressive improvement from baseline screening results.

The Final Wellness Rules for Group Health Plans adopted by the Department of Labor, IRS, Center for Medicare and Medicaid and most recently, the Patient Protection and Affordable Care Act (PPACA), have significantly strengthened the employee wellness industry and given employers a way to reduce health care costs in both the near term and long term. Carefully designed biometric goals, financial impacts and toolkits for better health motivate behavior change in those previously impossible to reach through "traditional" wellness initiatives, making this a real win-win for all parties involved.

- **Consulting and "predictive modeling"** tools to assist employers in designing a cost-neutral plan with goals that motivate behavior change without causing major employee backlash
- **Logistics support** to streamline and simplify employee communications, the biometric screening process, tracking the completion of various participation goals and securing results required to administer any employers program.
- **State-of-the-Art compliance and incentive tracking.** Results-based wellness programs require the careful management of Protected Health Information (PHI), the administration of an appeals process and robust technology to convert many moving parts into a simple payroll or eligibility file. Bravo's Incentisoft Technology platform does just that. This unique software was designed to track hundreds of ways to earn points, administer appeals, generate participant report cards and provide employers with the data files they need to apply the results. A vigorous reporting package showing aggregate data, year-over-year trends and program return on investment makes this a feasible first step for any wellness strategy.

### *Contribution Strategy*

Current rules allow up to 20% of total premium (20% of COBRA rates for self-funded groups) to be tied to the results of a health assessment. This means that the person who scores the best cannot be separated from the person who scores the worst by more than 20% of total premium. Sample plan designs are outlined below.



## ANNUAL PROJECTED BRAVO WELLNESS PROGRAM MANAGEMENT, ADMINISTRATION, AND SCREENING FEES

### 2012

✓ PROJECTED NUMBER OF PARTICIPANTS: 450 (86% ENGAGEMENT RATE )	
✓ ADMINISTRATION FEES:	\$55 PER PARTICIPANT = \$24,750
✓ SCREENING FEE:	\$55 PER PARTICIPANT = \$24,750
✓ "KYN" HRA: \$15 PER PARTICIPANT @ 40% PARTICIPATION =	\$ 2,700*
✓ ANNUAL SET UP FEE:	<u>\$ 5,000</u>

**TOTAL                    \$57,200**

\* 2012 PARTICIPATION IN THE HRA WILL BE OFFERED ON A VOLUNTARY BASIS. 40% PARTICIPATION RATE IN THE HRA IS USED FOR BUDGETING PURPOSES.

### 2013

✓ PROJECTED NUMBER OF PARTICIPANTS: 500 (96% ENGAGEMENT RATE)	
✓ ADMINISTRATION FEES:	\$50 PER PARTICIPANT = \$25,000*
✓ SCREENING FEE:	\$65 PER PARTICIPANT = \$32,500**
✓ "KYN" HRA: \$15 PER PARTICIPANT @ 90% PARTICIPATION =	\$ 7,500***
✓ ANNUAL SET UP FEE:	<u>\$ 5,000****</u>

**TOTAL                    \$70,000**

\*ADMINISTRATION FEES ARE REDUCED IN 2012 AND 2013 TO \$50 PER PARTICIPANT

\*\* GROUP SCREENING FEES MAY BE OFFSET BY SCREENING EXAMS DIVERTED TO THE PRIMARY CARE PHYSICIAN OFFICE LEVEL. FOR THESE TYPES OF ENCOUNTERS, BRAVO WILL CHARGE A \$15 PER PHYSICIAN FORM PROCESSING FEE. CPL WILL ALSO INCUR A PCP CLAIM LEVEL CHARGE UNDER THE HEALTH INSURANCE PROGRAM. BRAVO IS PROJECTING AN AVERAGE SCREENING RATE OF \$65-\$70 BASED UPON THE GRID PRICING SCHEDULE NOTED BELOW.

\*\*\*WE ARE PROJECTING THAT PARTICIPATION IN THE HRA WILL INCREASE IN 2013 AS MEMBERS BECOME MORE FAMILIAR WITH THE PROGRAM AND THE CUSTOMIZED REPORTING FEATURE OF THE KYN HRA.

\*\*\*\* WE ANTICIPATE THAT THE \$5,000 ANNUAL SET UP FEE WILL REMAIN IN PLACE FOR 2013 TO ACCOMMODATE ANTICIPATED PROGRAMMING ENHANCEMENTS REQUIRED FOR CPL'S YEAR-TWO RESULTS BASED WELLNESS PROGRAM.

### 2014

✓ PROJECTED NUMBER OF PARTICIPANTS: 500 (96% ENGAGEMENT RATE)	
✓ ADMINISTRATION FEES:	\$50 PER PARTICIPANT = \$25,000*
✓ SCREENING FEE:	\$65 PER PARTICIPANT = \$32,500**
✓ "KYN" HRA: \$15 PER PARTICIPANT @ 100% PARTICIPATION =	\$ 7,500 ***
✓ ANNUAL SET UP FEE:	<u>\$ 2,500****</u>

**TOTAL                    \$67,500**



*\*ADMINISTRATION FEES ARE REDUCED IN 2012 AND 2013 TO \$50 PER PARTICIPANT*

*\*\* GROUP SCREENING FEES MAY BE OFFSET BY SCREENING EXAMS DIVERTED TO THE PRIMARY CARE PHYSICIAN OFFICE LEVEL. FOR THESE TYPES OF ENCOUNTERS, BRAVO WILL CHARGE A \$15 PER PHYSICIAN FORM PROCESSING FEE. CPL WILL ALSO INCUR A PCP CLAIM LEVEL CHARGE UNDER THE HEALTH INSURANCE PROGRAM.*

*\*\*\*WE ARE PROJECTING THAT PARTICIPATION IN THE HRA WILL INCREASE IN 2013 AS MEMBERS BECOME MORE FAMILIAR WITH THE PROGRAM AND THE CUSTOMIZED REPORTING FEATURE OF THE KYN HRA.*

*\*\*\*\*THE ANNUAL SET-UP FEE WILL BE DECREASED BY 50% IN YEAR-THREE OF THE PROGRAM*

**Bravo's Fees include the following:**

- |  |                       |
|--|-----------------------|
| • consulting, custom analysis, predictive modeling and summary of recommendations  | Plan design           |
| • Bravo suggested plan components and/or integration of employer selected vendors for biometric screenings and remedial wellness support | Implementation of     |
| • Account Manager to facilitate communications, timeline and program deployment  | Dedicated Client      |
| • employee communications  | Print Ready           |
| • for your employee communications and registration  | Exclusive website     |
| • for all biometric screenings and lab value data transfer   | Logistical support    |
| • points earned and creation of member score card, mailed to home address  | Calculation of all    |
| • appeals and "reasonable alternatives" as required by federal law   | Administration of all |
| • co-fiduciary status relative to the administration of appeals and alternatives   | Bravo will accept     |
| • secure transfer of payroll or eligibility file in employer's desired format to communicate results                                     | Creation and          |
| • Checklist – Completion of the Department of Labor checklist to illustrate compliance with result-based wellness program requirements.  | Compliance            |
| • Document language or stand-alone booklet for health plan participants  | Summary Plan          |
| • employer reporting of biometric results, financial results and alternative design analysis   | Aggregate             |

## BIOMETRIC HEALTH SCREENINGS

Bravo Wellness facilitates venipuncture blood draws as well as biometrics (height, weight, waist, body fat, blood pressure) through partners including Hooper Holmes Health and Wellness, Summit Health and several others. We have successfully implemented and provided this service to our clients with multiple locations and shifts throughout the United States. Biometrics is a part of a specific timeline created for the implementation of the program. Participant's results are mailed directly to their home within seven working days of their blood draw - to support confidentiality. Results can be electronically downloaded to the HRA or manually entered by the participants.

**Standard Wellness Panel and Biometrics includes results for the following:**



- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• High Density Lipoprotein (HDL)*</li> <li>• Triglycerides*</li> <li>• Total Cholesterol*</li> <li>• Low Density Lipoprotein (LDL)*</li> <li>• Total Cholesterol / HDL Ratio*</li> <li>• LDL / HDL Ratio*</li> <li>• Glucose*</li> <li>• Blood Pressure*</li> <li>• Height/Weight, BMI, Body Composition*</li> <li>• Waist Measurement*</li> <li>• Globulin</li> </ul> | <ul style="list-style-type: none"> <li>• Serum Cotinine (nicotine in blood)</li> <li>• Creatinine</li> <li>• ALT</li> <li>• Total Protein</li> <li>• Total Bilirubin</li> <li>• Albumin</li> <li>• AST</li> <li>• GGT</li> <li>• ALB/GLO Ratio</li> <li>• BUN</li> </ul> |
|---|--|

\* indicates panel results available when using finger stick method (not available for groups <20)

Upon the execution of the Letter of Engagement, CPL shall remit a non-refundable deposit equal to 30% of the estimated total amount due to Bravo Wellness for the annual screening Event.

#### Basic per Person Cost

Basic per person cost applies during standard hours of 6:00 a.m. – 7:00 p.m and is tiered based on the greater of the number of people signed up or the actual number who show up at each event.

<u>Number of Participants at Event</u>	<u>Cost Per Participant</u>
1	\$115
2-19	\$85
20 – 100	\$60
101 – 500	\$55
>500	\$50

#### Includes:

- Blood Draw & certified lab testing of results indicated above
- Blood Pressure
- Testing Kit and all supplies
- Phlebotomist/Examiner Fee
- Confidential report results mailed directly to participant's home
- All travel and shipping Fees
- Dedicated Event Manager for events with 20 or more participants

#### Additional Costs

- Pipe and Drape Screening Room Set-Up: **\$ 30 per station per day**
- Premium off-hours, Weekend and Holiday Hours (contact Bravo Wellness® for pricing)
- Cancellation less than 10 days prior to the event is subject to a 50% cancellation fee. If less than 48 hours, a 100% cancellation fee will apply.

\*Client must delegate one (1) internal key contact person (per site) for the duration of the planning and testing period.

## ELIGIBLE PER EMPLOYEE PER MONTH PRICING AND PAYMENT SCHEDULE FOR 2012

- ✓ 30% Screening Fee Deposit + Annual Consulting Fee: \$12,425
- ✓ Balance of Screening and HRA fees to be paid out in 3 equal installments (1/1/2013, 4/1/2013, 7/1/2013)
- ✓ Bravo Administrative Fees to be paid out over 12 equal installments

- Estimated Monthly Bravo Admin Fees: \$2,062.50

REPORT A

CLEVELAND PUBLIC LIBRARY  
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES  
FOR THE PERIOD SEPTEMBER 1 – SEPTEMBER 30, 2012

*Carol Henricky*

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

**Cleveland Public Library**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ending September 30, 2012**

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	27,600,224.27	0.00	0.00	0.00	\$ 0.00	27,600,224.27
42 Intergovernmental	17,048,455.71	1,897,836.14	0.00	0.00	\$ 0.00	18,946,291.85
43 Fines & Fees	287,987.75	0.00	0.00	0.00	\$ 0.00	287,987.75
44 Investment Earnings	188,372.06	3,502.17	0.00	5,760.73	\$ 0.00	197,634.96
45 Charges for Services	2,035,537.16	0.00	0.00	0.00	\$ 0.00	2,035,537.16
46 Contributions & Donations	521,058.47	487,236.89	30,700.00	0.00	\$ 0.00	1,038,995.36
48 Miscellaneous Revenue	358,821.12	5,795.00	0.00	0.00	\$ 0.00	364,616.12
<b>Total Revenues</b>	<b>\$ 48,040,456.54</b>	<b>\$ 2,394,370.20</b>	<b>\$ 30,700.00</b>	<b>\$ 5,760.73</b>	<b>\$ 0.00</b>	<b>\$ 50,471,287.47</b>
51 Salaries/Benefits	25,988,531.54	974,280.32	0.00	0.00	\$ 0.00	26,962,811.86
52 Supplies	735,788.82	50,067.45	0.00	7,915.00	\$ 0.00	793,771.27
53 Purchased/Contracted Services	6,858,964.36	936,970.65	0.00	14,401.25	\$ 0.00	7,810,336.26
54 Library Materials	6,594,094.76	108,421.75	0.00	20,336.20	\$ 0.00	6,722,852.71
55 Capital Outlay	192,150.10	66,740.23	2,790,505.84	0.00	\$ 0.00	3,049,396.17
57 Miscellaneous Expenses	86,588.96	62,009.47	0.00	0.00	\$ 2,252.55	150,850.98
<b>Total Expenditures</b>	<b>\$ 40,456,118.54</b>	<b>\$ 2,198,489.87</b>	<b>\$ 2,790,505.84</b>	<b>\$ 42,652.45</b>	<b>\$ 2,252.55</b>	<b>\$ 45,490,019.25</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 7,584,338.00</b>	<b>\$ 195,880.33</b>	<b>\$(2,759,805.84)</b>	<b>\$(36,891.72)</b>	<b>\$(2,252.55)</b>	<b>\$ 4,981,268.22</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	195,000.00	(195,000.00)	0.00	0.00	\$ 0.00	0.00
99 Transfers	(10,000,000.00)	0.00	10,000,000.00	0.00	\$ 2,660.69	2,660.69
<b>Total Other Sources / Uses</b>	<b>\$(9,805,000.00)</b>	<b>\$(195,000.00)</b>	<b>\$ 10,000,000.00</b>	<b>\$ 0.00</b>	<b>\$ 2,660.69</b>	<b>\$ 2,660.69</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$(2,220,662.00)</b>	<b>\$ 880.33</b>	<b>\$ 7,240,194.16</b>	<b>\$(36,891.72)</b>	<b>\$ 408.14</b>	<b>\$ 4,983,928.91</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 35,166,664.70</b>	<b>\$ 11,718,581.30</b>	<b>\$ 9,794,080.29</b>	<b>\$ 2,673,907.22</b>	<b>\$ 8,431.04</b>	<b>\$ 59,361,664.55</b>
<b>Current Cash Balance</b>	<b>\$ 32,946,002.70</b>	<b>\$ 11,719,461.63</b>	<b>\$ 17,034,274.45</b>	<b>\$ 2,704,296.51</b>	<b>\$ 8,839.18</b>	<b>\$ 64,412,874.47</b>

**Cleveland Public Library**  
**Certified Revenue, Appropriations and Balances**  
**General Fund**  
**For the period Ending September 30, 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	15,109,171	4,728,600	76%	78%
General Property Tax	25,407,318	27,600,224	(2,192,906)	109%	101%
Rollback, Homestead, CAT	5,000,000	1,939,285	3,060,715	39%	48%
Federal Grants	0	0	0	0%	0%
State Aid	0	0	0	0%	70%
Fines & Fees	300,000	287,988	12,012	96%	108%
Investment Earnings	425,000	188,372	236,628	44%	50%
Services to Others-Clevnet	2,493,252	2,035,537	457,715	82%	78%
Contributions	0	521,058	(521,058)	100%	0%
Miscellaneous	706,577	358,821	347,756	51%	89%
Return of Advances Out	0	50,000	(50,000)	100%	0%
<b>Total</b>	<b>\$ 54,169,919</b>	<b>\$ 48,090,457</b>	<b>\$ 6,079,462</b>	<b>89%</b>	<b>90%</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	26,023,517	9,422,397	73%	73%
Supplies	1,093,672	882,958	210,715	81%	80%
Purchased Services	11,248,724	9,593,177	1,655,547	85%	90%
Library Materials	12,266,927	9,612,543	2,654,384	78%	76%
Capital Outlay	329,827	222,571	107,256	67%	79%
Other	99,264	97,822	1,442	99%	74%
<b>Sub Total</b>	<b>\$ 60,484,328</b>	<b>\$ 46,432,587</b>	<b>\$ 14,051,740</b>	<b>77%</b>	<b>79%</b>
Advances Out	0	15,000	(15,000)	100%	0%
Transfers Out	10,000,000	10,000,000	0	100%	0%
<b>Total</b>	<b>\$ 70,484,328</b>	<b>\$ 56,447,587</b>	<b>\$ 14,036,740</b>	<b>80%</b>	<b>79%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated August 30, 2012.

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

Note (3): Subtotal includes 70% expended and 7% encumbered.



Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending September 30, 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	8,211,902.90	0.00	3,518,211.77
51120 Clerical Salaries	9,638,564.73	10,013,784.91	7,079,654.64	0.00	2,934,130.27
51130 Non-Clerical Salaries	354,550.82	403,880.99	955,083.31	0.00	(551,202.32)
51140 Buildings Salaries	3,708,667.56	3,858,989.63	2,641,922.18	0.00	1,217,067.45
51150 Other Salaries	1,130,370.78	1,177,772.47	751,623.18	0.00	426,149.29
51180 Severance Pay	0.00	366,811.61	440,297.78	0.00	(73,486.17)
51190 Non-Base Pay	0.00	4,478.72	157,503.98	0.00	(153,025.26)
51400 OPERS	3,692,829.90	3,841,959.70	2,785,051.16	0.00	1,056,908.54
51610 Health Insurance	3,302,962.48	3,449,403.47	2,482,499.63	0.00	966,903.84
51620 Life Insurance	11,842.56	12,834.24	8,452.28	0.00	4,381.96
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	36,127.84	34,008.96	(21,109.95)
51650 Medicare - ER	316,339.64	330,459.46	241,784.09	0.00	88,675.37
51900 Other Benefits	0.00	6,396.49	16,519.81	976.05	(11,099.37)
<b>Salaries/Benefits</b>	<b>\$33,484,152.79</b>	<b>\$35,445,913.21</b>	<b>\$25,988,531.54</b>	<b>\$34,985.01</b>	<b>\$9,422,396.66</b>
52110 Office Supplies	48,324.90	46,175.48	32,481.76	2,742.90	10,950.82
52120 Stationery	73,700.00	106,646.10	71,802.42	5,817.01	29,026.67
52130 Duplication Supplies	56,300.00	55,995.95	37,686.83	211.52	18,097.60
52140 Hand Tools	100.00	641.27	533.82	0.00	107.45
52150 Book Repair Supplies	82,800.00	90,377.39	45,992.77	7,385.81	36,998.81
52210 Janitorial Supplies	87,800.00	86,645.02	70,729.59	10,742.45	5,172.98
52220 Electrical Supplies	57,500.00	57,658.85	42,652.54	6,927.79	8,078.52
52230 Maintenance Supplies	147,400.00	160,245.21	125,343.70	25,284.45	9,617.06
52240 Uniforms	9,400.00	11,612.22	10,046.26	1,041.88	524.08

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending September 30, 2012

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52300	81,600.00	94,327.79	64,446.15	22,629.58	7,252.06
52900	371,949.32	383,347.05	234,072.98	64,385.44	84,888.63
<b>Supplies</b>	<b>\$1,016,874.22</b>	<b>\$ 1,093,672.33</b>	<b>\$ 735,788.82</b>	<b>\$ 147,168.83</b>	<b>\$ 210,714.68</b>
53100	100,000.00	108,564.00	32,686.22	23,221.35	52,656.43
53210	500,687.68	620,569.12	428,085.97	180,939.38	11,543.77
53230	123,800.00	149,591.35	72,414.52	47,872.28	29,304.55
53240	193,500.00	218,450.50	110,860.79	43,682.60	63,907.11
53310	190,000.00	194,457.70	42,299.34	44,754.00	107,404.36
53320	41,000.00	42,540.25	13,000.05	6,879.51	22,660.69
53340	174,600.00	194,453.25	129,417.13	44,096.70	20,939.42
53350	219,272.06	297,654.31	100,758.35	63,953.43	132,942.53
53360	947,126.00	948,643.36	754,712.89	40,610.76	153,319.71
53370	42,000.00	44,049.10	32,002.74	2,811.50	9,234.86
53380	995,688.00	1,041,534.21	720,708.04	320,826.17	0.00
53390	27,000.00	29,931.50	27,184.75	2,414.00	332.75
53400	440,900.00	440,900.00	239,021.20	139,856.00	62,022.80
53510	80,900.00	99,276.18	74,842.12	23,793.19	640.87
53520	93,017.14	136,262.11	90,756.38	36,215.09	9,290.64
53610	2,008,900.02	2,163,027.54	1,233,881.18	832,902.85	96,243.51
53620	257,500.00	305,415.10	115,371.90	151,189.39	38,853.81
53630	883,500.10	924,801.02	683,854.43	240,946.59	0.00
53640	87,295.03	204,262.82	95,719.80	47,104.33	61,438.69
53710	1,569,212.41	1,864,342.89	707,978.83	417,204.91	739,159.15
53720	732,000.00	793,092.97	1,005,199.88	3,141.91	(215,248.82)

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending September 30, 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	141,309.35	16,131.49	258,899.77
53900 Other Purchased Services	0.00	10,563.75	6,898.50	3,665.25	0.00
<b>Purchased/Contracted Services</b>	<b>\$9,987,398.44</b>	<b>\$ 11,248,723.64</b>	<b>\$ 6,858,964.36</b>	<b>\$ 2,734,212.68</b>	<b>\$ 1,655,546.60</b>
54110 Books	2,906,000.00	3,741,672.54	2,172,313.05	652,654.86	916,704.63
54120 Continuations	514,000.00	967,682.73	398,612.07	377,001.62	192,069.04
54210 Periodicals	1,105,000.00	1,834,712.58	924,783.98	492,165.27	417,763.33
54220 Microforms	205,000.00	225,950.65	93,213.38	90,791.70	41,945.57
54310 Video Media	1,459,999.99	1,522,637.31	1,095,353.94	256,583.52	170,699.85
54320 Audio Media - Spoken	208,000.00	240,157.63	155,031.78	37,578.93	47,546.92
54325 Audio Media - Music	566,000.01	663,685.36	417,917.15	126,345.18	119,423.03
54350 Computer Media	225,500.00	42,118.51	10,794.95	6,523.06	24,800.50
54500 Database Services	950,766.85	1,455,801.60	774,973.13	516,082.14	164,746.33
54530 eMedia	1,052,000.00	1,224,500.00	400,899.61	330,344.56	493,255.83
54600 Interlibrary Loan	0.00	6,859.33	2,330.15	4,129.85	399.33
54710 Bookbinding	29,000.00	56,490.76	20,295.21	5,434.31	30,761.24
54720 Preservation Services	60,000.00	134,962.23	74,756.54	57,872.70	2,332.99
54730 Preservation Boxing	8,000.00	15,440.85	13,118.81	231.46	2,090.58
54790 Preservation Reformatting	100,000.00	134,255.10	39,701.01	64,708.82	29,845.27
<b>Library Materials</b>	<b>\$9,389,266.85</b>	<b>\$ 12,266,927.18</b>	<b>\$ 6,594,094.76</b>	<b>\$ 3,018,447.98</b>	<b>\$ 2,654,384.44</b>
55510 Furniture	129,000.00	125,538.98	54,483.74	18,917.08	52,138.16
55520 Equipment	91,266.25	136,652.38	73,219.70	11,123.52	52,309.16
55530 Computer Hardware/Software	0.00	46,744.98	43,556.16	380.00	2,808.82
55700 Motor Vehicles	0.00	20,890.50	20,890.50	0.00	0.00
<b>Capital Outlay</b>	<b>\$220,266.25</b>	<b>\$ 329,826.84</b>	<b>\$ 192,150.10</b>	<b>\$ 30,420.60</b>	<b>\$ 107,256.14</b>

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending September 30, 2012

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
57100 Memberships	54,460.00	69,222.32	61,500.95	6,294.25	1,427.12
57200 Taxes	500.00	438.44	267.32	171.12	0.00
57500 Refunds/Reimbursements	17,000.00	29,603.61	24,820.69	4,768.10	14.82
<b>Miscellaneous Expenses</b>	<b>\$71,960.00</b>	<b>\$ 99,264.37</b>	<b>\$ 86,588.96</b>	<b>\$ 11,233.47</b>	<b>\$ 1,441.94</b>
59810 Advances Out	0.00	0.00	15,000.00	0.00	(15,000.00)
<b>Advances</b>	<b>\$0.00</b>	<b>\$ 0.00</b>	<b>\$ 15,000.00</b>	<b>\$ 0.00</b>	<b>\$(15,000.00)</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>\$ 50,471,118.54</b>	<b>\$ 5,976,468.57</b>	<b>\$ 14,036,740.46</b>

Cleveland Public Library  
 Revenue, Expenditures and Changes in Fund Balances  
 For the Period Ending September 30, 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	48,250,456.54	50,471,118.54	5,976,468.57	26,969,534.13
<b>Total General Fund</b>	<b>\$ 35,166,664.70</b>	<b>\$ 48,250,456.54</b>	<b>\$ 50,471,118.54</b>	<b>\$ 5,976,468.57</b>	<b>\$ 26,969,534.13</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	23,270.00	0.00	1,587,739.14
203 Founders	4,495,884.53	43,300.00	48,984.00	44,944.00	4,445,256.53
204 Kaiser	42,737.60	0.00	0.00	0.00	42,737.60
205 Kralej	147,618.65	0.00	0.00	0.00	147,618.65
206 Library	165,217.27	9,990.48	5,542.53	10,533.51	159,131.71
207 Pepke	92,820.86	0.00	0.00	0.00	92,820.86
208 Wickwire	1,052,526.56	3,502.17	12,106.55	5,447.75	1,038,474.43
209 Wittke	63,041.28	0.00	0.00	0.00	63,041.28
210 Young	2,915,857.05	33,476.16	0.00	0.00	2,949,333.21
225 Friends	5,690.49	15,000.00	5,125.59	624.25	14,940.65
226 Judd	7,784.12	142,962.75	105,107.96	10,187.12	35,451.79
228 Lockwood Thompson Memorial	400,544.73	75,147.50	197,521.31	227,140.20	51,030.72
229 Ohio Center for the Book	58.00	900.00	958.00	0.00	0.00
230 Schweinfurth	45,609.07	19,460.00	76,847.99	560.00	(12,338.92)
242 Cleveland NCA Kiosk	9,673.78	0.00	9,673.78	0.00	0.00
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	7,333.38	0.00	0.00
251 OLBPD-Library for the Blind	10,108.00	1,365,145.00	1,120,835.85	80,560.39	173,856.76
252 LSTA-Know It Now	266,747.87	371,632.69	505,180.19	140,017.96	(6,817.59)
254 MyCom	72,377.13	166,853.45	239,230.58	0.00	0.00
255 PNC-Grow Up Great	46,784.75	0.00	21,027.34	10,639.12	15,118.29
256 Learning Centers	0.00	162,000.00	29,744.82	0.00	132,255.18
<b>Total Special Revenue Funds</b>	<b>\$ 11,718,581.30</b>	<b>\$ 2,409,370.20</b>	<b>\$ 2,408,489.87</b>	<b>\$ 530,654.30</b>	<b>\$ 11,188,807.33</b>
401 Building & Repair	9,794,080.29	10,030,700.00	2,790,505.84	564,484.26	16,469,790.19

Cleveland Public Library  
 Revenue, Expenditures and Changes in Fund Balances  
 For the Period Ending September 30, 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>\$ 10,030,700.00</b>	<b>\$ 2,790,505.84</b>	<b>\$ 564,484.26</b>	<b>\$ 16,469,790.19</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	8,470.00	555.00	103,691.97
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)	13,846.25	14.00	159,509.25
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	20,336.20	3,576.60	1,622,060.57
513 Beard Anna Young	0.00	726.41	0.00	0.00	726.41
<b>Total Permanent Funds</b>	<b>\$ 2,673,907.22</b>	<b>\$ 5,760.73</b>	<b>\$ 42,652.45</b>	<b>\$ 4,145.60</b>	<b>\$ 2,632,869.90</b>
901 Unclaimed Funds	8,431.04	2,660.69	2,252.55	0.00	8,839.18
<b>Others</b>	<b>\$ 8,431.04</b>	<b>\$ 2,660.69</b>	<b>\$ 2,252.55</b>	<b>\$ 0.00</b>	<b>\$ 8,839.18</b>
<b>Total All Funds</b>	<b>\$ 59,361,664.55</b>	<b>\$ 60,698,948.16</b>	<b>\$ 55,715,019.25</b>	<b>\$ 7,075,752.73</b>	<b>\$ 57,269,840.73</b>

Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending September 30, 2012

<b>Balance of All Funds</b>	<b><u><u>\$ 64,412,874.47</u></u></b>
Chase-Checking	7,924.24
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	4,328,968.86
KeyBank-MC/VISA	24,760.31
Fifth Third - Checking	1,021,944.51
Petty Cash	330.00
Change Fund	4,640.00
KeyBank-Payroll Account (ZBA)	176.84
KeyBank-Savings Bond Acct	0.00
<b>Cash in Library Treasury</b>	<b><u><u>\$ 5,388,744.76</u></u></b>
PNC - Money Market	10,022.27
PNC - Investments	34,445,632.64
PNC/Allegiant Money Market	49,461.74
KeyBank - Victory Fund	0.00
STAR OHIO Investment	11,477,470.02
<b>Investments</b>	<b><u><u>\$ 45,982,586.67</u></u></b>
PNC Endowment Acct	13,041,543.04
<b>Endowment Account</b>	<b><u><u>\$ 13,041,543.04</u></u></b>
<b>Cash in Banks and On Hand</b>	<b><u><u>\$ 64,412,874.47</u></u></b>

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS -- September 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 September 1, 2012 through September 30, 2012.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment	
					Income	Investment Form
09/01/12 - 09/30/12	30	Various	STAR Ohio	Various	952.17	Investment Pool
09/01/12 - 09/30/12	30	Various	PNC	Various	8.48	Sweep Money Market
09/01/12 - 09/30/12	30	Various	PNC	Various	0.76	Money Market
03/17/12 - 09/17/12	185	2,000,000	Federal Farm Credit Bank	0.650%	6,500.00	Federal Agency
03/28/12 - 09/28/12	185	750,000	Federal Home Loan Mortgage Corp.	0.750%	2,812.50	Federal Agency
03/19/12 - 09/19/12	185	1,500,000	Federal Home Loan Mortgage Corp.	0.500%	3,750.00	Federal Agency
03/23/12 - 09/23/12	185	500,000	Federal Farm Credit Bank	0.350%	875.00	Federal Agency
04/27/12 - 09/12/12	139	2,000,000	Federal Farm Credit Bank	0.640%	4,800.00	Federal Agency
03/16/12 - 09/16/12	185	2,500,000	Federal National Mortgage Assn.	0.375%	4,687.50	Federal Agency
02/23/12 - 09/13/12	204	2,000,000	Federal Home Loan Bank	0.375%	4,166.66	Federal Agency
03/27/12 - 09/27/12	185	1,000,000	Federal National Mortgage Assn.	0.750%	3,750.00	Federal Agency
					\$ 32,303.07	Earned Interest September 2012
					\$ 188,372.06	Earned Interest Year To Date



## CLEVELAND PUBLIC LIBRARY

REPORT C

**Finance Committee**  
**October 16, 2012**

**REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR SEPTEMBER 2012**

**In accordance with Board Policy adopted by resolution on November 29, 1972,  
a description of Conference and Travel Expenditures is submitted.**

<b>ITEM</b>	<b>DATE</b>	<b>TRUSTEE/STAFF MEMBER</b>	<b>AMOUNT</b>
Ohio Society of Certified Public Accountants Government & Nonprofit Auditing Seminar Cleveland, Ohio	9/7/12	Laura Armstrong	278.10
Government Finance Officers Association Annual Governmental GAAP Update Cleveland, Ohio	11/1/12	Laura Armstrong	135.00
State Library of Ohio Know it Now Planning Meeting Columbus, Ohio	8/21/12	Don Boozer	154.29
Center for Arts and Historical Artifacts Understanding Archives Seminar Erie, Pennsylvania	7/16/12	Stacie Brisker	187.11
PNC Grow Up Grant Travel Mileage for September Cleveland, Ohio	7/2/12 - 9/13/12	Andrea Csia	14.82
City of Cleveland - Office of Sustainability Sustainable Cleveland Summit 2012 Cleveland, Ohio	9/20/12 - 9/21/12	Timothy Diamond	40.00
Urban Library Council Public Leadership Conference Williamsburg, Virginia	9/15/12 - 9/22/12	Cindy Lombardo	629.24
Ohio Library Council Sustaining & Enhancing Existing Foundations Columbus, Ohio	9/13/12	Tracy Martin	241.49
City of Cleveland - Office of Sustainability Sustainable Cleveland Summit 2012 Cleveland, Ohio	9/20/12	Maureen Mullin	40.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Library Council Children and Teens Services Conference Columbus, Ohio	8/23/12	Sandy Nosse	558.37
American Library Association National Joint Conference Libraries of Color Kansas City, Missouri	9/19/12 - 9/23/12	Alan Seifullah	542.60
<b>Total</b>			<b>\$2,821.02</b>

**SUMMARY**

FUND	SEPTEMBER	YEAR TO DATE
General	\$2,651.91	\$32,686.22
Judd Fund	0.00	0.00
Lockwood Thompson	0.00	1,634.00
Metlife-Fit for Life	0.00	0.00
OLBPD-Library for the Blind	0.00	3,344.90
LSTA - Know it Know	154.29	3,389.15
PNC - Grow up Great	14.82	53.15
<b>TOTAL</b>	<b>\$2,821.02</b>	<b>\$41,107.42</b>

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee  
October 16, 2012**

**PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD  
JULY 1 THROUGH SEPTEMBER 30, 2012**

In accordance with Board Policy amended by resolution on April 18, 1996, a description of expenditures exceeding \$5,000.00 to \$25,000.00 for library supplies and equipment is therefore submitted.

<u>DATE</u>	<u>ITEM DESCRIPTION</u>	<u>AGENCY</u>	<u>SUPPLIER</u>	<u>AMOUNT</u>
07/15/12	Overdue Mailers	Stockroom	Moore Wallace	\$ 8,550.00
09/13/12	Book Repair Supplies	Mat Processing	Kapco	10,113.97
09/30/12	Maintenance Supplies	Prop Mgmt	Kinzua	5,285.50
07/06/12	Maintenance Supplies	Prop Mgmt	Translogic	8,391.10
07/26/12	Uniforms	Safety & Prot	Shuttlers Uniforms	6,820.50
09/30/12	Gas for Vehicles	Prop Mgmt	BP Oil	12,590.26
09/30/12	Motor Vehicle Supplies	Prop Mgmt	Lakefront Automotive	5,784.37
08/09/12	Children Supplies	Branches	Kaplan Learning	10,343.72
08/02/12	Security Strips	Stockroom	Ohionet	16,951.62
07/31/12	Miscellaneous Supplies	IT/CLEVNET	Janway	5,394.00
07/19/12	Lobby Plants	Main Library	Plantscaping	6,102.00
09/06/12	New Signs	Branches	Brilliant Sign	17,951.00
09/27/12	Flat Screen Televisions	Learning Ctrs	HH Gregg	8,933.88
08/03/12	Software	IT/CLEVNET	Sourcen Inc	7,296.00
07/05/12	Computer Equipment	IT/CLEVNET	Business Smarts	5,484.59
07/05/12	Computer Equipment	IT/CLEVNET	Business Smarts	9,146.10
08/02/12	Computer Equipment	IT/CLEVNET	Business Smarts	8,218.89
08/02/12	Computer Equipment	IT/CLEVNET	Business Smarts	6,765.14
08/02/12	Computer Equipment	IT/CLEVNET	Business Smarts	6,332.59
08/02/12	Computer Equipment	IT/CLEVNET	Business Smarts	9,650.93
08/02/12	Computer Equipment	IT/CLEVNET	Business Smarts	24,880.00
07/05/12	Software	IT/CLEVNET	Integrated Precision	6,278.20
08/30/12	Inventory Module	Finance	Tyler Technologies	11,000.00

Above vendors are in compliance with Cleveland Public Library's Equal Opportunity Guidelines as adopted on May 19, 1977.

REPORT ECLEVELAND PUBLIC LIBRARY

Finance Committee  
October 16, 2012

PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD  
JULY 1 THROUGH SEPTEMBER 30, 2012

In accordance with Board Policy adopted by resolution on May 16, 2002, a description of expenditures exceeding \$25,000.00 for library service materials and for CLEVNET-related goods and services is submitted.

LIBRARY SERVICES MATERIALS

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
08/16/12	Database Service	Main Library	Library Ideas	\$ 61,600.00
08/16/12	Database Service	IT/CLEVNET	Ohionet	66,200.00
09/06/12	Database Service	IT/CLEVNET	Ohionet	54,736.00
08/30/12	Database Service	IT/CLEVNET	Gale Cenage	28,713.55
08/16/12	EMedia	IT/CLEVNET	Library Ideas	223,703.00

CLEVNET-RELATED GOOD AND SERVICES

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
09/20/12	Computer Maintenance	IT/CLEVNET	Vmware Inc	\$ 35,490.00

Above vendors are in compliance with Cleveland Public Library's Equal Opportunity Guidelines as adopted on May 19, 1977.

**CLEVELAND PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
TERMINATION REPORT  
9/01/2012 THROUGH 09/30/2012**

EXHIBIT 12**Human Resources Committee Report**

October 18, 2012

<b>NAME</b>	<b>DEPARTMENT</b>	<b>JOB TITLE</b>	<b>DATE</b>	<b>REASON</b>
<b>RESIGNATIONS</b>				
ALLEN,ALMAD	HARV-LEE	LA-COMPH EMPH	9/8/2012	NEW JOB
GILL,ALLEN	SHIPPING	SHIP CLERK -SUB	9/9/2012	ASSIGN END
PRESTON,BERNADETTE	SOCIAL SCIENCE	PAGE	9/13/2012	MEDICAL
CHANCELLOR,MONITA	HARV-LEE	BRANCH CLERK	9/14/2012	RETURN TO SCHOOL
NAZAROVA,MUZHGAN	CATALOG	LIBRARIAN	9/28/2012	ANOTHER JOB
<b>OTHER TERMINATIONS</b>				
TRAPP,BRITANEE	PAGE	SHELF	9/11/2012	TERM INVOLUNTARY
BRYANT,SHALONDA	PAGE	BROOKLYN	9/12/2012	TERM INVOLUNTARY
CORCHADO-VALENTIN,HEVYN	PAGE	BROOKLYN	9/12/2012	TERM INVOLUNTARY

1081  
**CLEVELAND PUBLIC LIBRARY**  
**SALARY CHANGES REPORT**  
**FROM 09/01/2012 TO 09/30/2012**

**Human Resources Committee Report**  
**October 18, 2012**

**EMPLOYEE:** JONES, MARY  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFE DATE** 09/02/2012  
**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:** PEGUES, DOMINIQUE  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFE DATE** 09/02/2012  
**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:** FIELDS, MONIQUE  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFE DATE** 09/02/2012  
**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:** STORY, ALEXANDER  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFE DATE** 09/02/2012  
**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:** RAMOS, MAGDALENA  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFE DATE** 09/02/2012  
**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

1082  
**CLEVELAND PUBLIC LIBRARY**  
**SALARY CHANGES REPORT**  
**FROM 09/01/2012 TO 09/30/2012**

**EMPLOYEE:** WASHINGTON, ERICA  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFE DATE** 09/02/2012  
**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:** CIRITOVIC,LINDA  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFE DATE** 09/02/2012  
**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:** AYALA, ELIJAH  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFE DATE** 09/02/2012  
**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:** KRUZ, PAUL  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFE DATE** 09/02/2012  
**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:** LANDRUM, KASHMERE  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFE DATE** 09/02/2012  
**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:** LOPEZ,MARIA  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFE DATE** 09/02/2012  
**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:** LUSANE,QUANA  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFE DATE** 09/02/2012  
**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

1083  
**CLEVELAND PUBLIC LIBRARY  
 SALARY CHANGES REPORT  
 FROM 09/01/2012 TO 09/30/2012**

**EMPLOYEE:** MOLINA, MARC  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z EFFE DATE 09/02/2012  
**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:** ODUM, ERIC  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z EFFE DATE 09/02/2012  
**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:** OJO, KEMET  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z EFFE DATE 09/02/2012  
**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:** PASTARD, OCIE  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z EFFE DATE 09/02/2012  
**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:** RAHIM, DORIAN  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z EFFE DATE 09/02/2012  
**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:** TRENHOLME, ANNE  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z EFFE DATE 09/02/2012  
**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:** RIGA, JILL  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z EFFE DATE 09/02/2012  
**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



1084  
**CLEVELAND PUBLIC LIBRARY  
 SALARY CHANGES REPORT  
 FROM 09/01/2012 TO 09/30/2012**

**EMPLOYEE:** RUFIN, JENNIFER  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFE DATE** 09/02/2012  
**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:** BECKER, PATRICIA  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFE DATE** 09/02/2012  
**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:** CARTER, YVETTE  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFE DATE** 09/02/2012  
**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:** CRANFIELD, STEPHANIE  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFE DATE** 09/02/2012  
**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:** DOWDLEY, CHRISTINA  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFE DATE** 09/02/2012  
**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:** ERVIN, DESHA  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFE DATE** 09/02/2012  
**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:** FIELDS, MONIQUE  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFE DATE** 09/02/2012  
**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

**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 09/01/2012 TO 09/30/2012**

**EMPLOYEE:** FRUITS, AMIRA  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFE DATE** 09/02/2012  
**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:** HAWKINS, DORRIAN  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFE DATE** 09/02/2012  
**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:** HUMMING, TAISHA  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFE DATE** 09/02/2012  
**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:** OQUENDO, VALERIE  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFE DATE** 09/02/2012  
**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:** BANKS, CHRISTOPHER  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFE DATE** 09/02/2012  
**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:** FORTSON, CARMINE  
**JOB TITLE:** SHIPP CLK SUB

**CURRENT GRADE:** B **EFFE DATE** 09/02/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	15.27	SECOND JOB

**EMPLOYEE:** PLENDERLEITH, JAMES  
**JOB TITLE:** SAFETY & PROT SVCS OFF

**CURRENT GRADE:** C **EFFE DATE** 09/02/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	33,112.82	NEW HIRE

1086  
**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 09/01/2012 TO 09/30/2012**

**EMPLOYEE:** METTER, TERRENCE J  
**JOB TITLE:** LIBRARY ASST-COMP EMPH

**CURRENT GRADE:** F    **EFFE DATE** 09/02/2012  
**CURRENT STEP:** 2    **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	23,425.74	43,923.36	TRANSFER

**EMPLOYEE:** PALOMO, ANN E  
**JOB TITLE:** DIRECTOR, CLEVNET ACTING

**CURRENT GRADE:** L    **EFFE DATE** 09/23/2012  
**CURRENT STEP:** 7    **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	89,902.80	92,185.86	PROMOTION

**EMPLOYEE:** FINNEGAN, LAWRENCE D  
**JOB TITLE:** DIRECTOR, IT ACTING

**CURRENT GRADE:** M    **EFFE DATE** 09/23/2012  
**CURRENT STEP:** 9    **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	114,550.00	117,187.98	PROMOTION

## CLEVELAND PUBLIC LIBRARY

REPORT F**Human Resources Committee Report**

Meeting Date: October 18, 2012

Report Period: September, 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	*4,923.36	*127,031.90
April	*5,835.32	3,161.77	85,432.56
May	4,491.99	3,623.45	86,909.56
June	3,359.51	2,593.94	87,634.45
July	3,263.72	2,344.66	87,610.97
August	3,441.30	*4,221.65	*131,600.64
September	*5,464.39	3,037.74	86,417.39
October	3,638.38		
November	3,931.66		
December	3,605.57		

\*Covers three pay dates

**CLEVELAND PUBLIC LIBRARY**  
**September 1, 2012- September 30, 2012 EE0-4 REPORT**  
**FULL/PART-TIME EMPLOYEES**

**REPORT G****Human Resources Committee Report**

October 18, 2012

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	82	21	9	1			32	18	1		
Professionals	79	15	2			1	43	15	1	2	
Technicians	21	11	2	1			6	1			
Protective Service	22	10	9	1				2			
Para-Professionals	129	27	34			1	29	29	7	2	
Administrative Support	303	32	62	5	3		45	134	21	1	
Skilled Craft	12	6	4			1		1			
Service Maintenance	48	8	35	1			2	2			
<b>Grand Total</b>	<b>696</b>	<b>130</b>	<b>157</b>	<b>9</b>	<b>6</b>	<b>0</b>	<b>157</b>	<b>202</b>	<b>30</b>	<b>5</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  
SEPTEMBER  
2012**

REPORT H

Human Resources  
Committee Report  
October 18, 2012

**Staff Enrollments-Health Care/Dental**

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	<b>Single</b>	<b>Family</b>	<b>Total</b>
<b>Kaiser POS</b>	76	73	149
<b>Kaiser HMO</b>	205	89	294
<b>Delta Dental</b>	216	150	366

**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 September</b>			

## **CLEVELAND PUBLIC LIBRARY POLICY ON MEETING ROOM USE**

### **POLICY ON MEETING ROOM USE**

The Library provides rooms that are available for meetings that are educational, cultural, religious, or civic in nature. Meeting rooms are not intended to function as administrative offices for organizations or individuals. If space is available after library-related obligations have been met, meeting rooms are available to organizations or individuals for programs and meetings when such will not interfere with normal use of the library and the use is consistent with this policy.

### **RULES FOR MEETING ROOM USE**

The Library shall schedule non-library meeting room use after the needs of the Library have been met.

The Library reserves the right to attend any meeting held in its facilities to ensure no illegal activities are occurring on library premises. The public cannot be excluded from general meeting room use.

Political demonstrations, rallies, or campaigns for specific partisan political issues or candidates are not permitted on library premises.

Non-library-sponsored groups are not permitted to charge admission or registration fees, and no products or services may be sold on library premises. No collections are permitted.

Meetings held in library meeting rooms must not disturb library operations. The Library reserves the right to stop meetings that are disruptive to library operations. Groups that disturb library operations may be denied future use of meeting rooms.

An adult (aged 18 or older) associated with the group must complete the meeting room application and shall be responsible for all costs and damages resulting from use of library meeting rooms.

Groups may reserve library meeting rooms a maximum of 15 times in a 12-month period.

Meeting room reservations will end 15 minutes before the Library closes, unless prior arrangements have been made with Outreach & Programming Services.

At the time a meeting room is requested, the applicant for the meeting room should indicate whether or not refreshments will be served. If refreshments will be served, a cleaning fee may be assessed if the group fails to contain all food at the end of the meeting.

Requests and arrangements for specific room setup are subject to availability and must be made at least ten days prior to the meeting. The Library may offer the following setup options, depending on the room: classroom set up (tables and chairs) or auditorium seating (podium with chairs facing front (no tables)).

If audio and projection equipment is desired, requests and arrangements must be made at least ten days prior to the meeting and are subject to availability. If the group requires staff time to operate AV equipment, an hourly fee will be charged.

Groups of fewer than five may not reserve meeting rooms in advance but are permitted to use them on a first-come, first-serve basis, depending on availability.

Attendance at meetings may not exceed the maximum number of people certified by the Fire Department as the occupancy limit for the room.

Smoking is prohibited on library premises.

The Library is not responsible for equipment, supplies, materials, or other items owned by a group and cannot provide overnight storage for any group.

Groups using the Library meeting rooms must not use advertising and/or publicity that imply their programs are sponsored, co-sponsored, endorsed, or approved by the Library, unless written permission to do so has been previously given by the Library. No group is allowed to tack or tape anything to walls or doors.

The Library reserves the right to reject any application if it is determined that the organization has abused its past privileges in using the meeting rooms as determined by the Library, including, without limitation: disruptive behavior, vandalism, theft, failure to appear for a scheduled meeting and/or failure to exit the building on time.

The Library reserves the right to cancel or change the location of any meeting if circumstances so demand and will endeavor to give at least 24 hours' notice of cancellation or change. The Library reserves the right to cancel meetings with less than 24 hours' notice due to acts of nature or situations warranting an emergency Library closing. The contact person listed on the meeting room application will be notified.

### **USE OUTSIDE OF REGULAR LIBRARY HOURS**

If a group requests access to a meeting room facility after the Library is closed, special arrangements are necessary and may require payment. Anyone in library facilities outside regular library hours may be asked to provide identification. No event is to continue after 11:00 PM.

### **FEEES FOR MEETING ROOM USE**

There may be fees associated with meeting room use. Fees are quoted upon request and set by the Library Board of Trustees. Outreach & Programming Services will



approve any charges for meeting room use and accept payments. Payment is due within seven (7) days of requesting a reservation. After seven (7) days, payments will be considered late and pending reservations may be cancelled.

All cancellations for the auditorium in the Louis Stokes Wing must be made in writing and received no later than fifteen (15) days prior to the event date and are subject to a \$50 administration fee. If an event in the auditorium is cancelled less than fifteen (15) days prior to the scheduled event date, a 25% cancellation fee based on the auditorium use fee and the \$50 administration fee will be assessed.

If the Library has to cancel the reservation due to a Library event or closure, a full refund will be issued. Refunds will not be issued if the event is cancelled by the Library due to noncompliance with the Library's Meeting Room Policy.

Fees may be incurred in the following instances:

- When the event is anticipated to have 50 or more attendees.
- When refreshments are served in a CPL facility, a cleaning fee may be assessed.
- When AV equipment is requested and staff assistance is required.
- Groups and individuals will be charged for meeting room use and staff overtime charges if an event is scheduled to take place outside library hours.
- In addition to meeting room fees, overtime charges for Library staff will be charged. All charges will be quoted as requested.

Library staff will meet the group on the day of the meeting to provide access to the room and confirm the attendance on the day of the meeting. This information will be noted for statistical purposes only.

# 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
Reference Items .....	\$1.00 per day/item
MYCLOUD EQUIPMENT .....	\$1.00 per hour/item
TECH TOYBOX EQUIPMENT .....	\$3.00 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
MyCloud Equipment .....	\$10.00/item
Tech Toybox .....	\$15.00/item

BILL THRESHOLD .....

.....	\$25.00
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### 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

### MATERIAL RECOVERY REFERRAL FEES

FEE FOR ACCOUNT REFERRAL .....

.....	\$15.00
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### SALES TAX

Ohio sales tax is included in fees charged for self-service copying, printing, scanning, and faxing from library multifunction devices.

### 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

### 3D PRINTER FEES

Self-service printing from 3D printer in TechCentral .....

.....	\$0.05 per gram
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### MEETING ROOM/AUDITORIUM/FACILITY FEES

ACTIVITIES CO-SPONSORED BY LIBRARY .....

.....	No charge
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ACTIVITIES NOT CO-SPONSORED BY THE LIBRARY:

#### BRANCHES

Library open .....

.....	No charge
If food served .....	\$25.00

#### MAIN LIBRARY

Stokes Wing Auditorium (218 seats; Maximum Capacity 315)  
 ..... \$500.00 inclusive per four hours  
 Stokes Wing (Auditorium, LL Lobby & First Floor) and Garden  
 Only available when Library is closed  
 ..... \$2,000.00 plus overtime costs  
 Stokes Wing Meeting Room 218 (Cap. 116; can be sub-divided)  
 Only available when Library is open .....

.....	No charge
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Main Library, Room 341 (Maximum Capacity 50)  
 ..... \$250.00 inclusive per four hours  
 Main Library Treasure Room  
 Only available when Library is open .....

.....	No charge
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Stokes Wing Meeting Room 218 (Cap. 116; can be sub-divided)  
 Only available when Library is open .....

.....	No charge
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If food served .....

.....	\$50.00
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Multiple room booking fee .....

.....	\$100.00
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#### PRIVATE, AFTER-HOURS EVENTS AT MAIN LIBRARY FOR DONORS OF:

\$10,000 .....

.....	One private event, no charge
\$25,000 or more .....	Two private events, no charge

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

Non-commercial photography that does not interrupt library operations  
 Up to two hours .....

.....	No charge
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Commercial photography .....

.....	\$150.00 per hour
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### MISCELLANEOUS

Tote Bags (non-complimentary) .....

.....	\$0.10 per bag
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Knowledge Office

Approved by the Board of Library Trustees October 18, 2012

Effective October 18, 2012

CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR SEPTEMBER 2012

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	2012	2011	
Main Library	150,518	150,755	784	754	1,415,262	1,428,933	-1.0%
Branches	349,700	337,072	1,674	1,546	3,002,296	2,987,123	0.5%
Mobile Units	4,786	5,735			46,335	51,268	-9.6%
Library for the Blind	57,661	59,580			561,015	513,176	9.3%
eMedia	12,172	8,738			104,422	75,341	38.6%
<b>TOTAL CIRCULATION</b>	<b>574,837</b>	<b>561,880</b>			<b>5,129,330</b>	<b>5,055,841</b>	<b>1.5%</b>

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
eBook	9,011	5,918	77,399	47,727	62.2%
eAudioBook	3,003	2,650	25,954	26,048	-0.4%
eMusic	62	65	537	628	-14.5%
eVideo	96	105	532	938	-43.3%
<b>TOTAL eCIRCULATION</b>	<b>12,172</b>	<b>8,738</b>	<b>104,422</b>	<b>75,341</b>	<b>38.6%</b>

Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
Downloads	9,028	9,138	85,889	78,009	10.1%
Users	552	539	4,869	4,688	3.9%

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	100	44 minutes	13,425	10,693	9,940	7,613	30.6%
Branches	352	39 minutes	68,939	64,634	44,845	42,937	4.4%
<b>TOTAL USAGE</b>	<b>452</b>		<b>82,364</b>	<b>75,327</b>	<b>54,785</b>	<b>50,551</b>	<b>8.4%</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	49,429	49,569	257	248	425,789	432,254	-1.5%
Branches	254,798	260,860	1,220	1,196	2,234,430	2,309,253	-3.2%
Mobile Unit	590	743			6,751	7,288	-7.4%
<b>TOTAL VISITS</b>	<b>304,817</b>	<b>311,172</b>			<b>2,666,970</b>	<b>2,748,795</b>	<b>-3.0%</b>

CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR SEPTEMBER 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	9,251	727	485	747	11,210	1,064	12,274
Broadway	2,179	265	157	308	2,909	260	3,169
Brooklyn	7,597	697	445	666	9,405	921	10,326
Carnegie West	10,255	990	1,313	1,312	13,870	1,317	15,187
Collinwood	7,682	672	540	935	9,829	1,051	10,880
East 131st	4,415	416	269	433	5,533	463	5,996
Eastman	14,947	1,096	1,125	1,879	19,047	2,256	21,303
Fleet	12,026	982	788	1,429	15,225	1,464	16,689
Fulton	8,332	781	518	873	10,504	1,018	11,522
Garden Valley	4,470	317	183	236	5,206	386	5,592
Glenville	7,027	605	474	874	8,980	660	9,640
Harvard-Lee	7,107	674	572	1,027	9,380	959	10,339
Hough	4,981	429	345	372	6,127	492	6,619
Jefferson	6,340	651	734	1,002	8,727	1,010	9,737
Langston Hughes	6,302	490	503	694	7,989	654	8,643
Lorain	10,184	946	671	1,038	12,839	1,077	13,916
Martin Luther King, Jr.	5,342	447	833	781	7,403	865	8,268
Memorial-Nottingham	10,689	839	1,115	1,772	14,415	1,645	16,060
Mt. Pleasant	5,599	588	354	588	7,129	530	7,659
Rice	11,820	656	702	976	14,154	1,229	15,383
Rockport	17,052	1,409	1,441	1,995	21,897	2,373	24,270
South	6,646	657	446	669	8,418	832	9,250
South Brooklyn	14,655	1,441	1,555	2,277	19,928	2,609	22,537
Sterling	6,214	444	661	650	7,969	521	8,490
Union	6,979	822	373	901	9,075	672	9,747
Walz	13,416	1,190	1,317	1,668	17,591	1,767	19,358
West Park	14,270	1,620	2,338	3,335	21,563	3,030	24,593
Woodland	9,659	627	362	661	11,309	944	12,253
<b>TOTAL</b>	<b>245,436</b>	<b>21,478</b>	<b>20,619</b>	<b>30,098</b>	<b>317,631</b>	<b>32,069</b>	<b>349,700</b>

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

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2012	2011	2012	2011		
Addison	12,274	15,758	117,724	132,285	-14,561	-11.0%
Broadway	3,169	3,055	29,653	31,075	-1,422	-4.6%
Brooklyn	10,326	7,883	83,334	82,340	994	1.2%
Carnegie West	15,187	14,401	131,991	120,016	11,975	10.0%
Collinwood	10,880	10,735	94,288	93,205	1,083	1.2%
East 131st	5,996	6,642	51,298	52,529	-1,231	-2.3%
Eastman	21,303	19,722	174,194	174,914	-720	-0.4%
Fleet	16,689	12,718	139,383	121,213	18,170	15.0%
Fulton	11,522	12,073	104,852	109,905	-5,053	-4.6%
Garden Valley	5,592	5,265	47,229	39,228	8,001	20.4%
Glenville	9,640	8,881	84,077	79,002	5,075	6.4%
Harvard-Lee	10,339	11,122	89,337	90,244	-907	-1.0%
Hough	6,619	6,727	56,128	59,718	-3,590	-6.0%
Jefferson	9,737	10,704	88,927	91,451	-2,524	-2.8%
Langston Hughes	8,643	7,270	68,537	73,611	-5,074	-6.9%
Lorain	13,916	12,813	112,301	111,802	499	0.4%
Martin Luther King, Jr.	8,268	9,014	76,282	81,198	-4,916	-6.1%
Memorial-Nottingham	16,060	16,517	154,422	158,920	-4,498	-2.8%
Mt. Pleasant	7,659	7,943	65,712	64,962	750	1.2%
Rice	15,383	13,629	122,637	119,909	2,728	2.3%
Rockport	24,270	23,054	212,621	211,376	1,245	0.6%
South	9,250	10,816	82,536	85,328	-2,792	-3.3%
South Brooklyn	22,537	21,146	199,713	202,584	-2,871	-1.4%
Sterling	8,490	5,993	62,711	56,521	6,190	11.0%
Union	9,747	7,266	71,837	62,362	9,475	15.2%
Walz	19,358	18,748	157,692	160,930	-3,238	-2.0%
West Park	24,593	26,296	225,201	231,067	-5,866	-2.5%
Woodland	12,253	10,881	97,679	89,428	8,251	9.2%
<b>TOTAL</b>	<b>349,700</b>	<b>337,072</b>	<b>3,002,296</b>	<b>2,987,123</b>	<b>15,173</b>	<b>0.5%</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE SEPTEMBER 2012**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2012	2011	2012	2011		
Addison	7,535	5,918	66,498	53,756	12,742	23.7%
Broadway	1,795	1,514	14,911	14,107	804	5.7%
Brooklyn	5,277	4,774	43,167	43,139	28	0.1%
Carnegie West	16,201	18,866	159,478	168,671	-9,193	-5.5%
Collinwood	6,612	7,265	61,727	64,285	-2,558	-4.0%
East 131st	8,446	7,341	65,519	59,278	6,241	10.5%
Eastman	12,559	12,809	109,821	109,723	98	0.1%
Fleet	11,690	10,102	100,953	96,489	4,464	4.6%
Fulton	7,865	8,756	71,947	71,450	497	0.7%
Garden Valley	5,194	5,184	43,892	46,573	-2,681	-5.8%
Glenville	8,736	7,674	73,543	69,394	4,149	6.0%
Harvard-Lee	8,855	9,518	75,700	78,757	-3,057	-3.9%
Hough	11,238	13,438	110,923	131,567	-20,644	-15.7%
Jefferson	8,748	8,658	76,637	74,559	2,078	2.8%
Langston Hughes	7,151	6,901	59,425	58,175	1,250	2.1%
Lorain	7,695	7,922	73,467	68,360	5,107	7.5%
Martin Luther King, Jr.	8,557	8,535	75,818	77,103	-1,285	-1.7%
Memorial-Nottingham	5,549	5,921	50,298	54,263	-3,965	-7.3%
Mt. Pleasant	6,700	6,016	56,220	60,454	-4,234	-7.0%
Rice	14,909	16,189	115,691	128,226	-12,535	-9.8%
Rockport	11,423	14,314	100,297	107,230	-6,933	-6.5%
South	8,734	8,792	77,455	77,496	-41	-0.1%
South Brooklyn	13,684	14,616	119,401	131,341	-11,940	-9.1%
Sterling	12,752	12,648	114,342	124,349	-10,007	-8.0%
Union	8,557	7,611	65,791	79,625	-13,834	-17.4%
Walz	9,986	10,474	85,537	93,055	-7,518	-8.1%
West Park	10,073	10,696	97,021	95,233	1,788	1.9%
Woodland	8,277	8,408	68,951	72,595	-3,644	-5.0%
<b>TOTAL</b>	<b>254,798</b>	<b>260,860</b>	<b>2,234,430</b>	<b>2,309,253</b>	<b>-74,823</b>	<b>-3.2%</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS SEPTEMBER 2012**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
1 West Park	24,593	1 Carnegie West	16,201	1 South Brooklyn	31,511
2 Rockport	24,270	2 Rice	14,909	2 Fleet	27,822
3 South Brooklyn	22,537	3 South Brooklyn	13,684	3 West Park	27,291
4 Eastman	21,303	4 Sterling	12,752	4 Eastman	23,686
5 Walz	19,358	5 Eastman	12,559	5 Rice	22,240
6 Fleet	16,689	6 Fleet	11,690	6 Fulton	20,026
7 Memorial-Nottingham	16,060	7 Rockport	11,423	7 Memorial-Nottingham	19,553
8 Rice	15,383	8 Hough	11,238	8 Rockport	19,404
9 Carnegie West	15,187	9 West Park	10,073	9 Harvard-Lee	18,834
10 Lorain	13,916	10 Walz	9,986	10 Langston Hughes	17,982
11 Addison	12,274	11 Harvard-Lee	8,855	11 Glenville	17,317
12 Woodland	12,253	12 Jefferson	8,748	12 Walz	16,558
13 Fulton	11,522	13 Glenville	8,736	13 Collinwood	16,270
14 Collinwood	10,880	14 South	8,734	14 Addison	16,169
15 Harvard-Lee	10,339	15 Martin Luther King, Jr.	8,557	15 East 131st	15,658
16 Brooklyn	10,326	16 Union	8,557	16 Martin Luther King, Jr.	15,212
17 Union	9,747	17 East 131st	8,446	17 Mt. Pleasant	14,724
18 Jefferson	9,737	18 Woodland	8,277	18 Lorain	13,233
19 Glenville	9,640	19 Fulton	7,865	19 Carnegie West	10,549
20 South	9,250	20 Lorain	7,695	20 Union	10,316
21 Langston Hughes	8,643	21 Addison	7,535	21 Sterling	8,046
22 Sterling	8,490	22 Langston Hughes	7,151	22 Woodland	7,492
23 Martin Luther King, Jr.	8,268	23 Mt. Pleasant	6,700	23 South	7,009
24 Mt. Pleasant	7,659	24 Collinwood	6,612	24 Hough	6,197
25 Hough	6,619	25 Memorial-Nottingham	5,549	25 Brooklyn	5,419
26 East 131st	5,996	26 Brooklyn	5,277	26 Jefferson	3,587
27 Garden Valley	5,592	27 Garden Valley	5,194	27 Garden Valley	2,857
28 Broadway	3,169	28 Broadway	1,795	28 Broadway	1,687
	349,700		254,798		416,649
					473,177

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

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

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
CLEVNET	81,997	78,818	760,084	706,409	7.6%
MORE	703	773	7,803	7,994	-2.4%
Other Libraries	677	543	4,711	4,809	-2.0%
<b>TOTAL</b>	<b>83,377</b>	<b>80,134</b>	<b>772,598</b>	<b>719,212</b>	<b>7.4%</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	24,176	24,102	219,113	226,677	-3.3%
KnowitNow Web Reference*	620	580	7,549	6,634	13.8%
Interlibrary Loan Requests	4,756	3,339	37,706	32,620	15.6%
<b>TOTAL</b>	<b>29,552</b>	<b>28,021</b>	<b>264,368</b>	<b>265,931</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.

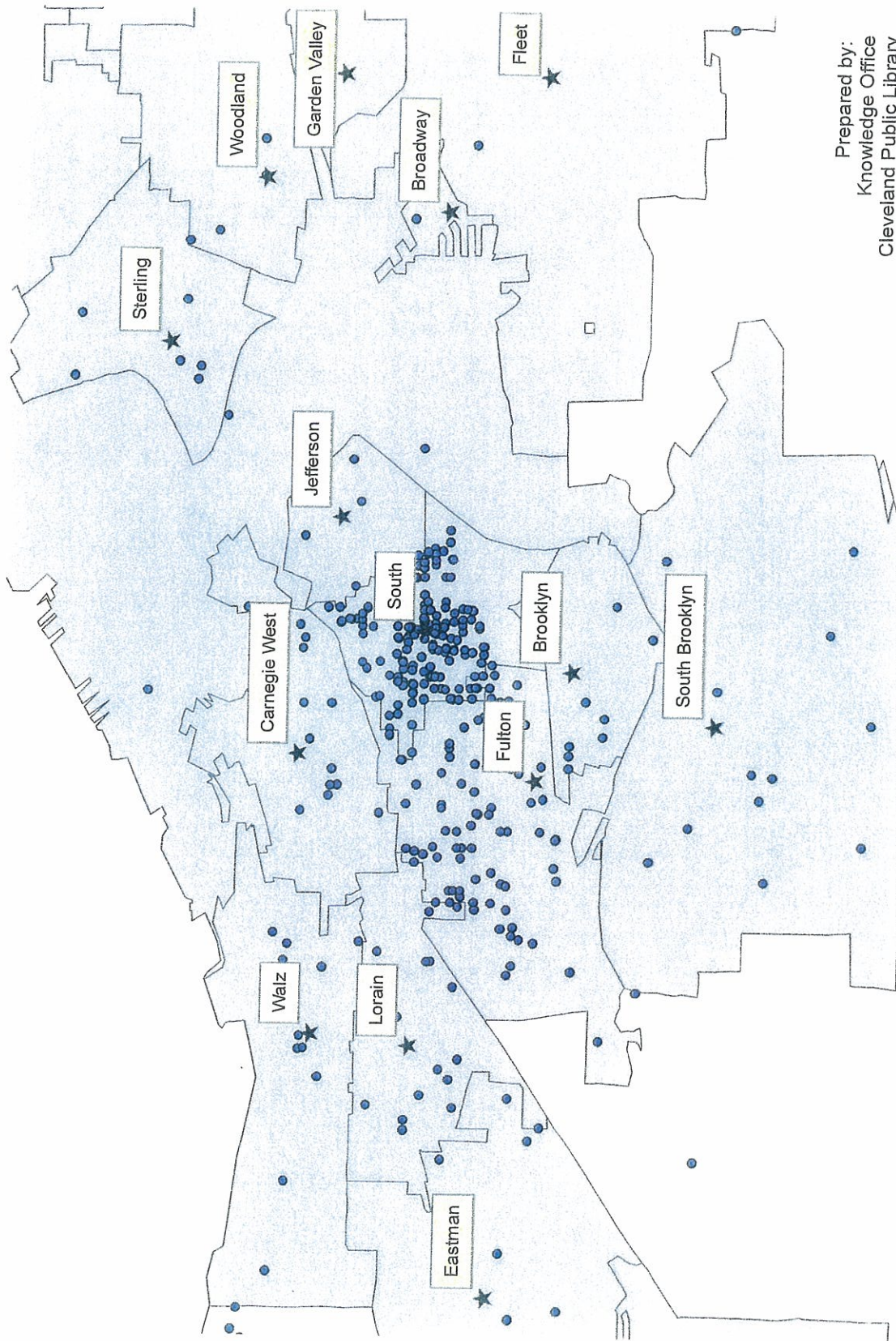
CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
New Titles Added	7,172	9,856	69,455	70,161	-1.0%
Total Items Added	28,431	34,477	240,384	268,597	-10.5%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
Main Library	192	200	1,814	1,808	0.3%
Branches	5,633	5,891	53,552	53,323	0.4%

MYTUNES	Sept 2012	Aug 2012	July 2012	June 2012	May 2012
	Songs Downloaded	6,634	6,370	6,896	6,373
Users	1,036	1,028	1,028	991	982
New Registrations	22	10	15	13	17



# SOUTH BRANCH USERS BY ADDRESS, SEPTEMBER 2012



★ Branch Library  
● South Branch User

Prepared by:  
Knowledge Office  
Cleveland Public Library

October 2012 ADO

