

CLEVELAND PUBLIC LIBRARY
 Minutes of the Regular Board Meeting
 February 21, 2013
 Trustees Room Louis Stokes Wing
 12:00 Noon

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

Absent: Mr. Parker

Mr. Corrigan called the meeting to order at 12:06 p.m.

Approval of the Minutes

Ms. Butts moved approval of the minutes for the 1/17/13 Regular Board Meeting and Organizational Meeting; and the 1/15/13 Finance Committee Meeting. Mr. Werner seconded the motion, which passed unanimously by roll call vote.

Presentation: Marketing and Communications Plan 2012-2013 Update

Cathy Poilpre, Assistant Administrator, Marketing and Communications Department, and Erika McLaughlin, Strategy Design Partners, gave a presentation on the Cleveland Public Library's Marketing and Communications Plan for 2012-2013.

Ms. McLaughlin reviewed the overall communications plan as well as the MyPlace MyCard Campaign Plan. In addition, the presentation included organizational priorities; key message areas, goals and desired outcomes.

Ms. Poilpre discussed packaging, positioning and promotion in alignment with the strategic priorities of the organization using various communication vehicles and strategies.

Trustee Werner recommended that billboard campaigns could be extended from April to October as opposed to

MINUTES OF REG.
 BRD. MTG. OF
 1/17/13; FINANCE
 COM. MTG. OF
 1/15/13
 Approved

April to August to coincide with the upcoming election campaign season.

Trustee Hairston recommended that the library investigate the utilization of electric billboards at Cleveland Brown Stadium, Cleveland Public Power, Cleveland Public Auditorium, Playhouse Square and the Dollar Bank at the Galleria.

Ms. McLaughlin discussed strategies that include digital communications, social media, E-communications, E-blasts, online community calendars, advertising, media relations, print collateral, CPL video, and events and programs.

Trustee Butts recommended using You Tube as a communication vehicle.

Ms. Poilpre and Ms. McLaughlin gave an overview of the 2013 Social Media Plan that included: Organization Strategic Priorities, Key Message Areas; Target Audience; Content Integration; Social Media Tool Selection and Techniques and Measurement.

After some discussion, Mr. Corrigan thanked Ms. Poilpre, Ms. McLaughlin and the Marketing and Communications Department for their work on this important plan.

COMMUNICATIONS

Director Thomas acknowledged the following letters from Milena Streen, Vice President & CIO, Saint Ignatius High School, expressing her gratitude for Cleveland Public Library and appreciation for how the Library continues to meet the needs of the city's residents. Ms. Streen also reaffirmed her support for possible collaboration between the Library and Saint Ignatius High School.

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.

LTRS. FROM:
MILENA STREEN,
VICE PRESIDENT &
CIO, SAINT
IGNATIUS HIGH
SCHOOL
Acknowledged

MOTION TO
TEMPORARILY
SUSPEND THE
REGULATIONS
Approved

FINANCE COMMITTEE REPORT

Ms. Rodriguez presented the following report.

Resolution to Accept Gifts for the Month of January

(See page 191)

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

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

WHEREAS, Attached to this Resolution is the Gift Report itemizing the gifts received by the Library for the month of January 2013; now therefore be it

RESOLVED, That the gifts described in the Gift Report for January of 2013 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Second Amendment to the Year 2013 Appropriation

(See pages 192-197)

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 2013 Appropriation Measure to comply with the attached February 11, 2013 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

RESOLUTION TO
ACCEPT GIFTS
FOR THE MONTH
OF JANUARY 2013
Approved

SECOND
AMENDMENT TO
THE YEAR 2013
APPROPRIATION
Approved

RESOLVED, That the sums indicated on the attached Second Amendment to the Year 2013 Appropriation Schedule be approved.

Resolution Authorizing Change Order #001 for the Temporary South Branch Relocation Project

(See pages 198-204)

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

WHEREAS, On December 11, 2012 the Board of Library Trustees awarded the contract for the Temporary South Branch Relocation Project to Lauren Building Co., LLC as the General Contractor; and

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

WHEREAS, Richard L. Bowen & Associates, Inc. has reviewed the necessity of the following and recommends acceptance as detailed in the attached:

Contractor	Change	Amount
Lauren Building, Co., LLC	CO-001	\$2,393.59

This change order is needed to relocate and connect existing water line main feeds which were cut through while cutting concrete for the sanitary trenches; now therefore be it

RESOLVED, That the change order above be approved with the \$2,393.59 increase being charged to the Building and Repair fund account 40178305-55300-10783.

Responding to an inquiry from Mr. Seifullah regarding the water line cut, Myron Scruggs, Director of Property Management, stated that the water line was not cut intentionally. It was not known that the water lines were running in the concrete slab. The water line pipes were cut as the contractor was cutting the trench for a new drain line and the water lines needed to be relocated.

RESOLUTION
AUTHORIZING
CHANGE ORDER
#001 FOR
TEMPORARY
SOUTH BRANCH
RELOCATION
PROJECT
Approved

Resolution to Enter Into Agreements And/Or Establish
Funding Requests for Telecommunication Services for the
E-Rate Funding Year 2013: 07/01/2013 through 06/30/2014

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

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

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

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

WHEREAS, Cleveland Public Library is eligible to participate in the Schools and Libraries Universal Service Discount Program and currently requests needs for Telecommunication Services only through the program, and

WHEREAS, On December 13, 2012, the Cleveland Public Library filed FCC Form 470: Description of Services Requested and Certification Form as required for participation in the discount program. This posting began the required 28-day competitive bidding process, for which the allowable contract date is January 10, 2013; and

BE IT RESOLVED, That the Board of Library Trustees authorizes Library management to pursue all possible discounts available through the School and Libraries Universal Service Discount Program and to establish funding requests by filing the FCC Form 471, including those in excess of \$25,000 and for current contracts; and be it further

RESOLUTION TO
ENTER INTO
AGREEMENTS
AND/OR
ESTABLISH
FUNDING
REQUESTS FOR
TELECOMMUNICA-
TION SERVICES
FOR THE E-RATE
FUNDING YEAR
2013: 07/01/2013
THROUGH
06/30/2014
Approved

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

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, or his designee, to execute agreements, subject to the approval of the Chief Legal Officer, for telecommunication services; to be charged to the 53210 Telecommunications object in the General, OLBDP, KnowItNow (KIN) and Judd funds.

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

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

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

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

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

RESOLVED, That the Executive Director or his designee, is authorized to enter into an agreement with Timothy J. Cosgrove of Squire Sanders LLP for the period commencing January 1, 2013 through December 31, 2013, renewable on an annual basis, in an amount not-to-exceed \$4,000 per month and \$48,000 per year, which expenditure shall be charged to General Fund Account Number 11020053-53710, and to execute such other instruments or documents as may be necessary or appropriate to effectuate the terms

of this Resolution, subject to the approval of the Library's Chief Legal Officer.

Responding to an inquiry from Mr. Werner regarding the contract amount, Director Thomas confirmed that the contract amount had remained the same as the previous year.

Resolution to Purchase PC Workstations from Business Smarts

(See page 205)

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

WHEREAS, At the December 11, 2012 special meeting, the Library Board of Trustees awarded a contract for the construction of a Temporary South Branch to replace the existing South Branch, which will soon be closed; and

WHEREAS, The construction is nearly completed, and the Director of Information Technology has determined that the Temporary South Branch be equipped with PC workstations and station software for the public; now therefore be it

RESOLVED That the Board of Trustees authorizes the Executive Director, CEO or his designee, to purchase forty (40) HP Compaq Pro 4300 All-in-one workstations with station software at a cost of \$905.37 each and freight and tagging at a cost of \$295.00 for a total cost of \$36,509.80 from Business Smarts, with the expenditure being charged to Building and Repair Fund Account 40130105-55530/55540 Computer Hardware/Software.

Ms. Butts asked for clarification on the usage of computer labs at Esperanza, Inc.

Director Thomas stated that staff from TechCentral will be holding computer classes at Esperanza in April and May, and again in September, utilizing Esperanza's 20-station computer lab.

RESOLUTION TO
PURCHASE PC
WORKSTATIONS
FROM BUSINESS
SMARTS
Approved

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

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

(See page 206)

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

WHEREAS, At the January 17, 2013 meeting Library Board of Trustees, this Board authorized the Director to rebid and the solicit competitive bids for improvements to the Jefferson Branch parking lot; and

WHEREAS, On January 18, 2013 and January 25, 2013 a Notice to Bidders was published in the Cleveland Plain Dealer requesting bids for the Cleveland Public Library Jefferson Branch Parking Lot Improvement; and

WHEREAS, Sealed bids were received for the Jefferson Branch Parking Lot Improvement by 12:00 Noon (local time) on February 7, 2013; and

WHEREAS, The Library Administration with the assistance of URS Corporation, the Library's engineering consultant, has tabulated the bids received on February 7, 2013, evaluated the bids as to compliance with the specifications and bid documents as written, investigated responsiveness and responsibility of the lowest bidders, and has recommended the lowest and responsible bidder for the Jefferson Branch Parking Lot Improvement; now therefore be it

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

Contractor	Trade	Bid
Snavelly Excavating Company	General Contractor	\$87,804.22

With the total expenditure of \$87,804.22 being charged to Building and Repair Fund, Account No. 40175405-55300-10754; and be it further

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

Responding to an inquiry from Ms. Butts regarding the cost difference between Snavely Excavating Company and the previous contract awardee, Joyce Dodrill, Chief Legal Officer, confirmed that the amount was approximately \$8,000.

Ms. Dodrill introduced a representative from URS Corporation who was available for questions regarding bioswales and parking lot design improvements.

To provide the Board with additional oversight, Mr. Corrigan requested that future resolutions regarding bids include appropriate documentation about multiple bids.

Resolution to Enter Into an Agreement with Advertising Vehicles, Inc. for Taillight Bus Billboards

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

WHEREAS, The Cleveland Public Library is launching a new awareness campaign to increase reading, Library card sign up, and knowledge of Library services, and

WHEREAS, The Library wishes to take advantage of the benefits of mass transit advertising and its depth of reach into Cleveland's neighborhoods; now therefore, be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to enter into an agreement with Advertising Vehicles, Inc. for (22) Taillight Bus Billboards for a 6 month period beginning March 4, 2013 and ending September 3, 2013 for a total cost of \$25,872.00, with the expenditure being charged to the General Fund Account 11610053-53240.

RESOLUTION TO
ENTER INTO AN
AGREEMENT WITH
ADVERTISING
VEHICLES, INC.
FOR TAILLIGHT
BUS BILLBOARDS
Approved

Mr. Hairston stated that he was pleased with the Marketing and Communications Department Campaign.

Ms. Rodriguez submitted the following reports.

FISCAL OFFICER'S
REPORT
Submitted

Fiscal Officer's Report
(See pages 207-216)

REPORT ON
INVESTMENTS
Submitted

Report on Investments
(See page 217)

REPORT ON
CONFER. &
TRAVEL
EXPENDITURES
Submitted

Report on Conference and Travel Expenditures
(See page 218)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Seifullah presented the following report.

REGULAR
EMPLOYMENT
REPORT
Approved

Regular Employee Report
(See pages 219-232)

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

RESOLUTION TO
ENTER INTO
RENEWAL
AGREEMENT WITH
ING EMPLOYEE
BENEFITS
(RELIASTAR) FOR
LIFE INSURANCE
POLICIES
Approved

Resolution to Enter Into Renewal Agreement With ING Employee Benefits (Reliastar) for Life Insurance Policies

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

WHEREAS, The Library wishes to continue to provide life insurance plans to its full-time employees to retain and attract qualified individuals; and

WHEREAS, The Library is required by its labor contracts to provide group life and Accidental Death and Dismemberment (AD&D) insurance; and

WHEREAS, The Library's life insurance policies have been in force with ING Employee Benefits (ING) since 2010 and

are currently coming off a three-year rate guarantee on March 15, 2013; and

WHEREAS, The Library's 34 month experience period showed a 330% loss ratio on all policies, and if the Library were to request proposals for new life insurance policies, this information would have to be shared with prospective carriers; and

WHEREAS, Gallagher Benefit Services, the Library's benefit consultant, reviewed ING's Premium Rate Renewal Proposal and recommends that the Library accept the proposal instead of requesting proposals from carriers for new life insurance policies; and

WHEREAS, While the basic and supplemental life plans might call for significant premium increase as a result of the claims, ING is proposing a modest increase to the basic life and no increase to the supplemental life, AD&D or dependent life plans. The supplemental life, supplemental AD&D, dependent life and basic AD&D rates will remain at current rates; and

WHEREAS, The renewal proposal for basic life is \$.13/\$1,000, an increase from \$.10/\$1,000, which is an estimated increase in the annual renewal premium of \$2,916.00; now therefore be it

RESOLVED, That Board of Library Trustees authorizes the Executive Director, CEO, or designee, to execute an agreement with ING, subject to the Chief Legal Officer's approval, to be effective on or about March 15, 2013, with an estimated annual premium of \$14,580, based on current lives; to be charged to the Life Insurance Object 51620 in the General Fund.

At Mr. Seifullah requested clarity on this resolution.

Mark Nolan, Gallagher Benefit Services, stated that the Library will benefit from a two year contract extension with ING. ING's offer to maintain the Library's coverage is only a 10% increase on premium despite the fact that they lost over a quarter million on the Library's plan.

Mr. Seifullah submitted the following reports.

REPORT ON PAID
SICK TIME
Submitted

Report on Paid Sick Time Used by the Month
(See page 233)

AFFIRMATIVE
ACTION PLAN
REPORT
Submitted

Affirmative Action Plan Report
(See page 234)

INSURANCE
SUMMARY REPORT
Submitted

Insurance Summary Report
(See page 235)

COMMUNITY SERVICES REPORT

Mr. Werner submitted the following report.

RESOLUTION TO
OFFER A FOOD
FOR FINES
PROGRAM
Approved

Resolution to Offer a Food for Fines Program

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

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

WHEREAS, The Library expresses the desire to join with
organizations in northeast Ohio to collectively raise
awareness of the hunger issues faced in our region; and

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

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

RESOLVED, The Cleveland Public Library will offer an
overdue fine forgiveness program called Food for Fines
from April 15-27, 2013, in support of the Cleveland
Foodbank's ongoing efforts to address hunger and food
insecurity in Northeast Ohio.

Anastasia Diamond-Ortiz, Knowledge Manager, stated that a patron's library fine can be reduced by \$1.00 for each non-perishable food item up to \$3.00 per visit. The Marketing and Communications Department will prepare a press release and posters identifying the "super six" food items as acceptable donations.

Director Thomas stated that this Food for Fines Program will run consecutively with National Library Week.

Monthly Activity Report

(See pages 236-242)

Mr. Werner highlighted the CPL Digital Gallery Usage chart identifying items viewed by collection comparing January 2012 to January 2013, as prepared by Anastasia Diamond-Ortiz, Knowledge Manager.

Responding to an inquiry from Mr. Werner regarding the Newbell Niles Puckett Collection, Timothy Diamond, Chief Knowledge Officer, explained that the collection focuses on the religious and folk beliefs of African Americans living in the southern United States.

Building Status Update

Myron Scruggs, Director of Property Management, stated that during the extremely cold weather last month, one of the dampers in the sub basement was open causing coils to freeze. As a result, the sub basement was flooded. The problem was located, isolated and addressed. Sensors will be installed and connected to the Security Office to signal future similar problems.

Mr. Corrigan thanked Mr. Scruggs and the Property Management Office for their timely response which lessened the Library's financial expense.

DIRECTOR'S REPORT

Before presenting his report, Director Thomas thanked Aaron Mason and the Outreach and Programming staff for their work on the Library's Annual Martin Luther King, Jr. Celebration.

MONTHLY
ACTIVITY
REPORT
Submitted

BUILDING
STATUS
UPDATE
Presented

DIRECTOR'S
REPORT
Presented

Mr. Mason introduced the newest member to the Outreach and Programming Department, Sherri Jones, Literacy and Education Coordinator. Ms. Jones will be responsible for implementing educational services for the Library.

Monthly Statistics

Circulation for the month of January was 569,538. This was a decrease of less than 1% from last year's January circulation of 574,883. The circulation activity for eMedia has increased tremendously from last year and provides us with an ongoing opportunity to reach our community users virtually. eMedia circulation continues to be a bright spot and is up nearly 40% from January of 2012.

The number of computer sessions for January was up from 2012 levels. There were 103,838 sessions this year in comparison to last year's total of 76,002. Not surprisingly, the number of hours in use for our computers increased from 52,141 in January of 2012 to 72,059 in 2013. This was an increase of 28%. 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 January was 291,529. This is an increase of 2% from last year's attendance number of 285,720. The Main library reported a 4% increase in attendance. The branch attendance increased by 2%. We believe that two exhibits opening in January at the Main branch may have influenced the increase in attendance.

Programming / Outreach

January was another great month for CPL programming and outreach. The major program of the month was the 28th Annual Dr. Martin Luther King, Jr. commemorative Program at the Martin Luther King, Jr. Branch on Monday, January 21. The program's theme was inspired by the "The Drum Major Instinct" sermon delivered by Martin Luther King, Jr. at the Ebenezer Baptist Church, in Atlanta, Georgia on February 4, 1968. The program included a viewing of the presidential inauguration, a performance by the Cleveland Metropolitan School District All-City Arts Drumline directed by William Winfield, III, and original poetry readings by Cleveland School of the Arts students: Eva Barrett, Chanda Bynum, Cheyanne Martin.

Jacqueline Gillon a Library patron also read an original poetry composition entitled *King in Mind*. Throughout the celebration attendees enjoyed a musical performance by vocalist Michael G. Williams. The keynote address was given by Rev. Dr. Todd C. Davidson, Senior Pastor, Antioch Baptist Church. Approximately 400 people attended this program.

Music at Main

Music at Main featured Cleveland Orchestra violinist, Eli Matthews on January 5th. He performed selections by Pablo de Sarasate, Mozart, and Beethoven. Approximately 90 people enjoyed the concert.

EXHIBITS

Centuries of Childhood exhibit

The *Centuries of Childhood* exhibit opened on January 14th. During Saturday public hours a total of 45 children and caregivers toured the exhibit. Due to inclement weather the 4 class visits scheduled in January were cancelled and rescheduled. To assist with staffing, the Library employed the use of three volunteers provided by Youth Opportunities Unlimited. The volunteers were given training by the Youth Services Department and assisted Library staff with ushering young people through the exhibit.

Labor & New Deal Art exhibit

The opening of the *Labor & New Deal Art* exhibit was on January 19. The art illustrations are part of a traveling print exhibition of Depression-era art organized by the Massillon Museum and Youngstown State University to commemorate the 75th Anniversary of The Little Steel Strike. The exhibit includes works of art from the collections of the Columbus Museum of Art, Massillon Museum, and Butler Institute of American Art, in partnership with the Ohio Humanities Council and Cuyahoga Arts and Culture.

To coincide with the exhibit opening was a reception on the 3rd floor of Main Library that featured a gallery talk by Intermuseum Conservation Association conservators Andrea Chevalier and Wendy Partridge about the history and conservation of Cleveland Public Library's three famous 1933-1934 WPA murals: Ora Coltman's *The Dominance of the City*, William Sommer's

The City in 1833, and Donald Bayard's Early Transportation (Cleveland's Waterfront About 1835).

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

- I met with Ward 14 Councilman Brian Cummins to discuss our efforts on the South and Temporary South branches.
- I met with Father Murphy of St. Ignatius to discuss collaboration efforts.
- I attended the American Library Association's Mid-winter conference in Seattle and participated in two days of Public Library Association meetings.
- I was joined by Trustees Corrigan as we met with Congresswoman Marcy Kaptur and introduced her to the Cleveland Public Library.

CLEVNET

January's total OverDrive CLEVNET eMedia collection circulation was 91,099, significantly up from last year's total of 64,347. CPL has 5,035 total followers on Twitter and the Facebook page currently has 4,865 fans.

GRANTS & DEVELOPMENT

MyCom Lead Agency Responsibilities

- Attended the quarterly Joint MyCom Agencies meeting at the Cleveland Foodbank
- Wrote and presented a Board of Trustees' resolution for an Amendment to the MyCom Agreement approved last fall. The Amendment will award the Library

additional funds to re-grant for MyCom Transitions programs in 2011.

- Began writing Memorandums of Understanding for the four MyCom Transition vendors
- Observed a Greater Cleveland Volunteers Experience Corps tutoring session at McKinley School. Greater Cleveland Volunteers is one of the MyCom Transitions vendors
- Participated as a panel member in the Starting Point - MyCom - Out of School Time Proposal Review Committee.

Grants & Development

- Coordinated and wrote the 2011 National Library Service Medal Application. The award is sponsored by the Institute of Museum and Library Services
- Presented a brief talk to the Ohio Grantmakers Roundtable Executive Committee of the Northeast Ohio Region that included details about the Learning Center at the Rice Branch
- Wrote a report for Neighborhood Progress Inc. annual report to the St. Luke's Foundation
- Coordinated with Planning and Research the Library's response to the Ohio State University Medical Information grant survey

Friends Liaison

- Attended the Friends Board meeting with the CPL Director to discuss the 2011 budget request
- Met with the Friends of the Library group to follow-up on a meeting about issues related to the Friends book sales

Literacy

- Along with the Director met with Suzanne Seifert, former Director of Cleveland Reads to discuss possibilities concerning the demise of Cleveland Reads and what activities the Library could assume

PUBLIC SERVICES

PROGRAMS

During the month of January the Library hosted a total of 68 programs. Educational programming and services,

not included in the above totals, accounted for approximately 172 adult education classes, 378 hours of after-school tutoring, and 108 hours of high-school ACT preparation and digital arts programming. After school snacks were served 5 days a week at 9 branch locations during the month. There were brief interruptions in service in the month of January due to inclement weather and the Library closing in honor of the Martin Luther King, Jr. holiday.

The major program of the month was the 28th Annual Dr. Martin Luther King, Jr. commemorative Program at the Martin Luther King, Jr. Branch on Monday, January 21. The program's theme was inspired by the "The Drum Major Instinct" sermon delivered by Martin Luther King, Jr. at the Ebenezer Baptist Church, Atlanta, GA on February 4, 1968. The program included a viewing of the presidential inauguration, a performance by the Cleveland Metropolitan School District All-City Arts Drumline directed by William Winfield, III, and original poetry readings by Cleveland School of the Arts students: Eva Barrett, Chanda Bynum, Cheyanne Martin. Jacqueline Gillon a Library patron also read an original poetry composition entitled *King in Mind*. Throughout the celebration attendees enjoyed musical performance by vocalist Michael G. Williams. The keynote address was given by Rev. Dr. Todd C. Davidson, Senior Pastor, Antioch Baptist Church. Approximately 400 people attended this program. Total programming/educational services related expenditures for January totaled \$7833.91.

The Mall: Making Our City Beautiful

A photo exhibit on the Mall prepared by Beverly Austin and mounted in the glass exhibit panels in History and Geography. The photographs present views of the Mall over time between 1900 and 2012.

Entrepreneurship Primer

On Tuesday January 29, 2013 BEL hosted the Entrepreneurship Primer in which patrons explored their ideas for establishing their own small businesses. Nine patrons were instructed how to incorporate databases such as Reference USA, D&B Million Dollar Database, and Gale Legal Forms in their business decision making and development activities. The workshop and it was conducted by BEL manager, Sheba Marcus-Bey.

Cleveland Playhouse and Playhouse Square

The Cleveland Play House (CPH) Borrow-a-Ticket program began in the month January. Library patrons from the three select sites: Harvard-Lee, Carnegie-West, and Main Library reserved a total of 36 tickets for 9 performances of the play *Bell, Hook, and Candle*.

Music at Main

Music at Main featured Cleveland Orchestra violinist, Eli Matthews on January 5th. He performed selections by Pablo de Sarasate, Mozart, and Beethoven. Approximately 90 people enjoyed the concert.

MEETING ROOMS and SCHEDULING

In January a total of 354 meeting room requests were processed by the OPS department, with a total of 5146 estimated number of attendees. This number includes reservations placed for meeting room space in each of the 27 branches, Main Library and Technical Services. Thirty-six AV requested were filled for both Branches and Main Library.

EXHIBITS

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The Centuries of Childhood Exhibit opened on January 14th. During Saturday public hours a total of 45 children and caregivers toured the exhibit. Due to inclement weather the 4 class visits scheduled in January were cancelled and reschedule. To assist with public-viewing staffing, Library employed the use of three volunteers provided by Youth Opportunities Unlimited. The volunteers were given training by the Youth Services department and assisted Library staff with ushering young people through the exhibit.

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OUTREACH

OPS department supported 11 outreach events in the month of January. On January 10th, Literacy & Education Coordinator Sherri Jones attended a regional information session regarding Ohio's Early Learning Challenge Grant, held in Canton, Ohio. On January 18th Sherri Jones and Assistant Director, Outreach & Programming Services attended a College Pathways meeting at Tri-C metro campus to CPL's educational services and upcoming programs.

Ford Middle School Visit

Saturday, January 19, approximately 12 students from Ford Middle School, Brookpark OH, visited the Library to research historical topics for school projects. The students visited several subject departments, including History and Geography, and used resources in the Map and Photograph collections.

St. Edwards International Baccalaureate Program

Tuesday, January 15 thirty-four students from St. Edwards International Baccalaureate Program visited the Library for research on extended essays on subjects. The students visited several subject departments, including History and Geography. History and Geography and Youth Services Public Services Managers, Ronald L. Burdick and Annisha Jefferies respectively greeted the students, and presented an overview on how to use the Library and Library resources and services.

West Side Market

Amanda Dempsey, Ohio City/West Side Market Researcher, has asked for all of the digital files made of the historical technical drawings of the West Side Market held by the Library. Map Collection Librarian Thomas Edwards is working on providing Ms. Dempsey with copies of the files.

Sagrada Familia Iglesia Church

Mary Torres initiated contacts with both Cleveland Public School District and Sagrada Familia Iglesia Church during the month. Contacts were provided CPL and Foreign Literature materials and encouraged to promote CPL materials and services with their constituent populations. Mary Torres attended Sagrada Familia service and interacted with participants following event. Four new patrons joined department's listserv database and promotional materials were distributed. Victoria Kabo held meeting with Russian community activists interested in forming a Russian Cultural Garden.

Virginia Marti School of Art & Design

Pam Eyerdam did an Orientation for 22 students at the Virginia Marti School of Art & Design on Sat. January 5th. Featured were CPL databases, the collection, drive-up window, Tech Central, and the 3-D printer.

CURRENTS magazine

A writer for *CURRENTS* magazine (published in Chagrin Falls) interviewed Special Collections staff for an article. She was shown items that represent the collections of chess, folklore, Orientalia, Cleveland history, and various artifacts.

90.3 WCPN's Around Noon

Michael Dalby was asked to return to 90.3 WCPN's "Around Noon" Music Monday program (a once a month music "magazine" show) hosted by Dee Perry for a radio show on January 28th. With each introduction, the library was mentioned. The show's producer told Mr. Dalby that they would like him back in a few months. Mr. Dalby continues to work with Andy Leach from the Rock Hall Archives to finalized contracts with Hyatt and CPL for the MLA Midwest Chapter meeting which will be held in Cleveland this October 2013.

Brews & Prose

Travis Leonard attended Michael Oatman and Mary Doria Russell "Brews & Prose" reading on January 8, 2013 at Market Garden Brewery.

Little Free Libraries

Travis Leonard and Evone Jeffries made weekly trips to the Little Free Library locations at Dave's Market and

Seeds of Literacy. During these trips, we filled the libraries with roughly 30 books a week, as well as information about upcoming library events and Ohio Center for the Book flyers.

COLLECTION DEVELOPMENT

Superseded USGS Maps

Weeding of superseded USGS Maps: Bryan Hill, Natural Resources Conservation Service (NRCS), United States Department of Agriculture (USDA) has requested the sets for Utah & Minnesota. Postings to several lists, and emails to a number of individual libraries with map collections, have resulted in a small number of takers and has reduced the size of the collection. However thirty-one state sets (42,274 items) remain. Negotiations are in progress with an energy company, Breitling Energy Companies, in Texas to take the remaining thirty-one state sets of these superseded USGS maps. Breitling is willing to pay for the boxes and for the shipping of the maps to their headquarters.

1927 Panoramic View of Cleveland

Patron Joann Morgan presented the Photograph Collection with a 1927 panoramic photograph she found at a yard sale near Sandusky. The photograph was taken from the top of a building around Public Square. Looking east the view encompasses from left to right the lakefront around the end of East 6th to the Rockefeller Building and flats area. Structures included in the photograph; the Terminal Tower still under construction, the Library, Public Auditorium, and City Hall. The photograph was taken during the 1927 Cleveland Industrial Exposition and includes the "Musical Tower of Jewels," a tower of light located next to the northwest corner of the Public Auditorium.

Lary Sommer

Mr. James Lowry, friend of Lary Sommer (son of Francis E. Sommer) notified Pam Eyerdam that Lary passed away in October 2012. This was not long after he learned that CPL had published and digitized his father's memoirs *Idyl, War and Revolution* (c1952). It is a nice legacy that Lary Sommer was able to enjoy in memory of his father who worked at CPL in the first half of the 20th century. Ann Olszewski made the recommendation to create a collection level record for Kokoon invitation posters which was accepted.

Musicarnival

Pam Eyerdam and Amy Dawson met with John Skrtic to discuss the Musicarnival program in March 2013 and plan the transfer of the recordings (on CD) to Special Collections. Joyce Dodrill assisted with copyright wording that prohibited patrons to duplicate the music recordings.

The George Koltanowski Collection Chess Archive

Kelly Brown began to process the *The George Koltanowski Collection Chess Archive* (donated to JGW in 2001). Ms. Brown initially met with Becki Clark of the Cleveland Shetland Sheepdog Club, who donated a collection of periodicals to the Cleveland Public Library in 2007

Lockwood Thompson

Pam Eyerdam and John Skrtic reviewed items for purchase from rare book dealer Peter Bernett. Most titles selected were funded from the Lockwood Thompson endowment (related to modern art). Aaron Mason will prepare the Lockwood Thompson Grant reports for the Cleveland Foundation.

Shelf Reading and Weeding

Travis Leonard developed shelf reading and weeding plan for pages and all Literature Department staff. He also participated in shelf read sections 102-120 in the upper mezzanine, sections 117-120 on the floor. Found and corrected 80+ shelving errors. He weeded four fiction ranges (McCaffey - McCauley, Maclean - Mahfool, Martin - Matthews, and Mosley - Munro) and discarded 300+ books in extremely tight sections. Did some light weeding in LC section PR 4000.

P.G. Wodehouse

Travis Leonard checked the records of the P.G. Wodehouse editions donated to the library to ensure they were properly catalogued (reference fiction). In the process I determined which were the most valuable of the books and requested that Special Collections take the four most valuable editions, to which they agreed.

Research That's Possible Only at Main Library

On January 15, students from St. Edwards High School spent the day at the Cleveland Public Library researching various topics as part of the International Baccalaureate Program. The students in Science &

Technology were pursuing such topics as how wars affected advances in medicine; the effects of oxygen in sports performance;

Students from Cuyahoga Community College's Hospitality Management class used Science & Technology's collection of cookbooks, specifically those on regional cooking and international cooking.

Students from West Park Middle School visited on Saturday, January 19, researching topics for History Day. The students in Science & Technology were pursuing such topics as who was involved in the development of the television, and the history of the atomic bomb.

Mark Moore did research in *Himnario para uso de las Iglesias evangelicas (1871)* for Joseph Herl, a professor at Concordia University, Nebraska, to find and scan some hymns translated by Juan Bautista Cabrera. Cleveland Public Library was able to provide two of the three hymns Professor Herl was seeking to include in his new book.

Cleveland State Art History professor needed to verify a citation from *Art International* dated from 1964 pertaining to Larry Rivers artwork for a book she is writing. Dr. Larry Waldman is working with Dr. Henry Adams on a new exhibition featuring Cleveland Post-Impressionism for the Cleveland Artists Foundation exhibit in May 2013.

A Philosophy professor from Oberlin used the JGW Orientalia collection of periodicals to verify citations for a book from the 1904 volume of the *Journal of the American Asiatic Association*.

The head of Public Services from the Ingalls Library at the Cleveland Museum of Art needed the table of contents scanned in order to inventory their folio of plates by Leonardo da Vinci. Scans were made by Special Collections staff.

A patent attorney required help in locating Japanese patents. He had contacted the USPTO and they were not able to satisfy him. We were able to instruct him on how to perform a search and provided him with web sites to locate the emperor year, search strategy, and print outs of the patent he was looking for.

An advanced Placement high school student was assisted in locating information on the history of the G.I. Bill a.k.a. The Servicemen's Readjustment Act of 1944. 78 P.L. 346. Provided info through Congressional Publications database on House and Senate Reports.

BOOKMOBILE/ON THE ROAD TO READING

The bookmobile conducted 69 stops, served 708 patrons and processed 6 new library-card applications.

OTRR staff visited 84 classrooms with a total attendance of 872, and visited 12 Pediatric and WIC sites. Forty-five deposit collections were circulated to classrooms with a total of 1035 items.

Staff

BEL met on January 17, 2013. As mentioned above, the department meeting for BEL was focused on customer service and the need to effectively answer questions in the most comprehensive manner. Staff reviewed three documents - Telephone Etiquette, Customer service for Main Departments, and an original call center memo by former department head Aaron Mason.

The Shipping Department has experienced a backlog of materials this month and several steps have been taken to alleviate the backlog. Quentin Congress, Shipping Clerk, has laterally transferred to Branch Clerk, Mount Pleasant Branch effective January 28. In addition, Temporary Shipping Clerk Joshua Pease was promoted to Computer Aide at the Westpark Branch, effective January 21.

Kenyatta Abrams, Carolyn Southerland, and Anthony Liang attended a webinar in the Cleveland Public Library Board Room on 1/16/2013. Topic, "Think, YES!!" dealing with providing library customers with the best service.

Mr. Bruce Biddle attended "*Arts and Culture Roundtable: Sustainable Communities*" program. This is a partnership with The Community Partnership for Arts and Culture at the Cleveland Natural History Museum.

BRANCHES

Addison, Branch Manager, Magnolia Peters attended the Ward 7 Community Meeting to distribute January's *What's Next* program booklets and library services literature. In addition, an invitation was extended for the MLK Program at the MLK Branch.

Collinwood, Manager, Caroline Peak attended block club meeting on January 16th to promote tutoring, snack program, MLK program, ed2go and computer classes at the library.

At the Harvard-Lee Branch, *Our Rockin the 2-1-6 Learning Center* resumed their classes with an increasing total of 19 students in attendance. Mrs. Parks and Mrs. Scurka met with a representative from Cleveland Playhouse, and Melanie McCarter from OPS to discuss Harvard-Lee's involvement with the CPH Initiative. Harvard-Lee is one of the selected locations to check out CPH tickets. Harvard-Lee checked out 16 of the 24 tickets administered due to the efforts of Branch clerk Bianca Jackson. Mrs. Parks attend a Webinar on January 16, 2013 entitled, "This Yes! Transforming Customer Service."

During the month of January, West Team Managers and staff members were busy promoting CPL by participating in outreach activities and/or attending local community meetings. Fleet Manager Reki Olayiwola attended the meetings of Broadway P-16, Cleveland Education Committee, P-16 Steering Committee, and Slavic Village Community Meeting on school planning. Sterling Manager, Cal Zunt, attended the Ward 5 Community Meeting, CSU, and Campus District, Inc. meetings.

Branch Manager Andrew Harant met with Heather Ducloux from the West Park Family YMCA to discuss possible ways to collaborate. The Old Brooklyn CDC's Barb Spaan, Community Outreach Manager and Supervisor of the Neighborhood Watch program, held a meeting at the South Brooklyn Branch for local residents concerning recent break-ins. South Brooklyn Branch Manager, Susan Martin attended the meeting to support the residents and offer library resources.

Fleet Branch Clerk, Betty Hollowell, and Library Assistant, Marcel Dorsey, visited daycare centers in North Broadway to present onsite story hours to children and both Ms. Hollowell and Mr. Dorsey called to set up

appointments to Mound Elementary School, Fullerton Elementary School, and Broadway Boys and Girls Club. In addition, Sterling Children's Librarian, Monica Rudzinski visited ten schools and Head Start locations.

Story Times, programs and displays presented and/or coordinated by the West Team include a Solo en Espanol (an only in Spanish Book Club) at the Carnegie West Branch. This Book Club met on January 19th and discussed 'The Prisoner of Heaven' by Carlos Ruiz Zafon. In addition, the Walz Branch resumed it's very popular daily homework club after the winter holidays. Their Readers Theater also resumed on Fridays with the children writing scripts. Story times at the Brooklyn Branch brought in a visit from the Archwood Preschool and the Jefferson Branch story times brought in 192 children.

Lorain Children Librarian, Crystal Tancak worked with 12 children to create a banner celebrating Dr. Martin Luther King Jr. The staff at the Eastman Branch put up a display of Urban Novels by the Circulation desk which proved to be a very popular display as it had to be refilled many times per day.

Opportunities for learning at the West Team Branches were in abundance in January. Students participating in after school tutoring at the Fulton Branch averaged approximately 5-10 per week. ESOL and GED classes started back up in January at many west side branches. In fact, two GED registration and orientation sessions held at the South Brooklyn Branch brought in 28 attendees.

The Rockport Branch's 216 SAT program resumed with a new eight week session on January 7th and the Youth Unlimited Opportunities (Y.O.U.) program held at the Fleet Branch also resumed. This program provides career and life skill sessions for youth age 16 - 19.

The Snack Program associated with CPL's Learning Centers has been a huge success. The Eastman Branch is providing snacks to an average of 10 students per day and the Fulton Branch provides snacks to an average of 25 students per day. Fulton Branch Manager Cheryl Diamond reports that the program is so popular that even on Saturdays she has students coming up to her asking for snacks.

OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

In January, OLBDP circulated 59,519 books and magazines directly to patrons. OLBDP registered 138 new readers to the service. Approximately 638 active BARD users downloaded 11,761 books and magazines for January.

The NLS-BARD system was merged with the NLS Web-Braille service. BARD now allows patrons to download audio books and magazines, braille books and magazines, braille musical scores, as well as foreign language books. As a result of the merger, NLS needed to upgrade how BARD collects statistics. November and December 2012 statistics were delayed but have been released by NLS in January. Significant upgrades were also implemented to the BARD web user interface, including the addition of a patron wish list, improvements to the search engine, relevance ranking to search results, and improved access to patrons with low vision.

OLBDP is moving forward on the development of a reading club for our kids and teens. CPL Graphics finalized the branding and logos that will be used for the OLBDP Kids and OLBDP Teens reading club. OLBDP patrons between the ages of birth to 12 years will be eligible to sign up for OLBDP Kids reading club, and patrons between the ages of 13 to 18 years will be eligible for OLBDP Teens reading club. Participants will be encouraged to read books to achieve Bronze, Silver, Gold, Platinum, and Diamond member levels. Prizes will be awarded to participants for their participation. OLBDP will also be working with Web Applications on a web page for each club. More information will become available through the year including a launch date.

The OLBDP Cyber-Dialogue Book Discussion was held on January 14th where the group discussed "Divergent" by Veronica Roth.

OLBDP Librarian Michelle Makkos provided information and talks about the service at the Pepper Pike Health Fair on January 19th and the Brunswick Senior Expo on January 21st.

OLBDP welcomed Ken Redd who was the successful candidate for the OLBDP Library Assistant - Outreach and Promotion Emphasis vacancy. Mr. Redd started his new position on January 28th.

OLBPD has submitted a staffing request for the vacant OLBPD Library Assistant position following the retirement of Michael Pride on 12/31/2012.

TechCentral

Outreach

Sam Tripodis spoke to the PC Users Group of Northeast Ohio at Cleveland State University on Saturday, January 12, 2013 on several aspects of TechCentral, including myCloud, the TechToyBox, as well as other services available at the Cleveland Public Library.

CJ Lynce met with Victor Ruiz of Esperanza, Inc. and Jaime Deplet, South Branch Manager, on January 14 to discuss the use of Esperanza's computer lab and meeting spaces once the temporary South Branch location is opened in March. TechCentral will be holding computer classes at Esperanza in April and May, and again in September, utilizing Esperanza's 20-station computer lab.

Two special Microsoft Access computer classes were held at the Harvard-Lee Branch on January 24 and 31 for a local community group.

CJ Lynce spoke to the NASA Supervisor's Club on Thursday, January 31 about a general Technology Overview and basic Computer Troubleshooting.

TechCentral was invited to setup a display at the Cleveland Museum of Art's First Friday MIX event on February 1, 2013. The theme of the evening's events is "Interface", which combines a mixture of traditional art with technology. TechCentral will demonstrate its 3D printers during the event. Well over 700 people are expected to be in attendance.

Professional Development

TechCentral staff met with Safety and Protective Manager, Tim Goergen, and Supervisor, Chris Flak, at its regular staff meeting on Monday, January 7. Chris Flak gave a presentation about verbal de-escalation techniques that staff can use in dealing with aggressive or irate patrons. Additionally, the TechCentral staff communicated a number of safety and security concerns related to the day-to-day operations of the department.

CJ Lynce, Suzi Perez, and Alan Majors attended the "Think Yes: Transforming Customer Service" webinar offered by the Urban Libraries Council on January 16.

CJ Lynce met with several administrators, including John Skrtic, Laura Armstrong, Carrie Krenicky, and Myron Scruggs regarding the use of CPL Cars for TechCentral staff teaching computer classes in the branches. TechCentral staff will begin utilizing CPL cars in March for most computer classes.

3D Printers

TechCentral's new 3D printer arrived just in time for the Cleveland Museum of Art's MIX event on February 1. TechCentral staff was busy configuring and calibrating the machine, as well as learning the new accompanying software.

Over 15 patron models were printed using the 3D printers in January. TechCentral staff worked with several patrons to ready their models for print, including one local inventor who is using the 3D printing service to develop rapid prototypes for his invention.

Computer Classes, One-on-One Sessions, and Maker Labs

In January, TechCentral staff conducted a total of 19 classes at Main Library, 41 classes in 10 branches, and 8 scheduled myCloud orientations. Attendance was 72 students at the Main Library and 113 students at the branches.

Two class series were cancelled at the Lorain and Fulton Branches due to no attendees. Additionally, there has been a marked decline in computer class attendance over the last three months. While the holidays and weather are certainly a factor, TechCentral is investigating ways to better communicate and market the availability of computer classes in future months.

TECHNICAL SERVICES

All Technical Services Managers submitted their Annual Report for 2012 by the deadline. Patricia Lowrey, Director of Technical Services met with John Skrtic, Director of Public Services and Cindy Lombardy, Deputy Director to discuss recommendations for binding that had been drafted by Elizabeth Hegstrom, Materials Processing

Manager. Ms. Lowrey attended two meetings to discuss possible renovations to the Fleet Branch. She chaired the first two Revenue Enhancement Task Force meetings; the Task Force is charged with developing recommendations for new revenues for the Library. Ms Lowrey and most Technical Services Managers met with Ann Palomo and the Software Team on January 11, to discuss a number of issues and joint projects. Ms Lowrey attended the Library's Martin Luther King Jr. Celebration on January 21.

Collection Management: Collection Management staff began ordering new materials for 2013 on the eighth of January. Amounts for weekly spending rates were then established for each format. These weekly spending rates will be adjusted throughout the year to assure a steady flow of materials through Technical Services and new materials arriving at Branches and Main Library agencies. Altered distribution formulas were implemented which will help control the spending rate of each budget.

Bonnie Bolton, Nancy Mocsiran and Rollie Welch, along with Lisa Kowalczyk of the Acquisitions department, collaborated to provide training for Youth Services staff on using Ingram iPage for monthly discretionary ordering. One-on-one sessions were also offered for Youth Services staff unable to attend the group sessions. Ms. Mocsiran created a detailed help document for using Ingram iPage that has been posted on the staff Intranet.

Ms. Mocsiran also constructed a survey intended to gauge patron interest on specific single issue comic book series purchased for each Branch. Laura Mommers visited the Mobile Library to discuss collection needs for the bookmobile. Collection Management staff relocated fifty telescopes of materials in January. The combination of print and non-print items were sent to Branches, the Friends of the Library book sale, or Cleveland Public Library collections housed at Cleveland State University, Case Western Reserve University, Cuyahoga Community College Metro Campus (CSU, CWRU, CCC).

Ms. Mommers ordered 473 DVD titles (3,037 DVDs) for the Branches and the Audio Visual department. She ordered 213 CD titles (1,729 CDs) for the Branches and Popular

Library. Ms. Bolton selected a total of 2,844 books for children and young adults.

Shelf/Shipping: On January 16th Stephen Wohl, Lake Shore Self/Shipping Supervisor, assisted in assessing close to 100 new applicants for page positions. About one-quarter passed the assessment. The pages at Lakeshore Shelf/Shipping continued assisting the Government Document department in a large weeding project. The pages retrieved and shipped out 271 books via request that came in from Government Documents. A total of 474 items were sent to the Main Library for requests and 121 items to fill holds.

Main Library received 407 telescopes of new materials, the Branches received 989 telescopes, CLEVNET received 118 telescopes, CASE received 3 telescopes and CSU received 4 telescopes and Tri-C received 3 telescopes for a total of 1,524 telescopes shipped out. The Technicians unpacked 17,918 new items for the Acquisitions and High Demand Departments.

High Demand: The first paperless invoices were paid January 14. Carole Brachna, High Demand Manager, attended a meeting to refine the process on January 28, with Sandy Jelar-Elwell, and members of IT and Financial Services. Midwest invoices began to be paid late in the month. Other vendors' invoices will be added as possible.

Dale Dickerson, High Demand Librarian, received training from Preservation Department Manager Ann Olszewski on CONTENTdm software and interpreting information about baseball photographs, so that he could add descriptive data about the photographs to the digital collection. He then began working on a batch of photographs from his workstation. Mr. Dickerson will work on these on a regular basis.

Andrea Johnson, Catalog Manager, met with Mr. Dickerson and Ms. Brachna to share a training schedule for RDA. Mr. Dickerson and Ms. Brachna will use some of the training sites provided by Ms. Johnson to learn about RDA. Ms Brachna attended the Branch Managers' meeting to learn about supply ordering. She also contributed to and attended the Technical Services Potluck on January 11.

Ms. Brachna gave some help to the Allen County Public Library, Fort Wayne in regard to setting up their 9xx/EDI ordering with Midwest Tape and Baker & Taylor. She served on the interview panel for a Slavic language cataloger position in the Catalog Department. Rosalyn Easley processed 42 books for Materials Processing.

Materials Processing: The Associates cataloged 812 titles for the Cleveland Public Library, added 2,769 records for the CLEVNET libraries. The Associates and Sr. Clerks added 3,596 items. The Technicians worked on 22,012 items.

Christon Hicks joined the department as a Technical Services Associate - Temporary. Elizabeth Hegstrom attended part of the joint Branch Managers/Main Managers meeting discussing the new stockroom supply system.

Acquisitions: Acquisitions staff began placing orders on January 8th after the editing and entering of the 2013 fiscal year budget numbers in Sirsi was completed. Staff received items and paid invoices in Sirsi for orders that had only been received on paper prior to the 2013 fiscal cycle being setup. EDI order and invoice reports were reinstated to run automatically again.

Alicia Naab, Acquisitions Coordinator, assisted Carole Brachna, High Demand Manager, with the updating of the templates used for gridding orders in vendor websites to reflect changes made to the ordering distribution formulas for 2013 and worked with Hilary Prisbylla, Library Systems and Applications Specialist, to delete ordermap templates in Sirsi that were no longer needed. The Librarians in the Department also worked with Ms. Naab to verify that the new ordering distribution formulas were entered correctly in the vendor websites. Nathaniel Infante, Technical Services Associate, created new spreadsheets for the 2013 Department statistics for both the Acquisitions and the Lake Shore Shelf/Shipping Department. Leslie Pultorak, Acquisitions Librarian, created new spreadsheets for the 2013 invoice statistics.

In an effort to become more "green" and shift to a more paperless environment, Acquisitions transitioned the Main Library Subject Departments to using email to communicate when selection lists are ready to be ordered instead of sending paper copies in red bags and the

selectors will receive a reply confirmation to their original email from Acquisitions once their selection list has been ordered. These new procedures have helped to streamline and expedite the processing of selection lists for Main Library Subject Departments.

Sandy Jelar Elwell, Acquisitions Manager, and Ms. Brachna continued to work with Laura Armstrong, Financial Services Manager, and Jim Benson, Information Technology (IT) Department, to revise the documentation for the procedures for the automatic payment of Electronic Data Interchange (EDI) invoices and implement these new procedures. The new procedures were implemented in the Acquisitions and High Demand Departments on 01/14/2013. Brodart invoices were the first group selected to test this new workflow and Midwest Tape invoices were added to the workflow at the end of the month. Ms. Jelar Elwell and Ms. Brachna also attended a follow-up meeting with Carrie Krenicky, Chief Financial Officer, Ms. Armstrong, David Swinerton, Accounting/Purchasing Manager, and Mr. Benson to refine some of the criteria for paying invoices and address concerns related to following the existing accounting standards for the proper handling of invoices.

Ms. Jelar Elwell compiled an updated, comprehensive list of current periodical subscriptions for the 2013 subscription year for John Skrtic, Director of Public Services. This list will be used by the Main Library Subject Department Managers to review and make any changes to the subscriptions for their Departments. Ms. Naab and Mr. Infante worked with Rollie Welch, Collection Manager, to create and update the email addresses, usernames, and passwords for Branch logins for the vendors Ingram and Wolper. Mr. Infante is also working with Mr. Welch to create instruction sheets for using the Wolper website and how to claim periodicals. Lisa Kowalczyk, Technical Services Librarian, assisted Mr. Welch with his presentation on the new procedures for ordering from the vendor Ingram and with the group training session on ordering from Ingram for the Youth Services staff.

Acquisitions staff were cross-trained to perform the add item for Branch periodicals and comics being received in the Acquisitions Department. These items are now being sent to the Branches shelf ready.

Staff ordered a total of 5,437 titles and 16,868 items (includes serial standing orders); they received 8,972 items, 2,033 periodicals, and 479 serials. They added 764 periodical items, 244 serial items, 73 paperbacks, and 1,614 comics. They processed a total of 1,210 invoices and 71 periodical and serial claims. They created 31 and modified 73 serial controls

Preservation: Digitization vendors Backstage and NEDCC delivered completed files for four digital projects: "Cooley Farms," "Cleveland's African American History," "Schreiber Cuyahoga Valley Photos," and "John G White Fishing Trip Diaries." Patrice Hamiter of Photograph Collection scanned more than 300 photos of prominent African-American Clevelanders. CPL Board minutes from 2001-2008 were digitized instead of being microfilmed. City Directories from 1938 and 1942 were added to the Digital Gallery.

Renee Pride matted 15 WPA prints for exhibition in Special Collections as a supplement to the traveling WPA exhibit. Ten WPA ceramic sculptures were also selected and packed for the supplementary exhibition. Gloria Massey scanned 20 glass plate negatives of James A. Garfield family portraits from the Edmondson collection and started scanning the Hanna family portraits. She prepared PDF files for the final 3 volumes of the Ohio Architect, Engineer, and Builder. Elizabeth Bardossy treated 21 park plans and treated two volumes in preparation for digitization. Laura Wallencheck continue to work on the inventory of historic American railroad annual reports and inspected microfilm for the 1996/97 Criss Cross directory.

There were 4,311,691 pages of the Digital Gallery viewed by the public in January.

Catalog: Librarians cataloged 2,865 titles and added 2,172 items for Cleveland Public Library. The Catalog staff began the self-training process for Research Description and Access (RDA), the new cataloging standards. In addition to following the training schedule outlined by Andrea Johnson, Barbara Satow watched some video presentations and webinars on Functional Requirements for Bibliographic Records (FRBR) and how RDA compares to the Anglo-American Cataloging Rules (AACR2). Michael Monaco completed the online, self-directed course of webinars called "RDA in NACO

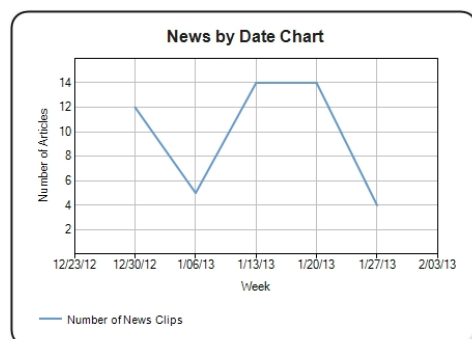
training," and can now begin to submit name authority records created according to the RDA rules. Larisa Povitsky listened to a webinar "Introduction to RDA," read "RDA and AACR2 monographic cataloging: major differences" and "The FRBR model." John Parsons also listened to some extra webinars.

Mr. Monaco developed and implemented a process to create catalog records for OverDrive titles using the metadata provided for free by OverDrive rather than using the OCLC records the Library had been purchasing. The process results in full catalog records for about two-thirds of the titles and brief records that provide title/author access for most of the other titles purchased from OverDrive. Technical Services Associate Karima Ward assisted Mr. Monaco in this project by demonstrating batch processing in OCLC's Connexion Client.

Dawn Grattino spent part of the first week of January copy cataloging Russian language books with holds. Ms. Grattino created a new record for the Trade Catalog collection in Special Collections: Trade catalogs of automobiles and the automotive industry (ocn823140326). Amei Hu made a presentation about a Pinyin conversion macro for Chinese records at a Catalogers meeting. Regina Houseman and Ms. Grattino completed their responsibility for reviewing non-book items and labels. Ms. Houseman completed adding and deleting Branch periodical holdings for approximately 283 titles to reflect subscription changes.

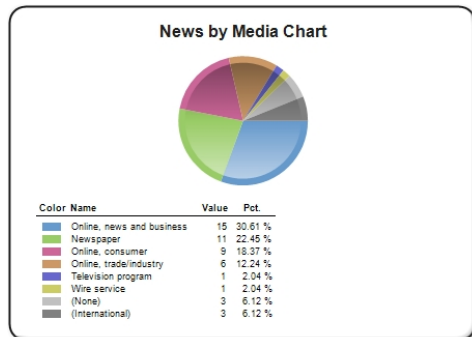
Carole Brachna, High Demand Manager, and Dawntae Jackson, Human Resources assisted Ms. Johnson with interviewing for a Technical Services Librarian (Slavic language emphasis). Mr. Monaco also created a blog for the Ohio Library Council's Technical Services Division and serves as its moderator.

MARKETING & COMMUNICATIONS



Media coverage for the month of January included 49 print and online publications as well as TV and radio. The full report, available in the

Marketing Department, shows ad values of \$72,244.92 with a news circulation audience of 3,350,181 people. In January, the online print media outlets that featured CPL events and programs received 9,767,529 unique visitors. Full report in the Marketing Department.



Ads to promote ed2go appeared in the *Universe Bulletin*, *Campus Observer*, and *Kaleidoscope Magazine*. Ads for CPL's Dr. Martin Luther King Day celebration were placed in the *Dr. Martin Luther King, Jr. Holiday Breakfast Celebration* program, *LaPrensa*, *Ohio Life News*, and

Call & Post. Fifteen second radio spots promoting the MLK program aired on Radio 1, 93.1 FM and 90.3 FM WCPN. This included streaming. The Labor and New Deal Art exhibition was represented in a *CAN* magazine ad.

Online news and business and newspaper were the media most featuring Cleveland Public Library in January.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 23,522 on average per week, which resulted in an average of 636 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
- Quarterly Branch Main Manager's meeting
- Meeting with vendors to discuss advertising plans for 2013

GRAPHICS

Graphics staff designed, printed, and distributed 146 printed pieces in December, in addition to graphics for the library website, and 5 staff newsletters.

Promotional pieces included: *UpNext*-February; *MyBranch* February events fliers; Cleveland Play House and CPL's Borrow-a-ticket promotional pieces; 700,000 Clevnet routing slips; 100,000 Clevnet Delivery routing slips; African-American History Month promotional materials; ads for various print and online publications; OLBDP Reader's Handbook; Branding and collateral for OLBDP Kids and Teens Book Club; Booklist for Cleveland Play House *Devil's Music*; Pole Banners for MyPlace, MyCard campaign.

WEBWARE www.cpl.org and other CPL sites

Twitter followers are up from 3,382 in 2012 to 5,035 currently. Facebook fans are up from 3,716 in 2012 to 4,865 currently. Downloads of books in an electronic format (eBooks) were up from 64,347 in 2012 to 91,099 currently.

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

"Centuries of Childhood" Free Exhibit Opens - Offers opportunities for hands-on learning; Labor and New Deal Art Print Exhibit Opening January 19th - Gallery talks, performances, and programs to be featured; Celebrating Dr. Martin Luther King, Jr.: Drum Majors for Change; Cleveland Public Library January Board of Trustees Meeting; Celebrating African American History Month with Focus on Education: Music, films, and programs planned at all branches.

During the month of January, the following events, programs, and information were promoted on www.cpl.org: African American History Month; ed2go; CMSD is Listening (link to CMSD survey); Genealogy and Family History Research Clinics: January-June; Exhibits (Labor & New Deal Art, and Centuries of Childhood); Adele: Skyfall (MyTunes); Naxos; Warm-up Cleveland; Download eBooks; Live Online eMedia Chat Support; 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.

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A customized news page was created to help promote the Library's 28th Annual Dr. Martin Luther King, Jr. Commemorative Program, Drum Majors for Change.

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Labor & New Deal Art Exhibit and Centuries of Childhood Exhibit information was added to the Exhibits page.

24 new resources were added to the Research Databases page: 19th Century British Library Newspapers; British Newspapers 1600-1900 Cross Search; 18th Century Collection; The Economist; Financial Times Historical Archive 1888-2006; Archives Unbound: General; Black Economic Empowerment: The National Negro Business League; Black Nationalism and the Revolutionary Action Movement: The Papers of Muhammad Ahmad; James Meredith, J. Edgar Hoover, and the Integration of the University of Mississippi; Liberation Movement in Africa and African America; The Black Liberation Army; The Papers of Amiri Baraka, Poet Laureate of the Black Power Movement; The Southern Negro Youth Congress and the Communist Party: Papers of James and Esther Cooper; We Were Prepared for the Possibility of Death: Freedom Riders in the South, 1961; Evangelism in Africa: Correspondence of the Board of Foreign Missions, 1835-1910; FBI Surveillance of James Forman and SNCC; Fight for Racial Justice and the Civil Rights Congress; African America, Communists, and the National Negro Congress, 1933-1947; Republic of New Afrika: Independence, Reparations, and Citizenship; Slavery and Anti-Slavery Part 1 : Debates; Times Digital Archive

1785-2006; Genealogy Connect; and Federal Surveillance of African Americans, 1920-1984; Price It!

The new winter storytime schedule for 2013 was updated on the Kids site in Parent Resources.

PROPERTY MANAGEMENT

The Property Management office completed numerous branch inspections and continues to monitor utility bills. We are attending weekly construction meetings for the temporary South Branch. Paper work was submitted to receive a rebate for the completion of the lighting project in Main.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. A new drinking fountain was installed at Carnegie West. Due to low outdoor air temperatures air handling units in LSW and Main coils froze and sprung leaks. The leaks at LSW were discovered by Safety and Protective Services during their rounds at night and they contacted Property Management. The leaks were located and the water was shut off but, not before the sub basement of LSW and under the Auditorium was flooded. The water has been removed from the sub basement of LSW and the Auditorium. We had a company come in to check out the electrical distribution system to insure that everything was ok with it due to the level that the water reached. The leak in Main was discovered and the unit was shut down in time to prevent major water damage. Work is being completed to put these units back on line. The electrical disconnect to the fire pump for LSW was found to be defective and replaced by an outside contractor.

The Carpenters and Painters worked to prepare the branch for the MLK program. Roof leaks were repaired at Fleet, Lakeshore, Main, South, and Union.

The Garage serviced vehicles #3, #16, and #20. Front and rear breaks were installed on vehicle #25. The oil was changed in #4, #11, and #21. Salt has been restocked at all the branches. Snow removal at all branches.

SAFETY & PROTECTIVE SERVICES**PROTECTIVE SERVICES**

Activity

Month	Total calls	Average per day	Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents
January 2013	2732	109	13	18	303	102

Special Attention, Special Events, and Significant Incidents

- MLK Day
- Centuries of Childhood Exhibit Main 341 1/22, 1/23, 1/24 30 students each day. The exhibit is open every Saturday through April 2013 for four hours per day.

Security Systems

- Will develop schedule concerning upgrades to access control.
- 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 directed, at Property Management's request, to staff South Branch for fire watch weekly. G4S is unable to staff the South Branch.
- G4S is not able to staff Fleet, Brooklyn Branch, Carnegie West Part Time, and Fulton Branch. Fleet, Addison, E-131, and Walz contract guards are awaiting background checks from G4S before being able to be staffed.

RECORDS AND EQUIPMENT MANAGEMENT

- The Motorola radios were added to the CPL SPS inventory.

ADMINISTRATION

- Three candidates have been hired for SPS officer positions and are currently undergoing training.

INFORMATION TECHNOLOGY & CLEVNET

On the first business day of the new year, PIN masking was implemented in the SirsiDynix system. This closes a privacy vulnerability in that staff can no longer see a patron's PIN number, leaving the patron as the only person that could possibly know the PIN. This necessitated procedural changes for staff at CPL and CLEVNET libraries when helping patron who forget their PIN. There was already an existing web function that will email a patron their PIN if they have forgotten it.

Network staff worked to resolve some unusually high volume traffic from the internet into the CLEVNET network. Alterations were made on the firewalls that have since improved performance of the firewalls and network.

CPL Projects

IT and Property Management staff responded to potential computer room damage by way of a flood by shutting down systems in the computer room to prevent hardware and data loss. Property Management staff averted the potential for disaster and IT services were reinstated and returned to normal. This was an after-hours event between 1:00 and 3:00 AM.

On January 18th, IT/CLEVNET managers and representatives from Administration, Financial Services and the Knowledge Office attended a demonstration and information session about Microsoft SharePoint at the law offices of Squires Sanders and Dempsey. Robert Bower, a former CPL IT employee now at Squires, was instrumental in arranging the meeting. Representatives of the implementation and support teams at SSD were present to demonstrate the firm's use of SharePoint and to answer questions about best uses of SharePoint, and the expertise and effort needed for implementation and

support of deployed platforms. It was a valuable morning and we are appreciative of the time and expertise offered by the SSD staff and Mr. Bower.

In preparation for the move of South Branch to the temporary location, Software produced some lists for Collection Management, one of Spanish language titles and one of print materials owned at South that have less than 3 copies in CPL altogether. The latter will aid in retaining or redistributing these copies to other facilities.

Martin Luther King branch received four new Windows 7 PCs for the public children's area.

Software staff assisted the History Department with a list for the Cleveland Documents Microfilm Project.

Software worked with Outreach and Programming Services (OPS) to use the SirsiDynix software to check out tickets in a pilot program with the Cleveland Play House. This required creating a new item type and circulation map entries in the SirsiDynix configuration, and scripts to manipulate data and provide lists and information to OPS. The Knowledge Office will also receive statistical data for these check outs.

IT staff worked with HP support to resolve a software issue on a key system that manages data storage for the catalog and the Oracle database that houses catalog data.

The annual acquisitions rollover process exposed a flaw in the script that creates a report of funds encumbered for open orders at CPL. The old data structure was only able to associate one fund with an order. The script was modified to account for more than one fund per order.

Software discarded approximately 1600 items for CPL Government Documents as part of their continuing collection cleanup.

The Windows server that handles Microsoft Volume Activation Key Management Services (KMS) was updated to support Windows Server 2012 as well as Windows 8. This allows the new operating systems to be licensed automatically.

New switches were installed in Louis Stokes wing for the new wireless access system.
Three weeding lists were done for CPL.

Updates to websites

Library News on the www.cpl.org homepage featured the following items for January: "Centuries of Childhood" Free Exhibit Opens - Offers opportunities for hands-on learning; Labor and New Deal Art Print Exhibit Opening January 19th - Gallery talks, performances, and programs to be featured; Celebrating Dr. Martin Luther King, Jr.: Drum Majors for Change; Cleveland Public Library January Board of Trustees Meeting; Celebrating African American History Month with Focus on Education: Music, films, and programs planned at all branches.

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The new winter story time schedule for 2013 was updated on the Kids site in Parent Resources.

CLEVNET Projects

An issue was resolved with Freegal and how it was authenticating patrons for access. Library Ideas had inadvertently switched authentication to card prefix. The Web Applications Manager worked with them to change the SIP call back to checking "Home Library" for authentication.

In anticipation of a flurry of eReader/tablet questions the week after Christmas in addition to the new emedia platform launched in November, the Webware team offered live eMedia chat support for all CLEVNET library patrons. Chat was available on December 26-28, 31 and January 2-4. CLEVNET libraries were provided with a graphic to help promote the service on their websites, and a link was also added to the CLEVNET eMedia homepage. Sixty-four chat sessions were logged by Webware and most sessions lasted around 15 minutes. The majority of chat sessions were simply getting people set-up with the software or mobile app. Patrons were very appreciative of the service as were CLEVNET Directors for the additional support option.

After receiving several reports of patron record adjustments in SirsiDynix not being reflect in the NetNotice database used online by the public and vice versa, database was refreshed. A full refresh will now be done on a monthly basis.

The CLEVNET IT department received, configured and installed new software for the CLEVNET PaperCut server to provide support for any CLEVNET libraries planning to utilize the multifuntion printer solution from Xerox.

Medina's Microsoft Exchange server used for their email system was adjusted so the users have more mail box storage. This corrected a problem where frequent reboots were required to keep mail running.

Software created a statistical report for Elyria showing activity for Midview district patrons in 2012 and 2011. This was to aid the library in service planning for that district.

An additional wireless access point was installed at Shaker Heights Bertram Woods.

IT staff and Comprise support reconfigured the SAM system for the Shaker Heights library to allow their patrons to use the SAM system without PINs.

A new educator profile was created and associated circulation map changes done for Ritter Public Library.

Completed yearly acquisitions rollover process for CPL, Orrville, Ritter and Shaker.

The Software team created fifty-six weeding lists for CLEVNET libraries during the month. Two switches were configured and installed at Shaker Heights for VoIP project.

Know-It-Now

The KnowItNow Statewide Coordinator participated in the American Library Association Midwinter Meeting in Seattle this month. In addition to his duties as Co-chair of the Virtual Reference Services Committee and a member of the Reference and User Services Association Conference Program Coordinating Committee, he also attended discussion forums, exhibits, and sessions to discover ideas and information to share with librarians staffing KnowItNow.

The KnowItNow Website Coordinator spoke to the CLEVNET Directors' Meeting on January 25 to share information and answer questions on the upcoming change in after-hours coverage coming in July.

The KnowItNow Website Coordinator attended a Sharepoint symposium with other Cleveland Public Library staff and subsequently shared his insights with the IT department heads.

The KnowItNow Website Coordinator wrote a program to convert a PDF of PRTG (router traffic) data to text and use that to generate a report for the Acting Director of IT. The resulting program also has practical applications for KnowItNow.

The KnowItNow Website Coordinator also assisted Software in IT to resolve an issue with the NetNotice database.

IT/CLEVNET Statistics	Jan-13			
	# Cases Opened	# Cases Closed	Site Visits	TOTAL
Hardware				
CPL Main	82	71	24	177
CPL Branch	86	89	22	197
CPL Lake Shore	21	19	0	40
CLEVNET	38	23	19	80
PUBLIC				0
HARDWARE TOTAL	38	23	19	80
Software				
CPL Main	64	64		128
CPL Branch	14	13	0	27
CPL Lake Shore	13	13		26
CLEVNET	135	135		270
PUBLIC	143	143		286
SOFTWARE TOTAL	369	368	0	737
Webware				
CPL Main	10	10	0	20
CPL Branch	5	5		10
CPL Lake Shore	3	3		6
CLEVNET	3	3		6
PUBLIC	441	441		882
WEBWARE TOTAL	462	462	0	924
KnowItNow				
CPL Main	1	1		2
CPL Branch	0	0		0
CLEVNET	0	0		0
PUBLIC	1	1		2
KIN Library	11	10		21
OHIOLINK	12	12		24
After Dark	1	1		2
KNOWITNOW TOTAL	26	25	0	51
GRAND TOTAL	895	878	19	1792

Mr. Corrigan adjourned the meeting at 1:24 p.m.

Thomas D. Corrigan
President

Alan Seifullah
Secretary

GIFT REPORT FOR JANUARY 2013

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	323	323
Periodicals	45	45
Publishers Gifts	0	0
Non-Print Materials	<u>44</u>	<u>44</u>
TOTAL LIBRARY SERVICE MATERIALS	412	412

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 1,396	\$ 1,396
Building & Repair Fund	Restricted	0	0
Library Fund	Unrestricted	0	0
Library Fund	Restricted	240	240
Library Fund - Oral History Project	Restricted	0	0
Endowment for the Blind	Restricted	0	0
Young Fund	Restricted	0	0
Friends Fund	Restricted	0	0
Gates Fund	Restricted	0	0
Schweinfurth Fund	Restricted	0	0
Ohio Center fo the Book	Restricted	0	0
Judd Fund	Restricted	0	0
Lockwood Thompson Fund	Restricted	0	0
PNC - Grow up Great	Restricted	0	0
MetLife - Fit for Life	Restricted	0	0
Learning Centers	Restricted	0	0
Founders Fund	Unrestricted	0	0
Founders Fund	Restricted	<u>0</u>	<u>0</u>
TOTAL MONEY GIFTS		\$ 1,636	\$ 1,636

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	14	14	412	412
Money Gifts	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>
TOTAL GIFTS	26	26	424	424



CLEVELAND PUBLIC LIBRARY

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

Sent via email February 8, 2013

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

Dear Bryan:

Please issue an Amended Certificate of Estimated Resources with an increase in Other Sources – Special Revenue by \$4,998 relating to the St. Luke's/Neighborhood Progress, Inc. grant as summarized below.

Fund Category	Unencumbered Balance as of January 1, 2013	Property Tax & PLF	Other Sources	Total Resources Available for Expenditures
General Fund	\$23,600,307.54	\$24,213,904.06 \$20,336,111.67	\$ 6,141,797.50	\$ 74,292,120.77
Special Revenue	\$11,449,605.87		\$ 2,705,192.00	\$ 14,154,797.87
Capital	\$15,525,279.75		\$ -	\$ 15,525,279.75
Permanent	\$ 2,033,648.38		\$ 64,290.00	\$ 2,097,938.38
Agency	\$ 8,913.99			\$ 8,913.99
TOTAL	\$52,617,755.53	\$44,550,015.73	\$ 8,911,279.50	\$ 106,079,050.76

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 76.55% current collection of current levy for previous tax year.

Revised Code §705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

February 11, 2013

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	23,600,307.54	24,213,904.06	20,336,111.67	6,141,797.50	74,292,120.77
Special Revenue	11,449,605.87			2,705,192.00	14,154,797.87
Capital	15,525,279.75			0.00	15,525,279.75
Permanent	2,033,648.38			64,290.00	2,097,938.38
Agency	8,913.99				8,913.99

Totals/Subtotals	52,617,755.53	24,213,904.06	20,336,111.67	8,911,279.50	106,079,050.76
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<i>Wade Steen</i>	Budget	<i>Ed Fitzgerald</i>
<i>Donna Johnson</i>	Commission	<i>[Signature]</i>

**CLEVELAND PUBLIC LIBRARY
2013 APPROPRIATION: SECOND AMENDMENT
FEBRUARY 21, 2013**

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	23,600,307.54	0.00	23,600,307.54 (3)
Taxes - General Property	22,213,904.06	0.00	22,213,904.06
Public Library Fund (PLF)	20,336,111.67	0.00	20,336,111.67
State Rollbacks/CAT	4,000,000.00	0.00	4,000,000.00
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	225,000.00	0.00	225,000.00
Services	3,053,415.50	0.00	3,053,415.50
Unrestricted Gifts	1,500.00	0.00	1,500.00
Miscellaneous	561,882.00	0.00	561,882.00
Return of Advances	0.00	0.00	0.00
TOTAL RESOURCES	74,292,120.77	0.00	74,292,120.77

APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	33,120,713.00	0.00	33,120,713.00
Supplies	990,080.00	0.00	990,080.00
Purchased/Contracted Services	9,977,427.00	0.00	9,977,427.00
Library Materials/ Information	8,750,996.00	0.00	8,750,996.00
Capital Outlay	523,309.00	0.00	523,309.00
Other Objects	113,260.00	0.00	113,260.00
SUBTOTAL OPERATING	53,475,785.00	0.00	53,475,785.00
Transfers/Advances	0.00	0.00	0.00
TOTAL APPROPRIATION	53,475,785.00	0.00	53,475,785.00

**CLEVELAND PUBLIC LIBRARY
2013 APPROPRIATION: SECOND AMENDMENT
FEBRUARY 21, 2013**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	14,149,799.87	4,998.00	14,154,797.87
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	196,388.69	0.00	196,388.69
Endowment for the Blind	1,704,515.93	0.00	1,704,515.93
Founders	2,252,911.44	4,998.00	2,257,909.44
Kaiser	46,004.88	0.00	46,004.88
Kraley	156,818.84	0.00	156,818.84
Library	171,726.81	0.00	171,726.81
Pepke	99,625.18	0.00	99,625.18
Wickwire	1,103,791.15	0.00	1,103,791.15
Wittke	67,821.37	0.00	67,821.37
Young	3,200,357.38	0.00	3,200,357.38
Friends	12,000.00	0.00	12,000.00
Judd	190,000.00	0.00	190,000.00
Lockwood Thompson	180,704.17	0.00	180,704.17
Ohio Center for the Book	900.00	0.00	900.00
Schweinfurth	69,409.08	0.00	69,409.08
LSTA-OLBPD	1,523,020.08	0.00	1,523,020.08
LSTA-Know It Now	586,914.71	0.00	586,914.71
PNC Grow Up Great	55,225.11	0.00	55,225.11
Learning Centers	39,607.55	0.00	39,607.55
TOTAL APPROPRIATION	11,657,742.37	4,998.00	11,662,740.37 (4)

CAPITAL PROJECTS FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	15,525,279.75	0.00	15,525,279.75
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
BUILDING & REPAIR	15,525,279.75	0.00	15,525,279.75 (5)

**CLEVELAND PUBLIC LIBRARY
2013 APPROPRIATION: SECOND AMENDMENT
FEBRUARY 21, 2013**

PERMANENT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	2,097,938.38	0.00	2,097,938.38
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Abel	173,772.26	0.00	173,772.26
Ambler	1,557.73	0.00	1,557.73
Beard	101,702.41	0.00	101,702.41
Klein	3,661.48	0.00	3,661.48
Malon/Schroeder	122,244.60	0.00	122,244.60
McDonald	134,829.37	0.00	134,829.37
Ratner	65,454.86	0.00	65,454.86
Root	24,308.48	0.00	24,308.48
Sugarman	22,111.14	0.00	22,111.14
Thompson	85,191.70	0.00	85,191.70
Weidental	4,670.65	0.00	4,670.65
White	1,357,707.29	0.00	1,357,707.29
Beard Anna Young	726.41	0.00	726.41
TOTAL APPROPRIATION	2,097,938.38	0.00	2,097,938.38 (6)

AGENCY FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	8,913.99	0.00	8,913.99
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
UNCLAIMED FUNDS	8,913.99	0.00	8,913.99

**CLEVELAND PUBLIC LIBRARY
2013 APPROPRIATION: SECOND AMENDMENT
FEBRUARY 21, 2013**

- (1) Certificate dated January 10, 2013
- (2) Certificate dated February 11, 2013
- (3) \$23,600,307.54 unencumbered cash carried forward (plus \$6,869,256.73 encumbered cash.)
- (4) \$11,449,605.87 unencumbered cash carried forward (plus \$501,483.39 encumbered cash.)
\$2,705,192.00 additional revenue. Non-expendable principal amounts of
\$2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the
certified fund balances but are not included in appropriated amounts.
($\$11,449,605.87 + \$2,705,192.00 - \$2,492,057.50 = \$11,662,740.37$)
- (5) \$15,525,279.75 unencumbered cash carried forward (plus \$874,337.84 encumbered cash.)
\$-0- transfer from General Fund. \$-0- additional revenue.
- (6) \$2,817,964.74 unencumbered cash carried forward (plus \$8,945.07 encumbered cash.)
($\$2,817,964.74 = \$2,750,683.73 + \$67,281.01$ -received d 6/2012; not in Beg Yr Bal)
\$64,290 additional revenue. Non-expendable principal amounts (\$784,316.36)
are not included in either the certified fund balances or the appropriated amounts.
($\$2,817,964.74 + \$64,290.00 - \$784,316.36 = \$2,097,938.38$)

AIA[®] Document G701[™] – 2001

Change Order

PROJECT (Name and address):	CHANGE ORDER NUMBER: 001	OWNER: <input checked="" type="checkbox"/>
Cleveland Public Library - Temp South Branch Location	DATE: 01-09-2013	ARCHITECT: <input checked="" type="checkbox"/>
CPL South Branch Temp. Location		CONTRACTOR: <input checked="" type="checkbox"/>
2704 Clark Ave.		FIELD: <input type="checkbox"/>
Cleveland, Ohio		OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address):	ARCHITECT'S PROJECT NUMBER:	
Lauren Building Company, LLC	CONTRACT DATE: December 21, 2012	
84 North Main St., Suite B	CONTRACT FOR: General Construction	
Chagrin Falls, OH 44022		

THE CONTRACT IS CHANGED AS FOLLOWS:




(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
 Item 1 – Additional Plumbing - connect to the existing exposed 1" main water line running along side of the 2" water line feeding Family Dollar. Run a new 3/4" main water line exposed continued along side of the 2" line to feed the existing 2 bathrooms , hot water tank, new bar sink , relocated mop basin and new drinking fountain. The existing water line main feed was run in the concrete and after time will deteriorate and cause underground leaks. This was discovered when these lines were cut through while cutting concrete for the sanitary trenches; insulation is included.

The original Contract Sum was	\$ 354,000.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 354,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 2,393.59
The new Contract Sum including this Change Order will be	\$ 356,393.59

The Contract Time will be increased by Two (2) days.
 The date of Substantial Completion as of the date of this Change Order therefore is 03-07-2013

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

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

<u>Richard L. Bowen & Associates, Inc.</u>	<u>Lauren Building Company, LLC</u>	<u>Cleveland Public Library</u>
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
<u>13000 Shaker Blvd., Cleveland, OH 44120</u>	<u>84 North Main St., Suite B, Chagrin Falls, OH 44022</u>	<u>325 Superior Ave., Cleveland, OH 44114</u>
ADDRESS	ADDRESS	ADDRESS
<u></u>	<u></u>	<u></u>
BY (Signature)	BY (Signature)	BY (Signature)
<u>Westleigh Harper</u>	<u>David Nystrom</u>	<u></u>
(Typed name)	(Typed name)	(Typed name)
<u>1/9/13</u>	<u>1/9/13</u>	<u></u>
DATE	DATE	DATE

R I C H A R D L . B O W E N + A S S O C I A T E S I N C .

13000 SHAKER BOULEVARD CLEVELAND, OHIO 44120 216.491.9300 WWW.RLBA.COM

**ARCHITECT'S
BULLETIN 001**

PROJECT: Cleveland Public Library – South Branch Temporary Location
2704 Clark Avenue
Cleveland, Ohio 44113

JOB NO.: 8105

DATE: January 8, 2013

OWNER: Cleveland Public Library

TO (CONTRACTOR): Lauren Building Company
84 North Main Street, Suite B
Chagrin Falls, Ohio 44022

THE PROJECT MANUAL AND DRAWINGS ARE THE PROPERTY OF RICHARD L. BOWEN AND ASSOCIATES INC., 13000 SHAKER BOULEVARD, CLEVELAND, OHIO 44120, AND ARE NOT TO BE USED FOR ANY PURPOSE OTHER THAN FOR CONSTRUCTION OF THE ABOVE DESCRIBED PROJECT AT THE LOCATION INDICATED. NO USE OR DISSEMINATION MAY BE MADE WITHOUT PRIOR WRITTEN CONSENT OF THE ARCHITECT. ALL RIGHTS ARE HEREBY SPECIFICALLY RESERVED. RICHARD L. BOWEN AND ASSOCIATES INC. COPYRIGHT YEAR 2013.

GENERAL:

1. THE CONTRACTOR SHALL RESPOND, ON HIS LETTERHEAD, STATING PROPOSED CHANGES IN CONTRACT PRICE AND CONTRACT TIME LIMITS, OR STATING THAT NO CHANGE IS REQUIRED. PRICES, WHETHER PROPOSED ADDITIONS OR DEDUCTIONS, SHALL BE ACCOMPANIED BY AN ITEMIZED BREAKDOWN IN SUFFICIENT DETAIL TO BE EVALUATED BY THE OWNER AND ARCHITECT. REFER TO FRONT END SPECIFICATIONS FOR ADDITIONAL PRICING BREAKDOWN REQUIREMENTS.
2. MATERIAL AND INSTALLATION SHALL COMPLY WITH THE CONTRACT DRAWINGS AND SPECIFICATIONS.
3. THIS BULLETIN IS A REQUEST FOR A QUOTATION ONLY, AND IS NOT AN AUTHORIZATION TO PROCEED WITH THE CHANGES PROPOSED. SUCH AUTHORIZATION MAY BE ISSUED LATER.
4. IT IS THE RESPONSIBILITY OF EACH CONTRACTOR TO REVIEW ALL CHANGES RELATING TO EACH BID PACKAGE AS DESCRIBED BELOW AND RELATE ANY CHANGES WHICH MAY OCCUR IN ACCORDANCE WITH THEIR WORK.
5. ADDITIONAL COPIES OF DRAWINGS OR SKETCHES FOR PRICING CAN BE OBTAINED FROM THE ARCHITECT'S OFFICE ON REQUEST.

CATEGORIES DEFINED:**RLB** - ITEMS INCLUDED UNDER CONTRACT WITHOUT ADDITIONAL CHARGE**T** - ITEMS CHANGED BY TENANT**C** - ITEMS CHANGED BY CONTRACTOR**O** - CHANGED BY OWNER**BC** - LOCAL BUILDING OFFICIAL CODE INTERPRETATION

Drawing List and Revisions:**Drawing P1.1 (KAF)**

1. (C) Connect to existing exposed 1" main water line running alongside of the 2" water line feeding Family Dollar. Run a new ¾" insulated main water line continued alongside of the 2" line to feed the existing 2 bathrooms, hot water tank, new bar sink, relocated mop basin and new drinking fountain. The existing water line main feed was run in the concrete and after time will deteriorate and cause underground leaks. This was discovered when the lines were cut through while cutting concrete. Pipe to be insulated.

**** END OF BULLETIN 001 ****

ARCHITECT: Richard L. Bowen & Associates Inc.**BY:** Westleigh Harper, Project Manager



January 4, 2013 (*Revised 1/7/13*)

Mr. Westleigh Harper
 Richard L. Bowen & Associates, Inc.
 13000 Shaker Blvd.
 Cleveland, OH 44120

Re: Cleveland Public Library – Temporary South Branch
 Proposed Change Order Request #001

Mr. Harper,

In accordance with contract requirements, we are hereby submitting our proposal to perform the following additional work items:

Item 1 – Additional Plumbing - connect to the existing exposed 1" main water line running along side of the 2" water line feeding Family Dollar. Run a new ¾" main water line exposed continued along side of the 2" line to feed the existing 2 bathrooms , hot water tank, new bar sink , relocated mop basin and new drinking fountain. The existing water line main feed was run in the concrete and after time will deteriorate and cause underground leaks. This was discovered when these lines were cut through while cutting concrete for the sanitary trenches; insulation is included.

Total Material and Labor	\$2,081.38
Overhead 10%	\$208.14
Profit 5%	\$104.07
Total	\$2,393.59

Please reference attached back up documents.

Thank you,

Lauren Building Company, LLC

David J. Nystrom

David J. Nystrom, President

cc: R. Miller

84 North Main St., Suite B, Chagrin Falls, Ohio 44022
 Ph. 440-893-9600 Fax 440-893-9601
www.laurenbuilding.com

Additional Work Authorization
RAY ESSER & SONS, INC.

Ohio License #15675 & 16806
 Plumbing and Heating
 830 Walnut Street Suite 1, Elyria, Ohio 44035
 Voice (440) 324-2018 Fax (440) 323-6894

Owner/Contractor: LAUREN BUILDING COMPANY, LLC Attn:		Phone: 440-893-9600 Fax : 440-893-9601	Date: 1-3-2013 REVISED 1-7-2013
Street: 84 NORTH MAIN STREET, SUITE B		Job: CPL SOUTH	Job No: H00288L
City: CHAGRIN FALLS	State/Zip : OH 44022	Job Address: 2704 CLARK AVENUE	
Contract No:	Contract Date: 12-31-2012	Job City: CLEVELAND OHIO 44113	

You are hereby authorized to perform the following specifically described additional work:

FURNISH & INSTALL A NEW 3/4" MAIN DOMESTIC WATER LINE EXPOSED ALONG SIDE OF THE EXISTING 2" C.W. LINE TO FEED THE EXISTING 2 BATHROOMS, HOT WATER TANK, NEW BAR SINK, MOP BASIN & NEW E.W.C.

PRICING BREAKDOWN AS FOLLOWS:

LABOR 16 HOURS @ \$66.64 =	\$1066.24
60' -3/4" TYPE "L" COPPER PIPING @ \$2.33/FT. =	\$139.80
1 - 1" X 3/4" REDUCING COUPLING @ \$5.00 EA. =	\$5.00
10 - 3/4" 90 @ \$1.18 EA. =	\$11.80
1 - 3/4" X 3/4" X 1/2" TEE @ \$2.25 EA. =	\$2.25
17 - 3/4" COPPER CLAD SWIVEL HANGERS @ \$3.00 EA. =	\$51.00
80' - 3/8" GALVINIZED ALL THREAD ROD @ \$0.40 / FT. =	\$32.00
1 - 3/4" TEE @ \$2.25 EA. =	\$2.25
1 - 3/4" BALL VALVE @ \$6.00 EA. =	\$6.00
3 - 3/4" COUPLING @ \$1.00 EA. =	\$3.00
TOTAL COST	\$1319.34
5% OVERHEAD / .95	\$1388.78
5% PROFIT / .95	\$1461.87

THE EXISTING DOMESTIC WATER LINES WERE RAN IN THE CONCRETE. THIS WAS FOUND WHEN THESE LINES WERE CUT WHILE CUTTING CONCRETE FOR THE SANITARY TRENCHES.

IF ACCEPTED, PLEASE SIGN, DATE, AND FAX BACK TO OUR OFFICE.
 NO WORK WILL BEGIN UNTIL SIGNED A.W.A. HAS BEEN RECEIVED IN OUR OFFICE.

ADDITIONAL CHARGE FOR THE ABOVE WORK IS: \$1461.87 PLUS OPTIONAL \$619.51 IF DESIRED.
 Payment will be made as follows: FORMAL CHANGE ORDER TO BE ADDED TO AIAG703 DOCUMENT.

I authorize the above additional work to be performed under the same conditions as specified in the original contract unless otherwise noted and for the additional charge listed on this change order.

Owner=s Signature

Sign name: _____ Print name: _____

Date: _____

We agree to furnish labor and materials - complete - in accordance with the above specifications at the above stated price.

Date: 1-7-2013 For Ray Esser and Sons, Inc. RYAN MINNEY

Prices are subject to typographical and clerical errors.

THIS IS CHANGE ORDER NO. 001 REVISED

C.P.L. SOUTH
2704 CLARK AVE. CLEVELAND, OH. 44113

PAGE 2 OF 2

OPTIONAL ADDITIONAL PRICING

THE EXISTING MAIN WATER LINE IS PAINTED AND NOT INSULATED. IF INSULATION IS REQUIRED PLEASE ADD \$595.15 FOR NEW WATER MAIN AND EXISTING WATER MAIN.

BREAKDOWN AS FOLLOWS:

LABOR 5 HOURS @ \$66.64 =	\$333.20
60' - ¾" X ½" WALL INSULATION @ \$1.98/FT.	\$118.80
42' - 1" X ½" WALL INSULATION @ \$2.55/FT. =	\$107.10
TOTAL COST	\$559.10
5% OVERHEAD 1.95	\$588.53
5% PROFIT 1.95	\$619.51



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

QUOTE

Number AAAQ5236-01
Date Jan 8, 2013
Expires

Sold To	
Cleveland Public Library Bill Hood 325 Superior Ave Cleveland, OH 44114	
Phone	(216) 623-2828
Fax	(216) 623-7120

Ship To	
Cleveland Public Library Bill Hood 325 Superior Ave Cleveland, OH 44114	
Phone	(216) 623-2828
Fax	(216) 623-7120

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

Line	Qty	Part	Description	Unit Price	Ext. Price
1	40	10932277	HP Compaq Pro 4300 All-in-One PC - All-in-one - 1 x Core i3 3220 / 3.3 GHz - RAM 4 GB - HDD 1 x 500 GB - DVD SuperMulti - HD Graphics 2500 - Gigabit LAN - WLAN : 802.11 a/b/g/n - Windows 8 Pro 64-bit / Windows 7 Professional 64-bit downgrade - Monitor : LED 20" wide - promo	\$742.00	\$29,680.00
2	40	3418572	OFFICEPROPLUS 2013 SNGL OLP NL ACDMC	\$67.45	\$2,698.00
3	40	2528728	AE WIN PRO/ENT UPG/SA	\$95.92	\$3,836.80
4	1	BS-FRTTG-01	Freight and Tagging	\$295.00	\$295.00

SubTotal	\$36,509.80
Tax	\$0.00
Shipping	\$0.00
Total	\$36,509.80

CLEVELAND PUBLIC LIBRARY
RE-BID REGISTER

PROJECT: Jefferson Branch Parking Lot Improvement

DUE DATE: THURSDAY, FEBRUARY 7, 2013 (12:00 NOON)

BIDDERS NAME	AMOUNT	DATE/TIME
The R.J. Platten Contracting, Co.	\$103,691.31	2/7/13 10:05 A.M.
Eclipse Co., LLC	\$88,559.48	2/7/13 11:42 a.m.
CARRON Asphalt Paving, Inc.	\$101,738.00	2/7/13 11:42am
Infinity Paving Company	\$88,406.55	2/7/13 11:42am
Snavelly Excavating Co.	\$87,804.22	2/7/13 11:43am.

Library Staff

Joseph M. Dodrill

REPORT A

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD JANUARY 1 – JANUARY 31, 2013

Carolyn Kenick
FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending January 31, 2013

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	2,762,000.00	0.00	0.00	0.00	\$ 0.00	2,762,000.00
42 Intergovernmental	1,701,310.05	136,211.69	0.00	0.00	\$ 0.00	1,837,521.74
43 Fines & Fees	32,706.10	0.00	0.00	0.00	\$ 0.00	32,706.10
44 Investment Earnings	12,691.85	10,423.34	0.00	8,267.79	\$ 0.00	31,382.98
45 Charges for Services	201,971.19	0.00	0.00	0.00	\$ 0.00	201,971.19
46 Contributions & Donations	1,395.50	240.00	0.00	0.00	\$ 0.00	1,635.50
48 Miscellaneous Revenue	135,871.57	0.00	0.00	0.00	\$ 0.00	135,871.57
Total Revenues	\$ 4,847,946.26	\$ 146,875.03	\$ 0.00	\$ 8,267.79	\$ 0.00	\$ 5,003,089.08
51 Salaries/Benefits	2,828,154.02	110,774.56	0.00	0.00	\$ 0.00	2,938,928.58
52 Supplies	50,108.68	234.07	0.00	0.00	\$ 0.00	50,342.75
53 Purchased/Contracted Services	1,075,190.58	37,673.42	0.00	185.00	\$ 0.00	1,113,049.00
54 Library Materials	944,748.78	17,025.50	0.00	14,950.17	\$ 0.00	976,724.45
55 Capital Outlay	44.17	19,689.20	173,485.77	0.00	\$ 0.00	193,219.14
57 Miscellaneous Expenses	6,780.34	7,322.20	0.00	0.00	\$ 65.05	14,167.59
Total Expenditures	\$ 4,905,026.57	\$ 192,718.95	\$ 173,485.77	\$ 15,135.17	\$ 65.05	\$ 5,286,431.51
Revenue Over/(Under) Expenditures	\$(57,080.31)	\$(45,843.92)	\$(173,485.77)	\$(6,867.38)	\$(65.05)	\$(283,342.43)
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	0.00	0.00	0.00	0.00	\$ 0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	\$ 16.60	16.60
Total Other Sources / Uses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 16.60	\$ 16.60
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$(57,080.31)	\$(45,843.92)	\$(173,485.77)	\$(6,867.38)	\$(48.45)	\$(283,325.83)
Beginning Year Cash Balance	\$ 30,469,564.27	\$ 11,951,089.26	\$ 16,399,617.59	\$ 2,826,909.81	\$ 8,913.99	\$ 61,656,094.92
Current Cash Balance	\$ 30,659,498.73	\$ 11,905,245.34	\$ 16,226,131.82	\$ 2,820,042.43	\$ 8,865.54	\$ 61,619,783.86

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the period Ending January 31, 2013

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	20,336,112	1,701,310	18,634,802	8%	9%
General Property Tax	22,213,904	2,762,000	19,451,904	12%	9%
Rollback, Homestead, CAT	4,000,000	0	4,000,000	0%	0%
Federal Grants	0	0	0	0%	0%
State Aid	0	0	0	0%	0%
Fines & Fees	300,000	32,706	267,294	11%	10%
Investment Earnings	225,000	12,692	212,308	6%	4%
Services to Others-Clevnet	3,053,415	201,971	2,851,444	7%	7%
Contributions	1,500	1,396	105	100%	0%
Miscellaneous	561,882	135,872	426,010	24%	10%
Return of Advances Out	0	0	0	0%	0%
Total	\$ 50,691,813	\$ 4,847,946	\$ 45,843,866	10%	8%

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	34,842,578	3,160,981	31,681,597	9%	9%
Supplies	1,109,175	276,778	832,397	25%	28%
Purchased Services	11,813,469	3,538,919	8,274,550	30%	46%
Library Materials	11,850,401	3,899,484	7,950,917	33%	26%
Capital Outlay	606,435	83,126	523,309	14%	36%
Other	122,985	23,130	99,855	19%	60%
Sub Total	\$ 60,345,042	\$ 10,982,417	\$ 49,362,625	18%	20%
Advances Out	0	0	0	0%	0%
Transfers Out	0	0	0	0%	100%
Total	\$ 60,345,042	\$ 10,982,417	\$ 49,362,625	18%	31%

Note (1): Certificate from Cuyahoga County Budget Commission dated January 10, 2013.

Note (2): Amended Appropriation of \$53,475,785 plus carried forward encumbrance of \$6,869,257.

Note (3): Subtotal includes 8% expended and 10% encumbered.

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending January 31, 2013

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	10,833,576.56	11,241,858.38	806,515.99	0.00	10,435,342.39
51120 Clerical Salaries	9,268,097.49	9,640,273.93	742,267.69	0.00	8,898,006.24
51130 Non-Clerical Salaries	538,563.20	583,221.43	89,568.03	0.00	493,653.40
51140 Buildings Salaries	3,584,856.34	3,724,271.94	275,349.60	0.00	3,448,922.34
51150 Other Salaries	1,015,586.00	1,055,009.58	76,682.13	0.00	978,327.45
51180 Severance Pay	0.00	53,648.22	54,380.32	0.00	(732.10)
51190 Non-Base Pay	0.00	13,616.97	168,092.69	0.00	(154,475.72)
51400 OPERS	3,542,707.00	3,685,801.80	282,644.83	0.00	3,403,156.97
51610 Health Insurance	3,487,626.76	3,630,361.31	285,106.71	0.00	3,345,254.60
51611 Dental Insurance	210,999.74	228,486.82	17,472.64	0.00	211,014.18
51612 Vision Insurance	15,643.49	15,643.49	1,303.96	0.00	14,339.53
51620 Life Insurance	11,007.36	11,927.04	919.68	0.00	11,007.36
51630 Workers Compensation	244,528.00	548,274.00	0.00	303,746.00	244,528.00
51640 Unemployment Compensation	45,000.00	75,208.54	1,169.36	29,039.18	45,000.00
51650 Medicare - ER	302,521.06	314,932.44	26,680.39	0.00	288,252.05
51900 Other Benefits	20,000.00	20,041.65	0.00	41.65	20,000.00
Salaries/Benefits	\$33,120,713.00	\$ 34,842,577.54	\$ 2,828,154.02	\$ 332,826.83	\$ 31,681,596.69
52110 Office Supplies	43,400.00	49,032.10	5,902.68	3,777.11	39,352.31
52120 Stationery	58,700.00	59,289.93	1,415.89	5,551.39	52,322.65
52130 Duplication Supplies	40,527.18	44,055.18	3,357.10	719.88	39,978.20
52140 Hand Tools	100.00	157.44	0.00	57.44	100.00
52150 Book Repair Supplies	73,500.00	74,734.17	0.00	1,234.17	73,500.00
52210 Janitorial Supplies	87,000.00	105,371.10	7,370.99	14,268.45	83,731.66
52220 Electrical Supplies	59,500.00	79,644.95	14,340.90	40,650.49	24,653.56

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending January 31, 2013

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52230 Maintenance Supplies	150,350.00	165,722.73	7,399.33	81,573.40	76,750.00
52240 Uniforms	10,850.00	18,199.43	13.00	7,336.43	10,850.00
52300 Motor Vehicle Supplies	89,350.00	104,592.07	5,193.06	31,247.90	68,151.11
52900 Other Supplies	376,802.82	408,375.67	5,115.73	40,252.27	363,007.67
Supplies	\$990,080.00	\$ 1,109,174.77	\$ 50,108.68	\$ 226,668.93	\$ 832,397.16
53100 Travel/Meetings	152,000.00	165,192.23	1,480.52	61,711.71	102,000.00
53210 Telecommunications	490,521.56	577,434.04	10,243.02	93,069.02	474,122.00
53230 Postage/Freight	110,300.00	118,083.07	7,909.04	96,174.03	14,000.00
53240 PR/Other Communications	156,700.00	202,654.44	1,550.00	61,812.74	139,291.70
53310 Building Repairs	175,000.00	247,856.82	10,351.82	70,505.00	167,000.00
53320 Machine Repairs	35,000.00	37,290.18	710.20	13,240.18	23,339.80
53340 Building Maintenance	190,000.00	219,251.70	2,932.43	36,219.27	180,100.00
53350 Machine Maintenance	223,073.65	287,301.12	8,919.58	59,993.02	218,388.52
53360 Computer Maintenance	989,433.43	1,019,515.00	522,208.21	112,812.57	384,494.22
53370 Motor Vehicle Repairs	30,000.00	31,266.10	3,778.84	24,187.26	3,300.00
53380 Contract Security	1,100,000.00	1,142,475.47	31,354.31	15,921.16	1,095,200.00
53390 Landscaping	30,000.00	30,000.00	0.00	23,000.00	7,000.00
53400 Insurance	398,000.00	455,500.00	57,500.00	0.00	398,000.00
53510 Rent/Leases	111,487.96	118,833.89	14,849.54	92,767.27	11,217.08
53520 Equipment Rental	59,168.88	74,663.63	5,567.07	10,927.68	58,168.88
53610 Electricity	1,743,650.00	1,941,056.91	44,548.24	559,358.67	1,337,150.00
53620 Gas	183,500.00	302,203.88	17,466.07	233,937.81	50,800.00
53630 Chilled Water	916,000.00	970,567.66	37,514.81	17,052.85	916,000.00
53640 Water/Sewer	132,407.20	151,324.02	3,403.97	84,316.25	63,603.80

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund

For the Period Ending January 31, 2013

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53710 Professional Services	1,464,243.90	2,249,786.28	268,905.11	624,843.21	1,356,037.96
53720 Auditors Fees	973,340.42	983,582.92	0.00	10,242.50	973,340.42
53730 Bank Service Charges	33,600.00	33,600.00	3,017.95	0.00	30,582.05
53800 Library Material Control	270,000.00	440,364.10	20,979.85	154,970.60	264,413.65
53900 Other Purchased Services	10,000.00	13,665.25	0.00	6,665.25	7,000.00
Purchased/Contracted Services	\$9,977,427.00	\$ 11,813,468.71	\$ 1,075,190.58	\$ 2,463,728.05	\$ 8,274,550.08
54110 Books	2,728,000.41	3,413,642.14	163,260.90	667,894.61	2,582,486.63
54120 Continuations	481,496.00	1,056,837.60	44,720.24	536,041.45	476,075.91
54210 Periodicals	905,000.00	1,442,853.46	11,169.57	528,048.79	903,635.10
54220 Microforms	180,000.00	221,412.78	0.00	41,412.78	180,000.00
54310 Video Media	1,419,999.55	1,480,604.88	66,811.30	132,357.55	1,281,436.03
54320 Audio Media - Spoken	169,000.01	194,266.36	15,711.20	25,565.67	152,989.49
54325 Audio Media - Music	458,500.03	542,848.28	27,765.64	102,725.97	412,356.67
54350 Computer Media	26,000.00	65,668.00	7,042.00	33,075.00	25,551.00
54500 Database Services	1,141,000.00	1,439,048.40	130,086.78	401,992.90	906,968.72
54530 eMedia	1,047,000.00	1,678,894.00	460,609.38	384,599.00	833,685.62
54600 Interlibrary Loan	6,000.00	8,257.75	197.00	2,060.75	6,000.00
54710 Bookbinding	29,000.00	54,140.86	0.00	25,140.86	29,000.00
54720 Preservation Services	60,000.00	92,566.70	4,050.68	29,566.02	58,950.00
54730 Preservation Boxing	10,000.00	10,911.77	587.96	323.81	10,000.00
54790 Preservation Reformatting	90,000.00	148,447.52	12,736.13	43,929.84	91,781.55
Library Materials	\$8,750,996.00	\$ 11,850,400.50	\$ 944,748.78	\$ 2,954,735.00	\$ 7,950,916.72
55510 Furniture	166,116.34	194,079.10	44.17	27,918.59	166,116.34
55520 Equipment	243,472.66	269,642.50	0.00	26,169.84	243,472.66

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending January 31, 2013

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55530 Computer Hardware	78,720.00	78,869.10	0.00	149.10	78,720.00
55540 Software	35,000.00	35,000.00	0.00	0.00	35,000.00
55700 Motor Vehicles	0.00	28,844.50	0.00	28,844.50	0.00
Capital Outlay	\$523,309.00	\$ 606,435.20	\$ 44.17	\$ 83,082.03	\$ 523,309.00
57100 Memberships	71,739.00	72,796.61	0.00	1,157.61	71,639.00
57200 Taxes	6,000.00	11,171.12	4,333.92	0.00	6,837.20
57500 Refunds/Reimbursements	35,521.00	39,017.28	2,446.42	15,191.74	21,379.12
Miscellaneous Expenses	\$113,260.00	\$ 122,985.01	\$ 6,780.34	\$ 16,349.35	\$ 99,855.32
Advances	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Transfers	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$53,475,785.00	\$ 60,345,041.73	\$ 4,905,026.57	\$ 6,077,390.19	\$ 49,362,624.97

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2013

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	30,469,564.27	4,847,946.26	4,905,026.57	6,077,390.19	24,335,093.77
Total General Fund	\$ 30,469,564.27	\$ 4,847,946.26	\$ 4,905,026.57	\$ 6,077,390.19	\$ 24,335,093.77
201 Anderson	211,537.20	0.00	0.00	0.00	211,537.20
202 Endowment for the Blind	1,665,651.93	4,812.50	0.00	0.00	1,670,464.43
203 Founders	4,712,432.66	2,926.53	19,689.20	75,854.66	4,619,815.33
204 Kaiser	44,934.88	0.00	0.00	0.00	44,934.88
205 Kralej	153,804.84	0.00	0.00	0.00	153,804.84
206 Library	165,074.25	240.00	0.00	937.44	164,376.81
207 Pepke	97,395.18	0.00	0.00	0.00	97,395.18
208 Wickwire	1,086,072.03	2,684.31	100.00	764.25	1,087,892.09
209 Wittke	66,255.37	0.00	0.00	0.00	66,255.37
210 Young	3,094,870.38	0.00	0.00	0.00	3,094,870.38
225 Friends	5,086.47	0.00	86.47	5,000.00	0.00
226 Judd	6,743.25	0.00	7,224.29	675.26	(1,156.30)
228 Lockwood Thompson Memorial	263,528.36	0.00	32,632.65	218,088.04	12,807.67
230 Schweinfurth	25,159.08	0.00	763.00	10,837.00	13,559.08
251 OLBPD-Library for the Blind	62,210.67	125,683.00	100,050.90	37,636.97	50,205.80
252 LSTA-Know It Now	120,849.73	10,528.69	25,947.66	164,818.86	(59,388.10)
255 PNC-Grow Up Great	58,640.05	0.00	608.20	3,162.00	54,869.85
256 Learning Centers	110,842.93	0.00	5,616.58	68,442.00	36,784.35
Total Special Revenue Funds	\$ 11,951,089.26	\$ 146,875.03	\$ 192,718.95	\$ 586,216.48	\$ 11,319,028.86
401 Building & Repair	16,399,617.59	0.00	173,485.77	709,990.96	15,516,140.86
Total Capital Project Funds	\$ 16,399,617.59	\$ 0.00	\$ 173,485.77	\$ 709,990.96	\$ 15,516,140.86
501 Abel	179,528.26	0.00	0.00	0.00	179,528.26
502 Ambler	1,717.73	0.00	0.00	0.00	1,717.73

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2013

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
503 Beard	107,816.34	2,283.64	185.00	925.00	108,989.98
504 Klein	4,069.48	0.00	0.00	0.00	4,069.48
505 Maloni/Schroeder	227,545.60	31.58	0.00	0.00	227,577.18
506 McDonald	140,502.97	215.07	0.00	0.00	140,718.04
507 Ratner	68,838.86	0.00	0.00	0.00	68,838.86
508 Root	29,624.48	0.00	0.00	0.00	29,624.48
509 Sugarman	166,899.58	807.74	0.00	0.00	167,707.32
510 Thompson	126,099.45	0.00	0.00	0.00	126,099.45
511 Weidenthal	5,056.65	0.00	0.00	0.00	5,056.65
512 White	1,701,202.99	4,929.76	14,950.17	993.79	1,690,188.79
513 Beard Anna Young	68,007.42	0.00	0.00	0.00	68,007.42
Total Permanent Funds	\$ 2,826,909.81	\$ 8,267.79	\$ 15,135.17	\$ 1,918.79	\$ 2,818,123.64
901 Unclaimed Funds	8,913.99	16.60	65.05	0.00	8,865.54
Others	\$ 8,913.99	\$ 16.60	\$ 65.05	\$ 0.00	\$ 8,865.54
Total All Funds	\$ 61,656,094.92	\$ 5,003,105.68	\$ 5,286,431.51	\$ 7,375,516.42	\$ 53,997,252.67

**Cleveland Public Library
 Depository Balance Detail
 For the Period Ending January 31, 2013**

Balance of All Funds	<u><u>\$ 61,619,783.86</u></u>
Chase-Checking	7,237.09
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	1,713,089.32
KeyBank-MC/MISA	63,265.90
Fifth Third - Checking	1,199,723.24
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>\$ 2,988,462.39</u></u>
PNC - Money Market	10,025.70
PNC - Investments	34,446,495.83
PNC/Allegiant Money Market	98,639.17
KeyBank - Victory Fund	0.00
STAR OHIO Investment	2,479,234.93
STAR Plus Investment	8,002,627.29
Investments	<u><u>\$ 45,037,022.92</u></u>
PNC Endowment Acct	13,594,298.55
Endowment Account	<u><u>\$ 13,594,298.55</u></u>
Cash in Banks and On Hand	<u><u>\$ 61,619,783.86</u></u>

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – January 2013

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 January 1, 2013 through January 31, 2013.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
01/01/13 - 01/31/13	31	Various	STAR Ohio	Various	140.36	Investment Pool
01/01/13 - 01/31/13	31	Various	STAR Plus	Various	1,696.89	Investment Pool
01/01/13 - 01/31/13	31	Various	PNC	Various	1.25	Sweep Money Market
01/01/13 - 01/31/13	31	Various	PNC	Various	0.85	Money Market
07/29/12 - 01/29/13	185	250,000	Federal Farm Credit Bank	2.400%	3,152.50	Federal Agency
07/23/12 - 01/23/13	185	1,000,000	Federal Farm Credit Bank	0.350%	1,750.00	Federal Agency
07/14/12 - 01/14/13	185	2,000,000	Federal Home Loan Bank	0.460%	4,600.00	Federal Agency
08/06/12 - 01/18/13	166	1,000,000	Federal Farm Credit Bank	0.300%	1,350.00	Federal Agency

Earned Interest January 2013 \$ 12,691.85
 Earned Interest Year To Date \$ 12,691.85

CLEVELAND PUBLIC LIBRARY

REPORT C

Finance Committee
February 19, 2013

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR JANUARY 2013

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
Greater Cleveland Partnership 2012 Public Official reception Cleveland, Ohio	12/20/12	Thomas Corrigan	200.00
Fred Pryor Seminars Human Resources Seminar Cleveland, Ohio	12/3/12	Sharon Reed	26.64
American Library Association Mid-Winter Conference Seattle, Washington	1/24/13 - 1/27/13	Felton Thomas	1,253.88
TOTAL			\$1,480.52

SUMMARY

FUND	JANUARY	YEAR TO DATE
General	\$1,480.52	\$1,480.52
Judd Fund	0.00	0.00
Lockwood Thompson	0.00	0.00
Metlife-Fit for Life	0.00	0.00
LSTA - Know it Know	0.00	0.00
TOTAL	\$1,480.52	\$1,480.52

219
CLEVELAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
TERMINATION REPORT
01/01/2012 THROUGH 01/31/2012

EXHIBIT 9

Human Resources Committee Report

February 21, 2013

NAME	DEPARTMENT	JOB TITLE	DATE	REASON
RESIGNATIONS				
ALI,BREALE M	HOUGH	PAGE	1/28/2013	PERSONAL REASONS
BEAVERS, KEITH D	BRANCH SUBS	LA-ADULT	1/11/2013	ANOTHER JOB
MONTFORT, JUDY	EASTMAN	PAGE	1/24/2013	PERSONAL REASONS

OTHER TERMINATIONS

N/A

RETIREMENTS

CUNNINGHAM-HUTSON,PHYLLIS MLK	LA-COMP EMPH	1/4/2013	RETIREMENT
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220
CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2013 TO 01/31/2013

Human Resources Committee Report
February 21, 2013

EMPLOYEE: HOGE, OLIVIA A **CURRENT GRADE:** J **EFFEC DATE** 01/06/2013
JOB TITLE: BRANCH MANAGER (MEDIUM) **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	56,878.64	58,311.24	PROMOTION

EMPLOYEE: HAMILTON, BUFFIE **CURRENT GRADE:** L **EFFEC DATE** 01/06/2013
JOB TITLE: LEARNING STRATEGY KNOW OFF **CURRENT STEP:** 3 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	80,346.24	NEW HIRE

EMPLOYEE: LODGE, JOSEPH **CURRENT GRADE:** C **EFFEC DATE** 01/06/2013
JOB TITLE: SAFETY & SECURITY OFF **CURRENT STEP:** 1 **FOR GRADE/STEP**

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

EMPLOYEE: PATTERSON, JOHN **CURRENT GRADE:** C **EFFEC DATE** 01/06/2013
JOB TITLE: SAFETY & SECURITY OFF **CURRENT STEP:** 1 **FOR GRADE/STEP**

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

EMPLOYEE: HICKS, CHRISTON **CURRENT GRADE:** D **EFFEC DATE** 01/13/2013
JOB TITLE: TECH SVCS ASSOC TEMP **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	35,686.30	32,156.80	PROMOTION

EMPLOYEE: FLOWERS, KEVIN E **CURRENT GRADE:** D **EFFEC DATE** 01/13/2013
JOB TITLE: CUSTODIAN IV **CURRENT STEP:** 11 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	45,370.00	46,540.52	PROMOTION

EMPLOYEE: LYTTLE, ALEA **CURRENT GRADE:** D **EFFEC DATE** 01/13/2013
JOB TITLE: LA COMP EMPH **CURRENT STEP:** 11 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	20,091.76	22,524.84	PROMOTION

221
**CLEVELAND PUBLIC LIBRARY
 SALARY CHANGES REPORT
 FROM 01/01/2013 TO 01/31/2013**

EMPLOYEE: PEASE, JOSHUA **CURRENT GRADE:** F **EFFEC DATE** 01/20/2013
JOB TITLE: LIBRARY ASST-COMP EMPH **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	12,007.84	22,524.84	PROMOTION

EMPLOYEE: STORY, ALEXANDER **CURRENT GRADE:** A **EFFEC DATE** 01/13/2013
JOB TITLE: LA COMP EMPH **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	9.15	22,524.84	PROMOTION

EMPLOYEE: REDD, KENNETH F **CURRENT GRADE:** F **EFFEC DATE** 01/27/2013
JOB TITLE: LIBRARY ASSISTANT-LBPH **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	42,233.88	TRANSFER

EMPLOYEE: GILL, ALLEN D **CURRENT GRADE:** B **EFFEC DATE** 01/27/2013
JOB TITLE: BRANCH CLERK **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	9.15	30,919.72	PROMOTION

EMPLOYEE: COLEMAN, BESSIE **CURRENT GRADE:** B **EFFEC DATE** 01/27/2013
JOB TITLE: CUSTODIAN IV **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	9.15	30,919.72	PROMOTION

EMPLOYEE: PIERSON, APRIL **CURRENT GRADE:** C **EFFEC DATE** 01/27/2013
JOB TITLE: CUSTODIAN IV **CURRENT STEP:** 1 **FOR GRADE/STEP**

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

222
CLEVELAND PUBLIC LIBRARY
SALARY INCREASE FOR
PAGES/SUBS - CANCELLATION
OF TWO FURLOUGH DAYS
JANUARY 1, 2013

Human Resources Department
 February 21, 2013

	PREVIOUS VALUE	CURRENT VALUE	CURRENT GRADE: CURRENT STEP:
EMPLOYEE: ALI, BREALE M JOB TITLE: PAGE	9.0796	9.15	Z 1
EMPLOYEE: ALI, HANEEN S JOB TITLE: PAGE	9.5262	9.60	Z 2
EMPLOYEE: ARIAS, ESPERANZA JOB TITLE: RECEIVING & DISTRIBUTION TECH	15.8872	16.0104	B 2
EMPLOYEE: ARROYO, JUANITA M JOB TITLE: PAGE	9.0796	9.15	Z 1
EMPLOYEE: AUSTIN, CHRISTOPHER E JOB TITLE: PAGE	9.0796	9.15	Z 1
EMPLOYEE: AYALA, ELIJAH JOB TITLE: PAGE	9.0796	9.15	Z 1
EMPLOYEE: BALDWIN, ARIONNA R JOB TITLE: PAGE	9.0796	9.15	Z 1
EMPLOYEE: BALFORD, ANTHONY JOB TITLE: PAGE	9.5262	9.60	Z 2
EMPLOYEE: BANKS, CHRISTOPHER M JOB TITLE: PAGE	9.0796	9.15	Z 1
EMPLOYEE: BEAVERS, KEITH JOB TITLE: LIBRARY ASSISTANT-ADULT	20.8659	21.027	F 1
EMPLOYEE: BECKER, PATRICIA L JOB TITLE: PAGE	9.0796	9.15	Z 1
EMPLOYEE: BIERCE, KAELA L JOB TITLE: PAGE	9.0796	9.15	Z 1
EMPLOYEE: BLAINE, IMANE E JOB TITLE: PAGE	9.0796	9.15	Z 1
EMPLOYEE: BLANKENSHIP, CORY JOB TITLE: PAGE	9.5262	9.60	Z 2

223
**CLEVELAND PUBLIC LIBRARY
 SALARY INCREASE FOR
 PAGES/SUBS - CANCELLATION
 OF TWO FURLOUGH DAYS
 JANUARY 1, 2013**

EMPLOYEE:	BOAZZO, MADELYN A	9.5262	9.60	Z
OB TITLE:	PAGE			2
EMPLOYEE:	BOODAN, LIZA R	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	BOSTICK, ROBERT	9.5262	9.60	Z
OB TITLE:	PAGE			2
EMPLOYEE:	BOWMAN-OLIVER, LAKEISHA M	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	BRATELY, MICHAEL A	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	BREWER, ASHLI D	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	BROWN, ANDREA	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	BROWN, DARRELL	9.5262	9.60	Z
OB TITLE:	PAGE			2
EMPLOYEE:	BROWN, DEVONTE L	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	BROWN, MARQUETTA M	9.5262	9.60	Z
OB TITLE:	PAGE			2
EMPLOYEE:	CALLIER, EUGENE	9.5262	9.60	Z
OB TITLE:	PAGE			2
EMPLOYEE:	CAMPIRI, MONICA	20.8659	21.0276	F
OB TITLE:	LIBRARY ASST SUBSTITUTE			1
EMPLOYEE:	CARTER, LAVERNE C	21.7005	21.8687	F
OB TITLE:	LIBRARY ASSISTANT-ADULT			2
EMPLOYEE:	CARTER, YVETTE M	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	CHAMPION, CHRYSTAL	9.5262	9.60	Z
OB TITLE:	PAGE			2
EMPLOYEE:	CHERRY, BRYAN F	9.5262	9.60	Z
OB TITLE:	PAGE			2

**CLEVELAND PUBLIC LIBRARY
SALARY INCREASE FOR
PAGES/SUBS - CANCELLATION
OF TWO FURLOUGH DAYS
JANUARY 1, 2013**

EMPLOYEE:	CHRISTMAS, WILLIAM E	9.5262	9.60	Z
JOB TITLE:	PAGE			2
EMPLOYEE:	CLARDY, JAMES A	15.2761	15.3945	B
JOB TITLE:	SHIPPING CLERK SUBSTITUTE			1
EMPLOYEE:	CLARDY, JAMES A	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	COLEMAN, BESSIE L	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	COLEMAN, HARRIETT I	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	COLEY, CYNTHIA C	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	COLLINS, FRANCIS A	30.6547	30.8923	H
JOB TITLE:	ADULT LIBRARIAN			6
EMPLOYEE:	CRANFIELD, STEPHANIE L	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	CRISP, KENYATTA B	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	CSIA, ANDREA R	20.8659	21.0276	F
JOB TITLE:	GRANT ASSISTANTS SUBSTITUTE			1
EMPLOYEE:	DAVIS, SUMAYYAH M	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	DOWDLEY, CHRISTINA W	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	DUNKLIN, LAMEISHA	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	ERVIN, DESHA O	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	EVANS, ALIA L	9.5262	9.60	Z
JOB TITLE:	PAGE			2
EMPLOYEE:	FIELDS, MONIQUE	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	FINOHR, KEVIN S	9.0796	9.15	Z
JOB TITLE:	PAGE			1

**CLEVELAND PUBLIC LIBRARY
SALARY INCREASE FOR
PAGES/SUBS - CANCELLATION
OF TWO FURLOUGH DAYS
JANUARY 1, 2013**

EMPLOYEE:	FORTSON, CARMINE	15.2761	15.3945	B
JOB TITLE:	SHIPPING CLERK SUBSTITUTE			1
EMPLOYEE:	FORTSON, CARMINE	9.5262	9.60	Z
JOB TITLE:	PAGE			2
EMPLOYEE:	FRANKLIN, TAZREL E	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	FRUITS, AMIRA	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	GATEWOOD, ROBERT L	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	GAY, CAROL	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	GILL, ALLEN D	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	GOOKOOL, SUNIL	9.5262	9.60	Z
JOB TITLE:	PAGE			2
EMPLOYEE:	GORDON, AARON C	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	GRAHAM, LOIS E	23.4713	23.65	F
JOB TITLE:	LIBRARY ASSISTANT-ADULT			4
EMPLOYEE:	GRAZIANI, JOSEPH W	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	GRAZIANO, PATTI A	25.1962	25.39	H
JOB TITLE:	LIBRARIAN (SUBJECT DEPARTMENT)			1
EMPLOYEE:	GREGG, MEGAN A	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	GUNTHER, DANIEL W	30.6547	30.8923	H
JOB TITLE:	RESEARCH ANALYST			6
EMPLOYEE:	HAMMAN, TIMOTHY J	22.5686	22.7435	F
JOB TITLE:	LIBRARY ASSISTANT-ADULT			3
EMPLOYEE:	HANSBRO, KENNETH D	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	HARNEGIE, MARY P	26.2036	26.4067	H
JOB TITLE:	CHILDRENS LIBRARIAN SUB			2

**CLEVELAND PUBLIC LIBRARY
SALARY INCREASE FOR
PAGES/SUBS - CANCELLATION
OF TWO FURLOUGH DAYS
JANUARY 1, 2013**

EMPLOYEE:	HART, GREGORY J	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	HAWKINS, DORRIAN A	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	HEIZER, KENNETH R	23.4713	23.6532	F
JOB TITLE:	LIBRARY ASSISTANT-ADULT			4
EMPLOYEE:	HENDERSON, WILLIE	23.3867	25.5835	F
OB TITLE:	LIBRARY ASSISTANT-ADULT			6
EMPLOYEE:	HOLLAMAN, ELIZABETH	9.5262	9.60	Z
OB TITLE:	PAGE			2
EMPLOYEE:	HOLLOWAY-WALKER, CHARZIL S	9.5262	9.60	Z
OB TITLE:	PAGE			2
EMPLOYEE:	HOWARD, DIANNE E	15.8872	16.0104	B
OB TITLE:	RECEPTIONIST			2
EMPLOYEE:	IRIZARRY, FLORIAN M	9.5262	9.60	Z
OB TITLE:	PAGE			2
EMPLOYEE:	JACKSON, RICHARD M	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	JAMES, ERIC M	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	JARVIS, LAMEL R	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	JASON, BEVERLY A	18.9574	19.1044	B
	BRANCH CLERK			7
EMPLOYEE:	JENNINGS, PATRICIA	22.5686	22.7435	F
JOB TITLE:	LIBRARY ASSISTANT-ADULT			3
EMPLOYEE:	JOBE, PATRICIA A	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	JOHNSON, WHITNEY	20.8659	21.0276	F
JOB TITLE:	LIBRARY ASST SUBSTITUTE			1
EMPLOYEE:	JONES, ISIAH J	9.0796	9.15	Z
JOB TITLE:	PAGE			1

**CLEVELAND PUBLIC LIBRARY
SALARY INCREASE FOR
PAGES/SUBS - CANCELLATION
OF TWO FURLOUGH DAYS
JANUARY 1, 2013**

EMPLOYEE:	JONES, MARY J	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	KELLEY, ANITA J	9.5262	9.60	Z
OB TITLE:	PAGE			2
EMPLOYEE:	KEMP, EARLAINA	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	KIRK, JENNIFER L	9.5262	9.60	Z
OB TITLE:	PAGE			2
EMPLOYEE:	KRUZ, PAUL J	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	LANDRUM, KASHMERE S	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	LAUVER, JAMIE	20.8659	21.0276	F
OB TITLE:	LIBRARY ASST SUBSTITUTE			1
EMPLOYEE:	LEE, MIKAYLA A	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	LEE, MYRIAH	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	LEONARD, ASHLEY E	9.5262	9.60	Z
OB TITLE:	PAGE			2
EMPLOYEE:	LEWIS, SUMMIERE D	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	LOPEZ, MARIA	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	LUSANE, QUANA M	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	LYTLE, ALEA	20.8659	21.0276	F
OB TITLE:	LIBRARY ASST SUBSTITUTE			1
EMPLOYEE:	MAKOWSKI, BRIANNA	20.8659	21.0276	F
OB TITLE:	LIBRARY ASST SUBSTITUTE			1
EMPLOYEE:	MALONE, ANASTASIA T	9.5262	9.60	Z
OB TITLE:	PAGE			2

**CLEVELAND PUBLIC LIBRARY
SALARY INCREASE FOR
PAGES/SUBS - CANCELLATION
OF TWO FURLOUGH DAYS
JANUARY 1, 2013**

EMPLOYEE:	MARBLEY, ANDREA P	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	MARQUEZ, MARINA B	20.8659	21.0276	F
OB TITLE:	LIBRARY ASST SUBSTITUTE			1
EMPLOYEE:	MARTINEZ, NATALIE M	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	MCCUTCHEON-BEY, PATRICIA A	9.5262	9.60	Z
OB TITLE:	PAGE			2
EMPLOYEE:	MCKENZIE, DEANNA D	9.5262	9.60	Z
OB TITLE:	PAGE			2
EMPLOYEE:	MCKISSIC, KIERA T	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	MEDINA, MARIA L	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	MERRITT, KALEAH S	9.5262	9.60	Z
OB TITLE:	PAGE			2
EMPLOYEE:	MITCHELL, TIMIA	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	MOLINA, ARDYCE L	9.5262	9.60	Z
OB TITLE:	PAGE			2
EMPLOYEE:	MOLINA, MARC A	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	MONTFORT, JUDY	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	MOORMAN, ZEBULUN	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	MORALES, NELSON J	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	MURRAY, LAURIE	9.5262	9.60	Z
OB TITLE:	PAGE			2
EMPLOYEE:	ODUM, ERIC M	9.0796	9.15	Z
OB TITLE:	PAGE			1

229
**CLEVELAND PUBLIC LIBRARY
 SALARY INCREASE FOR
 PAGES/SUBS - CANCELLATION
 OF TWO FURLOUGH DAYS
 JANUARY 1, 2013**

EMPLOYEE:	OJO, KEMET C	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	OQUENDO, VALERIE	9.0786	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	PABON, BRITANY C	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	PARKER, PATRISHA	20.8659	21.0276	F
OB TITLE:	LIBRARY ASST SUBSTITUTE			1
EMPLOYEE:	PASTARD, OCIE	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	PATTON, MICHAEL E	9.5262	9.60	Z
OB TITLE:	PAGE			2
EMPLOYEE:	PEASE, JOSHUA	15.2761	15.3945	B
OB TITLE:	SHIPPING CLERK SUBSTITUTE			1
EMPLOYEE:	PEASE, JOSHUA D	9.5262	9.60	Z
OB TITLE:	PAGE			2
EMPLOYEE:	PEGUES, DOMINIQUE	9.07	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	PEREZ, ELIZABETH K	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	PERRY, YUSEFF L	9.07	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	PIPPENS, RHONDA	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	PORTER, LEAH	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	PROCTOR, KENDRA	20.8659	21.0276	F
OB TITLE:	LIBRARY ASST SUBSTITUTE			1
EMPLOYEE:	PUJOLAS, ROBERT W	9.5262	9.60	Z
OB TITLE:	PAGE			2
EMPLOYEE:	RAHIM, DORIAN R	9.0796	9.15	Z
OB TITLE:	PAGE			1

230
**CLEVELAND PUBLIC LIBRARY
 SALARY INCREASE FOR
 PAGES/SUBS - CANCELLATION
 OF TWO FURLOUGH DAYS
 JANUARY 1, 2013**

EMPLOYEE:	RAMOS, MAGDALENA	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	REESE, EVANGELINE G	26.2036	26.4067	H
JOB TITLE:	ADULT LIBRARIAN			2
EMPLOYEE:	RIGA, JILL	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	RIVERA, JOANNA	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	RIVERA, NINA	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	ROBERSON, BARBARA	9.5262	9.60	Z
JOB TITLE:	PAGE			2
EMPLOYEE:	ROSS-ADAMS, COTILLION L	9.5262	9.60	Z
JOB TITLE:	PAGE			2
EMPLOYEE:	RUFIN, JENNIFER M	9.0796	9.15	Z
JOB TITLE:				1
EMPLOYEE:	RUSH, KHALIL Y	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	RUSS, ASHLEY M	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	SANDIGA, EVELYN S	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	SIKORSKI, JAN M	9.5262	9.60	Z
JOB TITLE:	PAGE			2
EMPLOYEE:	SMITH, LANECIA S	9.5262	9.60	Z
JOB TITLE:	PAGE			2
EMPLOYEE:	SMITH, SHAKENYA J	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	SMITH, SHARDA P	9.0796	9.15	Z
JOB TITLE:	PAGE			1
EMPLOYEE:	SPENCER, WANDA	9.5262	9.60	Z
JOB TITLE:	PAGE			2

231
CLEVELAND PUBLIC LIBRARY
SALARY INCREASE FOR
PAGES/SUBS - CANCELLATION
OF TWO FURLOUGH DAYS
JANUARY 1, 2013

EMPLOYEE:	SPENCER, WILLIAM F	23.4713	23.6532	F
OB TITLE:	LIBRARY ASSISTANT-ADULT			4
EMPLOYEE:	STEPHENS, SIERRA	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	STINNETT, LILLIAN M	9.5262	9.60	Z
OB TITLE:	PAGE			2
EMPLOYEE:	STORY, ALEXANDER L	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	TAYLOR, BRIAN W	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	TAYLOR, KATHLEEN R	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	THOMAS, JONATHAN D	9.5262	9.60	Z
OB TITLE:	PAGE			2
EMPLOYEE:	TRENHOLME, ANNE L	9.0796	9.15	Z
OB TITLE:	PAGE			1
Current Step:				
EMPLOYEE:	TRIPP, JOSEPH M	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	VEGA, JASLIN E	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	WALKER, ROBERT	9.5296	9.60	Z
OB TITLE:	PAGE			2
EMPLOYEE:	WALLACE, KATHLYN M	9.5262	9.60	Z
OB TITLE:	PAGE			2
EMPLOYEE:	WASHINGTON, ALONZO J	23.4713	23.6532	F
OB TITLE:	LIBRARY ASSISTANT-ADULT			4
EMPLOYEE:	WASHINGTON, ERICA M	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	WHITE-SPELLS, TONI N	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	WILCOX, CACHE L	9.0796	9.15	Z
OB TITLE:	PAGE			1

CLEVELAND PUBLIC LIBRARY
SALARY INCREASE FOR
PAGES/SUBS - CANCELLATION
OF TWO FURLOUGH DAYS
JANUARY 1, 2013

EMPLOYEE:	WILLIAMS-RISENG, DENISE	24.4101	24.5993	F
OB TITLE:	LIBRARY ASSISTANT (SUBJ DEPT)			5
EMPLOYEE:	WRIGHT, JEFFREY S	9.0796	9.15	Z
OB TITLE:	PAGE			1
EMPLOYEE:	ZINGALE, TONI	9.0796	9.15	Z
OB TITLE:	PAGE			1

CLEVELAND PUBLIC LIBRARY

REPORT D**Human Resources Committee Report**

Meeting Date: February 21, 2013

Report Period: January 2013

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

MONTH	2012 SICK LEAVE HOURS USED	2013 SICK LEAVE HOURS USED	2013 TOTAL HOURS
January	2,536.49	3,301.62	89,193.74
February	3,527.82		
March	*4,923.36		
April	3,161.77		
May	3,623.45		
June	2,593.94		
July	2,344.66		
August	*4,221.65		
September	3,037.74		
October	2,760.23		
November	2,833.57		
December	3,277.75		

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
Jan. 1, 2013- Jan.31, 2013 EE0-4 REPORT
FULL/PART-TIME EMPLOYEES

REPORT E**Human Resources Committee Report**

February 21, 2013

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	78	20	9	1			30	17	1		
Professionals	80	15	2			1	41	16	3	2	
Technicians	21	11	2	1			6	1			
Protective Service	23	9	11	1				2			
Para-Professionals	140	30	33	1	1		34	31	8	2	
Administrative Support	292	29	61	7	3		45	124	22	1	
Skilled Craft	12	7	3			1		1			
Service Maintenance	47	7	33	2			2	2	1		
Grand Total	693	128	154	13	6	0	158	194	35	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
JANUARY
2013**

REPORT F

Human Resources Committee Report
FEBRUARY 21, 2013

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Med Mutual Silver	21	14	35
Med Mutual Gold	252	147	399
Delta Dental	187	267	454
Vision	236	172	408
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>
LIBRARIAN	FULTON	12/18/2012	31

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR JANUARY 2013**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	2013	2012	
Main Library	141,984	161,465	673	799	141,984	161,465	-12.1%
Branches	346,532	334,489	1,643	1,656	346,532	334,489	3.6%
Mobile Units	5,648	5,788			5,648	5,788	-2.4%
Library for the Blind	59,519	60,997			59,519	60,997	-2.4%
eMedia	15,855	12,144			15,855	12,144	30.6%
TOTAL CIRCULATION	569,538	574,883			569,538	574,883	-0.9%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
eBook	12,265	8,778	12,265	8,778	39.7%
eAudioBook	3,421	3,235	3,421	3,235	5.7%
eMusic	84	45	84	45	86.7%
eVideo	85	86	85	86	-1.2%
TOTAL eCIRCULATION	15,855	12,144	15,855	12,144	30.6%

Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
Downloads	11,761	9,263	11,761	9,263	27.0%
Users	638	543	638	543	17.5%

Not included in circulation activity.

Due to system upgrades to BARD website, NLS did not provide usage statistics for Nov. & Dec. 2012

COMPUTER USAGE	Number of Computers	Average Session		Number of Sessions		Hours in Use		YTD Gain/Loss
		2013	2012	2013	2012	2013	2012	
Main Library	102	42 minutes	14,366	10,219	10,946	7,376	48.4%	
Branches	539	41 minutes	89,472	65,783	61,113	44,766	36.5%	
TOTAL USAGE	641		103,838	76,002	72,059	52,141	38.2%	

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
	2013	2012	2013	2012	2013	2012	
Main Library	45,209	43,588	226	227	45,209	43,588	3.7%
Branches	245,612	241,414	1,164	1,195	245,612	241,414	1.7%
Mobile Unit	708	718			708	718	-1.4%
TOTAL VISITS	291,529	285,720			291,529	285,720	2.0%

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR JANUARY 2013**

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	8,096	729	508	872	10,205	917	11,122
Broadway*	1	55	7	47	110	22	132
Brooklyn	6,049	541	436	440	7,466	853	8,319
Carnegie West	9,428	1,073	1,095	1,318	12,914	1,251	14,165
Collinwood	7,798	747	665	867	10,077	975	11,052
East 131st	3,932	456	324	435	5,147	358	5,505
Eastman	14,202	1,321	1,153	1,929	18,605	2,305	20,910
Fleet	12,482	1,105	1,034	1,426	16,047	1,320	17,367
Fulton	11,415	863	655	984	13,917	981	14,898
Garden Valley	4,154	401	160	254	4,969	335	5,304
Glenville	7,004	618	537	917	9,076	644	9,720
Harvard-Lee	7,650	703	773	1,099	10,225	877	11,102
Hough	3,907	426	287	374	4,994	410	5,404
Jefferson	6,549	556	801	999	8,905	861	9,766
Langston Hughes	5,947	592	610	799	7,948	699	8,647
Lorain	9,755	832	821	1,168	12,576	966	13,542
Martin Luther King, Jr.	5,336	537	689	858	7,420	803	8,223
Memorial-Nottingham	11,019	704	1,072	1,658	14,453	1,443	15,896
Mt. Pleasant	4,946	526	312	556	6,340	551	6,891
Rice	11,015	681	679	1,160	13,535	1,131	14,666
Rockport	17,308	1,160	1,422	1,783	21,673	2,347	24,020
South**	7,410	732	520	623	9,285	788	10,073
South Brooklyn	15,655	1,260	1,525	2,453	20,893	2,650	23,543
Sterling	6,234	676	603	986	8,499	479	8,978
Union	6,833	703	444	843	8,823	678	9,501
Walz	14,555	1,145	1,117	1,745	18,562	1,603	20,165
West Park	14,288	1,435	2,302	3,127	21,152	2,884	24,036
Woodland	10,724	736	487	737	12,684	901	13,585
TOTAL	243,692	21,313	21,038	30,457	316,500	30,032	346,532

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

**South branch library closed January 22-23, 2012, due to equipment problems.

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR JANUARY 2013

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2013	2012	2013	2012		
Addison	11,122	16,546	11,122	16,546	-5,424	-32.8%
Broadway*	132	3,146	132	3,146	-3,014	-95.8%
Brooklyn	8,319	9,207	8,319	9,207	-888	-9.6%
Carnegie West	14,165	14,489	14,165	14,489	-324	-2.2%
Collinwood	11,052	10,895	11,052	10,895	157	1.4%
East 131st	5,505	6,040	5,505	6,040	-535	-8.9%
Eastman	20,910	19,084	20,910	19,084	1,826	9.6%
Fleet	17,367	14,479	17,367	14,479	2,888	19.9%
Fulton	14,898	12,080	14,898	12,080	2,818	23.3%
Garden Valley	5,304	5,678	5,304	5,678	-374	-6.6%
Glenville	9,720	9,154	9,720	9,154	566	6.2%
Harvard-Lee	11,102	10,245	11,102	10,245	857	8.4%
Hough	5,404	6,187	5,404	6,187	-783	-12.7%
Jefferson	9,766	10,463	9,766	10,463	-697	-6.7%
Langston Hughes	8,647	6,809	8,647	6,809	1,838	27.0%
Lorain	13,542	12,330	13,542	12,330	1,212	9.8%
Martin Luther King, Jr.	8,223	8,322	8,223	8,322	-99	-1.2%
Memorial-Nottingham	15,896	17,224	15,896	17,224	-1,328	-7.7%
Mt. Pleasant	6,891	7,698	6,891	7,698	-807	-10.5%
Rice	14,666	13,229	14,666	13,229	1,437	10.9%
Rockport	24,020	23,512	24,020	23,512	508	2.2%
South**	10,073	10,545	10,073	10,545	-472	-4.5%
South Brooklyn	23,543	20,114	23,543	20,114	3,429	17.0%
Sterling	8,978	6,156	8,978	6,156	2,822	45.8%
Union	9,501	7,119	9,501	7,119	2,382	33.5%
Walz	20,165	17,989	20,165	17,989	2,176	12.1%
West Park	24,036	24,596	24,036	24,596	-560	-2.3%
Woodland	13,585	11,153	13,585	11,153	2,432	21.8%
TOTAL	346,532	334,489	346,532	334,489	12,043	3.6%

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

**South branch library closed January 22-23, 2012, due to equipment problems.

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE JANUARY 2013**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2013	2012	2013	2012		
Addison	6,583	7,746	6,583	7,746	-1,163	-15.0%
Broadway*	0	1,462	0	1,462	-1,462	-100.0%
Brooklyn	4,258	3,889	4,258	3,889	369	9.5%
Carnegie West	16,434	20,466	16,434	20,466	-4,032	-19.7%
Collinwood	7,440	7,118	7,440	7,118	322	4.5%
East 131st	8,081	7,124	8,081	7,124	957	13.4%
Eastman	13,141	11,672	13,141	11,672	1,469	12.6%
Fleet	11,424	9,804	11,424	9,804	1,620	16.5%
Fulton	8,599	7,844	8,599	7,844	755	9.6%
Garden Valley	4,499	4,129	4,499	4,129	370	9.0%
Glenville	7,700	7,818	7,700	7,818	-118	-1.5%
Harvard-Lee	9,373	8,248	9,373	8,248	1,125	13.6%
Hough	9,870	11,612	9,870	11,612	-1,742	-15.0%
Jefferson	8,428	7,883	8,428	7,883	545	6.9%
Langston Hughes	6,728	5,966	6,728	5,966	762	12.8%
Lorain	8,528	7,746	8,528	7,746	782	10.1%
Martin Luther King, Jr.	7,758	5,562	7,758	5,562	2,196	39.5%
Memorial-Nottingham	5,995	7,410	5,995	7,410	-1,415	-19.1%
Mt. Pleasant	6,910	6,571	6,910	6,571	339	5.2%
Rice	14,860	13,317	14,860	13,317	1,543	11.6%
Rockport	11,787	11,233	11,787	11,233	554	4.9%
South**	6,831	8,524	6,831	8,524	-1,693	-19.9%
South Brooklyn	14,309	12,377	14,309	12,377	1,932	15.6%
Sterling	12,451	11,907	12,451	11,907	544	4.6%
Union	5,697	6,505	5,697	6,505	-808	-12.4%
Walz	10,251	10,347	10,251	10,347	-96	-0.9%
West Park	9,993	10,597	9,993	10,597	-604	-5.7%
Woodland	7,684	6,537	7,684	6,537	1,147	17.5%
TOTAL	245,612	241,414	245,612	241,414	4,198	1.7%

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

**South branch library closed January 22-23, 2012, due to equipment problems.

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS JANUARY 2013**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
1 West Park	24,036	1 Carnegie West	16,434	1 South Brooklyn	31,511
2 Rockport	24,020	2 Rice	14,860	2 Fleet	27,822
3 South Brooklyn	23,543	3 South Brooklyn	14,309	3 West Park	27,291
4 Eastman	20,910	4 Eastman	13,141	4 Eastman	23,686
5 Walz	20,165	5 Sterling	12,451	5 Rice	22,240
6 Fleet	17,367	6 Rockport	11,787	6 Fulton	20,026
7 Memorial-Nottingham	15,896	7 Fleet	11,424	7 Memorial-Nottingham	19,553
8 Fulton	14,898	8 Walz	10,251	8 Rockport	19,404
9 Rice	14,666	9 West Park	9,993	9 Harvard-Lee	18,834
10 Carnegie West	14,165	10 Hough	9,870	10 Langston Hughes	17,982
11 Woodland	13,585	11 Harvard Lee	9,373	11 Glenville	17,317
12 Lorain	13,542	12 Fulton	8,599	12 Walz	16,558
13 Addison	11,122	13 Lorain	8,528	13 Collinwood	16,270
14 Harvard-Lee	11,102	14 Jefferson	8,428	14 Addison	16,169
15 Collinwood	11,052	15 E131	8,081	15 East 131st	15,658
16 South	10,073	16 Memorial-Nottingham	7,758	16 Martin Luther King, Jr.	15,212
17 Jefferson	9,766	17 Glenville	7,700	17 Mt. Pleasant	14,724
18 Glenville	9,720	18 Woodland	7,684	18 Lorain	13,233
19 Union	9,501	19 Collinwood	7,440	19 Carnegie West	10,549
20 Sterling	8,978	20 Mt. Pleasant	6,910	20 Union	10,316
21 Langston Hughes	8,647	21 South**	6,831	21 Sterling	8,046
22 Brooklyn	8,319	22 Langston Hughes	6,728	22 Woodland	7,492
23 Martin Luther King, Jr.	8,223	23 Addison	6,583	23 South	7,009
24 Mt. Pleasant	6,891	24 MLK Jr.	5,995	24 Hough	6,197
25 East 131st	5,505	25 Union	5,697	25 Brooklyn	5,419
26 Hough	5,404	26 Garden Valley	4,499	26 Jefferson	3,587
27 Garden Valley	5,304	27 Brooklyn	4,258	27 Garden Valley	2,857
28 Broadway*	132	28 Broadway	0	28 Broadway	1,687
	346,532		245,612		416,649
					473,177

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

**South branch library closed January 22-23, 2012, due to equipment problems.

*Prepared By: Northern Ohio Data and Information Service – NODIS,
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**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR JANUARY 2013**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
CLEVNET	73,405	79,294	73,405	79,294	-7.4%
MORE	862	899	862	899	-4.1%
Other Libraries	800	399	800	399	100.5%
TOTAL	75,067	80,592	75,067	80,592	-6.9%

*Totals included in Main Library and Branch circulation counts.

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
Projected	22,476	24,800	22,476	24,800	-9.4%
KnowItNow Web Reference*	705	786	705	786	-10.3%
Interlibrary Loan Requests	5,429	3,648	5,429	3,648	48.8%
TOTAL	28,610	29,234	28,610	29,234	

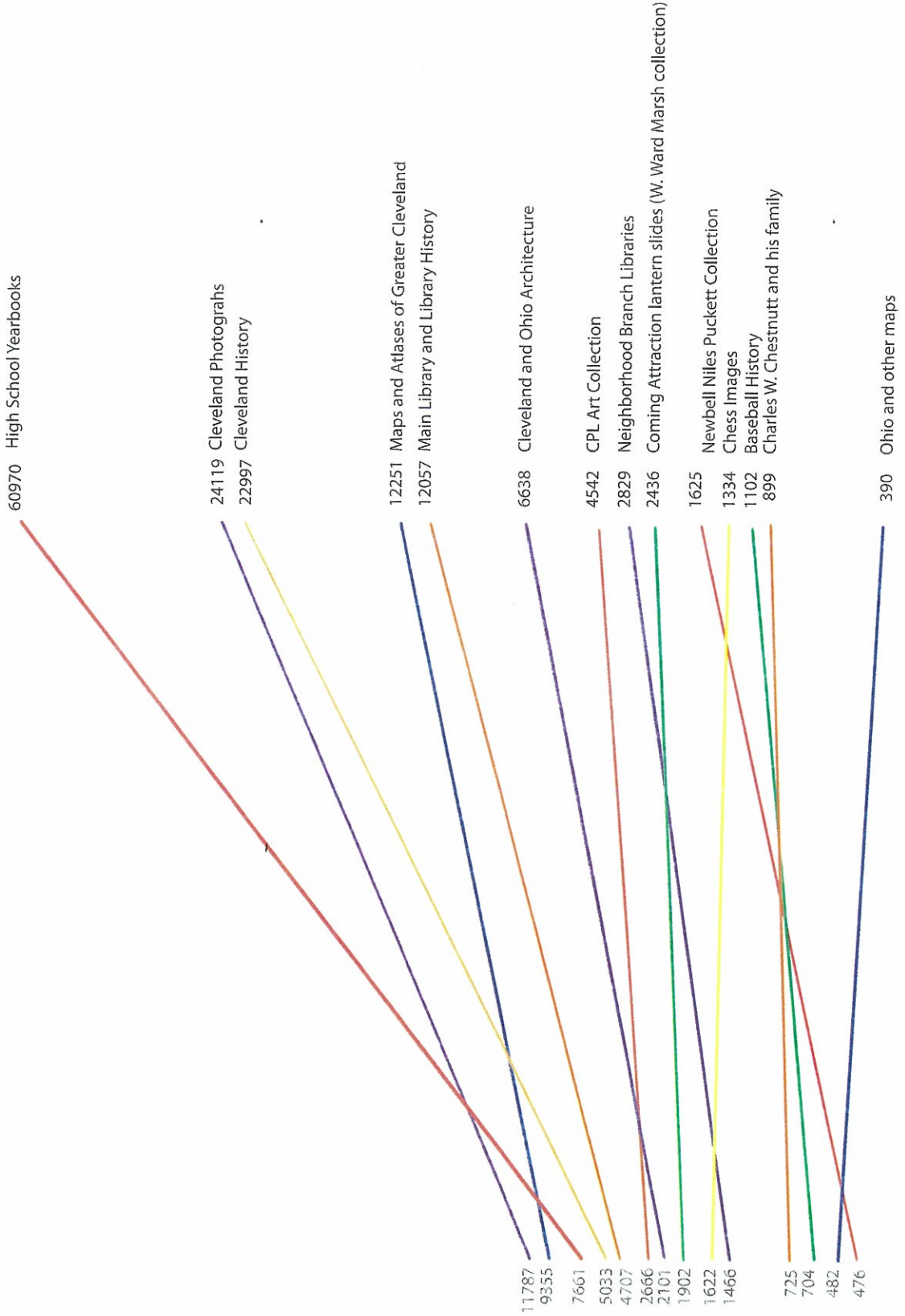
*Questions taken by CPL staff only. As more partner libraries throughout Ohio sign on to provide the service, what had been CPL's disproportionate share as a provider will continue to diminish.

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
New Titles Added	4,509	6,482	4,509	6,482	-30.4%
Total Items Added	19,437	19,697	19,437	19,697	-1.3%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
Main Library	200	192	200	192	4.2%
Branches	5,707	5,666	5,707	5,666	0.7%

MYTUNES	Jan 2013	Dec 2012	Nov 2012	Oct 2012	Sept 2012
	Songs Downloaded	5,296	6,944	6,433	6,754
Users	950	1,055	972	979	1,036
New Registrations	18	6	7	37	22

CPL DIGITAL GALLERY USAGE
ITEMS VIEWED BY COLLECTION
JANUARY 2012 COMPARED TO JANUARY 2013



2012

2013