

CLEVELAND PUBLIC LIBRARY  
Minutes of the Regular Board Meeting  
November 15, 2012  
Trustees Room                      Louis Stokes Wing  
12:00 Noon

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

Absent: None

Mr. Corrigan called the meeting to order at 12:04 p.m.

**Approval of the Minutes**

Ms. Butts moved to approval of the minutes of the 10/18/12 Regular Board Meeting; and 10/16/12 Joint Finance and Community Services Committee Meeting. Mr. Werner seconded the motion, which passed unanimously by roll call vote.

**COMMUNICATIONS**

Director Thomas stated that there were no communications to be acknowledged.

**Presentation:** 2013 Ohio Outlook by Timothy J. Cosgrove, Partner, Squire Sanders

Timothy J. Cosgrove, Partner, Squire Sanders gave a power point presentation that included but was not limited to: 2012 Legislative Recap covering SB243-PERS Reform; MBR Process (HB 487-Government Reform and Health Care, SB 315- Energy and Environmental Policy, SB 316-Education Policy, HB 509-Local Government changes, HB 508-General Tax Law Changes, HB 490-Verterans Services, HB 510-Financial Institutions Tax, and HB 525-Cleveland Schools Plan); 2012 Levy Issues (Library Levies and School Tax Issues); Lane Duck Session as well as possible agenda items.

Responding to an inquiry made by Director Thomas, Mr. Cosgrove elaborated on SB 316-Education Policy as "The

REGULAR BOARD  
MEETING OF  
10/18/12; and JOINT  
FINANCE &  
COMMUNITY  
SERVICES  
COMMITTEE  
MEETING OF  
10/16/12  
Approved

Governor's Third Grade Guarantee" which guarantees that when a child reaches the third grade in the State of Ohio, that child is guaranteed to read at the third grade level or cannot be advanced. Mr. Cosgrove stated that there is debate on how that goal can be achieved as well as the role of libraries in supporting that goal.

After some discussion about additional collaboration and innovative funding, Mr. Cosgrove continued his presentation with the 2013 State Overview that included the composition of the 130<sup>th</sup> General Assembly, 2013-2014 Biennial Budget and Tax Policy. Mr. Cosgrove stated that the major issues of discussion will be education reform, tax reform and health care.

Mr. Cosgrove concluded his presentation with the following recommended Advocacy Action Steps:

1. Coordination with Ohio Library Council
2. Continue to refine collaboration talking points/message
3. Identify local legislative targets based on committee assignments
4. Strategic outreach to key members outside region based on both CLEVNET and Ohio Library for the Blind and Physically Disabled.

After Mr. Corrigan thanked Mr. Cosgrove for his presentation, he stated that at the October regular board meeting, the Board voted to close the Broadway Branch but would delay date of the closing to permit staff to reexamine the issues presented and develop recommendations for an effective transition.

Director Thomas stated that he has accepted the recommendations provided by John Skrtic, Director of Public Services and Carlos Latimer, Assistant Director of Public Services - Branches, as an approach to providing services to the Broadway community.

**Presentation: Broadway Study and Recommendations** by John Skrtic, Director of Public Services and Carlos Latimer, Assistant Director of Public Services - Branches

Carlos Latimer, Assistant Director of Public Services - Branches, presented the Broadway neighborhood demographics noting current and predicted population and

housing declines; Broadway branch declining circulation and attendance trends; and cost to operate as the branch is a rented space with physical challenges and inadequate pace for technology. This branch is the highest cost per capita to operate.

Mr. Latimer continued his presentation with an overview of the outreach efforts to the community that included: meetings and discussions with University Settlement, Lourexis and Alexia Manor, Broadway School of Music and the Arts; contacted daycare centers and schools; attended meetings with the Broadway Collaborative, the Ward 5 Community Meeting; and hosted community meetings at the Broadway and Fleet Branches to share information and vision about consolidating services at the Fleet Branch.

Mr. Skrtic stated that the Knowledge Office staff interviewed 109 people who live, work or go to school in North Broadway including seniors, adults, youth, patrons of Broadway Branch as well as residents of North Broadway. Some survey responses were noted.

Mr. Latimer and Mr. Skrtic gave the following recommendations for a plan of action that would enhance services for the North Broadway community:

1. Mobile Services - identify and provide additional stops in the North Broadway neighborhood;
2. On The Road To Reading - connect library services to local day care centers;
3. Homebound Services - deliver services for seniors and physically challenged patrons; and
4. Deposit Collections - provide popular materials that could be positioned to community partners

Mr. Skrtic stated that an Open House would be held at the Fleet Branch to welcome the North Broadway community to the branch.

Mr. Skrtic stated that Van Dyke Architects has been asked to examine the Fleet Branch and give suggestions on how to improve the available space in the branch.

Director Thomas stated that after receiving and approving the recommendations, he had a telephone conversation with Councilwoman Phyllis Cleveland. He stated that although Councilwoman Cleveland was

disappointed about the closing, she was appreciative of the Library's efforts to provide the best service possible to the Broadway community. In addition, Councilwoman Cleveland requested that the Library invite community representatives to be a part of the process.

Director Thomas stated that he would be assembling a community library services committee including residents and other stakeholders from the North Broadway community to investigate ways to continue serving the community.

Director Thomas acknowledged North Broadway resident Tim Smith, who was in attendance and invited him to comment.

Following Mr. Smith's comments about his love for the Broadway Branch, the North Broadway community and his years of dedicated service to the community, Director Thomas invited Mr. Smith to join the community library services committee. Mr. Smith accepted the Director's invitation.

Director Thomas stated that he would be meeting with Derrick Fulton, Executive Director, University Settlement and Marie Kittredge, Executive Director, Slavic Village Development Corporation on November 28, 2012 to discuss the University Settlement's future plans and possible ways the Library can be involved.

Mr. Corrigan stated that decisions to close a branch are difficult for the Board. Mr. Corrigan thanked landlord Dennis Althar for his cooperation during the transition as Library staff have identified ways to support his investment in the North Broadway neighborhood.

Finally, Mr. Corrigan stated that he expected staff to perform at a high level in ensuring a smooth transition for North and South Broadway residents and effectively implement the outreach efforts as outlined by Mr. Skrtic and Mr. Latimer.

**MOTION TO TEMPORARILY SUSPEND THE REGULATIONS**

Because there was no prior Finance Committee Meeting, Mr. Werner moved to temporarily suspend the Regulations of the Board of Trustees in Article IX and X requiring referral of resolutions to committees, to consider the following resolutions.

MOTION TO  
TEMPORARILY  
SUSPEND THE  
REGULATIONS  
Approved

Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

**FINANCE COMMITTEE REPORT**

Ms. Rodriguez presented the following report.

Resolution to Accept Gifts for the Month of October

(See page 1149)

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

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

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

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

Resolution Requesting Tax Advance

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

WHEREAS, **Ohio Revised Code** Section 321.34 authorizes the Board of Library Trustees to request that the Cuyahoga County Fiscal Officer advance tax funds to the Cleveland Public Library prior to regular settlement dates in order for the Library to meet current expenses; now therefore be it

RESOLVED, That the Board of Library Trustees requests that the Cuyahoga County Fiscal Officer advance any tax funds that may be made available to the Library prior to the regular settlement dates during fiscal 2013.

RESOLUTION TO  
ACCEPT GIFTS  
FOR THE MONTH  
OF OCTOBER  
Approved

RESOLUTION  
REQUESTING TAX  
ADVANCE  
Approved

RESOLUTION TO  
INCREASE  
ESTIMATED  
ANNUAL COST OF  
SERVICE  
AGREEMENT WITH  
BLUE  
TECHNOLOGIES  
FOR GRAPHICS  
COPIERS AND  
SCANNERS  
EQUIPMENT

Approved

Resolution to Increase Estimated Annual Cost of Service Agreement with Blue Technologies for Graphics Copiers and Scanner Equipment

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

WHEREAS, On December 15, 2011, the Board of Trustees authorized the Director to enter into a Purchase Agreement, subject to the Chief Legal Officer's approval, to purchase the Konica Minolta bizhub PRO 1051, the Konica Minolta bizhub PRO C6000, software to convert current files, and training for staff for a cost of \$109,600, with the expenditure being charged to the Building and Repair Fund Account 40116205-55520; and

WHEREAS, On December 15, 2011, the Board of Trustees authorized the Director to enter into a Service Agreement, subject to the Chief Legal Officer's approval, which includes all parts, labor and travel for all emergency service, preventative maintenance for the above purchased equipment, at an estimated annual cost not to exceed \$30,000, with the expenditure being charged to the General Fund Account 11620053-53350; and

WHEREAS, The Service Agreement was originally based on estimated volumes of color and black and white copies at an estimated cost of \$30,000 annually; and

WHEREAS, Library management has determined that it is necessary to increase the annual estimated cost by \$20,000, for a total estimated annual cost not to exceed \$50,000; now therefore be it

RESOLVED, That the Board of Trustees authorizes the estimated increase of \$20,000, for a total estimated annual cost not to exceed \$50,000 and a change order to purchase order # 120547 be made in the amount of \$20,000, charged to General Fund Account 11620053-53550 Machine Maintenance.

In response to an inquiry by Ms. Rodriguez regarding the increase, Cathy Poilpre, Assistant Marketing and Communications Administrator stated that estimates for the copiers were based on the quantity of impressions made from copiers that were ten years old. In addition, since new equipment has been acquired, the

service contract on the printing press has been eliminated because of the enhanced quality provided by the copiers. The contract is based on usage which will fluctuate depending on usage.

Resolution to Engage L.A.N.D. Studio, Inc. to Organize 2013 and 2014 Literature and Visual Arts Programs

(See pages 1150-1159)

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

WHEREAS, The Board of Trustees of Cleveland Public Library receives a generous annual grant from the Cleveland Foundation for the Lockwood Thompson Memorial fund; and

WHEREAS, One of the goals of the grant is to support, "The underwriting of expense in bringing to the Library for purpose of one or more lectures, one or more individuals in the field of literature or the visual arts"; and

WHEREAS, In prior years, Cleveland Public Library has engaged Cleveland Public Art, now known as L.A.N.D. Studio, Inc., to organize the Lockwood Thompson Spectrum Dialogue Series and related publications, now referred to as "The Lockwood Thompson Dialogues", that brings speakers of national and/or international significance in the field of arts and popular culture to the Library; and

WHEREAS, Cleveland Public Library desires to engage L.A.N.D. Studio, Inc. to organize The Lockwood Thompson Dialogue programs for 2013; and

WHEREAS, Cleveland Public Library also desires to engage L.A.N.D. Studio Inc. to organize the spring 2014 annual program, "See Also", which began in 2010 and brings temporary public artwork to the Eastman Reading Garden to activate a beloved public space with artwork by emerging artists from the Great Lakes region; and

WHEREAS, L.A.N.D. Studio, Inc. has presented the attached proposal for the 2013 The Lockwood Thompson Dialogues and the spring 2014 See Also temporary art

RESOLUTION TO  
ENGAGE L.A.N.D.  
STUDIO, INC. TO  
ORGANIZE 2013  
AND 2014  
LITERATURE AND  
VISUAL ARTS  
PROGRAMS  
Approved

program, at a total cost not-to-exceed \$95,000; now therefore be it

RESOLVED, That Cleveland Public Library engage L.A.N.D. Studio, Inc. to organize and market The Lockwood Thompson Dialogues and See Also programs, with administration fees and reimbursable expenses being charged to the Lockwood Thompson Fund Account: 22880103-53710 in an amount not-to-exceed \$95,000; now therefore be it further

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into an agreement with L.A.N.D. Studio, Inc. necessary and appropriate to effectuate the terms and conditions of this Resolution, which agreement shall be subject to the approval of the Library's Chief Legal Officer.

Sarah Siebert, Project Director, L.A.N.D. Studio, distributed a resulting publication of the March Dialogue that focused on food. The publication was a cook book that consisted of recipes and stories contributed by community members.

Resolution Accepting Bid and Awarding Contract for Heat Conversion Construction Project at the Main Library

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

WHEREAS, At the April 19, 2012 meeting of the Cleveland Public Library Board of Trustees, this Board authorized the Director to solicit competitive bids for the Main Library Energy Project—Electric Heat Conversion Project for the Main Library; and

WHEREAS, On October 10, 2012 and October 17, 2012 a Notice to Bidders was published in the Cleveland Plain Dealer requesting bids for the project; and

WHEREAS, Sealed bids were received for the project by 12:00 Noon (local time) on Monday, November 5, 2012; and

WHEREAS, Spectrum Energy Concepts has tabulated the bids received on November 5, 2012, evaluated the bids as to compliance with the specifications and bid documents as written, investigated responsiveness and

RESOLUTION  
ACCEPTING BID  
AND AWARDED  
CONTRACT FOR  
HEAT  
CONVERSION  
CONSTRUCTION  
PROJECT AT THE  
MAIN LIBRARY  
Approved



responsibility of the lowest bidders, and has recommended the lowest and responsible bidders for the Main Library Energy Project—Electric Heat Conversion Project; now therefore be it

RESOLVED, That the Library Board of Trustees hereby accepts the recommendation of the Spectrum Energy Concepts and awards contracts for the Main Library Energy Project—Electric Heat Conversion Project contractors who this Board determines are the lowest, responsible bidders:

<b>Contractor</b>	<b>Trade</b>	<b>Bid</b>
Marlin Mechanical, LLC	Mechanical	\$639,455.92
Siemens Industry, Inc.	Temperature Controls	\$481,000.00

With the total expenditure of \$1,120,455.92 being charged to Building & Repair Fund, Account 40190105-55300-12901; and be it further

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

Mr. Corrigan stated that this will give us an opportunity to convert from electricity to steam heat and substantially reduce energy costs and this investment of \$1,120,455.92 will pay for itself in 10 years.

Ms. Rodriguez submitted the following reports.

Fiscal Officer's Report

(See pages 1160-1169)

Report on Investments

(See page 1170)

Report on Conference and Travel Expenditures

(See pages 1171-1172)

FISCAL OFFICER'S  
REPORT  
Submitted

REPORT ON  
INVESTMENTS  
Submitted

REPORT ON  
CONFER. &  
TRAVEL  
EXPENDITURES  
Submitted

**HUMAN RESOURCES COMMITTEE REPORT**

Mr. Seifullah presented the following report.

Regular Employee Report

(See pages 1173-1175)

Mr. Seifullah moved approval of the Regular Employee Report. Ms. Butts 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:

Lydia Pryszyk (27 years of service), Branch Manager - Large, Grade K - Rockport, retires 11/30/2012

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.

Lydia Pryszyk 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 1176)

Affirmative Action Plan Report

(See page 1177)

REGULAR  
EMPLOYMENT  
REPORT  
Approved

RETIREMENT  
RECOGNITION  
CITATION  
Approved

REPORT ON PAID  
SICK TIME  
Submitted

AFFIRMATIVE  
ACTION PLAN  
REPORT  
Submitted

Insurance Summary Report

(See page 1178)

INSURANCE  
SUMMARY  
REPORT  
Submitted**COMMUNITY SERVICES REPORT**

Mr. Werner submitted the following report.

Monthly Activity Report

(See pages 1179-1185)

MONTHLY  
ACTIVITY  
REPORT  
Submitted

Mr. Werner thanked Anastasia Diamond-Ortiz, Knowledge Manager, for the graphic representing the percentages of circulation for different item types in 2011.

Building Status Update

Myron Scruggs, Director of Property Management, stated that the Lighting Retrofit Project is expected to be complete on November 16, 2012 followed by a walk-through on November 19, 2012. He also stated that bid documents are being prepared for the redesign of the temporary South Branch location. A Special Board meeting will be scheduled for the purpose of awarding contracts for the relocated South Branch construction project to meet the January 22<sup>nd</sup> opening date.

BUILDING  
STATUS  
UPDATE  
Presented

In response to an inquiry by Mr. Corrigan, Mr. Scruggs stated that trees in the Eastman Reading Garden have been illuminated. Louis Stokes Wing exterior lights will be illuminated along with downtown seasonal lights.

**DIRECTOR'S REPORT**

Before presenting his report, Director Thomas asked Aaron Mason, Assistant Director, Outreach and Programming Services, to give an overview of the upcoming Holiday Winterfest; thanked library staff for their efforts during Hurricane Sandy; announced the Library Journal has ranked Cleveland Public Library as a Four Star Library; and stated that the Library was mentioned on the Today Show for utilizing MOVbands.

DIRECTOR'S  
REPORT  
Presented

Mr. Seifullah thanked the Board and staff for their efforts with the passage of Issue 107.

### **Monthly Statistics**

Circulation for the month of October was 593,750. This is a relatively small increase of 3% from last year's October circulation of 579,104. A closer analysis of the numbers uncovers that the increase is important considering that several branches were closed on October 29, 30, and 31 due to power outages caused by Hurricane Sandy. Taking this fact into consideration, the 5% increase in circulation at the branches is not only surprising but hopeful.

The number of computer sessions increased by 18%, from 78,199 in 2011 to 92,314 in 2012. The computers used by hours also increased by 18% from 53,050 in 2011 to 62,428 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 October was 316,008. This is an increase of less than 1% from last year's October attendance of 314,792. The Main Library had a sizable increase in attendance, bucking a trend of declining patronage.

### **Program and Outreach Highlights**

October was a great month for CPL programming and Writers and Readers. On October 18, author Valerie Bertinelli spoke to an audience of 175 people about her new cook book, *One Dish at a Time: Delicious Recipes and Stories From My Italian-American Childhood and Beyond*. Joe Crea, *Plain Dealer* food critic, moderated the discussion with Bertinelli as a part of this program.

The last Writers & Readers program of 2012 was held on October 20. Science writer Rebecca Skloot spoke to approximately 310 people of all ages about her award-winning book, *The Immortal Life of Henrietta Lacks*. In attendance were 80 students from John Hay High School who had read *The Immortal Life* as a part of their assigned coursework. These students were afforded the opportunity to be part of a private meet-and-greet prior to the event

**World Chess Day**

World Chess Day was celebrated at Main Library on October 13. The day's highlight was a chess match between 14-year-old National Chess Master Justus Williams and twenty participants. Mr. Williams worked through each of the games clockwise, making one carefully considered move after another. The participants were all among the strongest players in the local *Progress with Chess* program. Following two hours of chess play, the Library showed the documentary film *Brooklyn Castle*, which tells the inspiring story of how chess helped to transform the lives of Mr. Williams and four of his classmates at a below-poverty-level school in New York. Executive Producer Robert McClellan and Justus Williams answered the enthusiastic audience's questions following the screening. The screening was co-sponsored with the Cleveland *Progress with Chess* program, Le Castle Film Works, and the U.S. Chess Federation. Approximately 118 people attended.

**Sports Icon Oral History Project**

Sam Rutigliano, who coached the Cleveland Browns team from 1978-1984, was interviewed by legendary sports journalist Dan Coughlin on October 31. This is the second Icon interview for the new Sports Icon Oral History Project coordinated by Darlene Ronney, Manager of the Social Sciences Department-Sports Research Center. There was a photo session and luncheon. Myself, Thomas Corrigan President of the Board of Trustees, and some departmental staff members attended the Icon activities.

**Octavofest**

Once again, in 2012, the Ohio Center for the Book is the lead partner in the Octavofest programming and promotion that included seventy-eight programs from a host of organizations across northeast Ohio. The Ohio Center for the Book sponsored several events, as well, such as the showing of the documentary film *Proceed and Be Bold!* about artist Amos Paul Kennedy at the Jefferson Branch on October 1<sup>st</sup>; nine very successful photo-book making workshops with book artists Melissa O'Grady at Cleveland Public Library Branches; and a lecture with nationally respected book artist and photographer, Bea Nettles on Saturday, October 27, 2012. The Ohio Center for the Book also sponsored two Little Free Libraries in the community—one at the Dave's Super Market on Payne Avenue and one at the Seeds of Literacy at W. 25th and Clark

Avenue that offered over 300 books to happy readers. Promotion for Octavofest events was encouraged through a display at the Statler Arms which was prepared by Amy Dawson and featured work by local book artists such as Melissa O'Grady, Laura Martin, and Anne Weissman.

## **Marketing and Communications**

### **TechCentral**

#### **myCloud Branch Pilot Program**

The myCloud pilot programs for the West Park and Harvard Lee branches are on track to begin on November 5. Training was held for staff at both branches in October on myCloud, its use, and basic troubleshooting techniques. Branch staff will act as first-line responders for any myCloud questions or problems, referring issues to TechCentral as necessary. TechCentral staff will teach the myCloud orientation classes at both branches in November. The first orientation will be held on November 5 and will be repeated weekly at each branch as well as twice per week at TechCentral. Patrons can attend an orientation at any location, after which time they will be registered to use myCloud throughout the system.

#### **TechToyBox**

Supplies have been ordered to implement security and circulation changes for the TechToybox. Most have arrived, as well as the new TechToyBox devices for circulation. A November re-launch is planned for the new and existing devices, as soon as the changes have been implemented.

#### **TechCentral Visits and Tours**

TechCentral hosted several tours from individuals and groups during October, including, but not limited to:

- Carolyn Johnson - Central Library of Rochester & Monroe County
- Medina County District Library Administrative Team

TechCentral was also host to a demonstration of the Library's MFD solution, led by Xerox, for two CLEVNET member libraries that are interested in participating in the system.

## **Meetings and Activities**

CPL began a series of meetings with the North and South Broadway communities to discuss the possible closing of the Broadway Branch. The first meeting was held at the Broadway branch on October 10<sup>th</sup>. Twenty community members attended, and their concerns about the closing was heard by myself, the leadership team, and Board President Tom Corrigan. On October 13<sup>th</sup>, a smaller turnout added their concerns about our future plans. The board passed a resolution on October 18<sup>th</sup> that would close the Broadway Branch on November 16<sup>th</sup>, but asked the staff to bring a report back to the Board which evaluated different service approaches.

- I presented "Sacrifice, Integrity, and Respect: How to Be a Remarkable Leader" at the Nevada Library Conference.
- I was interviewed by Noriko Takiguchi, a Japanese freelance writer, who is examining best practices in American libraries.
- I attended the Public Library Association's Fall Board meeting.
- I was represented by Cindy Lombardo and President Corrigan represented the Board at a special Writers and Readers program on behalf of Bouchercon.

## **CLEVNET**

October's total OverDrive CLEVNET eMedia collection circulation was 67,051 sizably up from last year's total of 42,721. CPL has 4,468 total followers on Twitter and the Facebook page currently has 4,630 fans.

## **GRANTS & DEVELOPMENT**

### Cleveland Clinic

CPL received a \$5,000 Community Partnership Support donation from the Clinic. This donation was driven by the partnership formed during the Sterling branch Summer Camp.

### MyCom

Starting Point is the organization now responsible for My Com. Their main interest is to expand the tutoring services offered at CPL branches. Aaron Mason and I are

working to explore tutoring options to present as a proposal to MyCom.

#### America Reads

Finalized contract for 2012/2013 after-school tutoring at 7 CPL branches provided through Cleveland State University's Career Services Center.

#### Gund Foundation

This year we were awarded \$2,000 for updates to the Octavofest website. Though the website was updated, there was no cost; services were donated through Cleveland State University an Octavofest partner. We received permission from the foundation to use these funds toward 2013 Octavofest marketing expenses.

#### Wellness @ Work Award

2013 is the fifth year these awards are being offered by the Cleveland Museum of Natural History, honoring Northeast Ohio's best companies working for wellness—providing the healthiest work environments for their employees and incorporating sustainable practices into the workplace. CPL is exploring submitting an application. I will be working with Ronelle and Tim on completing the application.

#### Friends of CPL

- Scheduled first meeting of the Nominating Committee (Felton Thomas, Thomas Corrigan, Allison Wallace, Bob Pincus) to begin discussing potential candidates for the new Friends Foundation Board of Directors
- Submitted Directors reports to Friends detailing 2012 activities (how Friends funds were spent)
- Submitted Letter from the Director for Friends Winter 2012 Newsletter
- Began conversations on 2013 budget request to Friends

### **PUBLIC SERVICES**

#### Programs, Services & Exhibits

During the month of October the Library hosted approximately 108 programs. New to this monthly report is an accounting of system-wide educational services



also facilitated by the OPS department. In October the Library either hosted or sponsored: 178 story times, 154 days of after-school tutoring (9 locations from 3-5 PM M-Th.), 132 after-school snacks programs at 9 branch locations, 58 GED classes, 18 ESOL classes, 12 Chinese language classes for children, 20 hours of music-based literacy programming, and 7 Brain Time sessions provided by Beechbrook in collaboration with Library staff. Educational and nutritional services accounted for over 700 hours of coordinated activities system-wide in the month of October. Total programming/educational services related expenditures for the month totaled \$27,229.76, 56% of which being devoted to 2013 outreach and programming contracted services and supplies.

Included in the educational services category is the Rockin' in the 216 program, facilitated by Greater Cleveland College Now. On October 1 at the Rockport and Harvard-Lee, high school aged students began the first 8 week session of this program. Four days a week the students attended ACT preparation classes and digital arts programming. During their first 4 weeks each class was administered their first ACT test to determine their skill level. At the conclusion of the course a second test will be given to measure their progress. The average class size for the program is 12 students at each location.

On October 18, author Valerie Bertinelli spoke to an audience of 175 people about her new cook book, *One Dish at a Time: Delicious Recipes and Stories From My Italian-American Childhood and Beyond*. Joe Crea, Plain Dealer food critic, moderated the discussion with Bertinelli as a part of this program.

The last Writers & Readers program of 2012 was held on October 20. Science writer Rebecca Skloot spoke to approximately 310 people of all ages about her award winning book, *The Immortal Life of Henrietta Lacks*. In attendance were 80 students from John Hay High School who had read *The Immortal Life* as a part of their assigned coursework. These students were afforded the opportunity to be part of a private meet-and-greet prior to the event.

As mentioned in the OPS September monthly report the Cleveland Public Library sponsored the keynote speaker for the 2012 Latino Youth Summit hosted by Cleveland State University on Thursday, October 25, 2012. Youth motivational speaker and author, Patrick Perez, gave his

interactive presentation, Mad Skills for Student Success to over 200 high school students from the Cleveland and Painesville school systems. In addition to the sponsorship of the keynote speaker, CJ Lynce and Adam Jaenke of Tech Central offered a presentation on myCloud, college preparatory resources and other available technology and online resources at CPL, as well as demonstrations of the new 3D printer.

In September a total of 59 meeting room requests were processed by the OPS department and 43 AV requested were filled for both Branches and Main Library. Notable events that took place in Library meeting rooms and auditorium were the Grant Makers in Aging mixer in the LSW auditorium, and Sodexo's 2 day event in both the LSW auditorium and room 341. Meeting room reservations accounted for a total \$2000.00 of usage fees.

#### *Harvey Pekar Library Card*

Joyce Brabner, widow of underground comic book writer Harvey Pekar and a writer of political comics in her own right, visited Main Library on October 15 to receive her own Harvey Pekar Library card. The card features a black-and-white drawing by Joseph Remnant of the 1925 Main Library from Harvey Pekar's *Cleveland*. Fox8 News and Cool Cleveland publisher Thomas Mulready were on hand to photograph the event and to interview Ms. Brabner, who spoke about the card and about how she and Mr. Pekar chose to live in Cleveland because of the area's great libraries. A celebratory event in which a statue of Mr. Pekar was unveiled as part of a "creative desk" installation was held the day before at the Cleveland Heights-University Heights Public Library.

#### *World Chess Day*

World Chess Day was celebrated at Main Library on October 13. The day's highlight was a chess match between 14-year-old National Chess Master Justus Williams and twenty participants. Mr. Williams worked through each of the games clockwise, making one carefully considered move after another as the opponents. The participants were all among the strongest players in the local Progress with Chess program. Following two hours of chess play, the Library showed the documentary film *Brooklyn Castle*, which tells the inspiring story of how chess helped to transform the lives of Mr. Williams and four of his classmates at a below-poverty-level school in New York. Executive

Producer Robert McClellan and Justus Williams answered the enthusiastic audience's questions following the screening. The screening was co-sponsored with the Cleveland *Progress with Chess* program, Le Castle Film Works, and the U.S. Chess Federation. Approximately 118 people attended.

*American Checker Federation World Title Match*  
Special Collections hosted the *American Checker Federation 11-man Ballot World Title Checkers Match* between Alex Moiseyev of Dublin, Ohio, and Richard Beckwith of Willoughby, Ohio, on Oct. 6<sup>th</sup>. This is a unique style of play where each side removes one checker before the start of the game to eliminate prepared knowledge of published games. Alex Moiseyev successfully defended his title in a 16-game match by defeating Richard Beckwith 4-0 with 9 draws.

#### *Youth Services*

Manager, Annisha Jeffries and staff coordinated activities for the Star Wars Reads Day program on Saturday, October 6, 2012. 15 children attended the hour long program of crafts, stories and giveaways.

Manager, Annisha Jeffries conducted a story time to 11 children from Children First Preschool on Friday, October 19, 2012.

Youth Services Librarian, Jennifer Rhodes and Library Assistant, Christine Feczkanin conducted a tour to 37 8th grade students from Marion Seltzer School on Friday, October 26, 2012.

#### *Music at Main*

*Music at Main* featured the Kyodai Brass Quintet on October 6<sup>th</sup>, 2012. The five members of Kyodai Brass are all students at the Cleveland Institute of Music. The program consisted of music for brass by Anthony Holborne, Viktor Ewald, Rossini, and David Sampson. There were approximately 20 people in attendance. *Music at Main* featured Cleveland Orchestra trumpet player, Jack Sutte on Oct. 20<sup>th</sup>. Mr. Sutte played various trumpet fanfares and old time favorites such as *Abblasen*, *the Josephine Waltz*, and compositions by Girolamo Fantini and Theodore Hoch. Approximately 40 people attended.

*Sports Icon Oral History Project*

Sam Rutigliano, who coached the Cleveland Browns team from 1978-1984, was interviewed by legendary sports journalist Dan Coughlin on October 31. This is the second Icon interview for the new Sports Icon Oral History Project coordinated by Darlene Ronney, Manager of the Social Sciences Department-Sports Research Center. There was a photo session and luncheon. Felton Thomas CEO, Thomas Corrigan President of the Board of Trustees, and some departmental staff members attended the Icon activities.

*Small Business Legal Issues*

On Wednesday, Oct 17, Business, Economics and Labor Department hosted a Small Business Legal Issues program. The speaker was Mrs. Nouvelle L. Gonzalo, Attorney at Law. A group of 19 attended the late afternoon program. Talking points of the event focused choosing the legal structure of a small business, business contracts, franchising, and intellectual property.

*Presidents of the United States born in Ohio Display*

Nick Durda has mounted a display of photographs of the Presidents of the United States born in Ohio. The exhibit includes photographs from the Photograph Collection of Ulysses S. Grant, Rutherford B. Hayes, James A. Garfield, Benjamin Harrison, William McKinley, and Warren G. Harding. Not included is William Henry Harrison, claimed by Ohio and Grandfather of Benjamin Harrison. Harrison was the first sitting President to have his picture taken, a daguerreotype in 1841; unfortunately the Collection does not have a copy of this photograph.

*Beautiful Paper, Beautiful Books*

Pam Eyerdam installed the exhibit, *Beautiful Paper, Beautiful Books* in the Special Collections Reading Room. This exhibit features various book examples of papermaking from the collection to celebrate Octavofest. Books made by the famous American papermaker, Dard Hunter are especially interesting.

*Miniature Books from the Puskas Collection*

Kelly Brown installed the exhibit of *Miniature Books from the Puskas Collection* in honor of Octavofest in the JGW Exhibition Hall. This collection was donated by John F. Puskas, a local Cleveland artist and graduate of

the Cleveland Institute of Art, in 2002. The collection includes a variety of subjects and titles.

#### *Bouchercon Exhibit*

All Literature Department staff members participated in the creation of the Bouchercon Display on the 2nd Floor of the Main Library Building. The display honors the five featured authors of the Bouchercon Cleveland Conference which was held on October 4th to 7th at the Renaissance Hotels on Public Square. The exhibit *The Mystery of Bouchercon - Cleveland, 2012*, details the 2012 Bouchercon World Mystery Convention which is a nonprofit, all-volunteer organization which holds an annual convention in honor of Anthony Boucher, the distinguished mystery fiction critic, editor and author. The event bringing together all parts of the mystery and crime fiction community, and is commonly referred to as just Bouchercon.

#### *Brown Bag Book Club at Main*

The Social Sciences Non-Fiction Book Club was held on October 11, 2012 at 12:00. The book discussed was *Death Ride at Euclid Beach: and More True Tales of Crime & Disaster from Cleveland's Past* by John Stark Bellamy. Lakeisha Winstead and Helena Travka were the facilitators. There were 6 participants.

#### *Nancy Drew Scavenger Hunt*

The Ohio Center for the Book hosted a reception for the launch of the Nancy Drew Scavenger Hunt at the Cleveland Public Library. The event was held at 4:00 on October 4th so as to invite participation from mystery fans and writers visiting for the Bouchercon Convention. The Nancy Drew Scavenger Hunt Amateur sleuths looked for clues to complete the hunt hidden throughout the Library's Main Building and Louis Stokes Wing. Along the way, they learned about several Ohio authors, including the original author of the Nancy Drew books, Mildred Wirt Benson. A prize was awarded for successfully locating all the clues. The NDSH will be an ongoing activity for the Ohio Center for the Book and the Library and has encouraged successful sleuthing throughout the month of October.

#### *Octavofest*

Once again, in 2012, the Ohio Center for the Book is the lead partner in the Octavofest programming and promotion that included seventy-eight programs from a host of

organizations across northeast Ohio. The Ohio Center for the Book sponsored several events, as well, such as the showing of the documentary film *Proceed and Be Bold!* About artist Amos Paul Kennedy at the Jefferson Branch on October 1st, nine very successful photo-book making workshops with book artists Melissa O'Grady at Cleveland Public Library Branches; and a lecture with nationally respected book artist and photographer, Bea Nettles on Saturday, October 27, 2012. The Ohio Center for the Book also sponsored two Little Free Libraries in the community—one at the Dave's Super Market on Payne Avenue and one at the Seeds or Literacy W. 25th and Clark Avenue that offered over 300 book to happy readers. Promotion for Octavofest events was encouraged through a display at the Statler Arms which was prepared by Amy Dawson and featured work by local book artists such as Melissa O'Grady, Laura Martin, and Anne Weissman.

#### *United Nations Day*

Kofi Annan: Center of the Storm, a documentary about United Nations Secretary-General Kofi Annan was shown on October 24, 2012 at 12:00 noon. The documentary followed Kofi Annan from Afghanistan Norway to accept the Nobel Prize to an appearance on Sesame Street. This program was part of an introduction to the Social Sciences Department's United Nations collection.

#### Outreach

##### *Slovenian Museum and Archives*

Michael Ruffing and Ann Olszewski met with representatives of the Slovenian Museum and Archives and Genealogy Society (6407 St. Clair Avenue) to provide advice regarding their options for preserving and making accessible a complete run of the local Slovenian newspaper, *Ameriška Domovina*. The Library agreed to lend its microfilm covering the period 1908-1939 so that the Society could prepare an index. Representatives of the Museum and Archives were John Kirn and Fran Coberly. The representative for the Genealogy Society was Rose Marie Macek Jisa. The meeting ended with a tour of one of Cleveland's best-kept secrets: the historic ca. 1870s Diemer Mansion, which sits immediately behind the commercial structure at East 64<sup>th</sup> and St. Clair, a rare vestige of 19<sup>th</sup> century St. Clair Avenue.

*World Chess Hall of Fame*

Special Collections staff worked with the Curators from the *World Chess Hall of Fame* (St. Louis) to lend items related to chess and the American Presidency. This loan of material was for their opening exhibit, *Power in Check: Chess and the American Presidency* on view from October 18, 2012 - April 21, 2013. Through the study of their personal possessions, correspondence, and memorabilia, the exhibit reveals how the so-called "Royal Game" has fascinated American presidents for over two hundred years.

*Cleveland Chamber Music Society*

Michael Dalby and Practicum student Bryan Silver completed a chamber music brochure highlighting CPL resources that align with the Cleveland Chamber Music Society's 2012-2013 season. Flyers were delivered to the Society's first concert on October 9<sup>th</sup>, 2012 and available at every concert throughout the season. The brochure also includes links to Naxos music Library playlists (a new CPL database) that we created of each recital work so that patrons can listen to the repertoire before or after the concert at their convenience.

*"People of Ohio" Event for Archives Month*

In honor of Archives Month Jean Collins and volunteer Raymond Rozman attended the event titled "People of Ohio: Musicians and Music from Polonaise to Polka and Punk" at the Rock and Roll Hall of Fame Library and Archives on October 2, 2012. Mr. Rozman presented an archive reading of primary resources from the Musicarnival Collection including a set of letters between owner and producer John Price and several fans. Mr. Rozman also displayed memorabilia from the collection at the event. The event was hosted by the Rock and Roll Hall of Fame and Museum's Library and Archives and was held in the Black Box Theatre of the Tommy LiPuma Center for Creative Arts of Cuyahoga Community College (Tri-C). Local singer-songwriters, including Chris Allen, Justin Gorski (a.k.a. DJ Kishka), and Roger Hoover, performed from handwritten song lyrics housed in the Rock Hall's archival collections, along with their own original songs that they had donated to the Library and Archives. In addition, special guest John Soeder read from the writings of Jane Scott in the Rock Hall's newly acquired Jane Scott Papers. The event was free and open to the public and showcased

materials housed in the Rock and Roll Hall of Fame and Museum's Library and Archives and additional local archives and libraries that relate to Ohio music and musicians in the northeast Ohio area.

*Books By the Bank*

Steve Capuozzo represented the Ohio Center for the Book at the Books By The Banks book festival in Cincinnati on Saturday, October 20, 2012. He raffled off a basket of books by Ohio authors that included 94 entries and promoted the Ohio Center for the Book programs and services. Of special note was that he was able to connect with many school teachers and informed them about the Letters About Literature contest.

*Database Presentation for Rebecca Skloot Program*

As an addition to the presentation by Rebecca Skloot on October 20, Maureen Mullin demonstrated to patrons how to find the type of research that Ms. Skloot referred to in her book by using the Cleveland Public Library's databases. Using the Smart Board in Tech Central, she showed patrons how to access the full-text articles from medical research published by Drs. George O. Gey in the 1950s and Walter Nelson-Rees, in the 1970s. Staff from Tech Central continued with this demonstration for the remainder of the day.

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- The Cleveland Public Library's cookbook collection, and in particular, *Modernist Cuisine: the Art and Science of Cooking*, by Nathan Myhrvold, was featured in an article by Debbie Snook in the Plain Dealer on October 17, 2012.
- A college student at Toledo University, on her time off visiting home, was working on her report on "Xenotransplantation." Elvira Baron showed her EBSCOHost searching, JSTOR database searching, and the US National Library of Medicine website. She



appreciated the demo and took notes so she can do more searches at her home computer.

- A patron was looking for an acronym medical dictionary. Elvira Baron, who is taking a CPL ed2go class that lists this information as part of the coursework, shared the website with the patron by printing the page from the internet. The patron was very pleased.

### Collection Development

#### *Digitization of John G. White Diaries*

Staff has selected 10 volumes of the *Diary and Views of Fishing Trips Taken in Wyoming, Yellowstone National Park, and Newfoundland* for digitization. Five volumes are being sent to NEDCC now and 5 more will be sent in January 2013. These diaries are important personal accounts of travels to Wyoming, Yellowstone & Newfoundland. The photos included depict what the American landscape looked like in the early 1900s.

#### *Coroner's Report on East Ohio Gas Company Disaster October 20, 1944*

PAL received from Preservation circulating copies of *Coroner's Report on East Ohio Gas Company Disaster October 20, 1944* by Dr. S. R. Gerber and *Report of Technical Consultants Board of Inquiry of the May of Cleveland on the East Ohio Gas Company Fire* by George Barnes.

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

- A patron from Japan visited PAL to research Cleveland's brownfields.
- High School students from Shaker Heights were assigned to review books on witchcraft from Special Collections. Staff worked with the teacher to choose texts and assist the students. Students are to review the text in regards to the "witch hunt" in America.
- A student from a Woman's Study class at Tri-C researched the death of Mary Keokee Monroe (1846-1863). Mary Keokee Monroe has a headstone in Woodland Cemetery and the patron was assigned a ten-page research paper to be written about this girl. Staff found newspaper articles, the published sermon of her funeral, a picture of her house on

- Euclid Ave, information about the Cleveland Public School system at the time and her church.
- Reader advisory in both Russian and Mandarin Chinese languages. Agatha Christie Museum in Netherlands emailed Foreign Literature Department to inquire if CPL owned copies of author's books in Bengali and Marathi.
  - A CLEVNET library called looking for the amount of money spent on disaster relief in 2010. Outlays for Disaster Relief were located in the U.S. Budget, Historical Tables. Another question was asked about FEMA's relationship to the federal agency Homeland Security.
  - Two college students were looking for information on tongue cancer and cardiovascular disease linked to periodontal disease. Elvira Baron demonstrated databases such as EBSCOHost and JSTOR, and *Cancer of the Mouth, Tongue, and Esophagus: Their Pathology, Symptoms, Diagnosis, and Treatment*, by Frederic Bowreman Jessett, was found for one young lady.
  - For his work, a patron was asking for info on plastics and adhesives, polymers, and machine design. Elvira Baron pointed out General Science Full-Text, JSTOR and Science Gale Virtual Reference Library. He said "this is exactly what he was looking for."
  - A patron requested "A Manual for Railway Engineering" 2007 standard.
  - A patron requested older books on the nervous system. He used *The Elementary Nervous System*, by G. H. Parker, 1919; *The Nervous System and its Conservation*, by Percy Goldthwait Stiles, 1915; and *The Origin and Development of the Nervous System From a Physiological Viewpoint*, by Charles Manning Child, 1921.
  - A patron requested *Science and the Modern World*, by Alfred North Whitehead, published in 1925 as part of the Lowell Lecture Series.
  - A patron requested *A First Book of Electricity & Magnetism for the Use of Elementary Science and Engineering Students, and General Readers*, by W. Perren Maycock, M.I.E.E., published in London in 1904.
  - A patron requested *Inventory of Water and Sewage Facilities in the United States, 1945*. A

*Cooperative inventory by the Sanitary Engineering Divisions of State Health Departments and the U.S. Public Health Service*, published by the United States Public Health Service, Sanitary Engineering Division.

- A patron requested *Fundamentals of Radio Communications* by Abraham Sheingold, published in 1951.
- A patron requested *Roark's Formulas for Stress & Strain* by Warren C. Young, 1989.
- A patron requested *The Glass Industry in Ohio*, by Simon N Wilson, published in 1938 by the National Youth Administration in Ohio.
- A patron requested *The History of Agricultural Gypsum*, by William Crocker, published by The Gypsum Industries Association, in the 1920s.
- A patron requested *AORN Standards and recommended Practices for Perioperative Nursing - 1992*, published by the Association of Operating Room Nursing, Inc.
- A patron made a large number of copies from *The Ohio State Building Code*, and another patron used *Minimum Design Loads for Buildings and Other Structures*, published by the American Society of Civil Engineers.
- Madison Library requested wiring diagrams for a 1955 Ford Montclair vehicle. Eight pages were scanned to the librarian's email on the new MFD from *Final National Service Data*, published by the National Automotive Service.
- A local businesswoman needed information quickly on the 1851 Great Exhibition in London. Original publications, including the multivolume set *The Great Exhibition of the World's Industry: Held in London 1851: Described and Illustrated by Beautiful Steel Engravings, from Daguerreotypes by Beard, Mayall, etc., etc.*, published by John Tallis & Company in 1852 are held at Lake Shore. She could not wait for the items to be shipped down to Main Library. Jim Bettinger suggested she travel to Memorial Nottingham Branch and do her research there. She was very appreciative and able to complete her report on time.

Staff Development

Sheba Marcus-Bey, BEL Department Manager attended the NEO-RLS Finance Committee Meeting on October 6, 2012 and the monthly NEO-RLS Board Meeting on October 23, 2012. Ms. Marcus-Bey also attended a Y.O.U. Community Volunteer Recognition Breakfast at the Jump Start facility on October 19, 2012. The event recognized various volunteers and the contributions they make in the development of Y.O.U. participants lives.

Helena Travka was elected to a two year term on the Ohio Library Council Membership Committee. The term runs from January 2013-December 31, 2015.

Manager, Annisha Jeffries visited the COSI - Center of Science & Industry in Columbus, Ohio on Friday, October 26, 2012 with Tech Central Manager, CJ Lynce and Computer Learning Connection Librarian, Olivia Hoge. The purpose of our visit was to examine what other cities are doing for Family & Children throughout libraries, museums and science centers.

Other Main Library News*Shelf/Shipping Department Update*

October was a productive month for the Shipping Department as over 7,700 items (boxes, bags, and totes) were sent throughout Cleveland Public Library and CLEVNET system, as opposed to 5,000 items sent last October 2011. For the first time since May 2012, the Shipping Department did experience a few backlogs during October. There were three times during the month of October that the Shipping Department experienced a materials backlog of one day. The positive aspect is that the backlogs were contained, eliminated quickly and did not grow into multiple days.

TECHCENTRAL*myCloud Branch Pilot Program*

The myCloud pilot programs for the West Park and Harvard Lee branches are on track to begin on November 5. Training was held for staff at both branches in October on myCloud, its use, and basic troubleshooting techniques. Branch staff will act as first-line responders for any myCloud questions or problems, referring issues on to TechCentral as necessary.

TechCentral staff will teach the myCloud orientation classes at both branches in November. The first orientations will be held on November 5 and will be repeated weekly at each branch as well as twice per week at TechCentral. Patrons can attend an orientation at any location, after which they will be registered to use myCloud throughout the system.

#### *TechToyBox*

Supplies have been ordered to implement security and circulation changes for the TechToybox. Most have arrived, as well as the new TechToyBox devices for circulation. A November re-launch is planned for the new and existing devices, as soon as the changes have been implemented.

#### *TechCentral Visits and Tours*

TechCentral hosted several tours from individuals and groups during October, including, but not limited to:

- Carolyn Johnson - Central Library of Rochester & Monroe County
- Medina County District Library Administrative Team

TechCentral was also host to a demonstration of the Library's MFD solution, led by Xerox, for two CLEVNET member libraries that are interested in participating in the system.

#### *Computer Classes and One-on-One Sessions*

In October, TechCentral staff conducted a total of 20 classes at Main Library, 51 classes in 12 branches, and 10 scheduled myCloud orientations. Forrest Lykins presented the new *Your Digital Footprints* class in the TechCentral Learning Lab (LSW 217) on October 17.

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

- Using Freegal
- Using the Chilton Database
- Loading Music onto MP3 player
- Microsoft Powerpoint
- Microsoft Publisher
- Windows File Management
- Web Browsing
- Online purchasing

- Adobe Photoshop Online
- File Backups
- Windows and Anti-Virus Security Updates

#### *Personnel and Staffing*

Curtis Flowers and Matthew Sucre both joined the TechCentral team as PTR Library Assistants, Computer Emphasis on October 9. Their addition brings the TechCentral Department to full staffing capacity. Both Curtis and Matthew have been training on both general departmental procedures and have also begun shadowing other instructors in preparation for teaching computer classes in November and December.

#### *Outreach*

C.J. Lynce presented the session *TechCentral: Incorporating the latest technologies into library services* for the NEO-RLS multi-library in-service day at Kent State University on October 8. CJ also presented a webinar for the Ohio Library Council entitled *Tech Tools for Tight Budgets* on October 31, along with Cari Dubiel, Computer Services Manager of the Twinsburg Public Library.

On October 18, Terry Metter presented a session to teachers of the Max S. Hayes High School regarding the use of NOOK eReaders and the Library's eMedia collection. October's session was held at TechCentral, and two more events are planning at Carnegie-West in November.

On October 25, Adam Jaenke and CJ Lynce attended the Latino Youth Summit held at Cleveland State University on behalf of the library. CJ presented a session regarding various services that TechCentral and the Cleveland Public Library has to offer for potential college students as well as those that will be attending college this fall. Adam and CJ also helped to staff a table at the college fair, during which they demonstrated the 3D printer as well as other services the library has to offer, such as Ed2Go, LearningExpress Library, etc.

OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

In September, OLBPD circulated 60,663 books directly to patrons. BARD statistics were not available at the time the report was written.

OLBPD Manager Will Reed presented a talk about OLBPD, and provided updates on service to current and potential patrons at the Canton Christian Home's Vision Fair on Saturday, October 6. OLBPD also hosted an information table. The Canton Vision Fair was sponsored by the Philomatheon Society of Canton and Canton BSVI.

On October 9, OLBPD Manager Will Reed and State Library of Ohio Talking Book Program Coordinator Tracy Grimm attended a meeting of the Ohio Department of Rehabilitation and Correction Prison Librarians to present information about Ohio's Braille and Talking Book Program and address administrative, safety and security concerns regarding OLBPD service to incarcerated Ohioans at correctional facilities. OLBPD and SLO will transfer individual, incarcerated patron service to institutional prison service. Meaningful contacts with prison librarians administering OLBPD service were established as a result of this meeting and presentation.

Likewise on October 9, OLBPD Manager Will Reed and State Library of Ohio Talking Book Program Coordinator Tracy Grimm visited the Ohio State School for the Blind in Columbus. During the visit, students asked questions and received OLBPD digital talking book machine protective sleeves and flash drives. Photos from the visit were included as part of Ohio Library Snapshot Day 2012. On October 18, OLBPD Manager Will Reed attended the State Library of Ohio Talking Book Program Consumer Advisory Council (CAC) Meeting in Columbus. CAC members were shown the OLBPD PSA, which was warmly received and earned overwhelmingly positive feedback. CAC members were also given updates about the service as well as information from the NLS Biennial Conference in Newport, RI.

On October 22, OLBPD Manager Will Reed held the first planning meeting for OLBPD Family Fun and Learning Day events in 2013 with SLO in Columbus and Clovernook Center for the Blind in Cincinnati. Preliminary

questions and answers were discussed and the next meeting will take place in January 2013.

OLBPD Librarian Michelle Makkos provided information and talks about the service to the Lake County Low Vision Support Group on 10/1; Brookpark Senior Club 10/2; Life Skills Community Fall Festival

#### BOOKMOBILE/ON THE ROAD TO READING

The bookmobile had 64 stops, completed 16 new library card applications, and welcomed 862 persons on board. 748 reference and 881 directional questions were asked on board and 223 reference and 131 directional questions were called in to the office.

Tristan Wheeler and Bob Turowski of the OPS are now driving the bookmobile twice a month to keep up the skills they learned from train Carol Thomas in the summer.

On the Road to Reading staff visited 81 classrooms with a total of 1025 in attendance. 82 deposit collections were circulated to classrooms with a total of 1886 items.

Twelve visits were made to pediatric/WIC waiting rooms with 54 in attendance. One PNC grant story time was presented with 35 in attendance; five Big Bank events were held with 77 in attendance.

#### BRANCHES

In preparation for the potential closing of the Broadway Branch Assistant Director, Public Services Branches, Carlos Latimer and Director of Public Services, John Skrtic worked to complete the following tasks; created a checklist for the closing of the branch, drafted an outreach plan for the North Broadway neighborhood, assisted in the organization and facilitation of two community meetings led by CPL, attended meetings with community organizations in the North Broadway area, and attended the Broadway Collaborative and Ward 5 community meetings.

The project to install new computers in the branches took place throughout the month. Hough, Langston Hughes, Woodland, Carnegie West, Eastman, and Fleet all received



new computers and software updates. In essence these newly added computers doubled the amount of PCs for patron use at each facility. Unused shelving was also moved out of Langston Hughes, Carnegie West, and Fleet to create space for the new hardware.

The Learning Center initiative kicked off at seven branches during the month. Activities that surrounded this initiative included, new TV monitors, and after school snack and homework tutoring.

### **TECHNICAL SERVICES**

Technical Services held a "Souper Lunch" on October 29, to raise funds for United Way & Community Shares. Soups were donated by Mike Monaco, Jintao Huang, Andrea Johnson, Imani Blaine, Elizabeth Bardossy, Shirley Jones, Lisa Kowalczyk, Alicia Naab, Sandy Jelar Elwell, Rollie Welch, and Patricia Lowrey. Breads were donated by Larissa Povitsky, Amei Hu, Carole Brachna, and Ann Olszewski. Nancy Mocsiran organized the event and \$251 was raised.

All bargaining unit performance evaluations were completed.

Ms. Lowrey attended the two town hall meetings about the Broadway Branch and a planning meeting about the new location for the South Branch. She met with Public Services directors about the 2013 materials budget allocations. Ms. Lowrey attended the Rebecca Skloot Writers & Readers program.

Collection Management: Branch discretionary ordering for 2012 has been completed by the end of October. Throughout the year Nancy Mocsiran, Bonnie Bolton and Laura Mommers quickly processed the monthly orders for adult, juvenile and young adult books along with DVDs and CDs. For each month, Ms. Mocsiran and Ms. Mommers maintained detailed logs of allocated Branch funds and dollar amounts ordered by each Branch.

For the month of October Ms. Mommers ordered 306 DVD titles and 3,773 copies for the Branches and the AV Department. She ordered 294 CD titles and 3,302 copies for the Branches and the Popular Library. In addition to central ordering for the system Ms. Mommers processed

\$11,479 worth of discretionary non-print items for the Branches. Bonnie Bolton selected a total of 483 titles for Main Library and Branch juvenile collections for the month of October. A total of 5,737 books were submitted to High Demand or Acquisitions.

Ms. Mocsiran, Ms. Mommers and Mr. Welch all participated in Technical Services Soup Day, a fund raiser for the United Way. Ms. Mocsiran took a lead role in organizing the event. Mr. Welch attended each of the Writers and Readers author events held during October and came away impressed with the authors' presentations. Mr. Welch's online street lit review column was published in *Library Journal*. Mr. Welch also had a review published in the Plain Dealer's Sunday book page. Mr. Welch also co-authored a column that appeared in the October issue of VOYA.

High Demand: October was a busy month in High Demand, with many big name authors publishing a title. This month we processed a far wider variety of titles than usual. Last October, we added 792 unique titles and 15,745 items. This October we added 1,425 titles and 22,513 items. We also ordered 2,146 titles and 21,551 items. Kudos to the High Demand staff!

Carole Brachna, High Demand Manager, attended the Technical Services retreat at Mohican State Park Lodge on Oct 2 and 3. The theme was Radical Opportunities, New Trends. Bradford Lee Eden, Dean of Library Services, Valparaiso University, spoke about the need to think progressively in Technical Services; that staffing in that area is unlikely to return to former levels; and that resources should be focused on cataloging unique local resources.

On October 15, Ms. Brachna met with Sandy Jelar-Elwell, Ann Palomo, Jim Benson, Carrie Krenicky, Laura Armstrong, and Dave Swinerton to discuss how we can work together to achieve a more paperless invoicing process. Automation is doing some preparatory work. Acquisitions and High Demand will run some tests and we hope to begin a paperless invoicing process in January 2013.

Ms. Brachna attended a planning meeting for a United Way fundraiser, the Soup cook-off, and participated in the fundraiser.

Materials Processing: The Associates cataloged 1,629 titles for CPL and 1,541 titles for CLEVNET. The Associates and Senior Clerks added 6,892 items. The Technicians processed 29,526 items.

Shirley Jones made soup for Lake Shore's Soup Cook-off to support United Way and Community Shares.

Catalog: The CLEVNET test of the new subfield z guidelines was successfully completed. Andrea Johnson presented the guidelines at a CLEVNET Technical Services SIG meeting. Larisa Povitsky attended the meeting also. Barbara Satow began assisting Michael Monaco with a Government Documents Department clean up project. Ms. Satow created her first original authority records under the direction of Mr. Monaco. A total of 3,684 items were added and 5,287 titles were cataloged for CPL.

Dawn Grattino cataloged a book of patents issued to the Brush Electric Company in 1892 (ocn811780624). She also created original records for two architectural drawings by Colen Campbell, one of the founders of Georgian architecture, published in 1725 (ocn812894099 and ocn812897866). Regina Houseman worked on cataloging a number of hanging kits for Youth Services. In addition, Ms. Houseman created original records for maps including a facsimile of Blackmore's 1852 Map of Cuyahoga County, and Superman's Cleveland. The latter showed the private residences of Jerry Siegel and Joe Shuster, as well as buildings and other significant sites related to the creation of Superman in the Cleveland area.

Michael Monaco was asked to join the CPL150 team to help plan for the future. Barbara Satow contributed ideas for staff awards at an Employee Recognition Committee meeting and drafted a letter of explanation on the committee's behalf that will be distributed to the staff in the future.

Muzhgan Nazarova resigned to take another position.

Mr. Monaco, with the rest of the Ohio Library Council's Technical Services Division Action Council, helped put on the 2012 Mohican Technical Services Retreat. In addition to assisting with the logistics of running the retreat, Mr. Monaco was a panelist at a break-out session on participation in the Library of Congress'

Program for Cooperative Cataloging. Andrea Johnson attended the retreat.

Shelf/Shipping: The pages at Lakeshore Shelf/Shipping continued assisting the Government Document department in a large weeding project. The pages retrieved and shipped out a total of 493 books via request that came in from Government Documents.

Stephen Wohl visited the West Park branch on Wednesday, October 24. He was given a tour of the facility and observed the operation of the branch. Branch Manager Andrew Harant and his staff were very helpful and informative.

Imane Blaine donated a soup that made for the Lakeshore Soup Fundraiser on October 29. The lunch was attended by other staff members who all were delighted with the taste and variety of the offerings.

The staff of the Lake Shore Shelf/Shipping Department sent 954 items to the Main Library for requests (493 for Government Documents) and 122 items to fill holds. Main Library received 672 telescopes, the Branches received 1,238 telescopes, CLEVENET received 153 telescopes, CASE received 15 telescopes and CSU received 16 telescopes and Tri-C received 1 telescope for a total of 2,095 telescopes shipped out. The Technicians sent 31,572 new items to the Acquisitions and High Demand Departments.

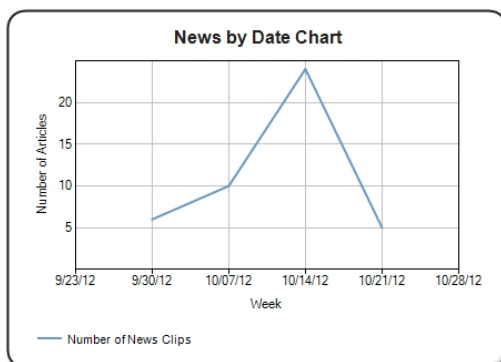
Preservation: The most heavily used Digital Gallery collections continued to be the Cleveland High School Yearbooks and Student Newspapers (37,130 item views, a new usage record); Gallery of Cleveland Photographs (23,205); Cleveland History (22,976); Main Library and CPL History; (19,671 ) and Atlases, Maps and Park Plans of Cleveland (15,319 ).

Gloria Massey continued scanning glass plate negatives from the Edmondson collection. Ninety-eight portraits of Clevelanders with last names beginning with B (through the name Boynton) were added to the Digital Gallery along with the full index to the Edmondson collection. Following advice from ICA and NEDCC paper conservators, Elizabeth Bardossy cleaned a glass plate, removing a cotton-like accretion adhered to the back of the glass. The microfiche printmasters of the Cleveland Picture Collection were sent to Backstage Library works for

scanning and conversion to searchable PDF files, to capture the full texts of the typed captions. Photographs and documents for two Public Administration Library digital projects were prepared and shipped to vendors for digitization. A group of 125 Cooley Farms photographs originally from city government were sent to Northeast Document Conservation Center. The Sunshine Magazine (issued by Sunny Acres at Cooley Farms) and 11 Cleveland African-American history documents were sent to Backstage Library Works. Ann Olszewski and Elaine Herroon from PAL worked in the Photograph Collection October 22 to select additional photographs of Cleveland African American leaders for the digital project.

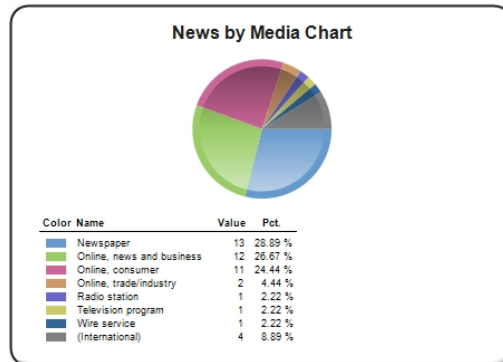
Ann Olszewski updated a section of the Disaster Plan to be added to the staff website. Elizabeth Bardossy conserved 8 technical drawings for the Parks Collection and an 8-page report from the Negro Welfare Association from PAL. Renee Pride bound the 2010 Agency annual reports for the Archives, and mounted copies of neighborhood photos and their captions for a display at Fleet Branch. Gloria Massey began work with Adobe Acrobat Professional, consolidating TIFF page images for volume 25 of the Ohio Architect, Builder and Engineer to create searchable PDF files. Laura Wallencheck created an inventory for 317 Lawrence Schriber photographs of the Cuyahoga Valley, a Photograph Collection Digital Project. Ms Wallencheck printed pull lists and requests for Shelf-Shipping while Stephen Wohl was on vacation. Elizabeth Bardossy made two soups for the October 29 Soup Fundraiser for United Way at Lakeshore.

## **MARKETING & COMMUNICATIONS**



Media coverage for the month of October included 47 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$79,661.52 with a news circulation audience of 3,389,842 people. In October, the online media outlets that featured CPL events and programs received

26,331,913 unique visitors. Full report in the Marketing Department.



An ad and editorial copy to promote ed2go appeared in the *Campus Observer* and an ad to promote TechCentral appeared in *Kaleidoscope Magazine*. Writers & Readers-Valerie Bertinelli, Uncovering Mysteries, and Rebecca Skloot were promoted on *Cleveland.com*, with Rebecca

Skloot being promoted on the mobile app. Radio spots ran on WNPR 90.3. A television spot for Rebecca Skloot ran on WVIZ IdeaStream. Eblasts were sent out by Positively Cleveland.

Search Engine Marketing with cleveland.com resulted in CPL ad being viewed 35,200 on average per week, which resulted in an average of 557 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
- Quarterly Branch and Main Manager's meeting

#### GRAPHICS

Graphics staff designed, printed, and distributed 120 printed pieces in October, in addition to graphics for the library website, and 4 staff newsletters. Shelving signs were also replaced in the Fleet Branch.

Promotional pieces included: Harvey Pekar Library Card; *Upnext*-November, and Winterfest 2012.

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

Twitter followers are up from 3,058 in 2011 to 4,468 currently. Facebook fans are up from 3,542 in 2011 to 4,630 currently. Downloads of books in an electronic format (eBooks) were up from 42,721 in 2011 to 67,051 currently.

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

Branch Changes at Cleveland Public Library; Cleveland Public Library Introduces Library Card Honoring the Life of Harvey Pekar; Cleveland Public Library Board of Trustees Meeting; and Some Branches Closed Due to Power Outage.

During the month of October, the following events, programs, and information were promoted on [www.cpl.org](http://www.cpl.org): Pekar Card; Writers & Readers: Valerie Bertinelli; Exhibits (Bouchercon, Mini-Books); Writers & Readers: Rebecca Skloot; Music@Main (CIM students, Di Tsvey); Brown Bag Book Club; Modernist Cuisine; Genealogy Clinics; Octavofest; Warm-up Cleveland; ed2go; My Tunes; Homework Help; Muzzy Online; Tumble Book Library; Homework Help; Celebrate with Books; MyTunes: Brandy; 100 Sizzling Titles; National Geographic (database); Curl Up With a Good Book; Connecting with the Community; and Brown Bag Book Clubs.

5 Popular Topic pages were updated with new book lists in October.

The fifteenth "Off the Shelf" was sent out on October 12th to a distribution list of 2,419. This issue featured: Introducing the new Harvey Pekar library card; ed2go brings the classroom to you; and Writers & Readers: Valerie Bertinelli and Rebecca Skloot. The following events were also featured: Brooklyn Castle; and Music at Main: Jack Sutte. We also featured the following new arrivals: The best of ghosts caught on film; Killing Kennedy: the end of Camelot; and The casual vacancy.

The new "Policy and Rules for Use of Library Meeting Rooms" were posted to the website and the "Fines & Fees" page in "Using the Library" was updated with new text to reflect the addition of Meeting Rooms to the schedule.

A new reading list page "The 100 Sizzling Titles" was created for Elizabeth Saxton of Youth Services and is linked to via the Teens site. Ms. Saxton used the list to help promote Teen Read Week.

Amy and David attended an online webinar about Serials Solutions' Summon product.

### **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. A per bid meeting was held for the steam conversation project at LSW and Main.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. The multipurpose room lights were rewired and relamped at Carnegie West. New power and data lines were installed for new computers at Addison, Carnegie West, Collinwood, Hough, Lorain, Memorial-Nottingham, Mt. Pleasant, Rockport, Sterling, South Brooklyn, Union, and Walz. Boilers were checked for winter operation at Addison, Harvard-Lee, Hough, Mt. Pleasant, Sterling, and Union. The Eastman Garden fountain and sprinkler system were shut down and winterized for the winter. Two newly repaired circulating pumps were installed at Lakeshore.

The Carpenters and Painters worked to install 55" smart TV's at Eastman, Fulton, Sterling, and Fleet for the new Learning Centers. Furniture and shelving were removed from MLK, Memorial-Nottingham, Langston Hughes, Rockport, Hough, Collinwood, and Walt to accommodate the new computer furniture. All of the exterior poles at Lakeshore were painted. Painting was completed at Fleet, Garden Valley, MLK, and Hough.

The Garage replaced the driver's seat in trucks #5, #12, and #15. The front breaks and rotors were changed and the oil and air filter were replaced in vehicle #25. The air filter and the oil were changed in vehicles #7, #16, and #21. A complete break job was also completed on #21.



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

## Activity

Month	Total calls	Average per day	Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents
	3721	120	24	43	358	52

## Special Attention and Special Events

October 3: Board Room Meeting  
 October 6: Checker Tournament Main  
 October 7: Octavofest Jefferson Branch  
 October 24: Cuyahoga County  
 October 25: Grantmakers in Aging 2012 Annual Conference Year of Vitality

## 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. SPS has instituted a call in process by which CPL SPS contacts the branch to verify the contracted guard is on site performing duties.
- We continue to work with G4S to address radio performance issues with the branches.

**RECORDS AND EQUIPMENT MANAGEMENT**

- Updated continue to be made to CPL SPS inventory.

**ADMINISTRATION**

- Working with Knowledge Office on Electronic Records capturing system.

**INFORMATION TECHNOLOGY & CLEVNET**Central Site Maintenance

System updates were tested on the Oracle servers on the test and backup servers before updating the production server. This proved a prudent course as the updates encountered problems. George Lenzer worked with Hewlett-Packard support to restore the Oracle servers on the backup and test servers to working condition and to prepare for a smoother update to the production servers. The production Sirsi and Oracle servers were then updated without problems.

Firmware upgrades were performed on the storage system that houses Sirsi, Oracle and Zimbra groupware. Additionally, a second storage system was integrated into the storage network to allow for expansion of space on Sirsi, Oracle and Zimbra. Space on the Sirsi and Oracle systems was increased in preparation for the next version of Sirsi Symphony. The Sirsi systems disk drives, controllers and servers were all upgraded and disk space expanded for the file systems and to prepare for expanding Zimbra disk space.

CPL Projects

Carnegie-West (8), Collinwood (4), Eastman (11), Glenville (3), Hough (6), Langston Hughes (8), Martin Luther King (6), Memorial-Nottingham (9) and Rockport (12) all received new Windows 7 PCs for the public. Fleet also received their Gates Grant-provided PCs (10) as well. This provides more computer resources for the public. Thirty laptop computers were prepared for Outreach Programming Services for the purpose of providing training for the public at the branches. The automated job that synchronizes Sirsi user PINs with the Xerox printing system was changed to update once every minute resulting in shorter wait times for patron account availability on the Xerox system. The wireless access at Eastman, Glenville, Hough, Langston Hughes and Fleet branches was upgraded to connect to wireless LAN Controllers. A wireless access point was installed in the TechCentral work room.

The Software team sent follow-up data on CPL's Amnesty week to the Knowledge Office. They also created a mailing list of Homebound patrons living in the Broadway branch service area for the Knowledge Office.

Members of the Software team met with representatives of Financial Services, Acquisitions and High Demand to begin plotting out a process to eliminate much of the paper in the invoicing process. A test should be ready sometime in November.

With the debut of the new Harvey Pekar library card and the anticipated increase in the card replacement rate, Software and Webware staff set up a routine with Overdrive to update replacement card numbers on the Emedia site. While SIP2 authentication will automatically allow a patron access with a valid card number, all a patron's previous activity in Overdrive such as wait lists and "For later" lists would not automatically shift to the new card number. With this process, they will shift overnight. We appreciate the understanding and willingness of Overdrive to accommodate this much needed change.

Ann Palomo served on the interview panel for the Lending Supervisor position.

Amy Pawlowski and Ann Palomo met with Director Thomas and Noriko Takiguchi, a reporter from Japan (based in San Francisco area), who is currently writing a book on digital books for Japanese readers.

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#### CLEVNET Projects

With the agreement of the CLEVNET directors, a script was written and put into production to change patron profiles to the Golden Buckeye profiles when the patron turns 60 years of age. A similar script has been in production for several years that changes juvenile patrons to adult profiles on their 18th birthday. Not all libraries have a Golden Buckeye profile but this will save staff time for those that do.

The annual uncataloged barcode sheets for all CPL and CLEVNET agencies were created. Thanks to the Webware team for posting them to the CLEVNET Members' Site and CPL Staff Site.

Amy Pawlowski met with the CORC (CLEVNET Online Resources Committee) to decide on the CLEVNET subscription databases for 2013-14 CLEVNET contract

year. Committee members had discussed all resources with CLEVNET reference staff to assist with the decision. Despite a less expensive price, dissatisfaction with *Chilton's* and *Books & Authors* was expressed throughout CLEVNET. The CORC decided to go back to *AllData* and *Novelist*. The committee decided to renew all other CLEVNET databases: *Literature Resource Center*, *Biographies in Context*, *Culture Grams*, *Heritage Quest*, *WorldCat*, and *ReferenceUSA*.

Virtual Domain Controllers for East Cleveland, Ritter and Wickliffe public libraries were built allowing CPL IT/CLEVNET to centrally host, maintain and keep up to date Active Directory Domain Controllers.

IT/CLEVNET staff visited Barberton Public Library to meet with their architect and electrician in preparation for their expansion into the Jacob building and to discuss their transition to CLEVNET VoIP.

IT/CLEVNET staff met with Cleveland Heights University Heights Public library to prepare for their upcoming CLEVNET VoIP installation and discuss changes to their adjoining building.

The Perry Public Library network was upgraded. Upgraded switches for Lorain County Columbia branch and Shaker Heights Public Library in preparation for their VoIP installation.

Batch converted Medina Lodi branch items to the STORAGE location for Medina County District Library. The Lodi branch will be closed for an extended period to deal with structural issues.

Item type CD-NEW for Madison and NHDVD for Wickliffe were configured in the circ map. A new user profile, MDSN-INST was created and configured for Madison.

Kinsman Public Library requested restoration of the entire year of Daily Fine Reports to assist with their audit. As we do not keep the reports that long, we re-created the last 12 months to the best of our ability.

Twenty-nine CLEVNET weeding/shelf lists and 2 CPL weeding/shelf lists were produced.

Amy Pawlowski assisted Willoughby-Eastlake Public Library in their search for the newly created position of "Virtual Services Librarian". She helped to craft

some of the interview questions and sat on the interview panel.

#### Know-It-Now

On October 9, the KnowItNow Coordinator trained students in Dr. Miriam Matteson's reference services class at the Kent State University School of Library and Information Science branch at the State Library of Ohio. The session included hands-on training of the KnowItNow software as well as virtual reference service customer service skills. Those students will be staffing KnowItNow for two one-hour shifts and writing papers on their experience. This is the third semester for this collaboration between KnowItNow and Dr. Matteson. Several individuals interested in volunteering for KnowItNow also attended the training.

This month, the KnowItNow Coordinator staffed an exhibit table at the Ohio Educational Library Media Association conference. Prior to the conference, he also attended the INFOhio User's Council Meeting. There, packages of KnowItNow promotional materials were distributed to members of the User's Council and INFOhio's iCoaches who will be able to spread information about the service around the state. The exhibit table was active with numerous school librarians stopping by to ask questions about or offer praise for KnowItNow. Almost 400 KnowItNow mood pencils, flyers, and other promotional items were distributed at the event.

The KnowItNow Statewide and Web Site Coordinators also met with the Executive Director and eLearning Specialist from INFOhio on October 29 to discuss possible collaboration strategies. A number of promising action items came out of that meeting and are on track to be implemented in the next few months.

#### Meetings & Professional Development

Jim Benson, Hilary Prisbylla and Marlene Pelyhes attended the CLEVNET Technical Services SIG meeting in Hudson. The major point of discussion and exchange was the style sheet for entering volume information uniformly throughout CLEVNET.

The quarterly meeting of the CLEVNET directors took place on October 26. The contract costs for 2013-14 contract year were distributed.

The Webware team attended an online webinar about Serials Solutions' Summon product.

### Statistics

	<b>Oct-11</b>	<b>Oct-12</b>
<b>OverDrive Downloads</b>	42,721	67,051
<b>Twitter Followers</b>	3,058	4,468
<b>Facebook Fans</b>	3,542	4,630

<b>KnowItNow</b>	<b>Oct-12</b>		
	<b># Cases Opened</b>	<b># Cases Closed</b>	<b>TOTAL</b>
<b>PUBLIC</b>	2	1	3
<b>KIN Library</b>	8	7	15
<b>OHIOLINK</b>	17	17	34
<b>After Dark</b>	1	1	2
<b>GRAND TOTAL</b>	28	26	54

<b>IT/CLEVNET Summary</b>	<b>Oct-12</b>			
	<b># Cases Opened</b>	<b># Cases Closed</b>	<b>Site Visits</b>	<b>TOTAL</b>
<b>CPL Main</b>	184	175	44	403
<b>CPL Branch</b>	142	143	59	344
<b>CPL Lake Shore</b>	65	61	9	135
<b>CPL TOTAL</b>	391	379	112	882
<b>CLEVNET</b>	129	125	18	272
<b>PUBLIC</b>	370	370	0	740
<b>GRAND TOTAL</b>	890	874	130	1894

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

The Board adjourned into Executive Session at 1:38 p.m.

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

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

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

Mr. Corrigan adjourned the meeting at 2:07 p.m.

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Thomas D. Corrigan  
President

---

Alan Seifullah  
Secretary



## GIFT REPORT FOR OCTOBER 2012

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	1,169	8,582
Periodicals	80	654
Publishers Gifts	0	0
Non-Print Materials	<u>61</u>	<u>957</u>
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	1,310	10,193

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 6,225	\$ 527,284
Building & Repair Fund	Restricted	0	30,700
Library Fund	Unrestricted	0	5,072
Library Fund	Restricted	615	5,533
Library Fund - Oral History Project	Restricted	0	0
Endowment for the Blind	Restricted	0	0
Young Fund	Restricted	0	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	0	142,963
Lockwood Thompson Fund	Restricted	0	75,148
PNC - Grow up Great	Restricted	48,000	48,000
MetLife - Fit for Life	Restricted	0	0
Learning Centers	Restricted	0	162,000
Founders Fund	Unrestricted	0	0
Founders Fund	Restricted	<u>0</u>	<u>43,300</u>
<b>TOTAL MONEY GIFTS</b>		\$ 54,840	\$ 1,093,836

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	22	146	1,310	10,193
Money Gifts	<u>13</u>	<u>132</u>	<u>13</u>	<u>132</u>
<b>TOTAL GIFTS</b>	35	278	1,323	10,325

## The Lockwood Thompson Dialogues at Cleveland Public Library Proposal for 2014 Programs

### INTENT & MISSION

The **Intent** of **The Lockwood Thompson Dialogues** at Cleveland Public Library is to bring speakers of national and/or international significance in the field of arts and popular culture to the Library. The Lockwood Thompson Dialogues series has involved collaborations and partnerships with other local cultural institutions and has remained and will remain wholly free and open to the public. The intent of *See Also*, an annual program that brings temporary public artwork to the Eastman Reading Garden, is to activate a beloved public space with artwork by emerging artists from the Great Lakes region.

The **Mission** of these programs is to reinforce Cleveland Public Library's reputation as a national leader in providing the highest quality educational opportunities and arts exposure to all citizens of the City of Cleveland and its surrounding communities. Through the series, the library will continue to be known locally, nationally and internationally as a civic institution committed to its role as a forum for the sharing of ideas and knowledge among the largest audience possible.

---

### PROGRAM COMPONENTS

1. Definition of area of interest & specific topic within the selected area of Interest
2. Selection of moderator and speakers
3. Lockwood Thompson Dialogue Event
4. *See Also* artwork installed annually each Spring with an opening reception
5. Public Outreach + Program Documentation
6. Periodically convene focus groups of experts/colleagues in fields related to series.

---

### PAST & CURRENT PARTNERS

Agnes Studio  
 CAN Journal  
 Cleveland Film Commission  
 Cleveland Film Society  
 Cleveland Public Theatre  
 Cleveland State University  
 Edible Cleveland  
 Fresh Water Cleveland  
 ideastream  
 Spaces Gallery  
 The Cleveland Institute of Art  
 The Cleveland Jewish News  
 The Plain Dealer

---

## AREAS OF INTEREST & TOPICS

1. Each year, with guidance from Cleveland Public Library, an area of interest will be selected based upon current issues taking place in the Cleveland community and/or throughout the country.
2. Topics within the selected area of interest will be further developed in collaboration with a moderator and panelists, giving focus the dialogue.
3. LAND studio will submit a proposal for the next topic in Spring 2013.

---

## Overview of Past Lockwood Thompson Dialogue Programs

**Food;** March 8, 2012

**Moderator:** Michael Ruhlman, Author

**Panelists:** Dan Barber, Chef & Penny De Los Santos, Photographer

**Attendance:** 350

**Film;** May 26, 2011

**Moderator:** Ted Hope, Independent Film Producer

**Panelists:** Spike Jonze and Lisa Cholodenko, Filmmakers

**Attendance:** 445 guests

**Civic Design & Inspired Infrastructure;** October 29, 2009

**Moderator:** Steve Litt, *Plain Dealer* Art & Architecture Critic

**Panelists:** Alexandros Washburn, NYC Chief Urban Designer & Fred Salvucci, MIT Professor and Civil Engineer

**Attendance:** 230 guests

**Politics & Propaganda: The Design of the Presidential Brand;** October 6, 2008

**Moderator:** Dan Moulthrop, ideastream *Sound of Ideas* host

**Panelists:** Frank Rich, *New York Times* Op Ed writer & Donna Brazile, Democratic Strategist and CNN Commentator

**Attendance:** 450+ guests

**Pen & Ink;**

**Moderator:** Michael Kimmelman, *New York Times* Chief Art Critic

**Event I;** May 18, 2007

Featuring Art Spiegelman, Cartoonist

**Event II:** December 13, 2007

Featuring Dave Eggers, Writer and McSweeney's Creator

**Attendance:** 320 guests

---

## **SEE ALSO PROGRAMMING**

For the past three years, temporary artworks from emerging artists have activated the Eastman Reading Garden. These artworks have been selected by a committee comprised of local arts, design, and public space professionals. A fourth installation is planned for spring 2013. An artwork to be installed in spring 2014 is part of this proposal. Past installations include "FIGURE/GROUND" by Scott Stibich (Cleveland), "The Power of the Pieces" by Donald Black, Jr. (Cleveland), and "Watership Down" by Jon Reed and Maier Yagod (Toronto).

These projects are installed in the late spring or early summer (weather depending) and are typically removed in late October, or when the first snow is imminent. Each project is able to be fully removed without leaving any permanent marks in the garden. Installation methods are fully vetted by the Facilities Administrator to ensure safety and durability.

This annual program furthers the goals of the Lockwood Thompson Endowment by ensuring that Cleveland Public Library provide visitors with access to the arts, showcasing the Main Branch as a place that cultivates and encourages creativity.

---

## **YEARLY BUDGET ITEMS: Dialogue + *See Also***

### **Speaker Costs**

Speaker Honorariums  
Speaker Travel, Lodging, and Expenses

Moderator Honorarium  
Moderator Travel, Lodging and Expenses

### **Event Costs**

Video and/or audio taping  
Sign Language Interpreter (if requested)

### **Publicity**

Design, Production, and Postage for Postcard Mailer

### **Public Outreach / Publication**

Transcription  
Design  
Editing  
Printing + Downloadable PDF  
Postage  
Image Usage Fees  
Photography/Illustration

**Garden Art installation, fabrication, and artist fees**

**LAND studio Management Fee**

---

**LAND studio's ROLE:**

**Secure Partnerships**

**Organize and Manage:**

Topic Selection

Speaker + Moderator Selection

Speaker + Moderator Coordination

Series Publicity

Lecture Event Coordination

Publication Production

Lockwood Thompson Dialogues & See Also: 2014 Budget Proposal

Dialogue Costs		Budget
<u>Speaker Costs</u>		
Moderator		8,000.00
Speaker		11,000.00
Speaker		11,000.00
	Subtotal	30,000.00
<u>Travel, Accommodations, and Meals</u>		
Speaker		1,800.00
Speaker		1,800.00
	Subtotal	3,600.00
<u>Publicity</u>		
Printing (5,000 pieces)		1,275.00
Mail House Fee & Postage		550.00
Design Fees		4,500.00
	Subtotal	6,325.00
<u>Event Costs</u>		
Special AV		1,000.00
Dinner		1,500.00
	Subtotal	2,500.00
<u>Program Documentation</u>		
Transcript		300.00
Photography & Usage Fees		500.00
Public Outreach		6,000.00
	Subtotal	6,800.00
	<b>Dialogue Total</b>	<b>49,225.00</b>

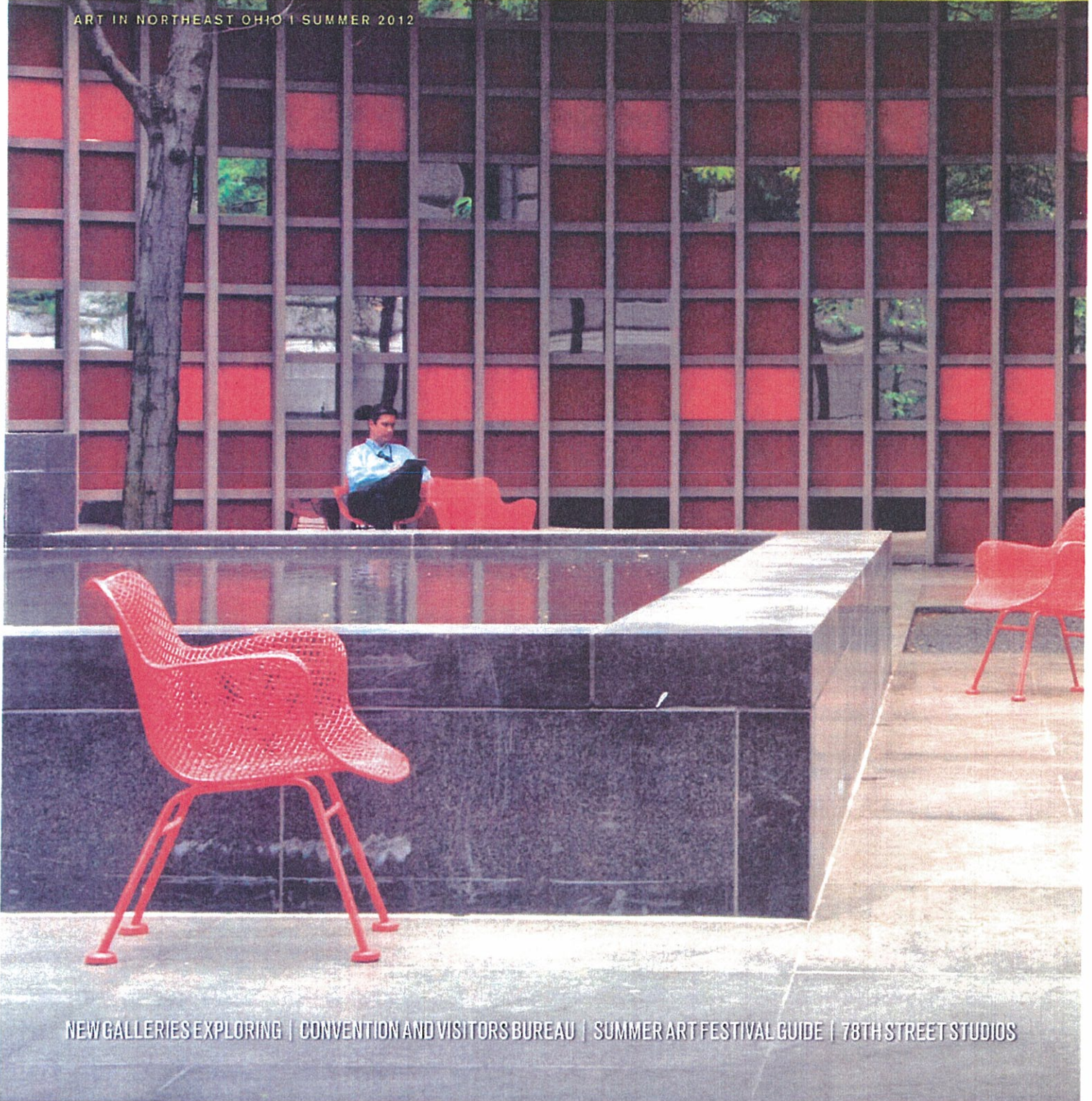
LAND Management Fees	
Organize & coordinate programs	
Topic selection	
Participant selection & negotiation	
Publicity	
Event planning & coordination	
Garden Art project management	
	<b>Management Total 22,000.00</b>
	<b>2012/2013 Program Total 95,000.00</b>
	<i>Dialogue + Garden Art + LAND Management</i>

See Also / Garden Art Costs		Budget
<u>Artist Prizes/Honorariums</u>		
1st Place		1,000.00
2nd Place		750.00
3rd Place		500.00
	Subtotal	2,250.00
<u>Call for Ideas</u>		
Printing (5,000 pieces)		250.00
Mail House Fee & Postage		525.00
Postcard Design		500.00
	Subtotal	1,275.00
<u>Event Costs</u>		
Refreshments		500.00
Entertainment		500.00
	Subtotal	1,000.00
<u>Artwork Costs</u>		
Artist Fee		3,000.00
Cost for Artwork		15,000.00
Brochures, Printing, and Photo Documentation		1,250.00
	Subtotal	19,250.00
	<b>Garden Art Total</b>	<b>23,775.00</b>

# CLAN JOURNAL

A PUBLICATION OF THE COLLECTIVE ARTS NETWORK | CLEVELAND

ART IN NORTHEAST OHIO | SUMMER 2012



NEW GALLERIES EXPLORING | CONVENTION AND VISITORS BUREAU | SUMMER ART FESTIVAL GUIDE | 78TH STREET STUDIOS

5/31/12

pink public art display brightens eastman reading garden at downtown library

Thursday, May 31, 2012 | Follow Us:   

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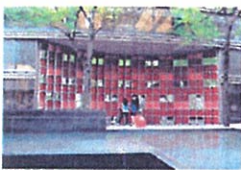
EATON BUILDING REFLECTIONS - PHOTO BOB PERKOSKI | [SHOW PHOTO](#)



## development news

THURSDAY, MAY 24, 2012

### RELATED IMAGES



[ENLARGE](#)



[ENLARGE](#)

### RELATED TAGS

[ARTS AND CULTURE DESIGN](#)  
[GREEN SPACE PARKS](#)

[DOWNTOWN](#)

The ordinary spaces that we walk through every day without noticing form, details or color can very often be transformed with simple changes that cause us to stop and look more closely at our surroundings.

Like pink. And lots of it.

A new art installation in the Eastman Reading Garden of the downtown [Cleveland Public Library](#) aims to transform viewers' perception of this quiet, reflective space by adding bold pink chairs and pink window coverings throughout the space. The art project was designed by Cleveland artist Scott Stibich and funded by the Lockwood Thompson Endowment Fund of the Cleveland Public Library.

The 100 moveable pink chairs are part of the See Also program, which brings temporary works of public art to the Eastman Reading Garden. See Also is a partnership between Cleveland Public Library and

[LAND Studio](#). Visitors will interact with and become a part of Stibich's artwork as they move the painted chairs around to find their own comfortable place to sit, read and eat lunch.

"My goal was to disrupt the architecture just enough to displace the viewer," says Stibich. "The garden is a space where everyone comes to talk or just reflect and get lost in their day. I carried the pop-up color into the architecture, too."

The colorful window banners were assembled by designer Katie Parland.

Source: [LAND Studio](#), Cleveland Public Library, Scott Stibich

Writer: Lee Chilcote

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ARTISTS / LIBRARIES

## Figure/Ground at the Cleveland Public Library

by LIBRARYASINCUBATORPROJECT on Jul 12, 2012 • 7:55 am

4 Comments

by Erinn Batykefer

Cleveland Public Library's *See Also* program is an innovative partnership with LAND Studio that brings a rotating suite of contemporary art installations to the library's Eastman Reading Garden. *See Also* is a clever pun that plays on a reference cataloging term; if you find it on a digital book record (or on a card-catalog card, if your library is old school), it means "check out these terms too; they're related to what you're looking for." In this case, *See Also* suggests that the visual arts can help the community see their library with a new perspective.

The latest installation in the [CPL Eastman Reading Garden](#), which opened last month, is a perfect example of how art can force a viewer to see something new, or to see a familiar scene in a new way. Artist Scott Stibich used reflective mirrors, bright pink paint, and 100 pink chairs to transform the space into an interactive artwork, called *Figure/Ground*, which plays on the idea of the Reading Garden as a contemplative oasis in the middle of downtown Cleveland. The mirrors reflect the movement of patrons back into the peaceful garden, making their passage part of the artwork. Pink windows at the library's entrance and pink chairs dotting the Garden call attention to otherwise familiar surroundings by creating an exciting contrast with bright, unexpected pops of color.

The idea is simple and elegant, and Stibich describes the evolution and the message of the piece eloquently:

*One of the other great features of Cleveland Public Library is the Eastman Reading Garden; it's an amazing courtyard downtown where you can get away from city distractions for a moment. That was what I wanted to highlight with Figure/Ground. I wanted to make a piece about the location and the people that use it everyday. I wanted to shift people's perception of the courtyard through the introduction of a bold color to what is a pretty neutral environment. Reflecting the window colors on the chairs was a way to make people part of the work— as they pass through, sit, and rearrange the chairs, they are actively participating in the piece. This application of color to the building and the chairs was a way to emphasize the continual relationship between the library and the community.*

Stibich's *Figure/Ground* reveals a nuanced understanding of the library as place—especially in an urban setting—and how the library can incubate the arts and bring communities together. "I use libraries as a place for creative inspiration," Stibich says, "whether I'm researching something specific or technical or just going to stumble upon something new." With *Figure/Ground*, he has re-created this experience for the patrons at Cleveland Public Library.

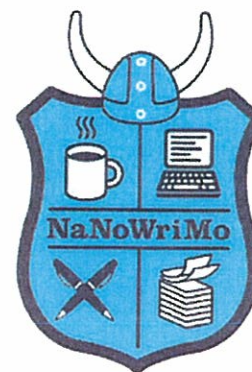
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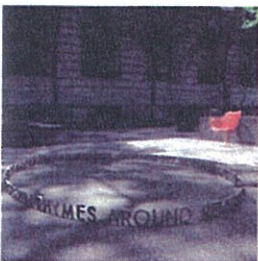
Painting the entrance windows pink



Pink chairs in the Eastman Reading Garden



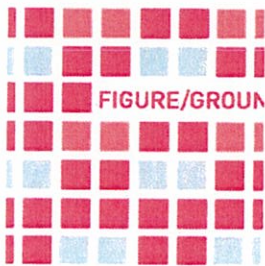
Patrons interacting with the space



Pops of pink in unexpected places



Figure/Ground exhibition postcard



Figure/Ground exhibition booklet design

Cleveland Public Library generously shared PDF versions of the exhibition [postcard](#) and [booklet design](#) they used to promote Figure/Ground. Click the links to download, and be sure to check out the other wonderful cultural and educational programs at CPL by visiting their [website](#) or visiting in person.

Scott Stibich is a Cleveland based sculptor with a BFA from the Cleveland Institute of Art. His work currently explores the displacement of objects, animate or inanimate. This forceful removal provides a new context for objects to be viewed and understood. Stibich has shown work at the Sculpture Center and the Cleveland Museum of Art. His most recent endeavor, *the bike rack*, is a collaboration with artist Mark Reigelman which is a permanent installation transforming a downtown parking garage and surrounding area at the center of Cleveland's first public Bike Station. Stibich has also worked on two nationally honored public art projects. Visit him online at <http://www.scottstibich.com/>

3

Tags: Community Partnership, Exhibitions, Installation, Visual Arts

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scutello and the one that everyone started doing a few years ago — watermelon and feta," she says, "we're still playing to that same idea, the sweet melon and the salty. That's the base of all these salads."

### Cubanene Peppers and Ricotta Salata

Makes 4 servings

1/2 honeydew melon  
2 small to medium cubanelle or

1/4 cup slivered red onion  
1/2 serrano chile, thinly sliced  
3 cups honeydew or Galia melon wedges  
3 tablespoons fresh lime juice  
1 tablespoon sugar  
2 tablespoons Vietnamese fish

melon from the fridge  
thyme, olive oil and  
toss very gently to c  
Serve immediately.  
Source: Adapted recip  
Angelo Sosa, "Flavor  
posed" (Kyle Books,

The Plain Dealer

Wednesday, July 11, 2012

# Recipes sought for local cookbook

Special to The Plain Dealer

Share a recipe that could potentially be published in a Cleveland cookbook.

LAND Studio, in partnership with Cleveland Public Library, will publish a cookbook of favorite Cleveland recipes and the stories that accompany them. Clevelanders are invited to submit made-from-scratch recipes and the narratives that make those recipes special.

The concept stemmed from the library's most recent Lockwood Thompson Dialogue, in which the topic of food and the importance of cooking, customs and social camaraderie were discussed by Cleveland Heights author Michael Ruhlman, James Beard Award-winning chef Dan Barber and award-winning photographer Penny De Los Santos. Their focus was how cul-

ture, family relationships and friendships are defined through the meals we share together.

Share the story of how the recipe relates to a significant experience or memory and how it connects to Cleveland. Corresponding photographs, drawings, maps and original recipe cards are strongly encouraged.

The cookbook will serve as a resource for cooking, a platform for storytelling and a way to connect Clevelanders across cultures and communities.

Go to [land-studio.org/our-work/cleveland-cookbook](http://land-studio.org/our-work/cleveland-cookbook) for details and specific requirements.

Deadline for receipt of submissions is 5 p.m. Friday, July 20.

October is the anticipated cookbook release date. It will be a free publication.

## CRACK ONE

MARC BONA  
Assistant Entertainment



**Today Karlov**  
This brew's slight with a hops o is sim tria's but wi body. A ni summ moder cent good beer. were

ting grass.

**Why hoist one:** Or 1998, Croatia defeate lands in World Cup p ing third place in the competition. And we miss if we didn't men urday was former Dybzinski's 57th bir tended Collinwood and Cleveland State tip your cap to the Dil

**Label:** A green b skunky smell alert, b deter you. A red an forms the backgrou label which, thankful cute phrases. Today's means "beer."

**What you'll pay:** 16.9-ounce bottle.

Each week, Bona cra two) open and offers on the brew. He posts thoughts on beer via @mbona30. Check Dealer's beer page, f Pdbeer.

## CALENDAR CHANGE

The Tastings/Culinary calendar no longer appears in this section.

To promote your event with a guaranteed listing in The Plain Dealer and on [cleveland.com](http://cleveland.com),

to [plaindealer.com/aroundtown](http://plaindealer.com/aroundtown). The site will walk you through the steps for listing a community event, and the prices. If you need further assistance, call 216-999-4200.

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REPORT A

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

*Audrey Kennedy*

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

**Cleveland Public Library**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ending October 31, 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	18,752,825.00	1,825,593.99	0.00	0.00	\$ 0.00	20,578,418.99
43 Fines & Fees	312,067.72	0.00	0.00	0.00	\$ 0.00	312,067.72
44 Investment Earnings	198,554.55	3,502.17	0.00	5,760.73	\$ 0.00	207,817.45
45 Charges for Services	2,262,394.71	0.00	0.00	0.00	\$ 0.00	2,262,394.71
46 Contributions & Donations	527,283.92	535,851.89	30,700.00	0.00	\$ 0.00	1,093,835.81
48 Miscellaneous Revenue	617,423.25	5,795.00	0.00	0.00	\$ 0.00	623,218.25
<b>Total Revenues</b>	<b>\$ 50,270,773.42</b>	<b>\$ 2,370,743.05</b>	<b>\$ 30,700.00</b>	<b>\$ 5,760.73</b>	<b>\$ 0.00</b>	<b>\$ 52,677,977.20</b>
51 Salaries/Benefits	28,631,361.76	1,074,044.90	0.00	0.00	\$ 0.00	29,705,406.66
52 Supplies	800,562.46	54,990.62	0.00	7,915.00	\$ 0.00	863,468.08
53 Purchased/Contracted Services	7,617,596.56	1,035,766.72	0.00	14,586.25	\$ 0.00	8,667,949.53
54 Library Materials	7,359,033.53	108,421.75	0.00	22,116.17	\$ 0.00	7,489,571.45
55 Capital Outlay	199,006.42	126,348.66	2,854,685.16	0.00	\$ 0.00	3,180,040.24
57 Miscellaneous Expenses	87,987.78	62,009.47	0.00	0.00	\$ 2,292.79	152,290.04
<b>Total Expenditures</b>	<b>\$ 44,695,548.51</b>	<b>\$ 2,461,582.12</b>	<b>\$ 2,854,685.16</b>	<b>\$ 44,617.42</b>	<b>\$ 2,292.79</b>	<b>\$ 50,058,726.00</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 5,575,224.91</b>	<b>\$ (90,839.07)</b>	<b>\$ (2,823,985.16)</b>	<b>\$ (38,856.69)</b>	<b>\$ (2,292.79)</b>	<b>\$ 2,619,251.20</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	170,000.00	(170,000.00)	0.00	0.00	\$ 0.00	0.00
99 Transfers	(10,000,000.00)	0.00	10,000,000.00	0.00	\$ 2,725.74	2,725.74
<b>Total Other Sources / Uses</b>	<b>\$ (9,830,000.00)</b>	<b>\$ (170,000.00)</b>	<b>\$ 10,000,000.00</b>	<b>\$ 0.00</b>	<b>\$ 2,725.74</b>	<b>\$ 2,725.74</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$ (4,254,775.09)</b>	<b>\$ (260,839.07)</b>	<b>\$ 7,176,014.84</b>	<b>\$ (38,856.69)</b>	<b>\$ 432.95</b>	<b>\$ 2,621,976.94</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>\$ 30,911,889.61</b>	<b>\$ 11,457,742.23</b>	<b>\$ 16,970,095.13</b>	<b>\$ 2,702,331.54</b>	<b>\$ 8,863.99</b>	<b>\$ 62,050,922.50</b>

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

	<u>Certified Revenue (1)</u>	<u>Income To Date</u>	<u>Balance</u>	<u>Percent To Date</u>	<u>Percent Prior Year</u>
PLF State Income Tax	19,837,771	16,813,540	3,024,231	85%	86%
General Property Tax	25,407,318	27,600,224	(2,192,906)	109%	104%
Rollback, Homestead, CAT	5,000,000	1,939,285	3,060,715	39%	46%
Federal Grants	0	0	0	0%	0%
State Aid	0	0	0	0%	80%
Fines & Fees	300,000	312,068	(12,068)	104%	128%
Investment Earnings	425,000	198,555	226,445	47%	53%
Services to Others-Clevnet	2,493,252	2,262,395	230,857	91%	87%
Contributions	0	527,284	(527,284)	100%	0%
Miscellaneous	706,577	617,423	89,154	87%	84%
Return of Advances Out	0	210,000	(210,000)	100%	0%
<b>Total</b>	<b>\$ 54,169,919</b>	<b>\$ 50,480,773</b>	<b>\$ 3,689,145</b>	<b>93%</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	28,665,970	6,779,943	81%	80%
Supplies	1,093,672	940,215	153,458	86%	83%
Purchased Services	11,238,724	9,635,795	1,602,929	86%	93%
Library Materials	12,266,927	10,227,136	2,039,791	83%	81%
Capital Outlay	329,827	291,972	37,855	89%	81%
Other	109,264	100,207	9,058	92%	76%
<b>Sub Total</b>	<b>\$ 60,484,328</b>	<b>\$ 49,861,294</b>	<b>\$ 10,623,033</b>	<b>82%</b>	<b>83%</b>
Advances Out	0	40,000	(40,000)	100%	0%
Transfers Out	10,000,000	10,000,000	0	100%	0%
<b>Total</b>	<b>\$ 70,484,328</b>	<b>\$ 59,901,294</b>	<b>\$ 10,583,033</b>	<b>85%</b>	<b>84%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated October 3, 2012.

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

Note (3): Subtotal includes 73% expended and 9% encumbered.

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	11,296,187.81	11,730,114.67	9,039,314.76	0.00	2,690,799.91
51120 Clerical Salaries	9,638,564.73	10,013,784.91	7,793,403.28	0.00	2,220,381.63
51130 Non-Clerical Salaries	354,550.82	403,880.99	1,046,294.68	0.00	(642,413.69)
51140 Buildings Salaries	3,708,667.56	3,858,989.63	2,921,461.41	0.00	937,528.22
51150 Other Salaries	1,130,370.78	1,177,772.47	830,956.90	0.00	346,815.57
51180 Severance Pay	0.00	366,811.61	440,329.69	0.00	(73,518.08)
51190 Non-Base Pay	0.00	4,478.72	185,483.04	0.00	(181,004.32)
51400 OPERS	3,692,829.90	3,841,959.70	3,089,012.06	0.00	772,947.64
51610 Health Insurance	3,302,962.48	3,449,403.47	2,772,437.85	0.00	676,965.62
51611 Dental Insurance	0.00	0.00	17,666.85	0.00	(17,666.85)
51612 Vision Insurance	0.00	0.00	1,336.00	0.00	(1,336.00)
51620 Life Insurance	11,842.56	12,834.24	9,371.96	0.00	3,462.28
51630 Workers Compensation	0.00	200,000.00	184,352.76	0.00	15,647.24
51640 Unemployment Compensation	31,836.51	49,026.85	37,297.20	32,839.60	(21,109.95)
51650 Medicare - ER	316,339.64	330,459.46	266,123.51	0.00	64,335.95
51900 Other Benefits	0.00	6,396.49	16,519.81	1,769.05	(11,892.37)
	<b>\$33,484,152.79</b>	<b>\$ 35,445,913.21</b>	<b>\$ 28,631,361.76</b>	<b>\$ 34,608.65</b>	<b>\$ 6,779,942.80</b>
52110 Office Supplies	48,324.90	46,867.48	35,046.53	1,302.84	10,518.11
52120 Stationery	73,700.00	105,846.10	72,586.80	4,892.97	28,366.33
52130 Duplication Supplies	56,300.00	45,995.95	37,753.14	517.82	7,724.99
52140 Hand Tools	100.00	641.27	533.82	57.44	50.01
52150 Book Repair Supplies	82,800.00	90,377.39	48,395.04	14,924.59	27,057.76
52210 Janitorial Supplies	87,800.00	90,145.02	73,824.13	11,475.33	4,845.56
52220 Electrical Supplies	57,500.00	56,958.85	50,043.63	283.33	6,631.89

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52230 Maintenance Supplies	147,400.00	159,245.21	132,573.42	21,554.44	5,117.35
52240 Uniforms	9,400.00	21,112.22	10,046.26	10,929.53	136.43
52300 Motor Vehicle Supplies	81,600.00	94,327.79	71,915.74	17,504.72	4,907.33
52900 Other Supplies	371,949.32	382,155.05	267,843.95	56,209.11	58,101.99
<b>Supplies</b>	<b>\$1,016,874.22</b>	<b>\$ 1,093,672.33</b>	<b>\$ 800,562.46</b>	<b>\$ 139,652.12</b>	<b>\$ 153,457.75</b>
53100 Travel/Meetings	100,000.00	108,564.00	37,395.97	18,055.32	53,112.71
53210 Telecommunications	500,687.68	620,569.12	458,930.73	129,289.83	32,348.56
53230 Postage/Freight	123,800.00	149,591.35	87,162.95	16,227.76	46,200.64
53240 PR/Other Communications	193,500.00	218,450.50	128,524.70	22,624.98	67,300.82
53310 Building Repairs	190,000.00	194,457.70	45,983.22	48,158.64	100,315.84
53320 Machine Repairs	41,000.00	42,540.25	29,480.24	4,261.99	8,798.02
53340 Building Maintenance	174,600.00	194,453.25	142,790.55	43,052.61	8,610.09
53350 Machine Maintenance	219,272.06	299,654.31	122,756.83	67,091.97	109,805.51
53360 Computer Maintenance	947,126.00	948,643.36	764,621.37	49,000.95	135,021.04
53370 Motor Vehicle Repairs	42,000.00	44,049.10	34,534.46	6,748.55	2,766.09
53380 Contract Security	995,688.00	1,041,534.21	792,387.37	230,327.65	18,819.19
53390 Landscaping	27,000.00	29,931.50	27,184.75	1,657.50	1,089.25
53400 Insurance	440,900.00	440,900.00	251,523.20	127,502.00	61,874.80
53510 Rent/Leases	80,900.00	99,276.18	74,842.12	23,793.19	640.87
53520 Equipment Rental	93,017.14	136,262.11	95,637.68	27,801.05	12,823.38
53610 Electricity	2,008,900.02	2,163,027.54	1,479,087.40	485,177.89	198,762.25
53620 Gas	257,500.00	305,415.10	118,295.08	148,266.21	38,853.81
53630 Chilled Water	883,500.10	924,801.02	792,659.94	132,141.08	0.00
53640 Water/Sewer	87,295.03	204,262.82	157,642.82	40,373.24	6,246.76



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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53710 Professional Services	1,569,212.41	1,852,342.89	822,747.45	370,376.95	659,218.49
53720 Auditors Fees	732,000.00	793,092.97	1,005,199.88	3,141.91	(215,248.82)
53800 Library Material Control	279,500.00	416,340.61	141,309.35	19,461.49	255,569.77
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>\$ 11,238,723.64</b>	<b>\$ 7,617,596.56</b>	<b>\$ 2,018,198.01</b>	<b>\$ 1,602,929.07</b>
54110 Books	2,906,000.00	3,761,672.54	2,373,300.55	707,612.45	680,759.54
54120 Continuations	514,000.00	967,682.73	418,817.69	377,654.11	171,210.93
54210 Periodicals	1,105,000.00	1,834,712.58	940,243.55	550,713.86	343,755.17
54220 Microforms	205,000.00	225,950.65	112,961.89	75,171.29	37,817.47
54310 Video Media	1,459,999.99	1,522,637.31	1,219,811.30	238,846.66	63,979.35
54320 Audio Media - Spoken	208,000.00	240,157.63	169,989.98	33,356.57	36,811.08
54325 Audio Media - Music	566,000.01	663,685.36	480,723.08	107,421.87	75,540.41
54350 Computer Media	225,500.00	42,118.51	10,794.95	5,878.06	25,445.50
54500 Database Services	950,766.85	1,455,801.60	1,019,439.87	268,786.58	167,575.15
54530 eMedia	1,052,000.00	1,194,500.00	447,570.11	381,703.54	365,226.35
54600 Interlibrary Loan	0.00	6,859.33	2,330.15	4,129.85	399.33
54710 Bookbinding	29,000.00	56,490.76	23,198.09	1,067.32	32,225.35
54720 Preservation Services	60,000.00	134,962.23	83,501.56	29,495.18	21,965.49
54730 Preservation Boxing	8,000.00	15,440.85	13,118.81	2,050.00	272.04
54790 Preservation Reformatting	100,000.00	144,255.10	43,231.95	84,214.90	16,808.25
<b>Library Materials</b>	<b>\$9,389,266.85</b>	<b>\$ 12,266,927.18</b>	<b>\$ 7,359,033.53</b>	<b>\$ 2,868,102.24</b>	<b>\$ 2,039,791.41</b>
55510 Furniture	129,000.00	107,374.62	56,341.06	17,177.38	33,856.18
55520 Equipment	91,266.25	154,816.74	78,218.70	73,219.51	3,378.53
55530 Computer Hardware/Software	0.00	46,744.98	43,556.16	2,568.84	619.98

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
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>\$ 199,006.42</b>	<b>\$ 92,965.73</b>	<b>\$ 37,854.69</b>
57100 Memberships	54,460.00	68,909.27	62,000.95	6,294.25	614.07
57200 Taxes	500.00	8,237.20	267.32	171.12	7,798.76
57500 Refunds/Reimbursements	17,000.00	32,117.90	25,719.51	5,753.70	644.69
<b>Miscellaneous Expenses</b>	<b>\$71,960.00</b>	<b>\$ 109,264.37</b>	<b>\$ 87,987.78</b>	<b>\$ 12,219.07</b>	<b>\$ 9,057.52</b>
59810 Advances Out	0.00	0.00	40,000.00	0.00	(40,000.00)
<b>Advances</b>	<b>\$0.00</b>	<b>\$ 0.00</b>	<b>\$ 40,000.00</b>	<b>\$ 0.00</b>	<b>\$(40,000.00)</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>\$ 54,735,548.51</b>	<b>\$ 5,165,745.82</b>	<b>\$ 10,583,033.24</b>

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

<b>Balance of All Funds</b>	<b><u><u>\$ 62,050,922.50</u></u></b>
Chase-Checking	7,924.24
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	1,391,480.31
KeyBank-MC/VISA	25,907.61
Fifth Third - Checking	1,586,151.30
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>\$ 3,016,610.30</u></u></b>
PNC - Money Market	10,023.18
PNC - Investments	34,445,372.22
PNC/Allegiant Money Market	58,975.34
KeyBank - Victory Fund	0.00
STAR OHIO Investment	11,478,398.42
<b>Investments</b>	<b><u><u>\$ 45,992,769.16</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>\$ 62,050,922.50</u></u></b>

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

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	35,166,664.70	50,480,773.42	54,735,548.51	5,165,745.82	25,746,143.79
<b>Total General Fund</b>	<b>\$ 35,166,664.70</b>	<b>\$ 50,480,773.42</b>	<b>\$ 54,735,548.51</b>	<b>\$ 5,165,745.82</b>	<b>\$ 25,746,143.79</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	1,680.00	1,586,059.14
203 Founders	4,495,884.53	43,300.00	59,715.60	35,302.40	4,444,166.53
204 Kaiser	42,737.60	0.00	0.00	0.00	42,737.60
205 Kralley	147,618.65	0.00	0.00	0.00	147,618.65
206 Library	165,217.27	10,605.48	6,950.35	8,096.04	160,776.36
207 Pepke	92,820.86	0.00	0.00	0.00	92,820.86
208 Wickwire	1,052,526.56	3,502.17	15,587.80	8,001.75	1,032,439.18
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	5,476.59	0.00	15,213.90
226 Judd	7,784.12	142,962.75	115,868.39	2,707.70	32,170.78
228 Lockwood Thompson Memorial	400,544.73	75,147.50	202,352.13	222,309.38	51,030.72
229 Ohio Center for the Book	58.00	900.00	958.00	0.00	0.00
230 Schweinfurth	45,609.07	44,460.00	76,847.99	560.00	12,661.08
242 Cleveland NCA Kiosk	9,673.78	0.00	9,673.78	0.00	0.00
243 Gates Foundation	57,867.98	0.00	57,867.98	0.00	0.00
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	1,256,828.00	1,206,994.60	12,357.23	47,584.17
252 LSTA-Know It Now	266,747.87	407,707.54	586,446.41	73,389.38	14,619.62
254 MyCom	72,377.13	166,853.45	239,230.58	0.00	0.00
255 PNC-Grow Up Great	46,784.75	48,000.00	27,263.72	5,772.77	61,748.26
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>\$ 2,410,743.05</b>	<b>\$ 2,671,582.12</b>	<b>\$ 370,176.65</b>	<b>\$ 11,087,565.58</b>
401 Building & Repair	9,794,080.29	10,030,700.00	2,854,685.16	708,736.19	16,261,358.94

Cleveland Public Library  
 Revenue, Expenditures and Changes in Fund Balances  
 For the Period Ending October 31, 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>\$ 2,854,685.16</b>	<b>\$ 708,736.19</b>	<b>\$ 16,261,358.94</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	8,655.00	370.00	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	22,116.17	2,522.59	1,621,334.61
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>\$ 44,617.42</b>	<b>\$ 2,906.59</b>	<b>\$ 2,632,143.94</b>
901 Unclaimed Funds	8,431.04	2,725.74	2,292.79	0.00	8,863.99
<b>Others</b>	<b>\$ 8,431.04</b>	<b>\$ 2,725.74</b>	<b>\$ 2,292.79</b>	<b>\$ 0.00</b>	<b>\$ 8,863.99</b>
<b>Total All Funds</b>	<b>\$ 59,361,664.55</b>	<b>\$ 62,930,702.94</b>	<b>\$ 60,308,726.00</b>	<b>\$ 6,247,565.25</b>	<b>\$ 55,736,076.24</b>

CLEVELAND PUBLIC LIBRARY

Finance Committee

**REPORT ON INVESTMENTS – October 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 October 1, 2012 through October 31, 2012.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment	
					Income	Investment Form
10/01/12 - 10/31/12	31	Various	STAR Ohio	Various	928.40	Investment Pool
10/01/12 - 10/31/12	31	Various	PNC	Various	13.60	Sweep Money Market
10/01/12 - 10/31/12	31	Various	PNC	Various	0.91	Money Market
03/23/12 - 10/28/12	220	1,000,000	Federal Home Loan Mortgage Corp.	0.375%	2,239.58	Federal Agency
04/30/12 - 10/30/12	184	2,000,000	Federal National Mortgage Assn.	0.700%	7,000.00	Federal Agency

Earned Interest October 2012 \$ 10,182.49  
 Earned Interest Year To Date \$ 198,554.55

## CLEVELAND PUBLIC LIBRARY

REPORT C

**Board Meeting**  
**November 15, 2011**

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

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

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Kent State University Know it Know Training Various Locations	10/17/12 - 10/19/12	Don Boozer	522.33
American Library Association National Joint Conference Libraries of Color Kansas City, Missouri	9/19/12 - 9/23/12	Madeline Corchardo	1,643.76
Diversity Incorporated 2012 Innovation Fest Mid-West Region Warrensville Heights, Ohio	8/22/12	Madeline Corchardo	9.99
Boucheron Boucheron 2012 Crime Fiction Rocks Cleveland, Ohio	10/4/12 - 10/7/12	Amy Dawson	175.00
City of Cleveland - Office of Sustainability Sustainable Cleveland Summit 2012 Cleveland, Ohio	9/20/12 - 9/21/12	George Lenzer	40.00
Government Finance Officers Association Annual Governmental GAAP Update Cleveland, Ohio	11/1/12	Carrie Krenicky	135.00
American Payroll Association Chapter Meeting Independence, Ohio	10/4/12	Ronelle Miller-Hood	30.00
Ohio Library Council 2012 Technical Services Retreat Perrysville, Ohio	10/2/12 - 10/3/12	Michael Monaco	218.72
Philomatheon Society of the Blind Vision Fair Canton, Ohio	10/6/12	Will Reed	58.39

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Department of Rehabilitation Adult Correctional Librarians Meeting London, Ohio	10/9/12	Will Reed	168.72
IGS Energy Natural Gas and Energy Forum Dublin, Ohio	9/19/12	Myron Scruggs	157.95
American Library Association National Joint Conference Libraries of Color Kansas City, Missouri	9/19/12 - 9/23/12	Alan Seifullah	649.33
National Wellness Institute Certified Worksite Wellness Manager Training' Tampa, Florida	1/26/13 - 1/29/13	Beverly White-Yates	1,650.00
<b>TOTAL</b>			<b>\$5,459.19</b>

**SUMMARY**

FUND	SEPTEMBER	YEAR TO DATE
General	\$4,709.75	\$37,395.97
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	227.11	3,572.01
LSTA - Know it Know	522.33	3,911.48
PNC - Grow up Great	0.00	53.15
<b>TOTAL</b>	<b>\$5,459.19</b>	<b>\$46,566.61</b>



**CLEVELAND PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
TERMINATION REPORT  
10/01/2012 THROUGH 10/31/2012**

**EXHIBIT 6**

**Human Resources Committee Report**

November 15, 2012

<b>NAME</b>	<b>DEPARTMENT</b>	<b>JOB TITLE</b>	<b>DATE</b>	<b>REASON</b>
<b>RESIGNATIONS</b>				
CARPENTER, SARAH T	WESTPARK	PAGE	10/13/2012	ANOTHER JOB
GOINES,CRAIG	STERLING	PAGE	10/4/2012	PERSONAL REASONS
HUMMINGS, TAISHA S	SHELF PAGES	PAGE	10/22/2012	PERSONAL REASONS
LABUNSKIY,OLGA	FOREIGN LIT	PAGE	10/12/2012	PERSONAL REASONS
VARISE,JAQUITA M	EASTMAN	PAGE	10/12/2012	PERSONAL REASONS

**OTHER TERMINATIONS**

NO OTHER TERMINATIONS



**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 10/01/2012 TO 10/31/2012**

**EMPLOYEE:** WELLS, NATASHA  
**JOB TITLE:** CHILDREN'S LIBRARIAN

**CURRENT GRADE:** F **EFFEC DATE** 10/21/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	50,998.74	NEW HIRE

**EMPLOYEE:** HART, GREGORY  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 10/21/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.08	NEW HIRE

**EMPLOYEE:** FULLMER, ANNA E  
**JOB TITLE:** LIBRARY ASST-COMP EMPH

**CURRENT GRADE:** F **EFFEC DATE** 10/21/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	20.86	21.66	PT TO PTR

## CLEVELAND PUBLIC LIBRARY

REPORT D

**Human Resources Committee Report**

Meeting Date: November 15, 2012

Report Period: October, 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	2,760.23	86,877.97
November	3,931.66		
December	3,605.57		

\*Covers three pay dates

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

**Human Resources Committee Report**

November 15, 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	80	15	2			1	43	15	2	2	
Technicians	21	11	2	1			6	1			
Protective Service	22	10	9	1				2			
Para-Professionals	132	29	35			1	29	29	7	2	
Administrative Support	298	32	62	5	3		44	130	21	1	
Skilled Craft	12	6	4			1		1			
Service Maintenance	49	8	35	1			2	2	1		
<b>Grand Total</b>	<b>696</b>	<b>132</b>	<b>158</b>	<b>9</b>	<b>6</b>	<b>0</b>	<b>156</b>	<b>198</b>	<b>32</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  
OCTOBER  
2012**

REPORT F

Human Resources Committee Report  
November 15, 2012

**Staff Enrollments-Health Care/Dental**

	<b>Single</b>	<b>Family</b>	<b>Total</b>
<b>Med Mutual Silver</b>	26	14	40
<b>Med Mutual Gold</b>	255	150	405
<b>Delta Dental</b>	271	189	460
<b>Vision</b>	241	173	414
<b>Workers' Compensation Lost Time Report</b>			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>
<b>Public Services Manager</b>	<b>Sterling</b>	<b>10/22/2012</b>	<b>4</b>

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

**REPORT G**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	2012	2011	
Main Library	153,394	161,274	737	806	1,568,656	1,590,207	-1.4%
Branches	372,027	355,693	1,718	1,693	3,374,323	3,340,805	1.0%
Mobile Units	6,782	5,794			53,117	57,062	-6.9%
Library for the Blind	61,600	56,343			622,675	569,519	9.3%
eMedia	12,736	9,069			117,158	84,410	38.8%
<b>TOTAL CIRCULATION</b>	<b>606,539</b>	<b>588,173</b>			<b>5,735,929</b>	<b>5,642,003</b>	<b>1.7%</b>

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss	
	2012	2011	2012	2011	2012	2011
eBook	9,605	6,205	87,004	53,932		61.3%
eAudioBook	2,974	2,763	28,928	28,811		0.4%
eMusic	78	47	615	675		-8.9%
eVideo	79	54	611	992		-38.4%
<b>TOTAL eCIRCULATION</b>	<b>12,736</b>	<b>9,069</b>	<b>117,158</b>	<b>84,410</b>		<b>38.8%</b>

Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOAD	Monthly Total		Year-to-Date		YTD Gain/Loss	
	2012	2011	2012	2011	2012	2011
Downloads	9,812	9,207	95,701	87,216		9.7%
Users	516	524	5,385	5,212		3.3%

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	2012	2011	2012	2011	
Main Library	102	44 minutes	14,918	10,515	11,175	7,580		47.4%	
Branches	447	36 minutes	77,396	67,684	51,253	45,470		12.7%	
<b>TOTAL USAGE</b>	<b>549</b>		<b>92,314</b>	<b>78,199</b>	<b>62,428</b>	<b>53,050</b>		<b>17.7%</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	49,335	47,808	237	239	475,124	480,062	-1.0%
Branches	265,811	266,247	1,227	1,267	2,498,229	2,573,489	-2.9%
Mobile Unit	862	737			7,613	8,025	-5.1%
<b>TOTAL VISITS</b>	<b>316,008</b>	<b>314,792</b>			<b>2,980,966</b>	<b>3,061,576</b>	<b>-2.6%</b>

NOTE: Several branches were closed on October 30 and 31 due to power outages caused by Hurricane Sandy.

CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR OCTOBER 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	8,752	767	457	1,001	10,977	1,172	12,149
Broadway	2,958	281	132	278	3,649	265	3,914
Brooklyn	7,336	595	375	655	8,961	777	9,738
Carnegie West	10,122	1,004	1,102	1,311	13,539	1,346	14,885
Collinwood	8,004	798	484	910	10,196	1,074	11,270
East 131st	4,807	350	359	559	6,075	467	6,542
Eastman	14,856	1,148	1,091	1,960	19,055	2,518	21,573
Fleet	12,110	937	772	1,324	15,143	1,491	16,634
Fulton	12,109	922	431	922	14,384	1,150	15,534
Garden Valley	5,429	479	160	344	6,412	395	6,807
Glenville	8,228	567	526	865	10,186	764	10,950
Harvard-Lee	7,771	721	608	1,149	10,249	866	11,115
Hough	5,235	452	429	500	6,616	534	7,150
Jefferson	7,526	675	754	1,195	10,150	1,022	11,172
Langston Hughes	6,267	578	821	744	8,410	703	9,113
Lorain	9,945	854	558	1,109	12,466	1,018	13,484
Martin Luther King, Jr.	5,683	499	746	1,032	7,960	915	8,875
Memorial-Nottingham	11,517	807	922	1,807	15,053	1,749	16,802
Mt. Pleasant	6,595	614	420	581	8,210	598	8,808
Rice	11,799	724	588	1,013	14,124	1,245	15,369
Rockport	18,531	1,509	1,510	2,175	23,725	2,643	26,368
South	7,528	564	355	576	9,023	968	9,991
South Brooklyn	16,374	1,475	1,612	2,619	22,080	2,704	24,784
Sterling	6,720	683	882	942	9,227	564	9,791
Union	7,438	795	353	863	9,449	668	10,117
Walz	13,689	1,209	1,058	1,731	17,687	1,877	19,564
West Park	15,054	1,638	2,253	3,804	22,749	3,126	25,875
Woodland	10,830	605	296	805	12,536	1,117	13,653
<b>TOTAL</b>	<b>263,213</b>	<b>22,250</b>	<b>20,054</b>	<b>32,774</b>	<b>338,291</b>	<b>33,736</b>	<b>372,027</b>



CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION COMPARATIVE FOR OCTOBER 2012

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2012	2011	2012	2011		
Addison	12,149	16,683	129,873	148,968	-19,095	-12.8%
Broadway	3,914	3,037	33,567	34,112	-545	-1.6%
Brooklyn	9,738	8,839	93,072	91,179	1,893	2.1%
Carnegie West	14,885	15,270	146,876	135,286	11,590	8.6%
Collinwood	11,270	11,440	105,558	104,645	913	0.9%
East 131st	6,542	6,249	57,840	58,778	-938	-1.6%
Eastman	21,573	20,256	195,767	195,170	597	0.3%
Fleet	16,634	13,186	156,017	134,399	21,618	16.1%
Fulton	15,534	13,335	120,386	123,240	-2,854	-2.3%
Garden Valley	6,807	5,834	54,036	45,062	8,974	19.9%
Glenville	10,950	9,738	95,027	88,740	6,287	7.1%
Harvard-Lee	11,115	10,769	100,452	101,013	-561	-0.6%
Hough	7,150	6,380	63,278	66,098	-2,820	-4.3%
Jefferson	11,172	12,562	100,099	104,013	-3,914	-3.8%
Langston Hughes	9,113	7,404	77,650	81,015	-3,365	-4.2%
Lorain	13,484	13,223	125,785	125,025	760	0.6%
Martin Luther King, Jr.	8,875	9,481	85,157	90,679	-5,522	-6.1%
Memorial-Nottingham	16,802	17,691	171,224	176,611	-5,387	-3.1%
Mt. Pleasant	8,808	7,638	74,520	72,600	1,920	2.6%
Rice	15,369	13,972	138,006	133,881	4,125	3.1%
Rockport	26,368	25,036	238,989	236,412	2,577	1.1%
South	9,991	10,662	92,527	95,990	-3,463	-3.6%
South Brooklyn	24,784	22,226	224,497	224,810	-313	-0.1%
Sterling	9,791	6,325	72,502	62,846	9,656	15.4%
Union	10,117	7,444	81,954	69,806	12,148	17.4%
Walz	19,564	19,436	177,256	180,366	-3,110	-1.7%
West Park	25,875	26,908	251,076	257,975	-6,899	-2.7%
Woodland	13,653	12,658	111,332	102,086	9,246	9.1%
<b>TOTAL</b>	<b>374,039</b>	<b>355,693</b>	<b>3,374,323</b>	<b>3,340,805</b>	<b>33,518</b>	<b>1.0%</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE OCTOBER 2012**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2012	2011	2012	2011		
Addison	6,387	6,068	72,885	59,824	13,061	21.8%
Broadway	2,066	1,287	16,977	15,394	1,583	10.3%
Brooklyn	5,678	4,629	48,845	47,768	1,077	2.3%
Carnegie West	15,966	19,544	175,444	188,215	-12,771	-6.8%
Collinwood	7,839	7,868	69,566	72,153	-2,587	-3.6%
East 131st	8,916	7,653	74,435	66,931	7,504	11.2%
Eastman	12,997	12,515	122,818	122,238	580	0.5%
Fleet	11,155	10,573	112,108	107,062	5,046	4.7%
Fulton	8,344	8,501	80,291	79,951	340	0.4%
Garden Valley	5,406	5,303	49,298	51,876	-2,578	-5.0%
Glenville	9,319	8,481	82,862	77,875	4,987	6.4%
Harvard-Lee	9,829	9,281	85,529	88,038	-2,509	-2.8%
Hough	12,117	12,466	123,040	144,033	-20,993	-14.6%
Jefferson	10,257	8,890	86,894	83,449	3,445	4.1%
Langston Hughes	7,463	6,899	66,888	65,074	1,814	2.8%
Lorain	7,976	7,812	81,443	76,172	5,271	6.9%
Martin Luther King, Jr.	8,617	7,822	84,435	84,925	-490	-0.6%
Memorial-Nottingham	6,128	5,630	56,426	59,893	-3,467	-5.8%
Mt. Pleasant	7,125	6,257	63,345	66,711	-3,366	-5.0%
Rice	14,031	15,612	129,722	143,838	-14,116	-9.8%
Rockport	12,354	17,659	112,651	124,889	-12,238	-9.8%
South	9,473	8,878	86,928	86,374	554	0.6%
South Brooklyn	14,545	14,209	133,946	145,550	-11,604	-8.0%
Sterling	11,531	13,374	125,873	137,723	-11,850	-8.6%
Union	8,560	7,127	74,351	86,752	-12,401	-14.3%
Walz	9,905	10,453	95,442	103,508	-8,066	-7.8%
West Park	11,365	11,567	108,386	106,800	1,586	1.5%
Woodland	8,450	7,878	77,401	80,473	-3,072	-3.8%
<b>TOTAL</b>	<b>265,811</b>	<b>266,247</b>	<b>2,498,229</b>	<b>2,573,489</b>	<b>-75,260</b>	<b>-2.9%</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS OCTOBER 2012**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
1 <b>Rockport</b>	26,368	1 <b>Carnegie West*</b>	15,966	1 <b>South Brooklyn</b>	31,511
2 <b>West Park</b>	25,875	2 <b>South Brooklyn</b>	14,545	2 <b>Fleet</b>	27,822
3 <b>South Brooklyn</b>	24,784	3 <b>Rice*</b>	14,031	3 <b>West Park</b>	27,291
4 <b>Eastman*</b>	21,573	4 <b>Eastman*</b>	12,997	4 <b>Eastman</b>	23,686
5 <b>Walz*</b>	19,564	5 <b>Rockport</b>	12,354	5 <b>Rice</b>	22,240
6 <b>Memorial-Nottingham</b>	16,802	6 <b>Hough</b>	12,117	6 <b>Fulton</b>	20,026
7 <b>Fleet*</b>	16,634	7 <b>Sterling*</b>	11,531	7 <b>Memorial-Nottingham</b>	19,553
8 <b>Fulton*</b>	15,534	8 <b>West Park</b>	11,365	8 <b>Rockport</b>	19,404
9 <b>Rice*</b>	15,369	9 <b>Fleet*</b>	11,155	9 <b>Harvard-Lee</b>	18,834
10 <b>Carnegie West*</b>	14,885	10 <b>Jefferson</b>	10,257	10 <b>Langston Hughes</b>	17,982
11 <b>Woodland</b>	13,653	11 <b>Walz*</b>	9,905	11 <b>Glennville</b>	17,317
12 <b>Lorain*</b>	13,484	12 <b>Harvard-Lee</b>	9,829	12 <b>Walz</b>	16,558
13 <b>Addison*</b>	12,149	13 <b>South</b>	9,473	13 <b>Collinwood</b>	16,270
14 <b>Collinwood</b>	11,270	14 <b>Glennville</b>	9,319	14 <b>Addison</b>	16,169
15 <b>Jefferson</b>	11,172	15 <b>East 131st</b>	8,916	15 <b>East 131st</b>	15,658
16 <b>Harvard-Lee</b>	11,115	16 <b>Martin Luther King, Jr.</b>	8,617	16 <b>Martin Luther King, Jr.</b>	15,212
17 <b>Glennville</b>	10,950	17 <b>Union</b>	8,560	17 <b>Mt. Pleasant</b>	14,724
18 <b>Union</b>	10,117	18 <b>Woodland</b>	8,450	18 <b>Lorain</b>	13,233
19 <b>South</b>	9,991	19 <b>Fulton*</b>	8,344	19 <b>Carnegie West</b>	10,549
20 <b>Sterling*</b>	9,791	20 <b>Lorain*</b>	7,976	20 <b>Union</b>	10,316
21 <b>Brooklyn*</b>	9,738	21 <b>Collinwood</b>	7,839	21 <b>Sterling</b>	8,046
22 <b>Langston Hughes*</b>	9,113	22 <b>Langston Hughes*</b>	7,463	22 <b>Woodland</b>	7,492
23 <b>Martin Luther King, Jr.</b>	8,875	23 <b>Mt. Pleasant</b>	7,125	23 <b>South</b>	7,009
24 <b>Mt. Pleasant</b>	8,808	24 <b>Addison*</b>	6,387	24 <b>Hough</b>	6,197
25 <b>Hough</b>	7,150	25 <b>Memorial-Nottingham</b>	6,128	25 <b>Brooklyn</b>	5,419
26 <b>Garden Valley</b>	6,807	26 <b>Brooklyn*</b>	5,678	26 <b>Jefferson</b>	3,587
27 <b>East 131st</b>	6,542	27 <b>Garden Valley</b>	5,406	27 <b>Garden Valley</b>	2,857
28 <b>Broadway</b>	3,914	28 <b>Broadway</b>	2,066	28 <b>Broadway</b>	1,687
	<b>372,027</b>		<b>263,799</b>		<b>416,649</b>
					<b>473,177</b>

\*Branches closed due to power outages on October 30 and 31 due to Hurricane Sandy.

\*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 OCTOBER 2012**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
CLEVNET	82,537	82,845	834,281	783,307	6.5%
MORE	833	924	8,636	8,918	-3.2%
Other Libraries	701	501	5,412	5,310	1.9%
<b>TOTAL</b>	<b>84,071</b>	<b>84,270</b>	<b>848,329</b>	<b>797,535</b>	<b>6.4%</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	25,897	26,957	245,011	253,636	-3.4%
KnowltNow Web Reference*	860	933	6,173	7,567	-18.4%
Interlibrary Loan Requests	4,661	3,787	42,367	36,407	16.4%
<b>TOTAL</b>	<b>31,418</b>	<b>31,677</b>	<b>293,551</b>	<b>297,610</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	8,295	8,453	77,750	78,614	-1.1%
Total Items Added	33,832	29,942	274,216	298,539	-8.1%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
Main Library	208	200	2,022	2,008	0.7%
Branches	6,064	5,884	59,610	59,207	0.7%

MYTUNES	Oct 2012	Sept 2012	Aug 2012	July 2012	June 2012
	Songs Downloaded	6,754	6,634	6,370	6,896
Users	979	1,036	1,028	1,028	991
New Registrations	37	22	10	15	13

# BRANCH STATION CIRCULATION BY ITEM CATEGORY, 2011

DARKER COLORS EQUAL MORE CIRCULATION FOR AN ITEM CATEGORY

