

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
December 20, 2012
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Mr. Corrigan, Ms. Rodriguez, Mr. Seifullah,
Mr. Hairston, Mr. Werner, Mr. Parker (arrived,
12:14 p.m.)

Absent: Ms. Butts

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

Approval of the Minutes

Mr. Hairston moved approval of the minutes of the 11/15/12 Regular Board Meeting; and 12/11/12 Special Board Meeting. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

COMMUNICATIONS

Director Thomas acknowledged an email from Rachel Oettinger expressing appreciation for the library programming and complimenting staff for providing excellent services during their visit at Winterfest.

Presentation: **Bouchercon Mystery Conference** by Marjory Mogg, Chair, Bouchercon Mystery Conference

Ms. Mogg gave background on her career at Cleveland Public Library as well the Bouchercon Mystery Conference and thanked Mr. Corrigan, Pam Eyerdam, Amy Dawson, Aaron Mason and others for their assistance with the four day conference. Finally, Ms. Mogg presented Mr. Corrigan and Director Thomas with donations collected from the charitable auction totaling \$4,430 for Cleveland Public Library.

REGULAR BOARD
MEETING OF
11/15/12; and
SPECIAL BOARD
MEETING OF
12/11/12
Approved

EMAIL FROM:
RACHEL OTTINGER
Acknowledged

Presentation: Temporary South Branch by Wesleigh Harper, Designer, Richard L. Bowen + Associates

Mr. Harper gave a power point presentation on the temporary South Branch, located at 2704 Clark Avenue, that included but was not limited to: the project site; library needs such as adult and children's computer workstations, compact disc and dvd shelving; adult, teen and children's book circulation; magazine and Spanish language book shelving; gaming area, reading and laptop lounges; circulation desk, staff workstations, office storage, telecom room and janitor closet; layout; shelf configuration; color palette; and finishes and furniture.

After brief discussion, Mr. Corrigan thanked Mr. Harper for his presentation and for maximizing the use of space at the temporary South Branch.

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. 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 November

(See page 1239)

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

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

MOTION TO
TEMPORARILAY
SUSPEND THE
REGULATIONS
Approved

RESOLUTION
TO ACCEPT
GIFTS FOR THE
MONTH OF
NOVEMBER
2012
Approved

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

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

Seventh Amendment to the Year 2012 Appropriation

(See pages 1240-1245)

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

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

WHEREAS, It is now deemed necessary to amend the Year 2012 Appropriation Measure to comply with the attached December 6, 2012 Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission; and

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

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

Year 2013 Annual Appropriation Measure

(See pages 1246-1249)

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

WHEREAS, On December 18, 2012, the Cuyahoga County Budget Commission issued a Certificate of Estimated

SEVENTH
AMENDMENT TO
THE YEAR 2012
APPROPRIATION
Approved

YEAR 2013
ANNUAL
APPROPRIATION
MEASURE
Approved

Resources for the Year 2013 for the Cleveland Public Library; and

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

WHEREAS, The appropriation totals on the attached schedules do not exceed the estimated resources on the December 18, 2012 Certificate; now therefore be it

RESOLVED, That the Year 2013 Appropriation Measure in the amount of \$53,475,785 for the General Fund and listed amounts for other funds be approved as detailed in the attached schedules.

Mr. Corrigan acknowledged that the library's budget continues to be conservative and the County Budget Commission has become more conservative estimating a \$3,000,000 reduction in property tax collection rates in Cleveland. This estimation is critical as the library considers a levy.

Resolution to Engage Balestra, Harr & Schere, CPAs, Inc. To Perform the Regularly Scheduled Audits of the Cleveland Public Library for the Fiscal Periods from January 1, 2012 Through December 31, 2015

(See pages 1250-1252)

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

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

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

WHEREAS, The Auditor of State (AOS) has determined that he will not conduct the audit of the Cleveland Public Library for the period January 1, 2012 through December 31, 2015. Therefore, as provided by Ohio Revised Code

RESOLUTION TO
ENGAGE
BALESTRA,
HARR &
SCHERE, CPAs,
INC. TO
PERFORM THE
REGULARLY
SCHEDULED
AUDITS OF THE
CLEVELAND
PUBLIC
LIBRARY FOR
THE FISCAL
PERIODS FROM
JANUARY 1,
2012 THROUGH
DECEMBER 31,
2015

Approved

§117.11, an Independent Public Accountant's (IPA) assistance in this auditing service is required; and

WHEREAS, The Cleveland Public Library was placed on a bid list located on the Auditor of State's website that was posted from September 17, 2012 through October 2, 2012 for IPA firms to request to be included in the list of prospective bidders. All firms must meet requirements and be registered with the Auditor of State to perform governmental audits; and

WHEREAS, A Request for Proposal (RFP) was developed, a pre-proposal meeting was held and bids were due October 30, 2012. The Auditor of State evaluated and scored the technical and cost proposals and selected the top scoring four (4) firms and gave the Cleveland Public Library the opportunity to award "Client Preference Points" to the technical and cost scores awarded by the AOS. The IPA selection is determined by the AOS based on the total scores; and

WHEREAS, On November 30, 2012, the AOS informed Balestra, Harr & Scherer, CPAs, Inc. that the contract to audit the Cleveland Public Library for the fiscal period(s) January 1, 2012 through December 31, 2015, in accordance with the items and conditions set forth in the Request for Proposals dated October 16, 2012, has been awarded to them. The AOS selection is final and all contracts will be prepared by the AOS, to be executed by the IPA firm, the Cleveland Public Library and the AOS; and

WHEREAS, The total all-inclusive maximum fee for the audit of the financial statements of the Cleveland Public Library for the period January 1, 2012 through December 31, 2015 is \$88,000.00, or \$22,000 per fiscal year. In addition, the Auditor of State's costs for preparing the RFP, reviewing the proposals, monitoring the work of the IPA and reviewing the audit reports are estimated to be \$10,000, or \$2,500 per fiscal year. The audit service fees are to be charged to the General fund account 11100053-53720; now therefore be it

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to sign the Memorandum of Agreement and the Fiscal Officer is authorized to sign the Certification of Compliance and return them to the AOS for final approval of the contract, subject to

review and approval of the Chief Legal Officer. Once the paperwork is signed by the AOS, a fully executed document will be sent to the IPA firm and the Cleveland Public Library. No audit work may be performed or payments lawfully made regarding this contract until such approval is obtained.

In response to a query made by Mr. Hairston regarding the conditions for the Auditor of State to determine not to conduct an audit, Mr. Corrigan stated that the State of Ohio's staffing needs in the Auditor's Office determine the need to farm out audits that they would have normally performed.

Carrie Krenicky, Chief Financial Officer, stated that the cost of audits performed by the Auditor of State and independent auditors are approximately the same.

In response to a query made by Mr. Corrigan regarding selection of the State Auditor's Office to assign the independent auditor, Ms. Krenicky stated that the library really had no choice in the selection.

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

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

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

WHEREAS, On December 15, 2011 and April 19, 2011, this Board authorized the Library to enter into a new contract with Unique to provide collection services at a cost of \$8.95 per account referred between January 1, 2012 and December 31, 2012 in an amount not-to-exceed \$140,000; and

WHEREAS, The Library Administration believes that, based upon Unique's successful history of collecting fines and materials on behalf of the Library, it is in

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

the Library's best interests to continue to contract with Unique and refer overdue accounts for collection; and

WHEREAS, Unique has proposed to continue to provide collection services at a cost of \$8.95 per account referred between January 1, 2013 and December 31, 2013 in a total amount not-to-exceed \$140,000. Unique will continue to provide the budget neutral guarantee for collection services for accounts that have been referred by the Library to Unique between February 7, 2011 and January 1, 2012 until December 13, 2013; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or his designee, to negotiate and execute a new agreement between the Cleveland Public Library and Unique Management Services, Inc. for services from January 1, 2013 through December 31, 2013 in accordance with the terms of this Resolution, in an amount not-to-exceed \$140,000 which expenditure shall be charged to General fund account 11100053-53710 (Professional Services) and which agreement shall be subject to review and approval of the agreement by the Chief Legal Officer.

Carrie Krenicky, Chief Financial Officer, stated that Unique has collected an average of \$983,000 in returned materials.

Resolution to Enter Into New Agreement With Corvus Recycling, LLC

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

WHEREAS, On June 16, 2011, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into an agreement (the "Agreement") with Corvus Recycling LLC ("Corvus") to recycle or reuse all discarded, unsellable library service materials, and to refurbish and resell these materials all at no cost to the Library. The Agreement expired on June 15, 2012; and

WHEREAS, The Agreement provided that Corvus would turn over 20% of the net proceeds of the sale of library

RESOLUTION TO
ENTER INTO NEW
AGREEMENT WITH
CORVUS
RECYCLING, LLC
Approved

service materials to the Friends of the Library on a monthly basis; and

WHEREAS, The Agreement also provided that in consideration for Corvus' services, the Library would agree to purchase certain items, including janitorial tissue, multipurpose copy, printer paper, and mailing and shipping supplies from Corvus, provided the products were at least 5% lower in price than the lowest price quoted to the Library by another vendor, among other factors; and

WHEREAS, Because of the 5% discount requirement, the Library made very few purchases from Corvus during the term of the Agreement; and

WHEREAS, Corvus has indicated to the Library that it has been losing revenue under the Agreement, and that in order to continue to accept and recycle discarded and unsellable library service materials at no cost to the Library, it must increase its sales of products to the Library or charge the Library for recycling services; and

WHEREAS, In accordance with its Strategic Plan that emphasizes alignment with the City's Sustainable Cleveland 2019 Initiative, the Library would like to pursue new business processes that promote the loop of recycling and re-use; and

WHEREAS, The Library desires to reestablish its previous arrangement with Corvus for a period of one (1) year (subject to a 30-day termination provision), and to expand the agreement to provide that the Library commit to purchasing all of its stockroom supply items (e.g., janitorial tissue, paper towels, garbage can liners) from Corvus (with the exception of stockroom supplies for the Graphics Department); and

WHEREAS, The Library proposes to report to the Board of Trustees after a period of six (6) months on the overall cost effectiveness to the Library of its commitment to purchase stockroom supply items from Corvus; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to negotiate

and enter into a one (1) year agreement with Corvus Recycling, LLC (subject to a 30-day termination provision), and to execute any amendments or other documents necessary or appropriate to effectuate the agreement in accordance with this Resolution, subject to review and approval by the Library's Chief Legal Officer.

Mr. Werner asked how much money the Library typically spends on stockroom supplies and how much the Library was committing itself to spend with Corvus.

Carrie Krenicky, Chief Financial Officer, said that she would get that information to the Board, and stated that the library's purchasing manager is reviewing a new supply list from Corvus to consider for additional purchases.

Resolution to Subscribe to Serial Solution's Summons and 360 Link Resolver Products

(See page 1253-1256)

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

WHEREAS, The Cleveland Public Library has subscribed to a database federated search tool and has utilized the product for many years; and

WHEREAS, The Summon Web Scale Discovery Tool is considered the next generation of federated searching that is easier and more intuitive to use, has improved search functionality (including full text searching of resources), and provides more direct access to full text materials; and

WHEREAS, The product will better facilitate CPL patron searches across a group of subscription databases with one search tool; now therefore be it

RESOLVED, That the Board of Trustees approves the product subscriptions for the period of one year commencing in December, 2012 for Serial Solution's Summon and 360 Link Resolver Products for the amount of \$39,618.00 charged to 13010053-53710; now be it further

RESOLUTION TO
SUBSCRIBE TO
SERIAL
SOLUTION'S
SUMMONS AND
360 LINK
RESOLVER
PRODUCTS
Approved

RESOLVED, That the Library's Executive Director, CEO, or his designee are authorized to enter into such agreements and execute other instruments or documents necessary or appropriate to effectuate the terms of this Resolution subject to the approval of the Chief Legal Officer.

Mr. Corrigan stated that this is a better product being purchased by the same vendor.

Resolution to Enter Into a Purchase Agreement with Ganley Chevrolet to Purchase a Delivery Truck

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

WHEREAS, On March 8, 2002, the Cleveland Public Library purchased a 2002 Chevrolet Step Van Workhorse Truck for \$30,722 that is now fully depreciated, has over 100,000 miles and the engine has gone out; and

WHEREAS, The Library management does not feel it is fiscally responsible to replace the engine on a ten (10) year old truck that has many hard city miles on it; and

WHEREAS, A delivery truck is necessary for the operation of the Library; and

WHEREAS, The Library management received three (3) proposals from vendors to purchase and/or lease a new delivery truck and recommends that the Library purchase the delivery truck from Ganley Chevrolet; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into a Purchase Agreement, subject to approval of the Chief Legal Officer, to purchase a 2013 Chevrolet Express Van, which includes the Unicell body, for a total cost of \$28,844.50, with the expenditure being charged to the General Fund Account 12100055-55700 (Motor Vehicles).

Myron Scruggs, Director of Property Management, stated that this vehicle allows for a greater materials storage capacity and will be beneficial to the drivers.

RESOLUTION TO
ENTER INTO A
PURCHASE
AGREEMENT
WITH GANLEY
CHEVROLET TO
PURCHASE A
DELIVERY TRUCK
Approved

Ms. Rodriguez submitted the following reports.

Fiscal Officer's Report

(See pages 1257-1266)

Report on Investments

(See page 1267)

Report on Conference and Travel Expenditures

(See pages 1268-1270)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Seifullah presented the following report.

Regular Employee Report

(See pages 1271-1273)

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

Retirement Recognition Citation

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

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

Michael Ruffing (28 years of service), Assistant Director Public Services - Main Library, Grade M - Main Library, retires 12/28/2012

Wayne Satterfield (32 years of service), Custodial IV, Grade D - Property Management, retired 12/14/2012

Gail Hanks (42 years of service), Branch Manager - Medium, Grade J - Union, retires 12/28/2012

FISCAL
OFFICER'S
REPORT
Submitted

REPORT ON
INVESTMENTS
Submitted

REPORT ON
CONFER. &
TRAVEL
EXPENDITURES
Submitted

REGULAR
EMPLOYMENT
REPORT
Approved

RETIREMENT
RECOGNITION
CITATION
Approved

Linda S. Sperry (11 years of service), Mobile Services Manager, Grade K - Mobile Services, retires 12/31/2012

Donna J. Belles (31 years of service), Library Assistant - Youth, Grade F - Walz, retires 12/29/2012

Janette M. Harris (25 years of service), Branch Clerk, Grade B - Martin Luther King Branch, retires 12/28/2012

Earlyn Y. Roderick (32 years of service), Planning Assistant, Grade G - Planning and Research, retires 12/28/2012

Michael R. Pride (29 years of service), Library Assistant, Grade F -LBPH, retires 12/31/2012

Patricia F. Stevens (46 years of service, Children's Librarian, Grade H - Fleet, retires 12/29/2012

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

Be it further resolved that the citation be sent to them forthwith if they are not present at this meeting of the Board of Trustees.

Director Thomas and various Trustees, expressed congratulations and well wishes to the retirees and acknowledged their combined years of service to the Library.

Resolution for Operational Hours on December 31, 2012

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

WHEREAS, The Human Resources Manual states the Library Board of Trustees will determine the hours of the Library on New Year's Eve annually: and

WHEREAS, To provide reliable and regular public service hours to the patrons of the Library; now therefore be it

RESOLUTION FOR
OPERATIONAL
HOURS ON
DECEMBER 31,
2012
Approved

RESOLVED, That the hours from 10:00 a.m. to 6:00 p.m. be the hours of operation on December 31, 2012.

Resolution for Special Closings and Holidays in 2013

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

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

WHEREAS, The Cleveland Public Library will be closed in 2013 in observance of the following Holidays and Special Closing as listed below

New Year's Day	January 1,
Martin Luther King Day	January 21,
President's Day	February 18,
Memorial Day	May 27,
Staff Development Day	June 1,
Independence Day	July 4,
Labor Day	September 2,
Columbus Day	October 14,
Veteran's Day	November 11,
Thanksgiving	November 28,
Christmas Eve	December 24,
Christmas Day	December 25,

WHEREAS, December 31, 2013 hour of operation will be 10 AM to 6 PM

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

Mr. Seifullah submitted the following reports.

RESOLUTION
FOR SPECIAL
CLOSING AND
HOLIDAYS IN
2013
Approved

REPORT ON PAID
SICK TIME
Submitted

Report on Paid Sick Time Used by the Month

(See page 1274)

AFFIRMATIVE
ACTION PLAN
REPORT
Submitted

Affirmative Action Plan Report

(See page 1275)

INSURANCE
SUMMARY REPORT
Submitted

Insurance Summary Report

(See page 1276)

COMMUNITY SERVICES REPORT

Mr. Werner submitted the following report.

MONTHLY
ACTIVITY REPORT
Submitted

Monthly Activity Report

(See pages 1277-1283)

Mr. Werner thanked Anastasia Diamond-Ortiz, Knowledge Manager, for the graphic representing public computers in the branch libraries indicating the demand increase for technology and the library's response.

BUILDING STATUS
UPDATE
Presented

Building Status Update

Myron Scruggs, Director of Property Management, stated children's computer furniture has been delivered to the Woodland garage. Beginning in January, each branch will receive a quad station for children's computers. The Main Library lighting retrofit project has been completed.

DIRECTOR'S
REPORT
Presented

NEW BUSINESS

Mr. Corrigan presented the following item of New Business.

ELECTION OF
NOMINATING
COMMITTEE FOR
2013 LIBRARY
OFFICERS
Approved

Election of Nominating Committee for 2013 Library Officers

Mr. Corrigan made a motion without object to select a Nominating Committee and designated Mr. Werner as chair with Mr. Seifullah and Mr. Parker to serve on the Committee.

DIRECTOR'S REPORTDIRECTOR'S
REPORT
Presented

Before presenting his report, Director Thomas, thanked Carlos Latimer, Assistant Director of Public Services, for his outreach efforts in the Broadway neighborhood and Rekiat Olyiwola, Fleet Branch Manager, for her leadership in accommodating new patrons at the Fleet Branch.

Monthly Statistics

Circulation for the month of November was 560,037. This was a decrease of 3% from last year's November circulation of 578,895. The circulation activity for e-media has increased tremendously from last year and provides us with an ongoing opportunity to reach our community users virtually. E-media circulation continues to be a bright spot and is up over 38% for 2012.

The number of computer sessions for November was up from 2011 levels. There were 92,201 sessions this year in comparison to last year's 72,968. Not surprisingly, the number of hours in use for our computers increased from 63,382 in 2012 from 49,400 in 2011. This was an increase of 22%. With the addition of TechCentral, the numbers of computers throughout CPL has increased the number of sessions and the numbers of hours in use.

Attendance for the month of November was 272,116. This is a decrease of almost 8% from last year's attendance number of 295,369. The Main library reported a 2% decrease in attendance. The branch attendance decreased by 9%.

Programming / Outreach

November was another great month for CPL programming and outreach. The OPS team coordinated activities for the Winter Fest Wonderland program on Saturday, November 24, 2012. Two hundred people attended the three hour long program of crafts, stories and holiday merriment. The story room was transformed into a "Wonderland of Snow" palace. Ms. **Christine Feczkanin** dressed up as the character "Gingy", a Gingerbread Man from the movie Shrek, to the delight of the children attending. Science & Technology participated in Winterfest by helping secure three popular model railroad displays and providing books and other materials for a display.

An Afternoon with Dan Coughlin

Dan Coughlin, legendary Cleveland Sports Journalist, was interviewed by Ben Holbert, Emmy Award Winning Journalist, in a public program on November 15. The lively and witty interview was enjoyed by all who attended. **Mark Moore, Peter Elwell and Tracey Allen** coordinated the Sports Research Center program, photographs of which were posted on Cleveland Public Library's Facebook account. There were 30 participants.

Sports Icon Oral History Project

Joe Tait, a former sports broadcaster for the Cleveland Cavaliers of the NBA, was interviewed by Dan Coughlin on November 29, 2012 at 12:00 noon, as part of the Sports Research Center's Sports Icon Oral History Project. Department manager Ms. **Darlene Ronney** coordinated the interview. Joe Tait autographed his book, *Joe Tait: It's been a Real*, for the Sports Research Center.

Public Services

On October 18th, the Board of Trustees of Cleveland Public Library (CPL) passed a resolution to close the Broadway Branch and merge the Broadway and Fleet service areas. This decision came after extensive internal analysis, widely publicized neighborhood meetings, and a thorough evaluation of community needs. Our conversations with residents and stakeholders continued after the resolution passed to determine how CPL could effectively continue to serve them following the merger.

The branch was closed on Saturday, November 17th, and an Open House was held at the Fleet branch the same day to welcome the new patrons. Since the closing, a number of steps have been taken to continue outreach to North Broadway.

Visits and story hours at: Tia's Childcare, Villa Montessori and Academy Childcare. Relationship developed with Willow elementary school, and meetings with University Settlement and the P-16 initiative. Staff member **Carlos Latimer** will report throughout the year to me on the outreach efforts.

Strategic Plan

Our Mission:

We are "The People's University," the center of learning for a diverse and inclusive community.

Our Strategic Priorities:

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

Meetings and Activities

- The Board President **Tom Corrigan** and I met with the Board President and Vice-President of the East Cleveland Public Library.
- I provided the welcome to the "An Afternoon with Dan Coughlin: Pass the Nuts" which was held in the Social Sciences department.
- I met with Ohio's State Librarian, Beverly Cain to discuss opportunities for our institutions to collaborate.
- I was joined by **Trustee Corrigan** and leadership of the Friends of the Cleveland Public Library to discuss the nomination of individuals for a Friends Foundation.

CLEVNET

November's total OverDrive CLEVNET eMedia collection circulation was 67,715, significantly up from last year's total of 44,829. CPL has 4639 total followers on Twitter and the Facebook page currently has 4,712 fans.

GRANTS & DEVELOPMENTNeighborhood Progress Inc. (NPI)

Submitted final report on the 2012 tutoring services offered at the Rice Branch. These funds will not be available again in 2013, however tutoring (and other Learning Center services) will continue at Rice during 2013.

Cleveland Foundation

There is an opportunity to get additional funds for 2013 Learning Center activities. We will work with our Program Officer at the Foundation to address the additional needs of the Learning Centers in the upcoming year.

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 will be submitting an application for their Dec. 17 deadline.

Friends of CPL

- Held first meeting of the Nominating Committee (Felton Thomas, Thomas Corrigan, Allison Wallace, Bob Pincus). Discussed structure of the new Friends Foundation Board of Directors. The next meeting will be held on 12/12/12 to review the structures of other Library Foundation's.
- Submitted Director's reports to Friends detailing 2012 activities (how Friends funds were spent).
- Submitted Director's 2013 request to Friends.

Letters to newly elected officials

Sent congratulatory letters (from the Director and Board President) to all newly elected (or re-elected) officials who have districts or offices in the City.

PUBLIC SERVICESPrograms, Services & Exhibits

During the month of November the Library hosted a total of 98 programs and 140 story times. Educational programming and services, not included in the above totals, accounted for approximately 876 hours of adult education, foreign language instruction, after-school tutoring, and early-childhood literacy programming. After school snacks were served daily at 9 branch locations to over 400 children.

Total programming/educational services related expenditures for November totaled \$87,545.66; \$32,200 of which was Cleveland Foundation grant funds earmarked for Learning Center educational services. An additional \$15,431 taken from the OPS department Professional Services fund for the continuation of tutoring services at the Rice Branch in 2013/14. A portion of the remaining balance was devoted to the beginning of the

I'm Ready to Read school outreach program, and a 12-month contract with Legal Aid Society of Cleveland to provide law clinics in neighborhood branches in the year 2013. Spending on educational programming and services for the 2013/14 school year accounted for a total of 61% of the OPS department spending in the month of November.

November saw the completion of the first 10-week session of the *Read to the Beat* program facilitated by the Cleveland Music School Settlement. Settlement instructors held weekly early-childhood literacy programs at 4 neighborhood branches¹ with an average class size of 17 children.

The Rice Branch, on November 7, hosted a Legal Aid clinic from 6:00 PM - 8:00 PM; approximately 45 people received services from a team of 4 attorneys and 6 Legal Aid staff members.

November 16 was the beginning of a concerted effort on behalf of the OPS department to engage Cleveland senior citizens in Library activities. In partnership with the Collinwood Recreation Center, the Library arranged for a day of interactive activities for a group of approximately 18 seniors. The group attended programs in TechCentral, Literature Department, Special Collections, the Sports Research Center and the History Department. Unlike the traditional Library tours the group was given a menu of activities to select from prior to their visit. Each department crafted unique experiences for the group and kept them engaged for the duration of their visit.

On Saturday, November 17 in the Louis Stokes Wing auditorium hosted a performance by the FiveOne Experimental Orchestra entitled *Sonic Cinema*; a showcase of video compositions set to live musical accompaniment.

See Also 2013 Eastman Reading Garden Competition
The 2013 See Also Garden Jury Members met on Nov. 29th to select the spring installation. The winning design was a submission titled "The Reading Nest" by Mark Reigelman II, a 2006 graduate of the Cleveland Institute of Art and former Cleveland resident who now lives and works in New York. Reigelman earned acclaim in 2009 when Americans for the Arts named his installation *Wood-Pile*

¹ Sterling, Collinwood, Fulton and Langston-Hughes

as one of the top 40 public art projects in the United States. "The Reading Nest" will be a giant bird's nest made of recycled materials assembled from throughout Cleveland over a two-week period. Jury members include: Donald Black (local artist & 2011 See Also winner), David Jurca (Cleveland Urban Design Collaborative), Liz Maugens (Executive Director of Zygote Press), Derek Maxfield (local artist and owner of BuckBuck gallery & co-op style workspace), Dan Moulthrop (of The Civic Commons), Daniel Bickerstaff, II (architect), Elmer Turner Sr., Michael Ruffing, Pam Eyerdam, and Myron Scruggs representing CPL.

Winterfest 2012

Youth Services Department Manager Annisha Jeffries and Library Assistant Christine Feczkanin coordinated activities for the Winter Fest Wonderland program on Saturday, November 24, 2012. Two hundred people attended the three hour long program of crafts, stories and holiday merriment. The story room was transformed into a "Wonderland of Snow" palace. Ms. Feczkanin dressed up as the character "Gingy", a Gingerbread Man from the movie Shrek, to the delight of the children attending. Science & Technology participated in Winterfest by helping secure three popular model railroad displays and providing books and other materials for a display.

Best Practices for Consultants

On Wednesday, November 14 the Business, Economics and Labor Department hosted a program for Small Business and Entrepreneurship: "Best Practices for Consultants", with Starlyn Priest, MBA. Joseph Parnell gave a brief introduction to start the session. A group of 21 attended the late afternoon program. The well-received event focused on strategies for starting a consulting practice.

Music at Main

November 3: CIM (Cleveland Institute of Music) with student Jinjoo Cho (violin) and CIM alumnus HysunSoo Kim (piano). Cho is the First Grand Prize and People's Choice Award winner of the 2006 Montreal International Musical Competition. She has appeared as soloist with The Cleveland Orchestra. HyunSoo Kim, piano, is a native of South Korea and began to play piano at the age of eight. They performed selections by Beethoven and Strauss. 20 people attended.

November 16: Di Tsvey Ensemble performed Klezmer music that included selections from Gas Nign, Lemisch Sher, Tsigayner Zhok, and Dobranotsh. Klezmer is a form of traditional Eastern European Jewish music consisting mainly of dance tunes and other forms of instrumental celebration. This was a special Friday afternoon (lunchtime) performance and was attended by an extremely appreciative crowd which contained many CPL employees on their lunch break as well as many patrons who came in and out of the performance during the hour-long concert.

Downtown Russian Book Club

Victoria Kabo initiated new downtown bi-monthly Russian Book Club meeting on Saturday, November 12. Although attendance was sparse, the event managed to draw other family members of the attendees to browse department collections while their spouses participated in the Book Club meeting. This new initiative is attempting to engage Russian-speaking patrons in a CPL sponsored community of learning event in Main Library.

Open Mic Poetry at CPL

On November 3, Steve Capouzzo hosted Cleveland Public Poetry open mic poetry which attracted an audience of eighteen people, eight of whom read a selection of their poetry. Many attendees stayed after the reading and networked.

An Afternoon with Dan Coughlin

Dan Coughlin, legendary Cleveland Sports Journalist, was interviewed by Ben Holbert, Emmy Award Winning Journalist, in a public program on November 15. The lively and witty interview was enjoyed by all who attended. Mark Moore, Peter Elwell and Tracey Allen coordinated the Sports Research Center program, photographs of which were posted on Cleveland Public Library's Facebook account. There were 30 participants.

Sports Icon Oral History Project

Joe Tait, a former sports broadcaster for the Cleveland Cavaliers of the NBA, was interviewed by Dan Coughlin on November 29, 2012 at 12:00 noon, as part of the Sports Research Center's Sports Icon Oral History Project. Department manager Ms. Ronney coordinated the interview. Joe Tait autographed his book, *Joe Tait: It's been a Real*, for the Sports Research Center.

Bookmaking for Collinwood Seniors

Amy Dawson and Art Books Cleveland Book Artist Melissa O'Grady offered a photobook making workshop for seniors from the Collinwood Senior Center. The seniors were a great group to work with and very enthusiastic about their project.

Brown Bag Non-Fiction Book Club at Main

The Social Sciences Non-Fiction Book Club was held on November 8. This book discussed was *90 Minutes in Heaven: A True Story of Death and Life* by Don Piper with Cecil Murphey. Lakeisha Winstead and Helena Travka were the facilitators. There were 5 participants.

Outreach*Book Bundles*

Youth Services manager Annisha Jeffries continued to talk to educators about the collection and services of the department. Ms. Jeffries visited a new daycare in the Old Stone Church to promote Book Bundles—groupings of recommended books, selected by age level and theme, which are tied into small bundles. On a quick trip to the Library, busy patrons can pick up a Book Bundle and know that all of the books in it are among the best in the collection.

Neighborhood Connections Book Group

Sheba Marcus-Bey, BEL Department Manager was invited by Neighborhood Connections to lead a book discussion group (a community of learning) on the book *The Abundant Community*. The book is being read simultaneously by three other community groups in anticipation of a visit by the author, Peter Bloch, in February 2013.

Cleveland Chamber Music Society Brochure

At the Cleveland Chamber Music Society's second concert an announcement was made to the 300 people in attendance about the new chamber music brochure created by CPL. The brochure lists all of the society's concert dates as well as a listing of resources, including print resources and recordings, so that audience members can learn more about the music being performed. The response from the Society was extremely positive and the brochure will likely be an ongoing collaboration. The brochure was created by Michael Dalby and Kent State University Practicum student Bryan Silver.

Around Noon Interview

Michael Dalby was interviewed by Dee Perry on "Around Noon: Music Monday", on 90.3 WCPN Ideastream, on November 19th, along with guests from the Rock Hall of Fame and Scene Magazine. Host Dee Perry mentioned CPL several times throughout the program.

Foreign Literature Long Loans

During the month, staff processed a total of 1,985 Long Loan items from 5 requesting CLEVNET agencies. Department's Long Loan activities allows for the formation of communities of learning by increasing the accessibility of foreign language reading materials beyond the confines of downtown and into diverse neighborhoods and outlying communities. To promote new materials and encourage greater usage of library resources and participation in CPL sponsored events, staff forwarded 14 distinct mailings/emails to over 2,477 patrons informing them of new material arrivals and CPL programming notes.

Collinwood Recreation Center Visit

Senior citizens from the Collinwood Recreation Center visited the Social Sciences Department on November 16. The seniors toured the department and were shown a 30 minute film entitled, *Only the Ball was White: an Inspirational Documentary about the Forgotten Athletes of Baseball Negro League*, narrated by Paul Winfield. There were 20 participants.

Special Announcement: Mergent Archives

On Friday, November 2, Cleveland Public Library went live with patron access to the Mergent Archives database for all of CLEVNET. The quiet, yet momentous, debut of this rich archival business resource was the result of a collaborative effort between Mergent, a leading provider of information on global publicly listed companies, and Cleveland Public Library. This type of project clearly illustrates the importance of retaining paper collections as the basis for valuable collaborative projects that benefit Cleveland taxpayers who have paid to build and sustain CPL's research level collections. These projects also position CPL to be a national leader in the digital evolution of content.

A total of 89,122 reports from CPL's collection were scanned as a part of this project. This translates into an astounding 1,812,000 scanned images. As agreed with

Mergent, the Library received a copy of all of these images, as well as a master index. The Library plans to load these images onto a long-term storage server to further insure their long-term survival. Mergent is continuously adding to the Mergent Archives database and recently announced plans to digitize large collections in Canada and the United Kingdom-- content that will be free to CLEVNET libraries forever.

At the end of the month, Michael Ruffing worked on an agreement with Mergent to digitize the Library's historical collection of the Dun & Bradstreet (D&B) Million Dollar Directory, which includes information on America's leading corporations. Once again, all work will be completed at Mergent's expense with free, lifetime access for all CLEVNET libraries. The Library has a near-complete set of the directories dating to 1959. Even Dun and Bradstreet did not have a set of their own directory.

Collection Development

Johann H. Beck Collection

Kent State University graduate student Bryan Silver completed his practicum in Fine Arts & Special Collections in November. His culminating project was the creation of an electronic finding aid for the music manuscripts of the Johann H. Beck collection of music scores. Beck was a noted conductor, composer, teacher, and violinist who was born in Cleveland and completed his musical education in Europe at the Leipzig Conservatory (1879-82), where he premiered his own String Quartet in C Minor at the Gewandhaus. The collection is housed in Special Collections.

Schweinfurth Collection

The last quarterly Schweinfurth Committee meeting was held November 9th. The committee approved several items for purchase and finalized revised *Collection Development Guidelines for the Schweinfurth Trust Fund*. This document was signed by Director Thomas and supersedes the previous agreement.

ASTM Standards moved from PAL to Science & Technology
Public Administration Library's 2011 and 2012 volumes of the *Annual Book of ASTM (American Society for Testing and Materials) Standards* was transferred to Science and Technology so all standards owned by CPL will be

together in a single place, available six days a week. The move was made in response to a patron who had visited the Library on a Saturday to see the set, only to learn that it was only available at PAL. Until recently, the Library had subscribed to two sets of this expensive set of standards, one for PAL and one for Science & Technology. Budget reductions necessitated the cancellation of one set.

Research That's Possible Only at Main Library

- A professor in Paris inquired about a 1606 French title, *Histoire de Hvon de Bovrdeavx pair de France, & duc de Guyenne*. CPL is the only owner listed in the WorldCat bibliographic database.
- *Boiler Operations Questions and Answers* by P. Chattopadhyay, New York, 1995, and *Boiler Operation Engineering*, by the same author.
- A patron visited the library to use a 2010 ASTM Standard. The standard was found in the 2011 **Annual Book of ASTM Standards**.
- *Lectures on the Results of the Exhibition, delivered before The Society of Arts, Manufactures, and Commerce at the suggestion of H.R.H. Prince Albert on the Progress of Art & Science*, published in London in 1852.
- *Tallis's History and Description of the Crystal Palace and the Exhibition of the World's Industry in 1851*, published in London and New York in 1852.
- Los Angeles Public Library asked for copies from an [April 1918](#) edition of *Pictorial Review*, a dressmaking periodical, published in New York by the Pictorial Review Company.
- The University of Nevada requested copies from an older edition of *American Society for Testing Materials Standard - ASTM: C 998 - 1983, Method for Sampling Surface Soils for Radionuclide*. We provided a research copy for their review.

Staff Development

Kenyatta Abrams became the permanent AV/Lending Supervisor on November 5, 2012. Ms. Abrams' long experience at the Library and her commitment to public service will serve the Library well.

Manager, Annisha Jeffries, attended the Widen the Lens two day conference hosted by Ohio Library Council on

Tuesday and Wednesday, November 13-14, 2012, in Columbus, Ohio.

Stacie Brisker & Kelly Brown attended the *OhioLINK Finding Aid Creation Took workshop* at Case Western Reserve on November 8th. The workshop was given by Cara Gilgenbach of Kent State Special Collections and Rhonda Rhineheart of Akron University. The finding aid is based upon DACS, how to use the OhioLINK EAD tool and they helped to clarify the difference between Scope, Content and Biography in the DACS (*Describing Archives: A Content Standard*) description.

Stacie Brisker attended the workshop "*The Next Chapter: Rare Books in Modern Times.*" Nov. 13-14th in Philadelphia, This conference was presented by the CCAHA (Conservation Center for Art and Historic Archives) with the goal of encouraging the profession to look at the role of the book in the age of digitalization. There was much discussion on the "book as object", and that is what will keep our patrons interested in what we have History & Geography Subject Department Clerk Nick Durda has successfully completed the Photoshop course via Ed2Go, the new database of free instructor-led courses.

Tammy Houghton, Judy Daniels, and Sarah Flinn attended the NEO-RLS Workshop Back to the Book. They learned how Cuyahoga County Public Library connects with their readers by using Facebook and Twitter to recommend and discuss books. Their Night Owls service on Facebook attracts many patrons to discuss what they are currently reading.

Maureen Mullin attended a webinar on: *The Elusive Library Non-User*, presented by PLA.

Lakeisha Winstead and Helena Travka attended a NEO-RLS workshop titled, "*Back to the Book XIII:50 Shades, Snow White and Facebook...Oh My*" on November 1, 2012 in Twinsburg, Ohio.

Other Main Library News

ARLIS Ohio Valley Chapter Meeting Nov. 1-2, 2012
Pam Eyerdam & Bruce Biddle attended the regional Ohio Valley chapter meeting of the Art Libraries of North

American meeting in Cleveland. This tri-state meeting was held at the Cleveland Museum of Art, Ingalls Library on Nov. 1st and Pam Eyerdam hosted the presentations & business meeting at CPL on Nov. 2nd. Attendees listened to presentations about transitioning a Slide Library (U. of Cincinnati) and moving an art museum library (Cleveland Museum of Art). Michael Dalby presented information about selecting eBooks (focusing on art). Guests also were able to tour the TechCentral, Special Collections & Octavofest exhibits, and the Photograph collection. Pam Eyerdam was appointed at a Committee Member of the 2013 Nominating Committee for the Ohio Valley Chapter.

Shipping Department Update

November was a productive month for the Shipping Department as 7611 (boxes, bags, and totes) were sent throughout Cleveland Public Library and CLEVNET system, as opposed to 4849 items sent last November 2011. There were three times during the month of November 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.

Shelf Division Update

Shelf Division welcomed Ms. Cynthia Coccaro as the new Assistant Shelf Supervisor on November 19, 2011. Ms. Coccaro transferred from the Broadway Branch where she was the Branch Supervisor.

Branches

Garden Valley/Woodland Manager Kathryn Feeley met with Katrice Williams, Community and Family Support AmeriCorps VISTA, to prepare for the presentation for the Job Fair at Anton Grdina titled "Social Media and Branding." The fair will be December 11, 2012.

Glenville Branch Manager Sharon Jefferson attended the Senior Forum Book club at J. Glen Center. The youth services staff presented two story times to Citizens Academy Eastside.

Union Branch Youth Services Librarian Donna Willingham visited Mather Child Care and Oakfield Day Care for story times. She also visited seven classes in three schools to promote the library and library cards.

Eastman's Adult book club met on the 28th of November and discussed the book Whiskey Island by Les Roberts.

Read-to-the-Beat, a program conducted by the Music Settlement House at the Fulton Branch has been a wonderful opportunity for pre-school Humble Hearts.

Youth Opportunity Unlimited provides career and life skill sessions to teens in the neighborhood. Y.O.U. conducted a community open house for students and their parents at the Fleet Branch. The Councilman of Ward 12, Anthony Brancatelli, attended the open house.

The Rockport Branch has been hosting a "Kids Café" that started at the beginning of the school year and is geared towards children for after school snacking. Snacks and drinks are offered by the Cleveland Food Bank.

The South Branch hosted patrons of all ages at their Día de los Muertos. This program involves decorating sugar skulls with brightly colored royal icing and sequins. These skulls are traditionally made for Day of the Dead in Mexico to celebrate and remember deceased friends and family.

The Snack Program collaboration with the Cleveland Foodbank is feeding more than 40+ youth per day after school at the Sterling Branch, with a total to-date registration of 108 youth. An increase in the number of snacks delivered has been requested.

At the West Park Branch, Realeyes removed their interactive display promoting healthy vision that was in the Children's Area, myCloud service began on November 5th, and Fairview Hospital continued to offer free health screenings to patrons on the third Tuesday of the month.

Eastman Children's Librarian Diana DeVore did a preschool story time at Wilbur Wright School for 35 students.

Fleet Branch Manager, Reki Olayiwola attended the Broadway P-16 meeting, Slavic village neighborhood collaboration meeting, and Neighborhood Leadership Annual Dinner Party. In Branch Manager, Olayiwola and

new Branch Clerk Betty Hollowell, visited three daycare centers in northern Broadway. Ms. Olayiwola introduced herself to the Directors and teachers and collected information on how the new merger of Fleet and Broadway Branches would provide uninterrupted services to Centers.

Fulton Branch Manager, Cheryl Diamond partnered with hands on Northeastern Ohio for National Family volunteer day; family volunteers made blankets for new moms, decorated picture frames for seniors at Eliza Jennings home; made snack packs for local police and soldiers.

Branch Clerk Betty Hollowell transferred to the Fleet Branch on November 19th. Branch volunteer, Chartary McCall, worked her last day at the Broadway Branch in November. The staff presented her with a thank you card and gift.

Carnegie West Branch Clerk Vaughn McCarter transferred to the Brooklyn Branch effective November 5th.

A Part Time Library Assistant, Emma Gyurkey has been hired for Eastman Branch and will start on December 3rd.

Jennifer Moncayo a Branch Page at the Jefferson Branch since 2004 was promoted to Library Assistant Computer Emphasis. She will start in her new capacity on December 3rd.

Rockport Manager Lydia Pryszyk retired effective November 30th, 2012. The Children's Librarian position at Rockport had been open since September and has been given to Cassandra Feliciano effective November 18th. Ms. Feliciano was promoted from the position of Rockport Library Assistant Youth.

TechCentral

myCloud Branch Pilot Program

Beginning November 5, the Harvard-Lee and West Park branches became the first two locations outside of Main Library to offer myCloud to their patrons. A total of 9 myCloud orientation classes were held at the two branches, in addition to the orientations offered at TechCentral. Each location has ten myCloud Thin-Clients available for checkout. In December, computer aides for

both branches will be trained to offer the orientation class to patrons, allowing expanded availability of access for first-time myCloud users.

TechCentral Visits and Tours

TechCentral hosted several tours from individuals and groups in November, including, but not limited to:

- Librarian from the Health Sciences Library of The Ohio State University
- Art Librarians from the Ohio Valley/ARLIS Conference
- Seniors Group from the Collinwood Recreation Center
- 3D Printer demonstration for a local tech-centric group of individuals.
- IT Administrator of the Dayton Metro Library

Computer Classes and One-on-One Sessions

In November, TechCentral staff conducted a total of 18 classes at Main Library, 51 classes in 12 branches, and 19 scheduled myCloud orientations. Attendance was 73 students at the Main Library and 158 students at the branches.

Paystation Support and MFDs

In November, Xerox began to provide support for the Pay stations throughout the Library system. Since pay stations were new for the Xerox help-desk, TechCentral acted as a go-between while the training for Xerox personnel was held. In late November, support stickers were placed on each pay station with the contact and necessary information for placing support calls. Additionally the "Who to call for your Xerox technology" document on the staff intranet was updated to reflect new support procedures.

ALA Makerspaces Webinar

On November 19, Director Felton Thomas, TechCentral Manager CJ Lynce, and TechCentral Coordinator Olivia Hoge presented an ALA TechSource webinar on TechCentral as a MakerSpace. Well over 400 were in attendance for the second of four total webinars presented by various libraries.

MakerLabs and MakerKits

TechCentral has been hard at work putting together several MakerLabs (1-2 hours programs on 'maker' topics) and MakerKits (electronic and tech-central kits for use

in house) to offer within TechCentral. The first MakerLab, the *3D Cookie Cutter Lab*, will be held on December 15th. A panoramic photo-making lab as well as DVD and Font making labs are scheduled for the beginning of 2013.

The new MakerKits consist of electronic, music, and building kits that patrons will be able to checkout for use within TechCentral. The kits are being finalized and should be ready for in-house circulation in the next couple of week.

Ohio Library for the Blind and Physically Disabled

In November, OLBPD circulated 55,526 books and magazines directly to patrons. OLBPD registered 118 new readers to the service. BARD statistics were not available at the time the report was written.

On November 5th, OLBPD received a major upgrade to the Keystone automated circulation software. New features include electronic patron transfers to participating libraries and new contact information fields for social media addresses.

Hard copies of the OLBPD PSA were distributed to all of the major television/radio stations in the state who should be running it in their rotations. The PSA was also distributed to some of the major health systems in Ohio and North Water Partners is waiting for their approval to include the content in their closed-circuit broadcasts. North Water Partners is continuing to gain traction with some of the student-run college radio stations in Ohio and following up with contacts from other visually-impaired service centers (i.e. Clovernook in Cincinnati) to include on their websites and social media. Cathy Poilpre is working on CPL and possibly CLEVNET distribution.

On November 8th, OLBPD Manager Will Reed met with teachers from Cuyahoga East Vocational Education Consortium (CEVEC) and Euclid City Schools about hosting a high school student as part of a vocational education experience program. OLBPD is working with Human Resources and CPL's Chief Legal Officer on placing the student at OLBPD for the 2012-2013 school year.

OLBPD Manager Will Reed met with Ed Harder from LEAP (Linking Employment, Abilities, and Potential) about

placing students at OLBPD for vocational education experience. OLBPD is working with Human Resources and CPL's Chief Legal Officer on details for establishing a long term agreement to partner with LEAP on vocational education experiences for LEAP students.

On November 15th, OLBPD Manager Will Reed met with Stephen Flannery of Cuyahoga County Employment and Family Services on volunteer work experience opportunities at OLBPD for Ohio Works First participants. OLBPD is working with Human Resources and CPL's Chief Legal Officer on details for setting up a partnership with Cuyahoga County Employment and Family Services on a work experience program.

OLBPD Librarian Michelle Makkos provided information and talks about the service to the Hudson Low Vision Support Group on November 14th; Seniors Day Out, Beachwood Community Center on November 15th; Braeview Manor on November 20th; and Fairfax Healthcare Center on November 30th.

The OLBPD Cyber-Dialogue Book Discussion was held on November 8th where the group discussed "11/22/63" by Stephen King.

TECHNICAL SERVICES

The Lake Shore Facility lost power on Friday, November 2, as an aftereffect of Hurricane Sandy. Most Technical Services staff members took the day as a day of vacation but several elected to work at the Main Library or a Branch. Angela Guinther, Manager of the Carnegie West Branch, spent November 5 in Technical Services learning about the work done in the different departments.

Patricia Lowrey, Director of Technical Services, attended the Open House at Fleet Branch on Saturday, November 17. Ms. Lowrey and a team of Technical Services volunteers removed the DVDs and CDs from the Broadway Branch on November 19.

Ms. Lowrey worked with the Technical Services Managers throughout the month on the 2013 Operational Plan and the Open Purchase Orders Report. Ms. Lowrey and most Technical Services Managers met with Ann Palomo and the Software team to discuss projects and issues on November

9. Ms. Lowrey and most Technical Services Managers met with John Skrtic, Carlos Latimer, Michael Ruffing, and Sarah Flinn to discuss projects and issues relating to Public Services.

Carole Brachna, Ann Olszewski, and Andrea Olson attended the Mental Health First Aid Training sessions. Ms. Lowrey spoke about eBooks at the Northern Ohio Technical Services Librarians Fall Meeting at Kent State University on November 30.

Collection Management: Bonnie Bolton, Nancy Mocsiran, Laura Mommers and Rollie Welch all participated in the staff wellness screenings on November 13 and 14. Ms. Mommers and Ms. Mocsiran volunteered to assist in loading up Broadway's DVDs, CDs and Books on CD in preparation of transferring the items to the Fleet Branch. Ms. Mommers volunteered to assist the Materials Preparation department with the physical processing of items.

During November Ms. Mommers ordered 161 new DVD titles for the Branches and the AV Department accumulating in 252 items totaling \$6,319 for the Branch collections and 513 items totaling \$13,626 for the AV Department. Ms. Mommers ordered 323 new CD titles for the Branches and the Popular Library accumulating in 1670 CDs totaling \$20,396 for the Branch collections and 313 CDs totaling \$3,965 for the Popular Library. Ms. Bolton selected 309 new titles for Main Library and Branch juvenile collections for the month of November accumulating with 3,389 items submitted to High Demand or Acquisitions with a total amount of \$39,779.

Mr. Welch presented a program at the YA Lit Symposium sponsored by YALSA (Young Adult Library Services Association) in St. Louis. The presentation was well received by the over 200 librarians attending the session. An article outlining the presentation appeared in the November 8 online version of *School Library Journal*. Mr. Welch's top Street Lit picks for 2012 appeared in *Library Journal's* online review source on November 15.

High Demand: During slower times in the department Technical Services Senior Associates processed items for the Materials Processing Department. Steven Best processed 622 and Mya Warner processed 317.

Carole Brachna, High Demand Manager, worked with Jim Benson of IT/Clevnet and Sandy Jelar-Elwell, Acquisitions Manager, to refine the process for paperless invoicing. She also spent time closing out any remaining BWI orders, since that vendor is no longer serving the public library market.

Materials Processing: The Associates cataloged 1,267 titles for CPL and 1,528 titles for CLEVNET. The Associates and Senior Clerks added 5,206 items. The Technicians processed 24,923 items.

Shirley Jones assisted in packing up CDs and DVDs at Broadway. Elizabeth Hegstrom, with assistance from Nancy Mocsiran, worked with vendors to resolve long open purchase orders for Materials Processing.

Shelf/Shipping: Stephen Wohl volunteered to help bring the DVD's and CD's from the Broadway Branch to Collection Management to relocate the items. Mr. Wohl visited the Main library to help streamline the way in which maps are shipped out.

The staff of the Lake Shore Shelf/Shipping Department sent 578 items to the Main Library for requests (160 for Government Documents) and 109 items to fill holds. Main Library received 631 telescopes, the Branches received 1,020 telescopes, CLEVNET received 141 telescopes, CASE received 4 telescopes and CSU received 7 telescopes and Tri-C received 1 telescope for a total of 1,804 telescopes shipped out. The Technicians sent 20,887 new items to the Acquisitions and High Demand Departments.

Acquisitions: Sandy Jelar Elwell, Acquisitions Manager, met with Rollie Welch, Collection Manager, and Carole Brachna, High Demand Manager, to discuss revising the distribution formulas used when ordering multiple copies of library materials.

Several different projects were handled by staff in the Acquisitions Department. Alicia Naab handled the ordering and receiving of materials for a senior book club at the Glenville Branch. Lisa. Kowalczyk met with staff from the Science and Technology Department to review and provide additional training on the ordering of standards. Leslie Pultorak, Acquisitions Librarian, continued to work on placing orders for Asian language DVDs to ensure delivery in time for the 2013 Lunar New

Year. In the process of doing so, two new vendors were also located by Mr. Welch that could supply Asian language materials to the Cleveland Public Library.

Ms. Naab, Nathaniel Infante and Anarie Lanton, Technical Services Associates, and Angelina Bueno, Technical Services Senior Clerk, volunteered to help pack up CDs and DVDs at the Broadway Branch after the November 16th closing. These materials were then transported by staff to the Lake Shore facility.

Ms. Jelar Elwell was selected to participate in the Leadership Academy, sponsored by the Maxine Goodman Levin College of Urban Affairs. Ms. Jelar Elwell also attended the Fall, 2012 Meeting of the Northern Ohio Technical Services Librarians (NOTSL).

Monthly Department Statistics:

- Ordered a total of 4,791 titles and 8,046 items
- Received 12,232 items, 1,260 periodicals, and 449 serials
- Added 306 periodical items, 165 serial items, 744 paperbacks, and 115 comics
- Processed a total of 1,918 invoices and 55 periodical and serial claims
- Modified 70 serial controls.

Catalog: Librarians added 3,385 titles and 3,059 items for Cleveland Public Library. Dawn Grattino suggested that Catalogers meetings again include regular presentations by the department's librarians, and delivered the first presentation. She described the process of copy cataloging the complete run of a publication called Pan (ocm01443181) for Special Collections as part of the Lockwood Thompson Collection. Pan was published in Berlin from 1895 to 1900. It was an influential periodical that helped define and popularize Art Nouveau throughout Europe.

Amei Hu looked through 2 Chinese DVD lists for Acquisitions Department this month. Larisa Povitsky helped Acquisitions with the records for chess books in Slavic languages ordered for the J. G. White collection. Jintao Huang and Barbara Satow helped transport DVDs and CDs from the Broadway Branch to the Lake Shore Facility.

Andrea Johnson conducted phone interviews to begin screening external applicants for a Technical Services Librarian position (Spanish emphasis). Madeline Corchado and Dawntae Jackson, Human Resources Department, provided valuable assistance with the phone screenings. Michael Monaco attended the Ohio Library Council's Leadership Conference, the first meeting of the CPL150 Team, and the first meeting of OLC's 2013 Convention and Expo Programming Committee.

Preservation: Digital Gallery usage counts for Cleveland High School Yearbooks-Student Newspapers (39,518 item views) and Gallery of Cleveland Photographs (27,528 item views) increased to the highest counts for these two collections for the year.

Gloria Massey edited page images from the Barnhill notebook *Byways of Cleveland* to expand the Digital Gallery edition of this title and she processed files for the Lincoln West yearbooks of 1975 and 1977. Ms Massey processed volume 26 of the *Ohio Architect, Engineer, and Builder*. A total of 122 portraits from the Edmondson collection were added to the Digital Gallery. Twelve volumes of the Cleveland Blue Book, spanning the period 1885-1929, were added to the Digital Gallery. These volumes document information on prominent Clevelanders with portraits in the Edmondson collection.

Preservation Manager Ann Olszewski met with Elaine Herroon of PAL and Patrice Hamiter of Photograph Collection to review photographs for the Cleveland African American History digital project. Elizabeth Bardossy treated 20 technical drawings from the Cleveland Parks Collection. Laura Wallencheck prepared an inventory of 254 Bridge Photos from the Cleveland Picture Collection and she collated the 1996-1997 *Criss-Cross Directory* for microfilming. Renee Pride digitized Annual Reports and historic correspondence relating to the Public Administration Library in preparation for the upcoming centennial celebration. Lyla Chilcutt, in addition to making phase boxes and performing repairs, prepared two shipments of Foreign Literature books for the digicover rebinding process, and stamped two large groups of miscellaneous acquisitions sent by the Science and Technology Department.

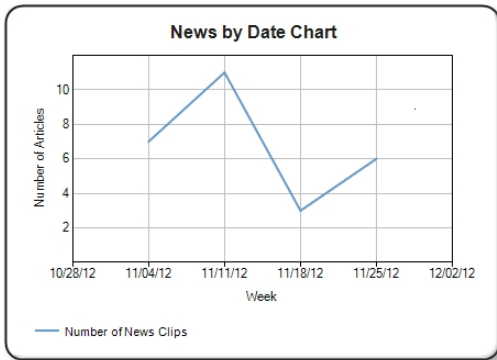
Preservation Statistics:

Total items treated: 228
 Total digital gallery items added: 203
 Phase boxes made: 21
 Books treated-- Simple repair 74 Complex treatment 49
 Paper objects treated--Complex treatment: 20
 Encapsulated pages: 19
 Facsimile copies received: 12 titles
 Items boxed in pre-made portfolios and flip-top boxes: 33

Digital Gallery Statistics:

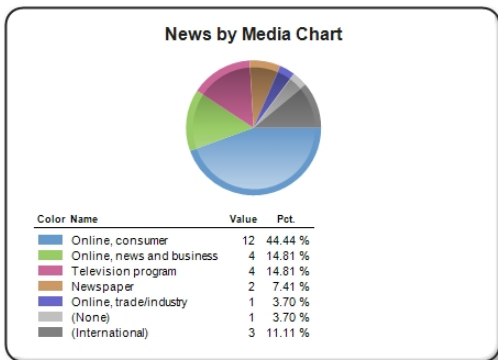
Total items in Digital gallery: 36,181
 Total digital gallery pages viewed: 4,686,894
 Average number of pages viewed per day: 156,229
 Average number of visits per day: 8,172

MARKETING & COMMUNICATIONS



Media coverage for the month of November included 27 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$24,016.51 with a news circulation audience of 670,786 people. In November, the online media outlets that featured CPL

events and programs received 14,137,797 unique visitors. Full report in the Marketing Department.



An ad to promote ed2go appeared in the *Campus Observer* and *Kaleidoscope Magazine*. CPL Winterfest activities were promoted in *Cleveland Magazine* and in the Winterfest stand alone insert. The *Cleveland Visitor's Guide 2013* has been published with an ad promoting CPL, listing, and map location marker.

Other media highlights include the *Today* show mentioning CPL having Movbands; Buffy Hamilton's interview for *School Library Journal*, and the Channel 3 interview with Annisha Jeffries and Andrew Harant regarding CPL's mental health training.

Search Engine Marketing with cleveland.com resulted in CPL ad being viewed 32,220 on average per week, which resulted in an average of 549 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 consultant Erika McLaughlin; OPS manager; and Web Applications manager
- Monthly Branch and Main Manager's meetings

GRAPHICS

Graphics staff designed, printed, and distributed 132 printed pieces in October, in addition to graphics for the library website, and 5 staff newsletters.

Promotional pieces included: *UpNext*-December, *MyBranch* fliers- Dec.-Jan; Statler Arms window display featuring Library Gift Shop; Calendar *Birds Nests and Eggs of Ohio*; Friends newsletter; Homebound Services catalogue.

WEBWARE www.cpl.org and other CPL sites

Twitter followers are up from 3,157 in 2011 to 4,639 currently. Facebook fans are up from 3,603 in 2011 to 4,712 currently. Downloads of books in an electronic format (eBooks) were up from 44,829 in 2011 to 67,715 currently.

Library News on the www.cpl.org homepage featured the following items for November:

FiveOne Experimental Orchestra's "Sonic Cinema"; Cleveland Public Library Board of Trustees Meeting; Winterfest 2012 at the Library; Broadway and Fleet Branches Merge; Cleveland Public Library Announces

Hiring of Two Staff Members - New positions focused on education and literacy; Nests and Eggs of the Birds of Ohio 2013 Calendar.

During the month of November, the following events, programs, and information were promoted on www.cpl.org: Pekar Card; Ed2Go; Exhibits (Bouchercon, Mini-Books); Winterfest; Nests and Eggs of the Birds of Ohio Calendar; Music@Main (CIM students, Di Tsvey); Naxos; Genealogy Clinics; Sonic Cinema; Octavofest; Warm-up Cleveland; Rockin' the 216; My Tunes; CultureGrams; Homework Help; Muzzy Online; Tumble Book Library; Celebrate with Books; 100 Sizzling Titles; Opposing Viewpoints; National Geographic (database); Curl Up With a Good Book; Connecting with the Community; and Brown Bag Book Clubs.

16 Popular Topic pages were updated with new book lists in November.

The sixteenth "Off the Shelf" was sent out on November 14th to a distribution list of 2,459. This issue featured: Winterfest magic returns to Downtown Cleveland; and Brown Bag Book Clubs at Main Library. The following events were also featured: Sonic Cinema with the FiveOne Experimental Orchestra; Microsoft Publisher 2010 I; and Re-useable Arts Workshop Series. We also featured the following new arrivals: Cleveland's Short Vincent: the Theatrical Grill and its notorious neighbors; The walking dead compendium two; and Hungry girl to the max : the ultimate guilt-free cookbook.

The Disney's Beauty and the Beast - November 6-18, 2012 - PlayhouseSquare booklist was built for the Theater Popular Topic.

Three new author pages were built and a new account was added for a new Literature Department staff member for the Ohio Center for the Book website.

PROPERTY MANAGEMENT

The Property Management office completed numerous branch inspections and continues to monitor utility bills. We participated in the Art review for the Eastman Garden exhibit for 2013. A per bid meeting was held for the construction of the temporary South Branch.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. New power and data lines were installed for new computers at Brooklyn and Harvard-Lee. Adjustments were made to the HVAC controls to resolve the overheating problem at Fulton. The vav boxes were serviced and a fan motor was replaced at Glenville. The man hole were the water meter for the branch had to be pump out to see if the meter was leaking on the libraries side or the cities side so that it could be repaired at Harvard-Lee. The hot water tank was replaced at Lakeshore. The Liebert units in Automation were serviced. Several leaking pipes in the walls between the public rest rooms in the lower level of LSW were repaired. The rooftop units filter rack and controls were serviced at Rice.

The Carpenters and Painters worked to remove all Library property from the Broadway branch which has been closed to the public and will be vacated by the library at the end of December. Old computer tables, furniture, and shelving have been removed from Brooklyn, Jefferson, South Brooklyn, and Sterling to accommodate the new computers and tables. A new restroom door and mirror was installed at Carnegie west. Repairs and painting were made at South Brooklyn. The wall paper was removed and the walls were painted in meeting room of MLK.

The Garage serviced vehicles #2, #3, #6, and #11. New tires were installed and front end work was completed on #14, and #15. The gear box and new power steering hoses were installed on #20 and #24. Lawnmowers were removed and replaced with snow blowers and salt has been restocked at the branches.

SAFETY & PROTECTIVE SERVICES

PROTECTIVE SERVICES

Activity

Month	Total calls	Average per day	Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents
	3093	115	41	31	311	88

Special Attention, Special Events, and Significant Incidents

11/06/2012 East and West Side Branches Election Day
 11/07/2012 Rice Branch : Legal Aid Society
 11/09/2012 LSW: EMS Contacted for women who fell in restroom.
 11/09/2012 LSW: CPD contacted for subject detained by CPL SPS in connection with purse theft and cell phone theft at two of our branches.
 11/13/2012 Fulton Branch: youth stabbing outside of branch.
 11/13/2012 LSW: EMS Contacted for male with chest pain.
 11/16/2012 Rice Branch: Large crowd of juveniles broken up.
 11/16/2012 Fulton Branch: Suicidal male apprehended by Cleveland Police
 11/20/2012 Eastman Branch: NewsChannel 5 Town Hall Meeting
 11/24/2012 Main and LSW: Winterfest events
 11/26/2012 Garden Valley: Branch Patrol closed branch per Public Service after branch lost power
 11/29/2012 NewsChannel 5 Town Hall Meeting Eastman

Security Systems

- Will develop schedule concerning upgrades to access control.
- Obtain schedule for implementation of CCTV system work
- Will obtain estimate for upgrade for Fire System at LSW/Main

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.

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

Online Payment

A new patron self-service feature went live on November 14. Through the Bibliocommons catalog, patrons may choose to pay their own fines and fees with a credit card. Software Team staff worked with Bibliocommons, Inc. to test and release this service. Fees for all CLEVNET libraries will be collected. CPL's Financial Services Office will handle disbursement of the collected fees. Even before a formal marketing push, patrons found this service and began using it. It closes a long-needed gap in patron self-service. Thanks for the Software team for many hours of testing and scripting to make this possible.

CPL Projects

IT/CLEVNET staff coordinated with Public Services, Technical Services and Property Management in the closing of the Broadway Branch. The Hardware and Network staffs handled the removal of the workstations, printers and other equipment as well as modifying the network access and data lines to the building. The Software team worked to update the public catalog, make appropriate changes to the Symphony data for item records and hold records, and put in place scripts to take care of any stragglings issues in the data that may arise. The Web Services staff removed all references to Broadway from the public and staff websites.

The patrons of CPL gained even more increased computer access this month. Union (21), Walz (10), South Brooklyn (10) Jefferson (7) and Harvard-Lee (10) all received new Windows 7 PCs for the public.

Cleveland Public Library's Active Directory Domain was upgraded from Windows 2000 native mode to Windows 2003 native mode. This allows more functionality and stability with Active Directory features and begins to position IT for development of more features and tools in 2013.

As part of a project initiated by Cleveland Public Library's Technical Services Department to streamline the processing of invoices and reduce paper, Software staff began testing with Acquisitions, High Demand and Financial services, a script that will automatically pay invoices created through EDI X12 invoicing.

Software staff created new SirsiDynix Symphony configurations for TechCentral's maker kits.

www.cpl.org and other CPL sites:

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CLEVNET Projects

Twinsburg and Wayne County libraries contracted with CollectionHQ for statistical data. Software staff worked with the libraries and Collection Hq to complete scripts that automatically extract data and deliver it CollectionHQ.

Milan-Berlin library expressed interest in doing a physical collection inventory as part of their construction project. This is providing the Software staff with the opportunity to try re-scripting the delivered Sirsi-Dynix inventory process which is not at all optimal in a consortial setting. The process is working well so far and the library is providing good feedback.

Software staff assisted Bellevue library in setting up 9xx ordering, a process which greatly expedites the acquisitions ordering process and saves staff time.

The Hardware and Networking staff made several planning visits around CLEVNET this month. They met with Willoughby Eastlake Public Library to discuss cleanup and updates to their servers. At McKinley Memorial Library and Newton Falls Library the discussion centered on adding them to Clevnet VOIP. At Shaker Library, Mr. Finnegan assisted with reviewing the technology staffing plans.

Technology staff from Euclid Public Library visited IT to review their remodeling plans and discuss technology issues.

Networking staff upgraded the network infrastructure at Medina's Brunswick branch, replaced a faulty access point at Medina Library and tested the new wireless vlan for their signage project. They also replaced a faulty access point at Bellevue.

Know-ItNow

The KnowItNow Statewide Coordinator attended the North Coast Council (NCC) Users Meeting on November 8. NCC provides technology and support to K-12 schools in the greater Cleveland area. The Coordinator was able to share information about KnowItNow and also distribute promotional materials to the school librarians in attendance.

The KnowItNow Statewide Coordinator also participated in the Ohio Library Council's Widen the Lens Conference as a member of the conference planning committee this month, serving as room monitor for a breakout session and facilitating discussions at the closing brainstorming session.

An all-day KnowItNow training event was held at the Public Library of Cincinnati and Hamilton County on November 15. The KnowItNow Statewide Coordinator instructed attendees in both basic hands-on use of KnowItNow software as well as virtual reference customer service skills.

In light of a number of developments, KnowItNow and Answerland (Oregon's statewide virtual reference service) mutually decided this month that it was time to separate and for each service to maintain its own servers and software beginning March 1, 2013. The KnowItNow Website Coordinator has begun to compile necessary documentation to share with Oregon and Answerland's Coordinator has begun to make arrangements to facilitate this process as well.

The KnowItNow Website Coordinator developed an online application to allow access to KnowItNow transcripts for emergency purposes (such as follow-up on prank sessions or crisis calls).

The KnowItNow Website Coordinator also updated a number of Drupal modules this month to keep the KnowItNow Provider site current.

Meetings and Professional Development

Ann Palomo and Hilary Prisbylla attended the annual meeting of the Consortia division of the SirsiDynix Users' Group. This small, working meeting was held in Detroit and attended by representatives of approximately 30 consortia. The meeting consisted of discussions and presentations on different configurations of the SD software and structure of consortia, and listing needs of consortia that the software does not yet meet. Representatives from SirsiDynix were in attendance to discuss the needs and present the current state of product development.

IT/CLEVNET Statistics	Nov-12			
	# Cases Opened	# Cases Closed	Site Visits	TOTAL
Hardware				
CPL Main	92	63	9	164
CPL Branch	105	93	21	219
CPL Lake Shore	24	17	3	44
CLEVNET	20	8	1	29
PUBLIC				0
HARDWARE TOTAL	241	181	34	456
Software				
CPL Main	73	73		146
CPL Branch	15	15		30
CPL Lake Shore	9	9		18
CLEVNET	103	103		206
PUBLIC	200	200		400
SOFTWARE TOTAL	400	400	0	800
Webware				
CPL Main	7	7	1	15
CPL Branch	3	3		6
CPL Lake Shore	4	4		8
CLEVNET	5	5		10
PUBLIC	267	267		534
WEBWARE TOTAL	286	286	1	573
KnowItNow				
CPL Main	1	1		2
CPL Branch	0	0		0
CLEVNET	0	0		0
PUBLIC	0	0		0
KIN Library	21	21		42
OHIOLINK	18	17		35
After Dark	0	0		0
KNOWITNOW TOTAL	40	39	0	79
GRAND TOTAL	967	906	35	1908

Mr. Corrigan adjourned the meeting at 1:20 p.m.

Thomas D. Corrigan
President

Alan Seifullah
Secretary

GIFT REPORT FOR NOVEMBER 2012

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	888	9,470
Periodicals	37	617
Publishers Gifts	0	0
Non-Print Materials	<u>127</u>	<u>1,084</u>
TOTAL LIBRARY SERVICE MATERIALS	1,052	11,171

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 8,978	\$ 536,261
Building & Repair Fund	Restricted	0	30,700
Library Fund	Unrestricted	0	5,072
Library Fund	Restricted	625	6,158
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	12,708	32,168
Ohio Center fo the Book	Restricted	0	900
Judd Fund	Restricted	0	142,963
Lockwood Thompson Fund	Restricted	75,148	150,295
PNC - Grow up Great	Restricted	0	48,000
MetLife - Fit for Life	Restricted	0	0
Learning Centers	Restricted	0	162,000
Founders Fund	Unrestricted	0	0
Founders Fund	Restricted	<u>44,500</u>	<u>87,800</u>
TOTAL MONEY GIFTS		\$ 141,958	\$ 1,235,794

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	25	171	1,052	11,171
Money Gifts	<u>26</u>	<u>158</u>	<u>26</u>	<u>158</u>
TOTAL GIFTS	51	329	1,078	11,329



CLEVELAND PUBLIC LIBRARY

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

Sent via email December 6, 2012

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

Dear Bryan:

Please issue an Amended Certificate of Estimated Resources for increased Special Revenue-- Other Sources by \$8,999.81 relating to the St. Luke's Foundation/NPI grant as summarized below:

Fund Category	Unencumbered Balance as of January 1, 2012	Property Tax & PLF	Other Sources	Total Resources Available for Expenditures
General Fund	\$ 29,062,255.68	\$ 28,407,318.46 \$ 19,837,771.12	\$ 5,884,828.97	\$ 83,192,174.23
Special Revenue	\$ 10,756,112.89		\$ 3,097,775.93	\$ 13,853,888.82
Capital	\$ 8,822,333.75		\$ 10,030,700.00	\$ 18,853,033.75
Permanent	\$ 1,950,743.65		\$ 41,402.44	\$ 1,992,146.09
Agency	\$ 8,431.04			\$ 8,431.04
TOTAL	\$ 50,599,877.01	\$ 48,245,089.58	\$ 19,054,707.34	\$ 117,899,673.93

Thank you for your assistance.

Very truly yours,

Carrie Krenicky
Chief Financial Officer

Board of Library Trustees

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

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

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

Office of the Budget Commission, Cuyahoga County, Ohio.
Cleveland, Ohio December 6, 2012

To the Board of Library Trustees of the: Cleveland Library

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

Fund	Unencumbered Balance Jan. 1, 2012	General Property Tax	PLF	Other Sources	Total
General Fund	29,062,255.68	28,407,318.46	19,837,771.12	5,884,828.97	83,192,174.23
Special Revenue	10,756,112.89			3,097,775.93	13,853,888.82
Capital	8,822,333.75			10,030,700.00	18,853,033.75
Permanent	1,950,743.65			41,402.44	1,992,146.09
Agency	8,431.04			0.00	8,431.04
Totals/Subtotals	50,599,877.01	28,407,318.46	19,837,771.12	19,054,707.34	117,899,673.93

	Budget	
	Commission	

**CLEVELAND PUBLIC LIBRARY
2012 APPROPRIATION: SEVENTH AMENDMENT
DECEMBER 20, 2012**

GENERAL FUND CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	29,062,255.68	0.00	29,062,255.68 (3)
Taxes - General Property	25,407,318.46	0.00	25,407,318.46
Public Library Fund (PLF)	19,837,771.12	0.00	19,837,771.12
State Rollbacks/CAT	5,000,000.00	0.00	5,000,000.00
Federal Aid	0.00	0.00	0.00
State Aid	0.00	0.00	0.00
Fines and Fees	300,000.00	0.00	300,000.00
Earned Interest	425,000.00	0.00	425,000.00
Services	2,493,251.97	0.00	2,493,251.97
Miscellaneous	706,577.00	0.00	706,577.00
Return of Advances/Advances Out	(40,000.00)	0.00	(40,000.00)
TOTAL RESOURCES	83,192,174.23	0.00	83,192,174.23

GENERAL FUND APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	33,484,152.79	250,000.00	33,734,152.79
Supplies	1,016,874.22	0.00	1,016,874.22
Purchased/Contracted Services	9,965,398.44	(290,000.00)	9,675,398.44
Library Materials/ Information	9,389,266.85	0.00	9,389,266.85
Capital Outlay	220,266.25	40,000.00	260,266.25
Other Objects	93,960.00	0.00	93,960.00
SUBTOTAL OPERATING	54,169,918.55	0.00	54,169,918.55
Transfers/Advances	10,000,000.00	0.00	10,000,000.00
TOTAL APPROPRIATION	64,169,918.55	0.00	64,169,918.55

**CLEVELAND PUBLIC LIBRARY
2012 APPROPRIATION: SEVENTH AMENDMENT
DECEMBER 20, 2012**

SPECIAL REVENUE FUNDS CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	13,844,889.01	8,999.81	13,853,888.82

SPECIAL REVENUE FUNDS APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
--	--	-------------------------------	--

Anderson	181,146.55	0.00	181,146.55
Endowment for the Blind	1,599,509.14	0.00	1,599,509.14
Founders	2,152,027.13	8,999.81	2,161,026.94
Kaiser	42,737.60	0.00	42,737.60
Kraley	147,618.65	0.00	147,618.65
Library	170,717.27	0.00	170,717.27
Pepke	94,220.86	0.00	94,220.86
Wickwire	1,066,772.09	0.00	1,066,772.09
Wittke	63,041.28	0.00	63,041.28
Young	2,955,857.05	0.00	2,955,857.05
Friends	15,000.00	0.00	15,000.00
Judd	190,617.00	0.00	190,617.00
Lockwood Thompson	305,106.83	0.00	305,106.83
Ohio Center for the Book	958.00	0.00	958.00
Schweinfurth	45,609.07	0.00	45,609.07
Cleveland NCA Kiosks	9,673.78	0.00	9,673.78
Bill & Melinda Gates	57,867.98	0.00	57,867.98
Harvard Kiosk	7,333.38	0.00	7,333.38
MetLife-Fit for Life	0.00	0.00	0.00
LSTA-OLBPD	1,518,302.00	0.00	1,518,302.00
LSTA-Know It Now	465,548.28	0.00	465,548.28
MyCom	-33,617.18	0.00	-33,617.18
PNC Grow Up Great	94,784.75	0.00	94,784.75
Learning Centers-Cleveland Fdn	162,000.00	0.00	162,000.00
TOTAL APPROPRIATION	11,312,831.51	8,999.81	11,321,831.32 (4)

**CLEVELAND PUBLIC LIBRARY
2012 APPROPRIATION: SEVENTH AMENDMENT
DECEMBER 20, 2012**

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

**CLEVELAND PUBLIC LIBRARY
2012 APPROPRIATION: SEVENTH AMENDMENT
DECEMBER 20, 2012**

(1) Certificate dated October 19, 2012

(2) Certificate dated December 6, 2012

(3) \$28,852,255.68 unencumbered cash carried forward plus cash advances outstanding of \$210,000 @ January 1, 2012 (plus \$6,314,409.02 encumbered cash).

(4) \$10,966,112.89 unencumbered cash carried forward less cash advances outstanding of \$210,000 @ January 1, 2012 (plus \$752,468.41 encumbered cash).
\$3,057,775.93 additional revenue (not including outstanding cash advances of \$40,000).
Non-expendable principal amounts of \$2,492,057.50 in Anderson, Founders and Wickwire Funds are included certified fund balances but are not included in appropriated amounts.
($\$10,966,112.89 - \$210,000 + \$3,057,775.93 - \$2,492,057.50 = \$11,321,831.32$)

(5) \$8,822,333.75 unencumbered cash carried forward (plus \$971,746.54 encumbered cash.)
\$10,000,000 transfer from General Fund. \$30,700 additional revenue.
($\$8,822,333.75 + \$10,000,000.00 + \$30,700 = \$18,853,033.75$)

(6) \$2,667,779.00 unencumbered cash carried forward (plus \$6,128.22 encumbered cash.)
\$41,402.44 additional revenue. Non-expendable principal amounts (\$717,035.35) are not included in either the certified fund balances or the appropriated amounts.
($\$2,667,779.00 + \$41,402.44 - \$717,035.35 = \$1,992,146.09$)

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

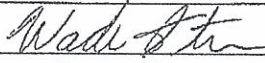
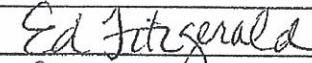

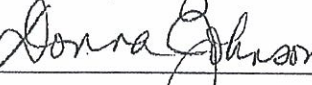
AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES
Based on 76.55% current collection of current levy for previous tax year.
Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.
Cleveland, Ohio December 18, 2012

To the Board of Library Trustees of the: Cleveland Library

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1st, 2013, as revised by the Budget Commission of said County, which shall govern the total of appropriations made at any time during such fiscal year:

Fund	Unencumbered Balance Jan. 1, 2013	General Property Tax	PLF	Other Sources	Total
General Fund	19,022,255.68	24,213,904.06	20,336,111.67	6,141,797.50	69,714,068.91
Special Revenue	10,796,057.50			2,700,194.00	13,496,251.50
Capital	14,400,000.00			0.00	14,400,000.00
Permanent	1,891,426.00			64,290.00	1,955,716.00
Agency	8,000.00				8,000.00
Totals/Subtotals	46,117,739.18	24,213,904.06	20,336,111.67	8,906,281.50	99,574,036.41

	Budget	
	Commission	

CLEVELAND PUBLIC LIBRARY

GENERAL FUND		APPROPRIATION 2013
Salaries/Benefits		
61.9%		
TOTAL		\$ 33,120,713
Supplies		
1.9%		
TOTAL		990,080
Purchased/Contracted Services		
18.7%		
TOTAL		9,977,427
Library Materials/Information		
16.4%		
TOTAL		8,750,996
Capital Outlay		
1.0%		
TOTAL		523,309
Other		
0.2%		
TOTAL		113,260
SUBTOTAL GENERAL OPERATING EXPENDITURES		
100.0%		
		\$ 53,475,785
Transfers/Advances		
TOTAL		-
TOTAL GENERAL FUND		
		\$ 53,475,785

CLEVELAND PUBLIC LIBRARY			
SPECIAL REVENUE FUNDS	FUND NO.		APPROPRIATION 2013
Anderson	201	\$	185,994
Endowment for the Blind	202		1,623,864
Founders	203		2,045,685
Kaiser	204		43,070
Kraley	205		150,014
Library	206		166,590
Pepke	207		94,230
Wickwire	208		1,050,836
Wittke	209		64,566
Young	210		3,054,487
Friends	225		12,000
Judd	226		190,000
Lockwood Thompson	228		181,000
Ohio Center for the Book	229		900
Schweinfurth	230		45,000
LSTA-LBPH	251		1,508,194
LSTA-Know It Now	252		502,764
PNC Grow Up Great	255		50,000
Learning Centers	256		35,000
TOTAL SPECIAL REVENUE FUNDS		\$	11,004,194

CLEVELAND PUBLIC LIBRARY			
CAPITAL FUNDS	FUND NO.		APPROPRIATION 2013
Building and Repair Fund	401		\$ 14,400,000
TOTAL CAPITAL FUNDS			\$ 14,400,000
PERMANENT FUNDS	FUND NO.		APPROPRIATION 2013
Abel	501		\$ 164,244
Ambler	502		1,440
Beard	503		94,772
Klein	504		3,392
Malon/Schroeder	505		111,699
McDonald	506		127,258
Ratner	507		61,616
Root	508		22,684
Sugarman	509		14,589
Thompson	510		78,846
Weidenthal	511		4,114
White	512		1,270,336
Beard Anna Young	513		726
TOTAL PERMANENT FUNDS			\$ 1,955,716
AGENCY FUNDS	FUND NO.		APPROPRIATION 2013
Unclaimed Funds	901		\$ 8,000
TOTAL AGENCY FUNDS			\$ 8,000
Total Other Funds			\$ 27,367,910



Dave Yost • Auditor of State

MEMORANDUM OF AGREEMENT

This agreement is entered into as of the 30th day of November, 2012, by and between Balestra, Harr & Scherer, CPAs, Inc. an independent public accountant (IPA), **DAVE YOST**, Auditor of State of Ohio (Auditor) and Cleveland Public Library, Cuyahoga County (Public Office) WITNESSETH:

Whereas, the Public Office on October 16, 2012, issued a Request for Proposals for the audit of Cleveland Public Library, including any components and other requirements stated in the Request for Proposal, pursuant to Sections 117.11 and 115.56, Revised Code, for fiscal periods January 1, 2012 - December 31, 2015.

Whereas, IPA responded to the Request for Proposals with a formal proposal wherein they indicated their willingness to perform the audit of Public Office in accordance with the items and conditions set forth in the Request for Proposals; and

Whereas, the Public Office, with the approval of the Auditor, has determined the IPA has submitted the proposal most advantageous to the Auditor and Public Office;

NOW, THEREFORE, IPA and Public Office do mutually agree as follows:

1. This Memorandum of Agreement, the Request for Proposals, the Proposal of the IPA and any written documents supplementing, amending, or incorporating the Request for Proposal, the Proposal of the IPA, and the Memorandum of Agreement constitute the integrated written agreement of the parties, to be known as the "Contract";
2. The IPA shall, in consideration of the payments specified in the Proposal, and subject to the requirements of the Contract, perform the specified audit of Public Office;
3. Public Office will provide the IPA with such payments, services, and support as are specified in the Request for Proposals; and
4. The Auditor will provide the IPA with such services and support as are specified in the Request for Proposals; and
5. If applicable, pursuant to the agreement of the parties a subcontractor with respect to the Contract will be as stated below. Further, pursuant to the RFP Terms of Engagement and this Contract, the IPA shall be and remain solely responsible to the Public Office and Auditor for the acts the IPA performs or faults of any subcontractor and of any subcontractor's officers, agents or employees, who are deemed to be agents or employees of the IPA to the extent of the subcontract. Each subcontractor shall jointly and severally agree that neither the Public Office nor the Auditor is obligated to pay or to be liable for the payment of any sums due the subcontractor.

NOT APPLICABLE

Subcontractor Name

Address

Number of Hours

Rate Per Hour

Total Subcontract

IN WITNESS WHEREOF, Auditor, Public Office and IPA have executed this agreement.

Legislative Authority or Designee for
Cleveland Public Library

Date

Michael Balestra

Digitally signed by Michael Balestra
DN: cn=Michael Balestra, o=Balestra, Harr Scherer,
CPAs, Inc., ou=Shareholder,
email=balestra@bhscpas.com, c=US
Date: 2012.12.01 16:08:43 -0500

December 3, 2012

Balestra, Harr & Scherer, CPAs, Inc.

Date

APPROVAL:

Compliance, Auditor of State
Office of **DAVE YOST, Auditor of State of Ohio**
In Accordance with Sections 117.11 & 115.56 Revised Code
(Not valid unless approved by Legal Division)

Date



Dave Yost • Auditor of State

Certification of Compliance with Procurement Requirements

This is to certify that, to the best of my knowledge and belief as the appropriate official of the **Cleveland Public Library, Cuyahoga County**, we have complied with all applicable federal, state and local procurement requirements in the selection of the firm **Balestra, Harr & Scherer, CPAs, Inc.**, to perform the audit of the **Cleveland Public Library, Cuyahoga County**, which is the subject of the accompanying contract.

Cleveland Public Library, Cuyahoga County
Carrie Krenicky, Chief Financial Officer

Date



Order Form

This Order Form, together with the attached license agreement terms and conditions (collectively, the "Agreement") is between ProQuest LLC, a Delaware limited liability company, through its Serials Solutions business unit ("Serials Solutions" or "Licensor") and the subscribing institution named below ("Customer" or "Licensee"), and is made as of the date of Customer's signature below (the "Effective Date").

By signing below, you certify that you have read this Agreement, you are authorized to sign this Agreement on behalf of the Customer, and you are authorized to commit the Customer to be bound by this Agreement. Please return a fully completed and signed copy of this Order Form to Serials Solutions via scanned email attachment to, Maryellen.sims@serialssolutions.com

rev. 01Mar2010

ProQuest LLC, through Serials Solutions	Customer: Cleveland Public Library
Signature: _____ Duly Authorized Signature	Signature: _____ Duly Authorized Signature
Print Name: _____	Print Name: _____
Title: _____	Title: _____
Date Signed: _____	Date Signed: _____
Address: <u>501 N. 34th St.</u> <u>Suite 200</u> <u>Seattle, WA 98103-8645</u>	Address: _____ _____ _____

SERVICE ORDERED	START DATE (MM/YYYY)	END DATE (MM/YYYY)	PRICE (US\$)
Summon Webscale Discovery (e-version) and 369 Link	12/2012	01/2013	\$ 39,618
Customer shall pay all invoices in full net 30 after customer's receipt of invoice.		TOTAL	\$ 39,618

ADDITIONAL COMMENTS OR IMPLEMENTATION INSTRUCTIONS:

One year commitment. No limit on number of databases.

Required Information:

- Date when ready to begin implementation __MM/DD/____.
- Library Implementation Point of Contact:
 [Name] _____ [Title] _____
 Phone [000-000-0000] Email: _____

**Serials Solutions Discovery Services
License Agreement Terms and Conditions**

These license agreement terms and conditions together with the attached Order Form (collectively, the "Agreement") for the Summon™ Web-Scale Discovery Service and/or the AquaBrowser® Discovery Layer (the "Service") is between the subscribing institution ("Customer") and ProQuest LLC, through its Serials Solutions business unit ("Serials Solutions"). The Agreement is effective as of the Effective Date as defined on the Order Form.

1. License Grant and Permitted Use

- a. **Description, Purpose, and Permitted Uses of the Service.** The Service allows end-users to quickly search, discover and access (i) the Customer's library collections and catalog records and (ii) other available third party resources such as commercial databases, open access sources, and enhanced metadata (collectively, "Resources"), in various formats including digital and print, audio and video. The Service is licensed solely for Customer's own use in enhancing discovery of and access to Resources which Customer owns or has the legal right to use for the purposes of the Service. With the exception of end-users employing the Service for its intended purpose in compliance with its posted terms and conditions, Customer may not use the Service to provide services to any third party.
- b. **License Grant.** Serials Solutions hereby grants Customer a non-exclusive, non-transferable license to have access to and Use the Service during the Term for the purposes described in Section 1.a. "Use" means that Customer initiates access to the Service by establishing an online connection to the software ("Software") via remote servers hosted by Serials Solutions. "Term" is defined in Section 7.a and the initial Term is set forth on the Order Form.

2. **Restrictions.** Except as otherwise expressly provided in this Agreement, Customer shall not, nor shall it authorize its end-users or any other third party to: (i) translate, reverse engineer, disassemble, decompile, make any other attempt to discover, or in any other way modify, the Software program source code, or harvest metadata from the Service; (ii) remove any proprietary notices, labels or marks placed upon the Service or the Software; (iii) utilize any computer hardware or software designed to defeat any protection device contained in or placed upon the Service or the Software; (iv) use the Service to execute denial of service attacks or perform automated searches against Serials Solutions' systems, including but not limited to automated "bots", link checkers or other scripts; (v) sell, sublicense, rent, lend, lease or transfer in any way any portion of Service; (vi) communicate or redistribute the Resources or provide access to the Service to other libraries or third parties; (vii) publish, broadcast or sell or use the Software, the Service or any Resources in any manner that will infringe the copyright or other proprietary right of Serials Solutions or any third party; or (viii) use the Service or the Software to produce other software products or to make copies of the Service.
3. **Customer Responsibilities.** Customer will be responsible to: (i) designate link resolver, if applicable; (ii) provide and maintain holdings data of databases; and (iii) cooperate with Serials Solutions by providing access to computer servers, facilities, personnel and information that is reasonably necessary in order for Serials Solutions to set up, implement and deliver the Service to Customer.
4. **Serials Solutions Responsibilities.** Serials Solutions will be responsible to provide the following services: (i) initial account set-up; (ii) hosting of the Service; (iii) Customer support; (iv) Software maintenance, updates and enhancements to the Service; (v) Customer access to the application programming interface service ("API") (applicable only to Summon, subject to API terms of use) so that Customer may develop its own user interface, if applicable; and (vi) training. Note that Serial Solutions' ability to provide (1) direct linking to the catalog records and (2) live availability of the catalog records, will depend on the capability of the customer's catalog management system to support such direct linking and live availability.
5. **Fees and Payment.** Customer will pay the fees for the Service as shown on the applicable Order Form, invoice, or accepted purchase order within thirty (30) days of its receipt of the Serials Solutions invoice.
6. **Proprietary Rights.** All rights, title and interest in Customer's library holdings remain those of Customer and/or its licensors. Serials Solutions may review the holdings information and may combine facts derived from such review in aggregate form to create reports or information sets relating to holdings in the library market, and may use and distribute such aggregated reports to third parties, provided that it shall not identify holdings information as the holdings of any particular subscriber without that subscriber's express authorization. All rights, title and interest in and to the Service, including without limitation, the Software, the API, documentation and any and all new versions, releases, or modifications thereof, are owned by and shall remain with Serials Solutions and are protected by law. This Agreement shall not grant to Customer or any other third party any right of ownership.

7. Term and Termination

- a. This Agreement shall commence as of the Effective Date and continue until the End Date listed on the Order Form, or, if the Service is renewed, until the new End Date (collectively, the "Term"). The license granted under this Agreement shall continue for the specified Term unless earlier terminated as provided herein.
 - b. Either party may terminate this Agreement if: (i) the other party breaches any material term or covenant of this Agreement, and such material breach continues uncured for thirty (30) days after written notice thereof from the non-breaching party detailing such material breach; or (ii) if a petition in bankruptcy is filed either voluntarily or involuntarily in connection with the other party, or if the other party is adjudicated insolvent by any court, or if a trustee or a receiver of a substantial portion of any property of the other party is appointed in any suit or proceeding by or against such party, or if the other party makes an assignment for the benefit of creditors or seeks or obtains the benefit of any bankruptcy or insolvency act.
 - c. Serials Solutions may terminate this Agreement and the license to Use the Service granted herein immediately upon written notice to Customer due to: (i) Customer's unauthorized Use of the Service or copying of the Software and/or documentation or (ii) Customer's failure to comply with the Restrictions specified in Section 2.
 - d. Upon the termination or expiration of this Agreement for any reason, the Service and the license to Use the Software shall terminate and Customer shall (i) immediately stop using the Service; (ii) remove all Software components (if any) from the system it is used on; and (iii) certify in writing to Serials Solutions that it has complied with the provisions in this Section.
8. **Limited Warranty.** Serials Solutions warrants that: (a) it has all rights necessary to enter into this Agreement and to provide the Service to Customer; and (b) the Software, the Service and its Use in accordance with the terms herein does not infringe upon, violate or misappropriate any patent, copyright, trade secret, trademark or any other proprietary right of any third party. EXCEPT AS PROVIDED IN THE PRECEDING SENTENCE, THE SERVICE AND SOFTWARE ARE PROVIDED "AS IS" AND "AS AVAILABLE." THE WARRANTIES IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR DAMAGE FOR DELETED DATA FROM ANY LIBRARY OPAC OR OTHER SYSTEM. WITHOUT LIMITING THE FOREGOING, SERIALS SOLUTIONS DOES NOT WARRANT THAT THE USE OF THE SERVICE WILL BE UNINTERRUPTED OR ERROR-FREE OR MAKE ANY WARRANTY AS TO THE AVAILABILITY OF THE SERVICE, THE ACCURACY, TIMELINESS OR COMPLETENESS OF THE INFORMATION OR THE RESULTS OF CUSTOMER'S USE OF THE SERVICE OR THE SOFTWARE. SERIALS SOLUTIONS SPECIFICALLY DISCLAIMS ANY RESPONSIBILITY FOR DETERMINING THE COMPATIBILITY OF THE SERVICE WITH ANY HARDWARE OR SOFTWARE NOT SUPPLIED BY SERIALS SOLUTIONS AND MAKES NO WARRANTY WITH RESPECT TO THE OPERATION OF SUCH HARDWARE OR SOFTWARE WITH THE SERVICE.
9. **Limitation of Liability.** If the Software is hosted by Serials Solutions, Serials Solutions will use commercially reasonable efforts to provide access to the Service on a continuous basis and free from viruses or other harmful software. Serials Solutions shall not be liable or deemed in default of this Agreement for any failure or delay or interruption in the on-line access or any failure of any equipment or telecommunications resulting from any cause or circumstance beyond the reasonable control of Serials Solutions. THE MAXIMUM LIABILITY OF SERIALS SOLUTIONS UNDER THIS AGREEMENT, OR ARISING OUT OF ANY CLAIM, EXCEPT WITH REGARD TO SERIALS SOLUTION'S IDEMINIFICATION, OBLIGATIONS SET FORTH IN PARAGRAPH 10 OF THIS AGREEMENT, RELATED TO THE SERVICE, FOR DIRECT DAMAGES, WHETHER IN CONTRACT, TORT OR OTHERWISE SHALL BE LIMITED TO THE TOTAL AMOUNT OF FEES RECEIVED BY SERIALS SOLUTIONS FROM CUSTOMER HEREUNDER IN THE 12 MONTHS IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO SUCH CLAIM. IN NO EVENT SHALL SERIALS SOLUTIONS BE LIABLE TO CUSTOMER FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, PUNITIVE OR SPECIAL DAMAGES RELATED TO THE USE OF THE SERVICE OR SERIALS SOLUTIONS'S FAILURE TO PERFORM ITS OBLIGATIONS UNDER THIS AGREEMENT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, REGARDLESS OF NEGLIGENCE. CUSTOMER ACKNOWLEDGES THAT THE FORGOING LIMITATION OF LIABILITY REPRESENTS BARGAINED-FOR ALLOCATIONS OF RISK, AND THAT SERIALS SOLUTIONS' FEES, CHARGES AND COSTS HEREUNDER REPRESENT ALLOCATIONS OF SUCH RISK.
10. **Indemnification** Serials Solutions shall defend, hold harmless and indemnify Customer from any liability and expense (including, without limitation, reasonable attorney's fees) imposed upon Customer as a result of any third party claim that the Service infringes any intellectual property right of any third party, provided that Serials Solutions is promptly notified of any such claim in writing and is given full authority to act in the ensuing proceedings.

11. Miscellaneous

- a. **Notices.** All notices and other communications under this Agreement shall be in writing and shall be addressed to such party at the physical address or email address or facsimile number set forth on the Order Form.
- b. **Assignment.** Customer may not assign this Agreement or any right granted hereunder without the prior written consent of Serials Solutions.
- c. **Taxes.** Customer is responsible for any sales, use, VAT, personal property or other local taxes (except those based on Serials Solutions' income) or import duties imposed on the Service except to the extent that the customer is tax-exempt to the tax in question.
- d. **Waiver.** Failure of either party to enforce at any time any of the provisions of this Agreement shall not be construed to be a waiver of such provisions or of the right of such party thereafter to enforce any such or other provisions of this Agreement
- e. **Severability.** If any provision of this Agreement is found invalid or unenforceable pursuant to a decree or decision of competent jurisdiction, the remainder of this Agreement shall remain valid and enforceable according to its terms.
- f. **Governing Law.** The Agreement shall be construed according to the laws of the State of Ohio, without application of its conflict of laws provisions.
- g. **Entire Agreement.** This Agreement, including the Order Form, constitutes the entire agreement between the parties hereto with respect to its subject matter and supersedes any and all previous and contemporaneous understandings or agreements between the parties with respect to the same subject matter. The terms of any purchase orders are for Customer's convenience and do not supersede any term or condition of this Agreement. The translation of this Agreement, if any, is for Customer's convenience. In the event of any conflict of interpretation, the English language version shall control.

REPORT A

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

Carolyn Kennedy
FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

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

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	27,600,224.27	0.00	0.00	0.00	\$ 0.00	27,600,224.27
42 Intergovernmental	21,836,158.04	2,016,074.21	0.00	0.00	\$ 0.00	23,852,232.25
43 Fines & Fees	357,980.07	0.00	0.00	0.00	\$ 0.00	357,980.07
44 Investment Earnings	206,541.96	3,502.17	0.00	5,760.73	\$ 0.00	215,804.86
45 Charges for Services	2,459,003.21	0.00	0.00	0.00	\$ 0.00	2,459,003.21
46 Contributions & Donations	536,261.42	668,832.19	30,700.00	0.00	\$ 0.00	1,235,793.61
48 Miscellaneous Revenue	631,001.20	5,795.00	0.00	0.00	\$ 0.00	636,796.20
Total Revenues	\$ 53,627,170.17	\$ 2,694,203.57	\$ 30,700.00	\$ 5,760.73	\$ 0.00	\$ 56,357,834.47
51 Salaries/Benefits	31,278,183.41	1,173,610.09	0.00	0.00	\$ 0.00	32,451,793.50
52 Supplies	872,675.98	64,811.55	0.00	7,915.00	\$ 0.00	945,402.53
53 Purchased/Contracted Services	8,345,656.07	1,111,701.09	0.00	14,771.25	\$ 0.00	9,472,128.41
54 Library Materials	8,105,790.77	171,766.75	0.00	23,112.69	\$ 0.00	8,300,670.21
55 Capital Outlay	206,848.43	131,918.66	3,190,072.06	0.00	\$ 0.00	3,528,839.15
57 Miscellaneous Expenses	91,270.45	62,043.58	0.00	0.00	\$ 2,292.79	155,606.82
Total Expenditures	\$ 48,900,425.11	\$ 2,715,851.72	\$ 3,190,072.06	\$ 45,798.94	\$ 2,292.79	\$ 54,854,440.62
Revenue Over/(Under) Expenditures	\$ 4,726,745.06	\$(21,648.15)	\$(3,159,372.06)	\$(40,038.21)	\$(2,292.79)	\$ 1,503,393.85
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	\$ 2,775.74	2,775.74
Total Other Sources / Uses	\$(9,830,000.00)	\$(170,000.00)	\$ 10,000,000.00	\$ 0.00	\$ 2,775.74	\$ 2,775.74
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$(5,103,254.94)	\$(191,648.15)	\$ 6,840,627.94	\$(40,038.21)	\$ 482.95	\$ 1,506,169.59
Beginning Year Cash Balance	\$ 35,166,664.70	\$ 11,718,581.30	\$ 9,794,080.29	\$ 2,673,907.22	\$ 8,431.04	\$ 59,361,664.55
Current Cash Balance	\$ 30,063,511.01	\$ 11,526,933.15	\$ 16,634,708.23	\$ 2,701,150.02	\$ 8,913.99	\$ 60,935,216.40

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the period Ending November 30, 2012

	<u>Certified Revenue (1)</u>	<u>Income To Date</u>	<u>Balance</u>	<u>Percent To Date</u>	<u>Percent Prior Year</u>
PLF State Income Tax	19,837,771	18,387,469	1,450,302	93%	94%
General Property Tax	25,407,318	27,600,224	(2,192,906)	109%	105%
Rollback, Homestead, CAT	5,000,000	3,448,689	1,551,311	69%	76%
Federal Grants	0	0	0	0%	0%
State Aid	0	0	0	0%	90%
Fines & Fees	300,000	357,980	(57,980)	119%	137%
Investment Earnings	425,000	206,542	218,458	49%	56%
Services to Others-Clevnet	2,493,252	2,459,003	34,249	99%	96%
Contributions	0	536,261	(536,261)	100%	0%
Miscellaneous	706,577	631,001	75,576	89%	169%
Return of Advances Out	0	210,000	(210,000)	100%	0%
Total	\$ 54,169,919	\$ 53,837,170	\$ 332,748	99%	98%

	<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	31,310,471	4,135,442	88%	88%
Supplies	1,093,672	985,104	108,568	90%	89%
Purchased Services	11,238,724	10,345,421	893,302	92%	95%
Library Materials	12,266,927	10,753,608	1,513,319	88%	84%
Capital Outlay	329,827	319,502	10,325	97%	97%
Other	109,264	100,497	8,767	92%	77%
Sub Total	\$ 60,484,328	\$ 53,814,603	\$ 6,669,724	89%	88%
Advances Out	0	40,000	(40,000)	100%	0%
Transfers Out	10,000,000	10,000,000	0	100%	0%
Total	\$ 70,484,328	\$ 63,854,603	\$ 6,629,724	91%	89%

Note (1): Certificate from Cuyahoga County Budget Commission dated October 19, 2012.

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

Note (3): Subtotal includes 91% expended and 9% encumbered.

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	11,296,187.81	11,730,114.67	9,861,608.17	0.00	1,868,506.50
51120 Clerical Salaries	9,638,564.73	10,013,784.91	8,507,166.41	0.00	1,506,618.50
51130 Non-Clerical Salaries	354,550.82	403,880.99	1,139,093.75	0.00	(735,212.76)
51140 Buildings Salaries	3,708,667.56	3,858,989.63	3,202,642.90	0.00	656,346.73
51150 Other Salaries	1,130,370.78	1,177,772.47	910,850.36	0.00	266,922.11
51180 Severance Pay	0.00	366,811.61	448,802.87	0.00	(81,991.26)
51190 Non-Base Pay	0.00	4,478.72	212,646.18	0.00	(208,167.46)
51400 OPERS	3,692,829.90	3,841,959.70	3,352,674.61	0.00	489,285.09
51610 Health Insurance	3,302,962.48	3,449,403.47	3,063,447.87	0.00	385,955.60
51611 Dental Insurance	0.00	0.00	35,322.35	0.00	(35,322.35)
51612 Vision Insurance	0.00	0.00	2,617.48	0.00	(2,617.48)
51620 Life Insurance	11,842.56	12,834.24	10,294.04	0.00	2,540.20
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	38,466.56	31,670.24	(21,109.95)
51650 Medicare - ER	316,339.64	330,459.46	290,525.69	0.00	39,933.77
51900 Other Benefits	0.00	6,396.49	17,671.41	617.45	(11,892.37)
Salaries/Benefits	\$33,484,152.79	\$35,445,913.21	\$31,278,183.41	\$32,287.69	\$4,135,442.11
52110 Office Supplies	48,324.90	43,097.27	37,027.23	2,856.09	3,213.95
52120 Stationery	73,700.00	90,628.91	78,409.30	261.27	11,958.34
52130 Duplication Supplies	56,300.00	43,947.76	37,860.69	847.31	5,239.76
52140 Hand Tools	100.00	626.38	533.82	57.44	35.12
52150 Book Repair Supplies	82,800.00	91,132.18	59,413.46	7,827.63	23,891.09
52210 Janitorial Supplies	87,800.00	93,145.02	76,109.53	9,536.02	7,499.47
52220 Electrical Supplies	57,500.00	60,958.85	50,562.74	283.33	10,112.78

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52230	147,400.00	163,985.54	142,419.79	18,654.75	2,911.00
52240	9,400.00	22,938.72	11,530.64	11,026.58	381.50
52300	81,600.00	107,077.79	77,914.63	20,852.99	8,310.17
52900	371,949.32	376,133.91	300,894.15	40,224.47	35,015.29
Supplies	\$1,016,874.22	\$ 1,093,672.33	\$ 872,675.98	\$ 112,427.88	\$ 108,568.47
53100	100,000.00	108,569.07	43,804.50	12,003.07	52,761.50
53210	500,687.68	604,569.12	483,874.75	105,611.51	15,082.86
53230	123,800.00	114,591.35	93,652.09	10,472.81	10,466.45
53240	193,500.00	204,948.31	137,455.24	24,609.28	42,883.79
53310	190,000.00	166,077.96	87,964.22	54,811.04	23,302.70
53320	41,000.00	44,882.14	36,780.40	3,299.34	4,802.40
53340	174,600.00	223,593.25	160,117.79	32,787.93	30,687.53
53350	219,272.06	288,162.50	159,506.74	69,080.64	59,575.12
53360	947,126.00	948,643.36	825,329.28	5,184.57	118,129.51
53370	42,000.00	46,187.59	38,826.14	6,774.55	586.90
53380	995,688.00	1,041,534.21	900,068.20	141,466.01	0.00
53390	27,000.00	30,539.75	30,539.75	0.00	0.00
53400	440,900.00	447,867.90	321,525.20	57,500.00	68,842.70
53510	80,900.00	99,829.18	81,920.67	12,535.26	5,373.25
53520	93,017.14	130,452.95	103,832.41	19,420.20	7,200.34
53610	2,008,900.02	1,993,159.08	1,525,435.98	438,529.31	29,193.79
53620	257,500.00	284,664.27	126,287.05	140,274.24	18,102.98
53630	883,500.10	954,801.02	856,920.00	97,881.02	0.00
53640	87,295.03	202,789.37	166,846.21	31,055.22	4,887.94

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53710 Professional Services	1,569,212.41	1,848,131.29	922,255.53	538,504.48	387,371.28
53720 Auditors Fees	732,000.00	1,027,825.61	1,017,398.61	10,427.00	0.00
53800 Library Material Control	279,500.00	416,340.61	218,416.81	183,872.37	14,051.43
53900 Other Purchased Services	0.00	10,563.75	6,898.50	3,665.25	0.00
Purchased/Contracted Services	\$9,987,398.44	\$ 11,238,723.64	\$ 8,345,656.07	\$ 1,999,765.10	\$ 893,302.47
54110 Books	2,906,000.00	3,761,672.54	2,645,154.87	690,161.28	426,356.39
54120 Continuations	514,000.00	967,682.73	450,395.45	368,210.43	149,076.85
54210 Periodicals	1,105,000.00	1,834,712.58	1,043,833.49	459,083.70	331,795.39
54220 Microforms	205,000.00	225,950.65	112,961.89	72,671.29	40,317.47
54310 Video Media	1,459,999.99	1,522,637.31	1,363,605.11	107,116.15	51,916.05
54320 Audio Media - Spoken	208,000.00	240,157.63	188,854.97	33,750.72	17,551.94
54325 Audio Media - Music	566,000.01	663,685.36	537,989.09	71,627.87	54,068.40
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	1,048,280.14	310,260.31	97,261.15
54530 eMedia	1,052,000.00	1,194,500.00	496,401.58	378,191.98	319,906.44
54600 Interlibrary Loan	0.00	6,859.33	4,202.25	2,257.75	399.33
54710 Bookbinding	29,000.00	56,490.76	26,506.10	31,051.98	(1,067.32)
54720 Preservation Services	60,000.00	131,105.23	84,072.00	47,032.74	0.49
54730 Preservation Boxing	8,000.00	15,168.85	13,118.81	2,050.00	0.04
54790 Preservation Reformatting	100,000.00	148,384.10	79,620.07	68,472.92	291.11
Library Materials	\$9,389,266.85	\$ 12,266,927.18	\$ 8,105,790.77	\$ 2,647,817.18	\$ 1,513,319.23
55510 Furniture	129,000.00	102,667.09	56,341.06	41,406.38	4,919.65
55520 Equipment	91,266.25	159,524.27	83,606.20	71,097.91	4,820.16
55530 Computer Hardware/Software	0.00	46,744.98	46,010.67	149.10	585.21

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending November 30, 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
Capital Outlay	\$220,266.25	\$ 329,826.84	\$ 206,848.43	\$ 112,653.39	\$ 10,325.02
57100 Memberships	54,460.00	68,909.27	63,485.11	4,985.09	439.07
57200 Taxes	500.00	8,237.20	267.32	171.12	7,798.76
57500 Refunds/Reimbursements	17,000.00	32,117.90	27,518.02	4,070.77	529.11
Miscellaneous Expenses	\$71,960.00	\$ 109,264.37	\$ 91,270.45	\$ 9,226.98	\$ 8,766.94
59810 Advances Out	0.00	0.00	40,000.00	0.00	(40,000.00)
Advances	\$0.00	\$ 0.00	\$ 40,000.00	\$ 0.00	\$(40,000.00)
59900 Transfers Out	0.00	10,000,000.00	10,000,000.00	0.00	0.00
Transfers	\$0.00	\$ 10,000,000.00	\$ 10,000,000.00	\$ 0.00	\$ 0.00
TOTAL	\$54,169,918.55	\$ 70,484,327.57	\$ 58,940,425.11	\$ 4,914,178.22	\$ 6,629,724.24

Cleveland Public Library
 Revenue, Expenditures and Changes in Fund Balances
 For the Period Ending November 30, 2012

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	35,166,664.70	53,837,170.17	58,940,425.11	4,914,178.22	25,149,231.54
Total General Fund	\$ 35,166,664.70	\$ 53,837,170.17	\$ 58,940,425.11	\$ 4,914,178.22	\$ 25,149,231.54
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	25,105.16	0.00	1,585,903.98
203 Founders	4,495,884.53	87,799.81	73,032.75	18,931.05	4,491,720.54
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	11,230.48	9,381.48	7,523.45	159,542.82
207 Pepke	92,820.86	0.00	0.00	0.00	92,820.86
208 Wickwire	1,052,526.56	3,502.17	22,350.30	1,319.25	1,032,359.18
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	5,577.41	8,672.43	6,440.65
226 Judd	7,784.12	142,962.75	125,893.79	10,182.81	14,670.27
228 Lockwood Thompson Memorial	400,544.73	150,295.00	268,151.02	156,620.49	126,068.22
229 Ohio Center for the Book	58.00	900.00	958.00	0.00	0.00
230 Schweinfurth	45,609.07	57,167.99	77,432.99	0.00	25,344.07
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	1,382,511.00	1,299,840.72	4,523.41	88,254.87
252 LSTA-Know It Now	266,747.87	472,504.76	624,725.49	53,111.54	61,415.60
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	33,452.07	4,879.00	56,453.68
256 Learning Centers	0.00	162,000.00	45,844.82	11,100.00	105,055.18
Total Special Revenue Funds	\$ 11,718,581.30	\$ 2,734,203.57	\$ 2,925,851.72	\$ 276,863.43	\$ 11,250,069.72
401 Building & Repair	9,794,080.29	10,030,700.00	3,190,072.06	731,510.69	15,903,197.54

Cleveland Public Library
 Revenue, Expenditures and Changes in Fund Balances
 For the Period Ending November 30, 2012

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
Total Capital Project Funds	\$ 9,794,080.29	\$ 10,030,700.00	\$ 3,190,072.06	\$ 731,510.69	\$ 15,903,197.54
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	8,840.00	1,998.00	101,878.97
504 Klein	3,879.68	0.00	0.00	0.00	3,879.68
505 Maloni/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	0.00	159,523.25
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	23,112.69	9,401.99	1,613,458.69
513 Beard Anna Young	0.00	726.41	0.00	0.00	726.41
Total Permanent Funds	\$ 2,673,907.22	\$ 5,760.73	\$ 45,798.94	\$ 11,399.99	\$ 2,622,469.02
901 Unclaimed Funds	8,431.04	2,775.74	2,292.79	0.00	8,913.99
Others	\$ 8,431.04	\$ 2,775.74	\$ 2,292.79	\$ 0.00	\$ 8,913.99
Total All Funds	\$ 59,361,664.55	\$ 66,610,610.21	\$ 65,104,440.62	\$ 5,933,952.33	\$ 54,933,881.81

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

Balance of All Funds	<u><u>\$ 60,935,216.40</u></u>
Chase-Checking	7,924.24
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	884,453.84
KeyBank-MC/VISA	35,082.94
Fifth Third - Checking	1,960,308.93
Petty Cash	330.00
Change Fund	4,640.00
KeyBank-Payroll Account (ZBA)	176.84
KeyBank-Savings Bond Acct	0.00
Cash in Library Treasury	<u><u>\$ 2,892,916.79</u></u>
PNC - Money Market	10,024.00
PNC - Investments	34,447,622.22
PNC/Allegiant Money Market	64,204.94
KeyBank - Victory Fund	0.00
STAR OHIO Investment	2,478,905.41
STAR Plus Investment	8,000,000.00
Investments	<u><u>\$ 45,000,756.57</u></u>
PNC Endowment Acct	13,041,543.04
Endowment Account	<u><u>\$ 13,041,543.04</u></u>
Cash in Banks and On Hand	<u><u>\$ 60,935,216.40</u></u>

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – November 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, STAR Plus, and a federal money market fund.

Following is a description of interim deposit earnings for the period November 1, 2012 through November 30, 2012.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
11/01/12 - 11/30/12	30	Various	STAR Ohio	Various	506.99	Investment Pool
11/14/12 - 11/30/12	17	Various	STAR Plus	Various	0.00	Investment Pool
11/01/12 - 11/30/12	30	Various	PNC	Various	0.43	Sweep Money Market
11/01/12 - 11/30/12	30	Various	PNC	Various	0.82	Money Market
08/23/12 - 11/20/12	90	2,000,000	Federal Home Loan Bank	0.500%	2,416.67	Federal Agency
05/21/12 - 11/21/12	185	750,000	Federal National Mortgage Assn.	0.750%	5,062.50	Federal Agency

Earned Interest November 2012 \$ 7,987.41
 Earned Interest Year To Date \$ 206,541.96

CLEVELAND PUBLIC LIBRARY

REPORT C

Finance Committee

December 18, 2012

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR NOVEMBER 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
Fred Pryor Seminars Human Resources Updates Cleveland, Ohio	12/3/12	Sharon Allen	199.00
American Society for Training and Development Designing Learning Certificate Alexandria, Virginia	10/24/12 - 10/26/12	Sharon Allen	2,777.51
Public Library Of Cincinnati & Hamilton County Know it Now Training Cincinnati, Ohio	11/15/12	Don Boozer	331.02
Ohio Library Council Widen the Lens Seminar Columbus, Ohio	11/13/12 - 11/14/12	Don Boozer	460.42
Ohio Library Council 2012 Technical Services Retreat Perrysville, Ohio	10/2/12 - 10/3/12	Carole Brachna	356.28
Books by the Banks Books by the Banks Seminar Cincinnati, Ohio	10/19/12 - 10/20/12	Steven Capuozzo	220.14
John Carroll University Count Me In Diversity Seminar University Heights, Ohio	9/12/12	Diana Devore	21.01
Ohio Library Council Widen the Lens Seminar Columbus, Ohio	11/13/12 - 11/14/12	Anastasia Diamond-Ortiz	275.00
Columbus Center of Science & Technology Library Visit Columbus, Ohio	10/26/12	Olivia Hoge	16.95
Columbus Center of Science & Technology Library Visit Columbus, Ohio	10/26/12	Annisha Jeffries	16.95
Ohio Library Council 2012 Technical Services Retreat Perrysville, Ohio	10/2/12 - 10/3/12	Andrea Johnson	384.62

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Library Council Widen the Lens Seminar Columbus, Ohio	11/13/12 - 11/14/12	Cindy Lombardo	419.77
Public Library Association Make Way for Maker Spaces Webinar Cleveland, Ohio	10/17/12	CJ Lynce	28.00
Columbus Center of Science & Technology Library Visit Columbus, Ohio	10/26/12	CJ Lynce	16.95
Northeast Ohio Regional Library System How Many Librarians Does it Take to Change a Light Bulb Twinsburg, Ohio	9/18/12	Kelli Minter	15.59
Northeast Ohio Regional Library System Back to the Book XII Seminar Twinsburg, Ohio	11/1/12	Kelli Minter	7.83
Ohio Library Council 2012 Leadership Conference Columbus, Ohio	7/28/00	Michael Monaco	210.42
Sirsi Dynix Users Group Consortia SIG Conference Detroit, Michigan	10/31/12 - 11/2/12	Ann Palomo	524.58
Sirsi Dynix Users Group Consortia SIG Conference Detroit, Michigan	10/31/12 - 11/2/12	Hilary Prisylla	324.16
State Library of Ohio Consumer Advisory Meeting Columbus, Ohio	10/18/12	Will Reed	135.42
Northeast Ohio Usability Professionals Association World Usability Day Cleveland, Ohio	12/8/12	David Reynolds	99.00
Ohio Library Council Widen the Lens Seminar Columbus, Ohio	11/13/12 - 11/14/12	John Skrtic	419.77
Ohio Library Council 2012 Leadership Conference Columbus, Ohio	11/5/12	Ginaya Willoughby	75.00
TOTAL			\$7,335.39

SUMMARY

FUND	SEPTEMBER	YEAR TO DATE
General	\$6,408.53	\$43,804.50
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	135.42	3,707.43
LSTA - Know it Know	791.44	4,702.92
PNC - Grow up Great	0.00	53.15
TOTAL	\$7,335.39	\$53,902.00

**CLEVELAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
TERMINATION REPORT
11/01/2012 THROUGH 11/30/2012**

Human Resources Committee Report

December 20, 2012

NAME	DEPARTMENT	JOB TITLE	DATE	REASON
RESIGNATIONS				
LANTON, AKIL K	MLK	PAGE	11/14/2012	ANOTHER JOB
TRENHOLME, ANNE L	SHELF PAGES	PAGE	11/24/2012	ANOTHER JOB
*SHEFFIELD, KATHLEEN	FULTON	LA-ADULT	5/26/2012	PERSONAL REASONS
OTHER TERMINATIONS				
CLEVELAND, STRACY E	SECURITY	SAFE & PROT SVC OFF	11/14/2012	TERMINATION INVOL
PLENDERLEITH, JAMES	SECURITY	SAFE & PROT SVC OFF	11/2/2012	TERMINATION INVOL
WOODS, JERRY J	LORAIN	BRANCH CLERK	11/14/2012	TERMINATION INVOL
RETIREMENTS				
JETER, CHRYSTAL C	LORAIN	BRANCH MGR-MED	11/2/2012	RETIREMENT
PRYSZLAK, LYDIA	ROCKPORT	BRANCH MGR-LG	11/30/2012	RETIREMENT

*CORRECTED THIS ITEM WAS OMMITTED FROM MAY 2012 BOARD REPORT

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 11/01/2012 TO 11/30/2012**

**Human Resources Committee Report
December 20, 2012**

EMPLOYEE: PEREZ, ELIZABETH
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 11/04/2012
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: CAMACHO, LUIS
JOB TITLE: CUSTODIAN II

CURRENT GRADE: B **EFFEC DATE** 11/04/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	30,919.72	NEW HIRE

EMPLOYEE: TAYLOR, KATHLEEN
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 11/04/2012
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: MEDINA, MARIA
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 11/04/2012
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: JONES, SHERRI
JOB TITLE: LITERACY & EDU COORD PROG

CURRENT GRADE: I **EFFEC DATE** 11/11/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	56,878.64	NEW HIRE

EMPLOYEE: THOMAS, DANIELLE
JOB TITLE: LIBRARY ASSISTANT-COMP EMPH

CURRENT GRADE: F **EFFEC DATE** 11/18/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	22,524.84	NEW HIRE

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 11/01/2012 TO 11/30/2012**

**Human Resources Committee Report
November 20, 2012**

EMPLOYEE: HUGGINS, CRYSTAL
JOB TITLE: LIBRARY ASSISTANT-COMP EMPH
CURRENT GRADE: F **EFFEC DATE** 11/18/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	22,524.84	NEW HIRE

EMPLOYEE: EMOWREY, SHEA
JOB TITLE: LIBRARY ASSISTANT-SUB
CURRENT GRADE: F **EFFEC DATE** 11/18/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	19,937.32	NEW HIRE

EMPLOYEE: FELICIANO, CASSANDRA L
JOB TITLE: CHILDRENS LIBRARIAN
CURRENT GRADE: H **EFFEC DATE** 11/18/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	43,923.36	50,998.74	PROMOTION

EMPLOYEE: HAY, ZACHARY G
JOB TITLE: LIBRARY ASSISTANT-COMP EMPH
CURRENT GRADE: F **EFFEC DATE** 11/18/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	19,937.32	22,524.00	TRANSFER PTR FROM PT

EMPLOYEE: PARKER, GREGORY B
JOB TITLE: LIBRARY ASSISTANT-YOUTH
CURRENT GRADE: F **EFFEC DATE** 11/18/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	22,524.84	42,233.88	TRANSFER FT FROM PTR

CLEVELAND PUBLIC LIBRARY

Human Resources Committee Report

Meeting Date: December 20, 2012

Report Period: November, 2012

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

MONTH	2011 SICK LEAVE HOURS USED	2012 SICK LEAVE HOURS USED	2012 TOTAL HOURS
January	3,285.32	2,536.49	86,103.94
February	4,911.47	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	2,833.57	87,125.04
December	3,605.57		

*Covers three pay dates

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

REPORT E**Human Resources Committee Report**

December 20, 2012

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	80	21	9	1			31	17	1		
Professionals	82	15	2		1		43	16	3	2	
Technicians	21	11	2	1			6	1			
Protective Service	20	9	9	1				1			
Para-Professionals	133	27	35		1		30	31	7	2	
Administrative Support	296	32	60	5	3		44	129	22	1	
Skilled Craft	12	6	4		1			1			
Service Maintenance	50	8	35	2			2	2	1		
Grand Total	694	129	156	10	6	0	156	198	34	5	0

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

K=American Indian/Alaskan Native

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

Human Resources Committee Report
December 20, 2012

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Med Mutual Silver	24	14	38
Med Mutual Gold	256	151	407
Delta Dental	271	190	461
Vision	243	172	415
Workers' Compensation Lost Time Report			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>
No Lost Time Claims for November			

REPORT G

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

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	2012	2011	
Main Library	144,617	159,972	753	833	1,599,755	1,618,877	-1.2%
Branches	341,371	343,801	1,816	1,701	3,715,694	3,684,606	0.8%
Mobile Units	6,106	5,946			59,223	63,008	-6.0%
Library for the Blind	55,526	59,729			678,201	629,248	7.8%
eMedia	12,417	9,447			129,575	93,857	38.1%
TOTAL CIRCULATION	560,037	578,895			6,182,448	6,089,596	1.5%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss	
	2012	2011	2012	2011	2012	2011
eBook	9,338	6,554	96,342	60,486	59.3%	
eAudioBook	2,981	2,792	31,909	31,603	1.0%	
eMusic	42	59	657	734	-10.5%	
eVideo	56	42	667	1,034	-35.5%	
TOTAL eCIRCULATION	12,417	9,447	129,575	93,857	38.1%	Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOADS	Monthly Total		Year-to-Date		YTD Gain/Loss	
	2012	2011	2012	2011	2012	2011
Downloads	NA*	8,288		95,504	-100.0%	Not included in circulation activity.
Users	NA*	530		5,742	-100.0%	

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	45 minutes	14,117	9,854	10,625	6,990	52.0%		
Branches	503	41 minutes	78,084	63,114	52,757	42,410	24.4%		
TOTAL USAGE	605		92,201	72,968	63,382	49,400	28.3%		

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	44,751	45,884	233	239	519,875	525,946	-1.2%
Branches	226,578	248,771	1,205	1,231	2,726,201	2,820,249	-3.3%
Mobile Unit	787	714			8,400	8,739	-3.9%
TOTAL VISITS	272,116	295,369			3,254,476	3,354,934	-3.0%

NOTE: Some branches were closed November 1-3 due to power outages caused by Hurricane Sandy

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR NOVEMBER 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	8,682	845	520	1,031	11,078	927	12,005
Broadway*	1,416	153	88	168	1,825	230	2,055
Brooklyn	6,755	663	426	532	8,376	679	9,055
Carnegie West	9,173	951	921	1,217	12,262	1,180	13,442
Collinwood	7,843	723	543	923	10,032	920	10,952
East 131st	4,334	387	328	481	5,530	379	5,909
Eastman	14,950	1,235	1,137	1,949	19,271	2,178	21,449
Fleet	12,221	946	848	1,479	15,494	1,263	16,757
Fulton	10,047	803	489	813	12,152	965	13,117
Garden Valley	4,474	393	206	295	5,368	332	5,700
Glenville	7,128	624	535	778	9,065	692	9,757
Harvard-Lee	7,747	624	639	1,133	10,143	795	10,938
Hough	4,488	356	366	352	5,562	424	5,986
Jefferson	6,381	559	770	1,014	8,724	880	9,604
Langston Hughes	5,496	707	590	778	7,571	608	8,179
Lorain	9,143	880	558	1,169	11,750	851	12,601
Martin Luther King, Jr.	5,508	492	860	921	7,781	871	8,652
Memorial-Nottingham	10,607	665	1,101	1,693	14,066	1,537	15,603
Mt. Pleasant	5,145	510	365	518	6,538	456	6,994
Rice	11,541	764	663	1,358	14,326	1,054	15,380
Rockport	17,410	1,362	1,392	1,799	21,963	2,314	24,277
South	7,178	558	517	637	8,890	763	9,653
South Brooklyn	14,929	1,254	1,500	2,326	20,009	2,383	22,392
Sterling	5,422	611	602	802	7,437	452	7,889
Union	6,752	807	429	909	8,897	625	9,522
Walz	13,522	1,123	1,219	1,730	17,594	1,591	19,185
West Park	13,797	1,470	2,084	3,093	20,444	2,531	22,975
Woodland	8,964	563	358	557	10,442	901	11,343
TOTAL	241,053	21,028	20,054	30,455	312,590	28,781	341,371

*Broadway branch library permanently closed its doors to the public on November 16, 2012

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

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2012	2011	2012	2011		
Addison	12,005	16,336	141,878	165,304	-23,426	-14.2%
Broadway*	2,055	3,420	35,622	37,532	-1,910	-5.1%
Brooklyn	9,055	9,019	102,127	100,198	1,929	1.9%
Carnegie West	13,442	14,447	160,318	149,733	10,585	7.1%
Collinwood	10,952	10,850	116,510	115,495	1,015	0.9%
East 131st	5,909	6,060	63,749	64,838	-1,089	-1.7%
Eastman	21,449	19,480	217,216	214,650	2,566	1.2%
Fleet	16,757	13,302	172,774	147,701	25,073	17.0%
Fulton	13,117	12,582	133,503	135,822	-2,319	-1.7%
Garden Valley	5,700	5,907	59,736	50,969	8,767	17.2%
Glennville	9,757	8,792	104,784	97,532	7,252	7.4%
Harvard-Lee	10,938	10,820	111,390	111,833	-443	-0.4%
Hough	5,986	6,158	69,264	72,256	-2,992	-4.1%
Jefferson	9,604	10,178	109,703	114,191	-4,488	-3.9%
Langston Hughes	8,179	6,786	85,829	87,801	-1,972	-2.2%
Lorain	12,601	12,866	138,386	137,891	495	0.4%
Martin Luther King, Jr.	8,652	8,908	93,809	99,587	-5,778	-5.8%
Memorial-Nottingham	15,603	17,395	186,827	194,006	-7,179	-3.7%
Mt. Pleasant	6,994	7,759	81,514	80,359	1,155	1.4%
Rice	15,380	15,072	153,386	148,953	4,433	3.0%
Rockport	24,277	23,992	263,266	260,404	2,862	1.1%
South	9,653	11,008	102,180	106,998	-4,818	-4.5%
South Brooklyn	22,392	21,097	246,889	245,907	982	0.4%
Sterling	7,889	6,472	80,391	69,318	11,073	16.0%
Union	9,522	7,723	91,476	77,529	13,947	18.0%
Walz	19,185	18,803	196,441	199,169	-2,728	-1.4%
West Park	22,975	26,331	274,051	284,306	-10,255	-3.6%
Woodland	11,343	12,238	122,675	114,324	8,351	7.3%
TOTAL	341,371	345,812	3,715,694	3,684,606	31,088	0.8%

*Broadway branch library permanently closed its doors to the public on November 16, 2012

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE NOVEMBER 2012**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2012	2011	2012	2011		
Addison	5,290	5,651	78,175	65,475	12,700	19.4%
Broadway	1,444	1,398	18,421	16,792	1,629	9.7%
Brooklyn	3,566	3,882	52,411	51,650	761	1.5%
Carnegie West	14,391	18,138	189,835	206,353	-16,518	-8.0%
Collinwood	7,242	7,098	76,808	79,251	-2,443	-3.1%
East 131st	7,618	7,214	82,053	74,145	7,908	10.7%
Eastman	12,448	12,008	135,266	134,246	1,020	0.8%
Fleet	10,436	9,926	122,544	116,988	5,556	4.7%
Fulton	7,832	8,104	88,123	88,055	68	0.1%
Garden Valley*	4,723	5,283	54,021	57,159	-3,138	-5.5%
Glenville	8,169	7,332	91,031	85,207	5,824	6.8%
Harvard-Lee	8,427	8,796	93,956	96,834	-2,878	-3.0%
Hough	9,600	11,059	132,640	155,092	-22,452	-14.5%
Jefferson	8,383	8,462	95,277	91,911	3,366	3.7%
Langston Hughes	6,399	6,296	73,287	71,370	1,917	2.7%
Lorain	7,166	8,063	88,609	84,235	4,374	5.2%
Martin Luther King, Jr.	7,168	7,855	91,603	92,780	-1,177	-1.3%
Memorial-Nottingham	5,303	5,010	61,729	64,903	-3,174	-4.9%
Mt. Pleasant	5,932	6,007	69,277	72,718	-3,441	-4.7%
Rice	11,914	13,264	141,636	157,102	-15,466	-9.8%
Rockport	11,350	15,420	124,001	140,309	-16,308	-11.6%
South	7,435	8,823	94,363	95,197	-834	-0.9%
South Brooklyn	13,554	12,686	147,500	158,236	-10,736	-6.8%
Sterling	9,550	12,824	135,423	150,547	-15,124	-10.0%
Union	7,086	6,985	81,437	93,737	-12,300	-13.1%
Walz	8,086	10,362	103,528	113,870	-10,342	-9.1%
West Park	10,372	11,190	118,758	117,990	768	0.7%
Woodland	7,088	7,624	84,489	88,097	-3,608	-4.1%
TOTAL	229,984	248,771	2,726,201	2,820,249	-94,048	-3.3%

* Substitute value used - Equipment failures and other environmental factors have caused the original value to be inaccurate.

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS NOVEMBER 2012**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
1 Rockport	24,277	1 Carnegie West	14,391	1 South Brooklyn	31,511
2 West Park	22,975	2 South Brooklyn	13,554	2 Fleet	27,822
3 South Brooklyn	22,392	3 Eastman	12,448	3 West Park	27,291
4 Eastman	21,449	4 Rice	11,914	4 Eastman	23,686
5 Walz	19,185	5 Rockport	11,350	5 Rice	22,240
6 Fleet	16,757	6 Fleet	10,436	6 Fulton	20,026
7 Memorial-Nottingham	15,603	7 West Park	10,372	7 Memorial-Nottingham	19,553
8 Rice	15,380	8 Hough	9,600	8 Rockport	19,404
9 Carnegie West	13,442	9 Sterling	9,550	9 Harvard-Lee	18,834
10 Fulton	13,117	10 Harvard-Lee	8,427	10 Langston Hughes	17,982
11 Lorain	12,601	11 Jefferson	8,383	11 Glenville	17,317
12 Addison	12,005	12 Glenville	8,169	12 Walz	16,558
13 Woodland	11,343	13 Walz	8,086	13 Collinwood	16,270
14 Collinwood	10,952	14 Fulton	7,832	14 Addison	16,169
15 Harvard-Lee	10,938	15 East 131st	7,618	15 East 131st	15,658
16 Glenville	9,757	16 South	7,435	16 Martin Luther King, Jr.	15,212
17 South	9,653	17 Collinwood	7,242	17 Mt. Pleasant	14,724
18 Jefferson	9,604	18 Martin Luther King, Jr.	7,168	18 Lorain	13,233
19 Union	9,522	19 Lorain	7,166	19 Carnegie West	10,549
20 Brooklyn	9,055	20 Woodland	7,088	20 Union	10,316
21 Martin Luther King, Jr.	8,652	21 Union	7,086	21 Sterling	8,046
22 Langston Hughes	8,179	22 Langston Hughes	6,399	22 Woodland	7,492
23 Sterling	7,889	23 Mt. Pleasant	5,932	23 South	7,009
24 Mt. Pleasant	6,994	24 Memorial-Nottingham	5,303	24 Hough	6,197
25 Hough	5,986	25 Addison	5,290	25 Brooklyn	5,419
26 East 131st	5,909	26 Brooklyn	3,566	26 Jefferson	3,587
27 Garden Valley	5,700	27 Broadway	1,444	27 Garden Valley	2,857
28 Broadway*	2,055	28 Garden Valley	1,317	28 Broadway	1,687
	341,371		224,566		416,649
					473,177

*Broadway branch library closed its doors on November 16, 2012

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

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

OTHER TRANSACTIONS
Loans* to:

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
CLEVNET	75,076	79,859	909,357	863,166	5.4%
MORE	703	710	9,339	9,628	-3.0%
Other Libraries	662	469	6,074	5,779	5.1%
TOTAL	76,441	81,038	924,770	878,573	5.3%

*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	22,288	25,680	267,299	279,316	-4.3%
KnowitNow Web Reference*	992	580	7,165	8,147	-12.1%
Interlibrary Loan Requests	4,270	3,597	46,637	40,004	16.6%
TOTAL	27,550	29,857	321,101	327,467	

*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	5,367	8,521	83,117	87,135	-4.6%
Total Items Added	26,260	27,729	300,476	326,268	-7.9%

HOURS OPEN

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
Main Library	192	192	2,214	2,200	0.6%
Branches	5,260	5,668	65,113	64,875	0.4%

MYTUNES

	Nov 2012	Oct 2012	Sept 2012	Aug 2012	July 2012
Songs Downloaded	6,433	6,754	6,634	6,370	6,896
Users	972	979	1,036	1,028	1,028
New Registrations	7	37	22	10	15

PUBLIC COMPUTERS IN BRANCH LIBRARIES, 2009-2012

 = 50 public computers

