

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
October 17, 2013
Trustees Room Louis Stokes Wing
12:00 Noon

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

Absent: Mr. Hairston, 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 9/19/13 Regular Board Meeting; and the 9/17/13 Finance Committee Meeting. Mr. Werner seconded the motion, which passed unanimously by roll call vote.

COMMUNICATIONS

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

FINANCE COMMITTEE REPORT

Ms. Rodriguez presented the following report.

Resolution to Accept Gifts for the Month of September

(See page 1036)

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

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

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

MINUTES OF
REGULAR BOARD
MEETING OF
9/19/13; FINANCE
COMMITTEE
MEETING OF
9/17/13
Approved

RESOLUTION TO
ACCEPT GIFTS
FOR THE MONTH
OF SEPTEMBER
2013
Approved

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

RESOLUTION TO
ACCEPT THE
DIGITAL
LITERACY
GRANT FROM
THE
NORTHEAST
OHIO MEDIA
GROUP TO
PURCHASE
TECHNOLOGY
Approved

Resolution to Accept the Digital Literacy Grant from the
Northeast Ohio Media Group to Purchase Technology
Equipment

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

WHEREAS, The Northeast Ohio Media Group is a digitally-focused media company that launched in August of 2013, operating cleveland.com, the Sun News and The Plain Dealer; and

WHEREAS, Similar to the Cleveland Public Library, the Northeast Ohio Media Group is committed to ensuring that the City's residents have a working knowledge of current technology and is dedicated to offering outreach services to those that most need access and training in mobile digital devices; and

WHEREAS, The Northeast Ohio Media Group has approved a grant request submitted by the Cleveland Public Library in the amount of \$50,000.00 for the Library to put mobile devices, such as tablet computers and e-readers, into the hands of those who are otherwise not exposed to them and help them tackle technology at their own pace allowing them to gain confidence with these devices; now therefore be it

RESOLVED The Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts the digital literacy grant from the Northeast Ohio Media Group, in the amount of \$50,000.00; and be it further

RESOLVED, That the President of the Board, the Executive Director, CEO or his designee, are authorized to enter into and execute such agreements and instruments as may be necessary or appropriate, including those in excess of \$25,000.00, to effectuate the terms and conditions of this Resolution, which agreements and instruments shall be subject to the approval of the Library's Chief Legal Officer.

Eighth Amendment to the Year 2013 Appropriation

(See pages 1037-1041)

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

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

WHEREAS, It is now deemed necessary to amend the Year 2013 Appropriation Measure to comply with the attached October 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

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

Resolution to Ratify and Approve Telecommunication Services with AT&T

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

WHEREAS, On February 14, 2012, the Board of Library Trustees authorized the Director to execute agreements for telecommunication services and to pursue all possible discounts available through the School and Libraries Universal Service Discount Program, with the assumption that the IP Flexible Reach service, provided by AT&T, would replace the ISDN PRI service. Accordingly, the Library did not request the ISDN PRI service on the FCC Form 471 as a service eligible for discount; and

WHEREAS, The Library began migrating ISDN PRI services to the IP Flexible Reach service in 2012 and the existing ISDN PRI contract was due to expire on June 30,

EIGHTH
AMENDMENT TO
THE YEAR 2013
APPROPRIATION
Approved

RESOLUTION TO
RATIFY AND
APPROVE
TELECOMMUNICA-
TION SERVICES
WITH AT&T
Approved

2012. The goal was to migrate all ISDN numbers to the IP Flexible Reach service so that the ISDN PRI service would no longer be needed after June 30, 2012; and

WHEREAS, Due to call clarity issues with cellular phones accessing the IP Flexible Reach service, the Library halted the migration of the ISDN numbers to the IP Flexible Reach. As a result, the ISDN PRI service contract expired and AT&T began billing at a month-to-month rate resulting in a significant increase. The monthly contracted rate was \$4,051.50 and the month-to-month rate increased to \$17,831.50 plus usage, surcharges and fees; and

WHEREAS, After a series of negotiations between Library management and AT&T, the Library entered into a one-year agreement with AT&T for the ISDN PRI service significantly reducing the monthly recurring rate to \$4,041.00 until the Library is fully migrated to the IP Flexible Reach service; and AT&T has agreed to credit the Library \$41,000.00 for the call clarity issues and have proposed a re-engineered solution that will take effect no later than December 31, 2013; now therefore be it

RESOLVED, That the Board of Library Trustees hereby ratifies the amount paid to date for the ISDN PRI service in the amount of \$45,594.37 and approves the estimated additional charges due of \$85,814.20, for a total amount not-to-exceed \$132,000.00 for services through December 31, 2013.

	INVOICE DATE	INVOICE AMOUNT
	01/01/2013	\$ 4,180.76
	02/01/2013	4,268.78
	03/01/2013	22,423.31
	04/01/2013	14,721.52
	Paid to Date	\$ 45,594.37
	<i>Total Amount Due 9/01/2013</i>	98,532.20
	<i>Credit Due</i>	<i>(41,000.00)</i>
	<i>10/1/2013 estimated</i>	<i>18,200.00</i>
	<i>11/1/2013 estimated</i>	<i>5,041.00</i>
	<i>12/1/2013 estimated</i>	<i>5,041.00</i>
	Estimated Additional	\$ 85,814.20
		\$ 131,408.57

Mr. Corrigan stated that this item was discussed at length at Finance Committee Meeting and expressed appreciation to Joyce Dodrill, Chief Legal Officer, and staff for ensuring that the library receives the credit due. Ms. Dodrill noted that the amount of credit did not make the Library whole, but it was a reasonable amount.

Resolution to Purchase Security Camera Systems for Cleveland Public Library and Various Branches

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's Safety and Protective Services Department has been reviewing options to replace security cameras in the Main Building and branches due to the age of the system and the failure of functionality of many cameras throughout the Cleveland Public Library system; and

WHEREAS, It was determined by the Library Administration that a new upgraded security camera system was necessary for the safety and security of patron, staff, facilities, property and collections, and

WHEREAS, Under R.C. 3375.41, the Library is permitted to purchase equipment for library facilities without competitive bidding when necessary for the security and protection of Library property; and

WHEREAS, The Library, nevertheless, requested proposals from two vendors that met the Library's specifications, and received two proposals, one from Integrated Precision Systems Inc., ("IPS") in the amount of \$678,776.75, and one from SimplexGrinnell ("Simplex") in the amount of \$666,862.97; and

WHEREAS, Notwithstanding the lower proposal from Simplex, the Manager of Safety and Protective Services recommends that the Board approve the purchase from IPS on the basis that it is the best proposal to ensure interfacing capability between the access control system software and the camera system achieving the highest level of integration and maximum use of features. Simplex would have to modify the software installed by IPS that operates the access control system to integrate

RESOLUTION TO PURCHASE SECURITY CAMERA SYSTEMS FOR CLEVELAND PUBLIC LIBRARY AND VARIOUS BRANCHES
Approved

the camera software into the access control system which could compromise the full functionality and features of the warranty and service contract with IPS.

WHEREAS, Moreover, IPS has demonstrated the ability to provide good quality equipment, installation and maintenance services to the Library in the past and the Library is very satisfied with the quality of IPS's equipment and services; and

WHEREAS, In addition, IPS has also offered a 2% discount in the amount of \$13,575.53 if the Library submits an order for the camera equipment prior to November 29, 2013, thereby reducing its overall proposal to \$665,201.22; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into a Purchase Agreement with IPS for the purchase of new upgraded cameras, software, servers and for installation, programming, and training services for the Main Downtown Campus and for various branch facilities, in the amount of \$665,201.22 with the expenditure being charged to the Building and Repair Fund Account 40129305-55300-10293, said contract being subject to the approval of the Chief Legal Officer.

Resolution Authorizing Change Order #003 for the Temporary South Branch Relocation Project

(See page 1042)

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

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

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

WHEREAS, On February 21, 2013, the Board authorized Change Order #1 in the amount of a \$2,393.59 increase; and

RESOLUTION
AUTHORIZING
CHANGE
ORDER #003
FOR THE
TEMPORARY
SOUTH
BRANCH
RELOCATION
PROJECT
Approved

WHEREAS, On September 19, 2013, the Board authorized Change Orders #2 4, 5, 6, and 9 in the amount of a \$4,198.75 net increase; 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.	#003	\$2,320.82

To provide and install additional periodical display shelves and adjustable shelves for audiovisual media.

Change Orders #7 and 8 are hereby denied; now therefore be it

RESOLVED, That the above listed change orders are hereby approved with a \$2,320.82 increase to the Lauren Mechanical LLC contract being charged to the Building & Repair Fund Account 40178305-55300-10783.

Mr. Corrigan commended Myron Scruggs, Director of Property Management, and staff for their work and noted that total change orders for this project are less than 3%.

Resolution to Accept Grant Funds from the Child Care Resource Center of Cuyahoga County Inc. DBA Starting Point, and Enter Into An Agreement with Braxton Education and Technology Consulting, LLC, for MyCom Out-of-School Time Transitions Program

Ms. Rodriguez moved approval of the following resolution. Mr. Seifullah seconded the motion, which passed with four in favor and one recusal by Mr. Werner. Mr. Werner explained the County where he serves as Director of Health and Human Services, is a funder of Starting Point.

WHEREAS, Childcare Resource Center of Cuyahoga County Inc. d.b.a. Starting Point and Cleveland Public Library have formed a partnership for the provision of out-of-school time transition services; and

RESOLUTION TO ACCEPT GRANT FUNDS FROM THE CHILD CARE RESOURCE CENTER OF CUYAHOGA COUNTY, INC. DBA STARTING POINT, AND ENTER INTO AN AGREEMENT WITH BRAXTON EDUCATION AND TECHNOLOGY CONSULTING, LLC, FOR MYCOM OUT-OF-SCHOOL TIME TRANSITIONS PROGRAM
Approved

WHEREAS, The Library entered into an agreement which expired on September 30, 2013 with Starting Point for tutoring services under MyCom/Cuyahoga County's Youth Development Initiative; and

WHEREAS, Starting Point funded the Cleveland Public Library's purchase from Braxton Educational and Technology Consulting LLC of after-school tutoring services at six Cleveland Public Library branches for approximately 150 children from May 31, 2013 through September 30, 2013; and

WHEREAS, Starting Point has offered to providing additional funding to enable the Cleveland Public Library to continue to provide these vital after-school tutoring services; and

WHEREAS, Starting Point will reimburse the Library on a monthly basis in a total amount not to exceed \$94,640.00; now therefore be it

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into and execute an agreement with the Child Care Resource Center of Cuyahoga County Inc. (dba Starting Point) to accept grant funds in the amount of \$94,640.00, and such additional agreements and instruments as may be necessary or appropriate to effectuate the terms and conditions of this Resolution, including those in excess of \$25,000.00 with Braxton Educational and Technology Consulting LLC, which agreements and instruments shall be subject to the approval of the Library's Chief Legal Officer.

Ms. Butts asked which branches support the educational and literacy needs of youth patrons with tutorial services.

Sherri Jones, Literacy and Education Coordinator, stated that children of all ages can receive free one-on-one and/or group tutoring in a variety of subjects, including language arts, math, science, history and be assisted with homework assignments at Collinwood, East 131st, Fleet, Fulton, Langston Hughes, Rice, Rockport, Sterling, Walz, Woodland branches. Tutoring and support in the area of reading in response to the Ohio Department of Education's mandate, Third Grade Reading Guarantee is provided by Braxton Educational and

Technology Consulting, which will serve students in grades K-3 to assist them in passing the Ohio Third Grade Reading Guarantee at Addison, Garden Valley, Walz, and Woodland branches.

Amending Resolution Authorizing Agreement with Creative Artists Agency for Speaker Engagement

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

WHEREAS, On September 19, 2013, the Board of Trustees of the Cleveland Public Library adopted a Resolution ratifying and approving a Speaking Engagement Agreement entered into with Creative Artists Agency in the amount of \$25,000 in order to engage Dan Savage as a speaker for the Writers and Readers Series in June of 2014; and

WHEREAS, The Resolution must be amended to authorize payment of travel and accommodation expenses which the Library is required to pay under the Agreement, in an amount not-to-exceed \$2,500; now therefore be it

RESOLVED, That the Board of Trustees ratifies and approves the Speaking Engagement Agreement entered into with Creative Artists Agency in order to engage Dan Savage as a speaker for the Writers and Readers Series in June of 2014 in the amount of \$25,000 for the speaking fee and up to \$2,500 for travel and accommodation expenses, for a total Agreement amount not-to-exceed **\$27,500** to be charged to Founders Fund Account 20380103-53710 Professional Services, and authorizes the Executive Director, CEO, or his designee, to execute any amendments or other documents necessary or appropriate to effectuate the Agreement in accordance with this Resolution, subject to review by the Library's Chief Legal Officer.

Ms. Rodriguez submitted the following reports.

Fiscal Officer's Report

(See pages 1043-1052)

Report on Investments

(See page 1053)

AMENDING
RESOLUTION
AUTHORIZING
AGREEMENT WITH
CREATIVE ARTISTS
AGENCY FOR
SPEAKER
ENGAGEMENT
Approved

FISCAL
OFFICER'S
REPORT
Submitted

REPORT ON
INVESTMENTS
Submitted

REPORT ON
CONFER. &
TRAVEL
EXPENDITURES
Submitted

996

Report on Conference and Travel Expenditures

(See pages 1054-1055)

PURCHASES
FROM \$5,000-
\$25,000, 7/1/13-
9/30/13
Submitted

Purchases from \$5,000-\$25,000, 7/1/13-9/30/13

(See page 1056)

PRUCHASES
EXCEEDING
\$25,000, 7/1/13-
9/30/13
Submitted

Purchases Exceeding \$25,000, 7/1/13-9/30/13

(See page 1057)

FEES PAID FOR
LEGAL ADVICE &
SERVICES TO
OGLETREE,
7/1/13-9/30/13
Submitted

Fees Paid for Legal Advice and Services to Ogletree,
7/1/13-9/30/13

(See page 1058)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Seifullah presented the following report.

REGULAR
EMPLOYMENT
REPORT
Approved

Regular Employee Report

(See pages 1059-1061)

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

RETIREMENT
RECOGNITION
CITATION
Approved

Retirement Recognition Citation

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

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

Cathy Jo Graves (33 years of service, Technical Services Associate, Grade D - Catalog, retires 09/30/2013

Frank Nunez (27 years of service, Safety & Protective Services Officer, Grade C - Safety & Protective Services, retires 10/18/2013

Thermutis Bowers (25 years of service), Branch Manager - Large, Grade K - Public Services, retires 10/31/2013

Lawrence Novotny (30 years of service, Assistant Director Human Resources, Grade L - Human Resources, retires 10/31/2013

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

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

Frank Nunez and Larry Novotny, who were present, gave remarks reflecting on their years of service at Cleveland Public Library. Various Trustees, Administrators and staff expressed congratulations and well wishes to the retirees.

Mr. Seifullah submitted the following reports.

Report on Paid Sick Time Used by the Month

(See page 1062)

REPORT ON PAID
SICK TIME
Submitted

Insurance Summary Report

(See page 1063)

INSURANCE
SUMMARY
REPORT
Submitted

Affirmative Action Plan Report

(See page 1064)

AFFIRMATIVE
ACTION PLAN
REPORT
Submitted

COMMUNITY SERVICES REPORT

Because there was no quorum of Community Services Committee members at the Joint Finance and Community Services 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. Corrigan seconded the motion, which passed unanimously by roll call vote.

AMENDMENT
TO FINES AND
FEES
SCHEDULE
Approved

Amendment to Fines and Fees Schedule

(See pages 1065-1066)

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

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

WHEREAS, The Fines and Fees Schedule is revised and updated, as needed, to provide greater clarity and definition to library operations and services; and

WHEREAS, The Library must define an appropriate fee for the sale of earbuds for use with public computers and USB flash drives to the public; and

WHEREAS, The Library's new TechCentral MakerSpace will debut in 2014, bringing access to a wide variety of new equipment and materials for public use; and

WHEREAS, Fees for interlibrary loan service to other institutions and photoduplication services must be adjusted at times to account for changes in service costs; therefore now be it

RESOLVED, That the Board of Library Trustees approves the revised Fines and Fees Schedule, as attached, to be effective October 17, 2013.

Mr. Werner stated that an informal discussion was held at the Finance Committee Meeting and the rationale for this resolution is understood.

RESOLUTION
TO ADOPT
TECHCENTRAL
MAKESPACE
USER
AGREEMENT
Approved

Resolution to Adopt TechCentral Makerspace User Agreement

(See pages 1067-1068)

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

WHEREAS, The Library is continually seeking ways to bring the most relevant technological resources to its patrons; and

WHEREAS, The overwhelming success of the 2013 Cleveland Mini Maker Faire, TechCentral, and the Library's 3D printing services have sparked much creativity and curiosity about other maker equipment, such as laser engravers and vinyl cutters, that may be of interest to the public; and

WHEREAS, The Library is currently developing TechCentral MakerSpace in the existing TechCentral area with specialized equipment to support and facilitate the maker movement in Cleveland; and

WHEREAS, It is in the best interest of the Library and the public to define clear and understandable operating procedures for this experimental area through a User Agreement; therefore now be it

RESOLVED, That the Board of Library Trustees approves the TechCentral MakerSpace User Agreement, as attached, to be effective October 17, 2013.

Mr. Corrigan stated that as patrons begin to understand the availability of technology, the library has become a location where patrons can access various equipment and obtain instructions on how to use the equipment and pay no more than cost recovery to the library.

Resolution on Patron Conduct

(See pages 1069-1071)

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

WHEREAS, On September 19, 2002, the Board of Library Trustees approved the Policy on Patron Guidelines to communicate a clear set of expectations for the conduct of library patrons; and

WHEREAS, The Policy on Patron Guidelines has been revised periodically since then to conform with recommendations from the Library's Leadership Team, and changes in the law; and

RESOLUTION
ON PATRON
CONDUCT
Approved

WHEREAS, "The Rights of Patrons Whose Library Privileges Have Been Suspended in the Enforcement of the Policy on Patron Guidelines" was adopted as a separate policy by this Board on April 16, 2009, to empower patrons to exercise their right to due process; and

WHEREAS, Having two related but separate policies has proven to be confusing for the public and cumbersome for staff who are charged with enforcing the Patron Guidelines; and

WHEREAS, Further revisions to the Policy on Patron Guidelines have been recommended by the Library's Safety & Protective Services Manager in consultation with the Library's Chief Legal Officer, including renaming the policy to clarify that it concerns patron conduct, and incorporating the due process policy; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees adopt the attached Policy on Patron Conduct which combines the Policy on Patron Guidelines with the policy on due process; and be it further

RESOLVED, That the Policy on Patron Conduct go into effect on January 2, 2014, to provide time for staff training and the printing of informational materials for the public.

Mr. Werner stated that this policy ensures that the library is transparent on expectations of patron conduct, as well as how staff should conduct themselves when patrons are noncompliant. This policy also includes due process guidelines for patrons who wish to appeal.

Mr. Werner presented the following report.

Monthly Activity Report

(See pages 1072-1078)

Building Status Update

Myron Scruggs, Facilities Administrator, stated punch list items at the temporary South Branch continue to be addressed; Main Library and LSW electric heat

MONTHLY
ACTIVITY
REPORT
Submitted

BUILDING
STATUS
UPDATE
Presented

Conversion progresses; South Branch deactivation project has begun; and the access control system project nears completion.

New Business

Mr. Corrigan presented the following item of New Business.

Resolution in Support of Federal E-Book Legislation

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

WHEREAS, Public libraries in Ohio are open 1.8 million hours a year to all Ohioans; and

WHEREAS, 2.1 million children and 6.7 million adults are cardholders at public libraries in Ohio; and

WHEREAS, Technology has enabled public libraries to provide e-books, which are rapidly growing in popularity with public library patrons; and

WHEREAS, In 2012, 107,284 e-books were circulated at the Cleveland Public Library, an increase of 57.6% from 2011, and e-book usage by CPL patrons has continued to grow at a similar pace in 2013; and

WHEREAS, The increasing demand for public libraries to offer e-books is difficult to meet because some major publishers refuse to sell or license e-books to public libraries; and

WHEREAS, Public library patrons are increasingly requesting e-books, only to be informed that major publishers will not sell or lease requested titles to public libraries; and

WHEREAS, By denying public libraries access to e-books, and by making e-books cost prohibitive, publishers have limited access to information to only those who can afford to purchase it; and

WHEREAS, This issue should be fully examined and considered so that all children and adults have access

RESOLUTION
IN SUPPORT
OF FEDERAL
E-BOOK
LEGISLATION
Approved

to informational materials to enable all citizens to compete in the digitalized global economy; now therefore be it

RESOLVED, That we, the members of the Cleveland Public Library Board of Trustees, respectfully request that Ohio members of the Congress of the United States seek a legislative solution to ensure public access to e-book materials through public libraries.

Mr. Corrigan stated that this issue was a major concern by those who attended the recent Ohio Library Council Legislative Day in Washington, DC. and was delighted that there was a bipartisan effort among members of the Ohio congressional delegation to ensure all citizens have access to e-book materials through public libraries.

Mr. Werner expressed his appreciation for the library's support on this important issue.

DIRECTOR'S
REPORT
Presented

DIRECTOR'S REPORT

Before presenting his report, Director Thomas asked Madeline Corchado, Director of Human Services to introduce Cedric Johns as new Assistant Director of Human Resources. Mr. Johns gave an overview of his employment background as well as his labor relations experience. Director Thomas stated that he anticipates the Board considering a resolution at the next scheduled Board meeting regarding an agreement with Cuyahoga County libraries and the County Budget Commission. The agreement will remain the same with the exception of proposed language regarding funding for library consolidation.

Monthly Statistics - Due to the Government Shutdown, statistics from the Ohio Library for the Blind and Physically Disabled (OLBPD) are not available.

PROGRAMS

Writers & Readers

September 21 was the first Writers & Readers program of the 2013-14 season. Authors Zahra Suratwala, Nura Maznavi, and Huda Al-Marashi participated in a conversation about Muslim women's experiences in the

United States. The program was moderated by Clevelander Neda Farooqi.

Carl Weber

On September 27, The Harvard-Lee Branch hosted a visit by New York Times best-selling author Carl Weber. Weber spoke about character development and his previous works to an audience of over 100 people. The following day, on September 28 the Rice Branch hosted a performance by author Dr. Elaine Richardson, author of 3 books and Professor of Literacy Studies, Department of Teaching and Learning at Ohio State University. With standing room only Dr. Richardson spoke about her ability to overcome the challenges of her childhood and obtain a Ph.D from Michigan State University.

Kindergarten Library Sign Up Campaign

In September, the Library began a new pilot program aimed at getting every CMSD student enrolled in kindergarten, their first library card. The Library mailed 2,300 cards to CMSD students with a printed invitation to visit their local library to activate the card. Initial results indicate that the program has exceeded the average 5% return rate for direct mailings.

Bay Psalm Book

On September 17 and 18 the Bay Psalm book was featured at CPL, which was one stop of its nationwide tour. A press conference was held on September 17 with the public viewing held the next day. Almost 200 people came in to see the book. Also on display were Audubon's Bird's of America Bluejay, 2 prints from the Bien edition and the Quadrupeds.

River of Words

Steve Capuozzo hosted two youth poetry workshops for River of Words with Evone Jeffries and Frank Giampietro from Cleveland State in September. The Ohio Center for the Book @ Cleveland Public Library is serving as Ohio's regional coordinator for River of Words. Co-sponsored by The Center for the Book at the Library of Congress and St. Mary's College, River of Words is an annual international poetry and art contest for K-12 students. After learning something about their local watershed, children respond with art or poetry. There are international prizes, and we will also be granting prizes for Ohio's top entries

Brown Bag Book Discussions for AWBA

Cleveland Public Library's Main campus has kicked off its Brown Bag Book Club series with an appearance from Karen Long as she discussed the 2013 Anisfield-Wolf Book Award winners. Additional book discussions include the 2013 Dublin Literary Award winners in the Literature Department; fiction titles in the Popular Library, as well as a selection of non-fiction books in the Social Science Department. Book sets are available for book clubs.

EXHIBITS

In partnership with Ingenuity Cleveland the Library installed the exhibit "Rainfall" by Brooklyn, New York technology artist Akimitsu Sadoi. The installation will run from September 22 through December 31.

The installation is an array of straight-line LED bars controlled by microcontrollers. Each bar consists of hundreds of LEDs programmed to create rapid motion in a downward motion, much like raindrops. The entire array is controlled to display seemingly random patterns which are meant to remind the viewer of the natural world, where seemingly random and chaotic scenes are generated from organized sets of rules.

Akimitsu designs his own circuits, circuit boards, and programs the microcontrollers. His intimate knowledge of technology enables him to create objects with intricate details. Akimitsu currently shares his creations with the maker/creative community, including the technical details, hoping to inspire others and be inspired.

Charles F. Schweinfurth: Uncompromising Architect of Cleveland's Valiant Age premiered at the Beck Center in Lakewood - and the Schweinfurth Library exhibit in the JGW Corridor at Main Library.

OUTREACH

Below is a chronological list of outreach events staffed by Outreach and Programming Services during the month of September:

Fatherhood Steering Committee

Tri-C Metro; Advanced Technology and Training Center

which is located at 3409 Woodland Avenue (Conference Room 200)

Thursday, September 5, 2013 from 2:00 PM - 4:00 PM

Neighborhood Back to School Event with/ Marcie Williams

Marshall Avenue

Saturday, September 7, 2013 from 10:00 AM - 2:00 PM

Citizens Academy East Curriculum Night

CAE-Woodside Avenue

Tuesday, September 10, 2013 from 4:00 PM - 6:00 PM

Campaign for Grade Level Reading Meeting

Friendly Inn Settlement

Tuesday, September 10, 2013 from 4:00 PM - 5:15 PM

Fatima Family Center Back-to-School Event

71st and Hough

Thursday, September 12, 2013 from 4:00 PM - 8:00 PM

I Can Cleveland College Prep Open House

40th and Chester

Thursday, September 12, 2013 from 5:00 PM - 7:00 PM

Citizens Academy Parent Night

Citizens Academy

Wednesday, September 18, 2013 from 4:00 PM-6:00 PM

Village Prep Open House

Village Prep Charter School-Union

Wednesday, September 18, 2013 from 6:00 PM - 8:00 PM

I Can Schools Parent Night Presentation

Cleveland College Prep Charter

Thursday, September 19, 2013 from 4:30 PM - 5:30 PM

Cleveland HBCU Classic College Fair

CSU Wolstein Center

Friday, September 20, 2013 from 10:00 AM - 1:00 PM

Little Free Libraries

Travis Leonard and Evone Jeffries continue to make weekly trips to the Little Free Library locations at Dave's Market, Seeds of Literacy, Friendly Inn, Marion Sterling, Lonnie Burten Splash Park, and the Bingham Day Care Center. 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.

National Book Festival

As Ohio state affiliate of the Center for the Book in the Library of Congress, Ohio Center for the Book at Cleveland Public Library had a table in the Pavilion of the States staffed by Amy Dawson, Manager, Literature Department.

The festival featured more than 100 authors, poets and illustrators who will make presentations on the Mall at pavilions throughout the weekend. Attendees heard their favorite author, get books signed, and participate in learning activities. The Discover Great Places Through Reading map will be available in the Pavilion of the States; the map was created to encourage kids to visit each the Center for the Book in the Library of Congress state affiliates table, where they can get a unique sticker or stamp.

Research That's Possible Only at Main Library

Susan Mullee researched about Sohio gas stations and their gasoline containing boron. She found the majority of information in the *Cleveland Plain Dealer* Historical database. Susan Mullee also directed the patron to some of Cleveland Public Library's periodical and book holdings on Sohio. Lastly, she let the patron know about Google books, where the patron can find full text and citation information on Sohio and boron.

Olimpiu G. Urcan, chess researcher from Singapore was looking for chess columns from *The Field* from the years 1913-1926. We only have 1853-1888, 1900-1907, 1931-1935.

A researcher from Kent State University is writing an article about the Anisfield Wolf Book Awards for the literary magazine *Rust*.

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 headed a large contingent of library staff and volunteers at the Labor Day Parade.
- I met with CMSD's COO - Patrick Zohn, and Cleveland State's Bill Barrow to discuss CMSD artifacts.
- I welcomed the community to the Writers and Readers event.
- I attended the Aspen Institute Task Force on Learning and the Internet meeting.
- I attended the Ward 8 Club meeting.
- I attended the Ward 12 Club meeting.

CLEVNET

September's total OverDrive CLEVNET eMedia collection circulation was 89,872, significantly up from last year's total of 64,493. CPL has 6,826 total followers on Twitter and the Facebook page currently has 5,681 fans.

GRANTS & DEVELOPMENT

Awarded Grants

- Received \$15,000 from the Alcoa Foundation to purchase two Big Belly solar-powered trash compactors for the Eastman Reading Garden.
- Received \$50,000 from the Northeast Ohio Media Group to purchase tech equipment - Tech Toolboxes and Smart Boards.
- Received \$1,500 from lawfirm Ogletree, Deakins, Nash, Smoak & Stewart, P.C. as an unrestricted gift.

Submitted Grants

- Submitted \$15,000 request to Cuyahoga Arts & Culture to support the 2014 Cleveland Mini Maker Faire.
- Submitted \$95,000 request to Starting Point for MyCom funds to continue to provide tutoring services through September 2014.

Projects in Development

- Cleveland Foundation Learning Centers - Worked on

new request for Learning Centers (not yet submitted).

- PNC - Worked on small grant for Little Free Libraries (not yet submitted).
- Early Literacy Kits - Began conversation with CPL staff and the Friends to create early literacy kits for the library to distribute through local WIC offices. The Friends intend to raise money to create these kits.
- Film Preservation - Met with the Irish American Archives Society to discuss finding funding to preserve Johnny Kilbane boxing films.

Friends of CPL

- Submitted update on spending for annual appeal letter.
- Created first draft of 2014 budget request.

Friends/Foundation

Contacted Friends/Foundation groups nationally (Seattle, Boston, Denver, San Francisco, Philadelphia) to question their relationships with Libraries, specifically the process on setting an annual gift amount and reporting back on use of gift.

Letters of Support

- To IMLS in support of a Drexel University research project on how the urban poor access information. CPL was proposed as one of three research sites.
- To United Way in support of the St. Clair Superior Development Corporation, College Now of Greater Cleveland and Cleveland Playhouse for each of their proposals to be a lead agency at separate CMSD schools.

Other

- Attended Legal Aid Society Annual Meeting as guest of Margaret Wong & Associates.
- Attended College Now's Bag Lady Luncheon as a guest of the Northeast Ohio Media Group.
- Attended *Coffee and a Conversation with a Grantmaker* meeting, featuring the First Energy Foundation, at the Foundation Center.

PUBLIC SERVICES

PROGRAMS

During the month of September the Library hosted a total of 240 programs. Educational programming and services, not included in the above totals, accounted for approximately 101 adult education classes, and 288 hours of after-school tutoring. The decrease in after-school tutoring hours is a result of the temporary discontinuation of America Reads services during the summer months. The Ohio Foodbank's Kid's Café after-school snack program began on September 9 at 7 branch locations. On October 1 an additional 4 sites will begin after-school snack services. Sixteen Learn Chinese language classes were held throughout the month at 4 locations.

Legal Aid

The Library's partnership with Legal Aid was acknowledged at the Legal Aid's Annual Luncheon at the Renaissance Hotel in downtown Cleveland on September 3. To an audience of over 500 people, the partnership was highlighted both in opening remarks and an introductory video which featured patrons from the Fulton Branch receiving free legal services. On September 21 the Glenville Branch hosted a Legal Aid @ Your Library workshop where 45 patrons received legal consultations from a team of volunteer attorneys and Legal Aid staff.

Kindergarten Library Sign Up Campaign

In September, the Library began a new pilot program aimed at getting every CMSD student enrolled in kindergarten their first library card. The Library mailed 2,300 cards to CMSD students with a printed invitation to visit their local library to activate the card. Initial results indicate that the program has exceeded the average 5% return rate for direct mailings.

Writers & Readers

September 21 was the first Writers & Readers program of the 2013-14 season. Authors Zahra Suratwala, Nura Maznavi, and Huda Al-Marashi participated in a conversation about Muslim women's experiences in the United States. The program was moderated by Clevelander Neda Farooqi.

Carl Weber

On September 27, The Harvard-Lee Branch hosted a visit by New York Times best-selling author Carl Weber. Weber spoke about character development and his previous works to an audience of over 100 people. The following day, on September 28 the Rice Branch hosted a performance by author Dr. Elaine Richardson, author of 3 books and Professor of Literacy Studies, Department of Teaching and Learning at Ohio State University. With standing room only Dr. Richardson spoke about her ability to overcome the challenges of her childhood and obtain a Ph. D from Michigan State University.

Outreach and Program September Expenditures

Total programming/educational services related expenditures for September totaled \$38,944.68 of which \$27,835.43 was taken from the Founders Fund to cover the cost of Writers & Readers speaker's fees/expenses. An additional \$34,672.28 was spent to upgrade the Library's audio visual equipment.

Seed Workshop

A seed saving workshop was given by Rose Mary Hoge on Saturday September 14, in Science and Technology. Four enthusiastic attendees shared reasons why they want to save seeds. All were eager to find out the best methods to save various types of seeds.

CPL Artists Club

Librarian Bruce Biddle continues his program of the *CPL Artists Club* that meets twice per month (Second Saturday morning 10-12 and third Thursday afternoon 4-6). There are 5 members so far.

Bay Psalm Book

On September 17 and 18 the Bay Psalm book was featured at CPL, which was one stop of its nationwide tour. The first stop was a press conference but the 18 was the public viewing. Almost 200 people came in to see the book. Also on display were Audubon's Bird's of America Bluejay, 2 prints from the Bien edition and the Quadrupeds.

Music at Main

Music at Main: CIM Saturday featuring the Juniper Wind Quintet took place on September 7, to an audience of about 25 people. This was the first CIM collaboration of

the 2013-2014 season and will continue with various student and faculty ensembles on the first Saturday of each month throughout the school year.

ESOL Program at Goodrich-Gannett Senior Center

On September 4, Caroline Han hosted a regular ESOL and computer literacy program at Goodrich-Gannett Senior Center.

Stuffed Animal Day

Library Assistant, Christine Feczkanin and Subject Department Librarian, Maria Estrella conducted the Stuffed Animal Day Program on Saturday, September 14.

National Parking Day

Manager, Annisha Jeffries and Subject Department Librarian, Maria Estrella, participated in National Parking Day and enjoyed singing songs and promoting library materials and services.

Annisha Jeffries and Maria Estrella conducted a school tour with the Ohio Coop School. 25 students and 5 adults were in attendance.

River of Words

Steve Capuozzo hosted two youth poetry workshops for River of Words with Evone Jeffries and Frank Giampietro from Cleveland State in September. The Ohio Center for the Book @ Cleveland Public Library is serving as Ohio's regional coordinator for River of Words. Co-sponsored by The Center for the Book at the Library of Congress and St. Mary's College, River of Words is an annual international poetry and art contest for K-12 students. After learning something about their local watershed, children respond with art or poetry. There are international prizes, and we will also be granting prizes for Ohio's top entries

Brown Bag Book Discussions for AWBA

Cleveland Public Library's main campus has kicked off its Brown Bag Book Club series. Come discuss the 2013 Anisfield-Wolf Book Award winners, enjoy the literary fiction top-ten books short-listed for the 2013 Dublin Literary Award winners in the Literature Department; fiction titles in the Popular Library, as well as a selection of non-fiction books in the Social Science Department. Book sets are available for your book club;

click "Read More" to view all Brown Bag Book Club dates at Main Library.

The Anisfield-Wolf Book Award discussions took place in Main Library, Literature Department, 2nd floor. Contact the Literature Department at 216-623-2881 for more information. Steve Capuozzo led *My Favorite Warlord* by Eugene Gloria on Wednesday, September 4, 2013 • 12:00 p.m. Stacie Brisker, led *Kind One* by Laird Hunt on Wednesday, September 18, 2013 • 12:00 p.m. Director of Public Services, John Skrtic led *The Yellow Birds* by Kevin Powers on Wednesday, September 25, 2013 • 12:00 p.m., and Cindy Lombardo led *Far From the Tree* by Andrew Solomon on Wednesday, October 2, 2013 • 12:00 p.m.

MEETING ROOMS and SCHEDULING

In September a total of 272 meeting room requests were processed by the OPS department, with a total of 6172 estimated number of attendees. This number includes reservations placed for meeting room space in each of the 27 branches, Main Library and Technical Services. Sixty-one AV requested were filled for both Branches and Main Library.

EXHIBITS

In partnership with Ingenuity Cleveland the Library installed the exhibit "Rainfall" by Brooklyn, NY technology artist Akimitsu Sadoi. The installation will run from September 22 through December 31.

The installation is an array of straight-line LED bars controlled by microcontrollers. Each bar consists of hundreds of LEDs programmed to create rapid motion in a downward motion, much like raindrops.

The entire array is controlled to display seemingly random patterns which are meant to remind the viewer of the natural world, where seemingly random and chaotic scenes are generated from organized sets of rules.

Akimitsu designs his own circuits, circuit boards, and programs the microcontrollers. His intimate knowledge of technology enables him to create objects with intricate details. Akimitsu currently shares his creations with the maker/creative community, including the technical details, hoping to inspire others and be inspired.

Charles F. Schweinfurth: Uncompromising Architect of Cleveland's Valiant Age premiered at the Beck Center in Lakewood - and the Schweinfurth Library exhibit in the JGW Corridor at Main Library.

OUTREACH

Below is a chronological list of outreach events staffed by Outreach and Programming Services during the month of September:

Fatherhood Steering Committee

Tri-C Metro; Advanced Technology and Training Center
which is located at 3409 Woodland Avenue (Conference Room 200)

Thursday, September 5, 2013 from 2:00 PM - 4:00 PM

Neighborhood Back to School Event with/ Marcie Williams

Marshall Avenue

Saturday, September 7, 2013 from 10:00 AM - 2:00 PM

Citizens Academy East Curriculum Night

CAE-Woodside Avenue

Tuesday, September 10, 2013 from 4:00 PM - 6:00 PM

Campaign for Grade Level Reading Meeting

Friendly Inn Settlement

Tuesday, September 10, 2013 from 4:00 PM - 5:15 PM

Fatima Family Center Back-to-School Event

71st and Hough

Thursday, September 12, 2013 from 4:00 PM - 8:00 PM

I Can Cleveland College Prep Open House

40th and Chester

Thursday, September 12, 2013 from 5:00 PM - 7:00 PM

Citizens Academy Parent Night

Citizens Academy

Wednesday, September 18, 2013 from 4:00 PM-6:00 PM

Villiage Prep Open House

Village Prep Charter School-Union

Wednesday, September 18, 2013 from 6:00 PM - 8:00 PM

I Can Schools Parent Night Presentation

Cleveland College Prep Charter

Thursday, September 19, 2013 from 4:30 PM - 5:30 PM

Cleveland HBCU Classic College Fair

CSU Wolstein Center

Friday, September 20, 2013 from 10:00 AM - 1:00 PM

Little Free Libraries

Travis Leonard and Evone Jeffries continue to make weekly trips to the Little Free Library locations at Dave's Market, Seeds of Literacy, Friendly Inn, Marion Sterling, Lonnie Burten Splash Park, and the Bingham Day Care Center. 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.

National Book Festival

As Ohio state affiliate of the Center for the Book in the Library of Congress, Ohio Center for the Book at Cleveland Public Library had a table in the Pavilion of the States staffed by Amy Dawson, Manager, Literature Department.

The festival featured more than 100 authors, poets and illustrators who will make presentations on the Mall at pavilions throughout the weekend. Attendees heard their favorite author, get books signed, and participate in learning activities. The Discover Great Places Through Reading map will be available in the Pavilion of the States; the map was created to encourage kids to visit each the Center for the Book in the Library of Congress state affiliates table, where they can get a unique sticker or stamp.

Research That's Possible Only at Main Library

Susan Mullee researched about Sohio gas stations and their gasoline containing boron. She found the majority of information in the Cleveland Plain Dealer Historical database. Susan Mullee also directed the patron to some of Cleveland Public Library's periodical and book holdings on Sohio. Lastly, she let the patron know about Google books, where the patron can find full text and citation information on Sohio and boron.

Olimpiu G. Urcan, chess researcher from Singapore was looking for chess columns from The Field from the years 1913-1926. We only have 1853-1888, 1900-1907, 1931-1935.

A researcher from Kent State University is writing an article about the Anisfield Wolf Book Awards for the literary magazine *Rust*.

A researcher from New York was looking for John Graham's Gaelic book collection. John Graham was a wealthy shipping industrialist who put together a collection of Gaelic books in the early 20th century. The whereabouts of this collection are unknown. This same researcher has contacted CPL a few times with this request. Ann Marie Weiland was unable to find any indication in the archives that the collection was donated or purchased by CPL.

Robert Walter Baker of California is the grandson of Walter Baker, the inventor of the Baker Electric Car which was made in Cleveland from 1902-1916, before being purchased by General Electric. Robert is looking for information about his grandfather's company. I have scanned a trade catalog for the Baker Electric Vehicles. I am also sending him contact information for local antique car clubs.

A patent attorney required help locating numerous European patents. Staff utilized the ESPACENET database to assist him with his query.

The Cincinnati Art Museum requested scans from The Jewellers Circular and Horological Review for help with exhibition and a catalogue on Cincinnati Silversmiths from 1788-1941.

Materials ordered through the Photoduplication and Interlibrary Loan office this month included an English periodical *Round Table*, from 1923/1924; an article titled "Great Britain and Iraq: An experiment in Anglo-Asiatic Relations." Our collections of *Sport* continue to be requested for older sports articles. This month, an October, 1959 edition an article about "The Ol' Diz" included a great color image of the player. The article was scanned on the new overhead scanner in Special Collections Department and emailed to the requester.

BRANCHES

Addison Branch Manager Magnolia Peters attended Ward 7 Club Meeting at Fatima to share information concerning

Issue 79. Youth Services Librarian Heidi Landskroener visited Case School to conduct story time to First Graders.

Rice Branch hosted author Dr. Elaine Richardson PHD to Ph.D.: How Education Saved My Life. Approximately 100 persons attended this event on Saturday, September 28, 2013.

Harvard Lee Branch hosted New York Times best-selling author Carl Weber on Friday, September 27. The author was well received by the community with 102 persons in attendance.

On September 9 and 10, Harvard- Lee's Youth Services team Lori Scurka and Kevin Moore attended the open houses for John F. Kennedy and Robert H. Jamison Schools respectively. Mr. Moore and Mrs. Scurka requested a laptop from OPS each night to sign patrons up for library cards. Additionally, they maintained a table that provided information on library programming. At JFK, 65 patrons greeted the Harvard Lee team and 80 patrons were present at Jamison.

Union Branch Manager Marcie Williams and Youth Services Librarian Donna Willingham set up an information table at the Village Prep Literacy Night program. Marcie Williams and Nichole Shabazz set up an information table at the Marshall Avenue Book Club.

The Rockport staff kicked off September by holding the first Badminton Tournament for youth vs. staff to reinforce principles of fitness and the importance of play! Over twenty-five students were delighted to play against staff on a sunny September afternoon. This event helped the students find some back to school spirit and also allowed the staff to meet some of the area students. In addition, the Rockport staff also hosted a "Read In" for Literacy on September 7.

The Walz Branch hosted back to the library puppet shows for kindergarten through 2nd graders from Watterson Lake School and students at the St Augustine Head Start.

CPL Innovation Grant program winner, Traci Hlafka held her third "Urban Pioneers" program on Pickling. Twenty-two people attended this innovative program! Eleven children attended Lorain Branch's first sewing program

and attendance was promising at Lorain Branch's first ever Movie Club event.

Students from area schools have been visiting the West Team Branches. Visitors include students from: Applewood, McKinley, and Wilbur Wright Schools, along with Clark Elementary and many others. Also in September, ESOL, American Reads Tutoring, You Opportunity Unlimited, Cleveland State University Tutors, Fall Story Times and the Kidscape programs all resumed. The Sterling Branch reports that they served 708 food bank meals in the first sixteen days of the Kidscape program.

Connections have been occurring both inside and outside of West Team Branches. Regular outreach, school and daycare visits continue including School visits to Catholic Charities Head Start at Quadrangle and Arbor Park Head Start. Staff also visited two preschool classes at Buhner Elementary. Lorain Branch Manager, Olivia Hoge represented the Seed Library at the Gordon Square Farmers' Market on September 7th and at the Kamm's Corner Farmer's Market on September 8.

Rockport Branch Manager, Jessica Breslin has arranged to begin monthly book discussions at the Golden Age Senior Center at the Gunning Recreation Center. Fulton Branch Children's LA, Rodney Lewallen performed as a CPL puppeteer at the GCRTA health fair event and at the Botanical Gardens Fall Festival.

OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

In September, OLBPD circulated 51,513 books and magazines directly to patrons. OLBPD registered 121 new readers to the service. Due to the shutdown of the federal government, BARD statistics are not available.

OLBPD celebrated its 19 annual Family Fun and Learning Day on Wednesday, September 11th. OLBPD hosted over 120 patrons. The day featured welcomes from Director Thomas, tours of the Sensory Garden, updates from State Librarian Beverly Cain and Tracy Grimm, Head of the State Library of Ohio Talking Book Program. The day's keynote address was delivered by National Library Service narrator Laura Giannarelli. Also featured were programs presented on adaptive technology, updates about

the National Library Service, and an OLBDP reader services panel.

On September 16, OLBDP welcomed back Cuyahoga East Vocational Education Consortium (CEVEC) student Ciara Bell. Ciara will spend ten hours a week through the rest of the school year learning valuable vocational skills in OLBDP's patron services, shipping department, and duplication services.

On September 18, the National Library Service BARD app was released and made available to readers in the Apple App Store. The BARD Mobile app allows searching, downloading and reading braille and talking books and magazines on one fully accessible, mainstream iOS device. Patrons can play talking books and magazines on their Apple devices. Patrons may also read electronic braille books, magazines and music scores using a refreshable braille display connected to their iPhone, iPad or iPod touch through Bluetooth.

OLBDP Librarian Michelle Makkos and OLBDP Library Assistant Ken Redd provided information and talks about the service to the Black Nurses Association on September 5th; WKYC Wellness Expo on September 7th; Middleburg Heights Health Fair on September 12th; St. Andrew's Episcopal J. Glenn Smith Fair on September 14th; Orange Senior Center Health Fair on September 20th; Independence Village St. Mary of the Woods on September 26th.

The OLBDP Cyber-Dialogue Book Discussion was held on September 12 where the group discussed "Secret River" by Kate Grenville.

TechCentral

Ingenuity Fest

TechCentral was present for the 2013 Ingenuity Fest at the Port of Cleveland on September 20-22. Staff members setup various MakerKits such as Legos, K'Nex, and SnapCircuits for patrons to experiment with, as well as several of the upcoming new TechToyBox devices. Additionally, TechCentral had two 3D printers on display, which garnered much attention by Ingenuity Fest attendees.

TechCentral's presence at the Fest garnered much positive attention for the library and the work TechCentral is doing in promoting learning, creativity, and innovative use of technology. For many attendees, this was the first time they heard about TechCentral and some of the services available. There was a resounding overall positive response towards the library's work in the community.

TechCentral @ Main MakerSpace

Most equipment for the TechCentral MakerSpace has been ordered. As equipment arrives, staff will be trained on its use, and will begin developing tutorials for patrons to use with the equipment.

CJ Lynce, along with John Skrtic, Director of Public Services, Joyce Dodrill, Chief Legal Officer, and Anastasia Diamond-Ortiz, Knowledge Manager, worked on a draft proposal for a MakerSpace agreement to use with the TechCentral @ Main MakerSpace. This agreement will provide the rules, legal guidelines, and responsibilities for users of the MakerSpace.

Joyce Dodrill, Chief Legal Officer, researched the use of the term "MakerSpace" with the U.S. Patent Office, and nothing was found that should prevent us from using the term for TechCentral.

Mini-TechCentral @ Lorain Progress

The 3D Printer for TechCentral @ Lorain Branch has arrived. Sam Tripodis trained several Lorain Branch staff members on the use of the 3D printer on September 27. The 3D printer will be located in a staff area to allow staff members to train and experiment on the printer before being placed in the public area.

Olivia Hoge, Lorain Branch Manager, CJ Lynce, and Sam Tripodis met on September 9 to review the status of this TechCentral @ Lorain Branch project. Many ideas were discussed regarding expanding the plan to create a more 'TechCentral @ Main' - like experience within the Lorain Branch library. Ms. Hoge will be working to develop proposals to pursue this 'expanded' plan, in consultation with Mr. Lynce and Mr. Tripodis.

TechToyBox Program Status

Most of the new devices for the re-launch of the TechToyBox program have been ordered and have arrived. CJ Lynce worked with John Skrtic, Director of Public Services and Anastasia Diamond-Ortiz, Knowledge Manager, to revise the loan period and fine schedule for this service. Devices will only circulate in-house upon the re-launch of the service. Investigation is still taking place regarding resuming circulating devices outside the library walls. A date for re-launch of this program will be determined upon approval of the new fines and fees schedule, and loan period by the Board of Trustees.

TechToyBox devices for TechCentral @ Lorain Branch were ordered and have arrived. TechCentral @ Main will process the devices before delivering to Lorain Branch. The launch date of the service at Lorain branch has not yet been determined, and will likely coincide with the opening of TechCentral @ Lorain Branch.

Digital Literacy Workshop Partnership with the Northeast Ohio Media Group

Digital Literacy Workshops presented by the Plain Dealer and the Northeast Ohio Media Group continued into September. Workshops were held at Main Library as well as five additional branches, different from those in August. The partnership with the NEOMG/PD has been very positive, and attendance for the classes has been increasing. Attendance numbers are included in the overall computer class attendance statistics for this month.

TECHNICAL SERVICES

Patricia Lowrey spent most of the month working on 2014 Budget Requests. She and most of the Technical Services Managers met with John Skrtic and Carlos Latimer from Public Services on September 12 and with Ann Palomo, Jim Benson, Hilary Prisbylla, and Marlene Pelyhes of the IT/CLEVNET Department on September 25. Ms. Lowrey met with the Revenue Enhancement Task Force on September 26. She attended the Anisfield-Wolf Book Award Ceremony.

Shelf/Shipping: Stephen Wohl joined the other members of the Page Recruitment Committee on September 10th and

September 13th to assess the applicants for the various open Page positions.

The Technicians unpacked 21,315 new items and delivered them to the Acquisitions and High Demand Departments. A total of 1,366 telescopes of finished new materials were shipped out to the Main Library, Branches, CSU, CWRU, Tri-C, and CLEVNET Libraries. The staff sent 67 items to the Main Library for requests and 110 items to fill holds.

Collection Management: In addition to weekly ordering duties, Collection Management staff completed Branch periodical renewals and orders for new selections for 2014; the lists were submitted to the Acquisitions Department on September 13.

Rollie Welch, Collection Management Manager selected new bestsellers for collection at Case Western Reserve University. Mr. Welch's online review column of African American books for Library Journal again appeared this month at lj.libraryjournal.com. He participated in Literature Department's discussion of the Anisfield-Wolf awarding winning title, *The Yellow Birds*.

In September 63 telescopes of print and non-print items were relocated to the Branches, book sale, or college collections. Laura Mommers selected 246 DVD titles for the Branches and the Audio-Visual (AV) Department for a total of 3,128 DVDs. She selected 152 CD titles for the Branches and the Popular Library for a total of 1,679 CDs. Ms. Mommers volunteered to assist the Acquisitions department receiving books and will be trained on the process of receiving periodicals.

High Demand: The High Demand Department had another busy month. Staff cataloged 575 new titles, and added 10,556 items. They ordered 1,129 titles and 12,838 items. The staff found time to receive 566 items for the Acquisitions Department; the volunteered to help with bindery orders, work on set/cancel reports in OCLC, and help with Preservation boxing. Dale Dickerson, High Demand Librarian, did some background research writing descriptions of photos for the Preservation Department's digital photo project

Catalog: Library of Congress and Stanford University librarians commended Catalog Department staff on the

quality of cataloging CPL contributed for review. The department is now independent as an RDA BIBCO participant. Catalogers added 2,918 titles and 3,091 items for CPL material.

Dawn Grattino significantly reduced the backlog of books in Russian and Ukrainian needing copy cataloging. She studied basic Russian instruction books to improve her knowledge of the Cyrillic alphabet. Amei Hu trained Diana Olivares to take over responsibility for the received orders with holds report during Ms. Hu's vacation. Ms. Olivares located all of the titles in Catalog on the first report she handled.

Barbara Satow contributed her first corporate authority record to the national authority file. Regina Houseman and Ms. Satow were nominated this month for the "Remarkable employee" award. Catalog Manager Andrea Johnson updated the CLEVNET cataloging fees for the 2014 contract year.

Michael Monaco attended a meeting of the Ohio Library Council's Convention & Expo Program Committee on Sept. 4th. The committee met to finish planning the programs to be offered at the OLC's 2013 Convention and Expo which will be held October 8-11. Mr. Monaco also attended a meeting of the CPL150 team, which is planning to hold an "Unconference" for CPL staff in November at the Rice Branch. Ms. Olivares participated in a PCC RDA Documentation task group. She listened to the "Metadata [R]evolution: Transformative Opportunities" webinar from OCLC.

Acquisitions: Nathaniel Infante, Technical Services Associate, began a leave of absence on September 18th and Angelina Bueno, Technical Services Senior Clerk, was selected for the Accounting Clerk position and transferred on September 20th. Their responsibilities have been distributed to cross-trained staff in the Department and Laura Mommers, Collection Management Librarian, also volunteered to help out in order to prevent any backlogs from developing.

The remainder of the 2014 subscription renewals for Main Library and Branch periodicals and Main Library microfilm were submitted to the vendors to be processed. The list of standing order titles for Main Library was

also reviewed and the vendors were notified of titles that were selected for cancellation.

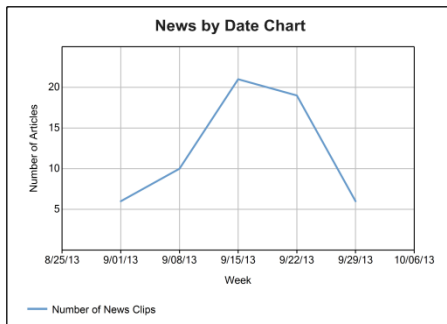
The staff ordered a total of 5,943 titles and 12,479 items; they received 15,047 items, 1,353 periodicals, and 313 serials. The staff added 1,049 periodical items, 146 serial items, 633 paperbacks, and 2,085 comics and they processed a total of 1,977 invoices.

Preservation: Alicia Naab, Acting Preservation Manager, visited the Special Collections Department and met with staff to assess their needs and discuss solutions for overall storage and conservation issues. Senior Technician Renee Pride trained Laura Wallencheck and Gloria Massey to perform a variety of tasks. Ms. Massey was also trained to organize and upload to scans for ContentDM and to use their user support center. All staff members, including Stephen Best of High Demand continue to pitch in to make phase boxes the since the Preservation Technician vacancy remains unfilled.

Materials Processing: The Associates cataloged 1,370 new titles for the Cleveland Public Library and added 1,358 records for the CLEVNET libraries. The Associates and Sr. Clerks added 6,176 items. The Technicians worked on 22,634 items.

Karima Ward helped receive materials for Acquisitions. Christon Hicks was trained to copy catalog Books on CD. Cathy Jo Graves retired after 33 years with the library with 22 years as a Technical Services Associate.

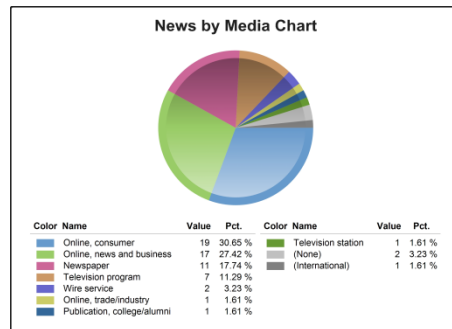
MARKETING & COMMUNICATIONS



Media coverage for the month of September included 62 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$43,505.89 with a news circulation audience of 2,564,852 people. In September,

the online print media outlets that featured CPL events and programs received 5,803,299 unique visitors. Media

coverage was the heaviest during the exhibit of the Bay Psalm Book. Full report in the Marketing Department.



Ads to promote the Library awareness campaign appeared in the following: *Scene Magazine* and the *Fall Varsity Calendar* for Collinwood, East Tech and JFK High Schools. Hispanic Heritage was promoted in *La Prensa*. Library Card Sign-up Month was promoted in *Call & Post* and *Campus Observer*.

Genealogy clinics were promoted in Cultural Gardens *One World Day* program.

Writers and Readers, *Young, American and Muslim* was promoted through digital advertising with *cleveland.com*, *Freshwater Cleveland*, and NPR radio. Online consumer and online news and business were the media that most featured Cleveland Public Library in September.

Marketing put together kits containing "Support Your Library" give-aways and branch specific library history and usage information. These were given to managers to use at community engagement events.

The *I'm Ready to Read!* kindergarten library card campaign kicked off with the mailing of 2,361 library cards targeted to incoming CMSD students. Additional card packets were printed to be available to hand deliver to parochial and charter school kindergartners.

Search Engine Marketing with *cleveland.com* resulted in the CPL ad being viewed 19,844 times on average per week, which resulted in an average of 935 clicks to website per week. *Public library* was the most clicked-through phrase.

SEPTEMBER-SOCIAL MEDIA

Top 5 Twitter/Facebook links that had the highest click throughs in September:

- Sep 6th: <http://ow.ly/oDaDw>
<http://cpl.bibliocommons.com/item/show/66034970...>
Look what we have! @chefsymon @dougrattner (Tweet about Michael Symon's new book)
- Sep 22nd: Two great authors coming to Harvard-Lee

Branch & Rice Branch on Friday & Saturday (Promotion of author visits on September 20th & 21st)

3. Sep 12th: We love books. Of course we love books. We're librarians. We'd like to share some of our love of books with you. (Read in the CLE promotion)

4. Sep 10th: The Biggest Little-Known Book Award <http://ow.ly/oJCAX> Right here in #CLE! (Article from Rust Belt about Anisfeld Wolf Awards)

5. Sep 13th: Have you met the superheroes? Link to CPL Community Deficit Fighter Video

The content with the most "reach" on Facebook:

1. Sep 27th: I'm Ready to Read! photos on Facebook; these photos have attracted great attention and comments.

2. Sep 18th: Do you LOVE your Cleveland Public Library? (Promotion of Love Your Library day)

3. Sep 26th: I'm Ready to Read photos

4. Sep 26th: Check out this video of the new installation at Main Library

5. Sep 4th: September is library card sign-up month: Link to library card application

GRAPHICS

Graphics staff designed, printed, and distributed 121 items in September, in addition to graphics for the library website, and 4 staff newsletters.

Promotional and printed pieces included: Writers & Readers; Arab American Stories; Hispanic Heritage Month; Exhibits; Music at Main

WEBWARE www.cpl.org and other CPL sites

Twitter followers are up from 4,301 in 2012 to 6,826 currently. Facebook fans are up from 4,535 in 2012 to 5,681 currently. Downloads of books in an electronic format (eBooks) were up from 64,493 in 2012 to 89,872 currently.

Library News on the www.cpl.org homepage featured the following items for September: Cleveland Public Library and Caresource Offer Free Informational Sessions on the Affordable Care Act: Dozens offered throughout Cleveland; Cleveland Public Library Kicks Off Popular Writers and Readers Series: New season begins September 21st; Author Visits: Carl Weber and Elaine Richardson;

(Love Your Library Day) Food, Fun, and Festivities!; and Arab American Stories.

During the month of September, the following events, programs, and information were promoted on www.cpl.org: Writers & Readers: Young and Muslim; Writers & Readers: Chris Ware; Brown Bag Book Clubs; OverDrive Big Read; Author Visits: Carl Weber and Elaine Richardson; Read in the CLE Featured Reader: Karen Long; Read in the CLE Featured Reader: Mark "Munch" Bishop; 2012 Annual Report; Bay Psalm Book; Hispanic Heritage Month; September is Library Card Sign-Up Month; Arab American Stories; Exhibits; Sorenson Video Relay; Affordable Care Act; Learn How to View the Plain Dealer e-edition: Digital Literacy Workshops; Facts about Issue 79; Support Our Libraries: Prepare Our Children, Protect Our Future; National Geographic Kids; BookFlix; Free Tutoring; Learning Express Library; Testing and Education Reference Center; MyPlace MyCard: My Music is Free; Mobile App; 3D Printing; The Eastman Reading Garden is Open; MyPlace MyCard: My eBooks are Free; and Ed2Go.

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

The 25th "Off the Shelf" (the September issue) was sent out on September 6, 2013, to a distribution list of 3738. This issue featured: New Writers & Readers Season Kicks-Off September 21st ("Young, American, and Muslim"); and The Bay Psalm Book on Display at Cleveland Public Library. The following new releases were featured: Michael Symon's 5 in 5 by Michael Symon; Si-cology 101 : Tales and Wisdom from Duck Dynasty's Favorite Uncle by Si Robertson; and Who Asked You? by Terry McMillan. The following programs/events/exhibits were featured: Friends of the Library present author Brad Ricca; Cleveland Public Library Celebrates Hispanic Heritage Month; and Support our Library: Prepare Our Children, Protect Our Future.

A special "e-blast" was sent to a distribution list of 4065 on September 13, 2013, to promote "The Bay Psalm Book" event.

The 2013 Writers & Readers Series author/event pages were built on both the "regular" site and the mobile site.

A Hispanic Heritage Events page was built, as well as two Hispanic Heritage Month booklist pages, one for the Kids site and one for the Teens site.

PROPERTY MANAGEMENT

The Property Management office completed numerous branch inspections and continues to monitor utility bills. We continue to meet with and monitor the work of the contractors working on the gas conversation project for LSW and Main. The contract for the deactivation of South branch has been awarded and work will begin in October.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. New emergency lights were installed in the staff work room at Carnegie West. Two condenser fan assemblies for the main A/C unit and fan belts were replaced at Harvard-Lee. The exterior light fixture on the parking lot side was replaced at Eastman. Staff worked with contractor to locate leak in the sprinkler system in the Eastman Garden. The batteries for the emergency lighting were replaced at Fulton. The hot water tank on the 6th floor of Main was removed and work has started to install a new tank. Our attempts to unplug the staff sink in the cafeteria of Lakeshore were unsuccessful and a contractor had to be call out to unplug the sink. The boiler tubes for both boilers were cleaned to get ready for the winter season at Lakeshore. The outdoor dampers on air handling units 1-4 were cleaned and the pivot joints on the linkages were replaced at LSW. Due to the age of the unit the thermostat and the wiring had to be upgrade for the ceiling mounted A/C unit that covers the Safety and Protective Services area, also the fan motor and the controller board were replaced.

The Carpenters and Painters worked to remove old discarded equipment and furniture from Old Memorial. Leaks were repaired in the sky lights at Glenville. Roof leaks were located and repaired at West Park and Rockport. Deteriorating panels on the window wells in the Eastman garden were replaced. A dead tree was removed from the parking lot of Walz. With the addition of new staff in Outreach & Program Services tables have been made and the room will be rearranged to accommodate them.

The Garage picked up the zero turn lawn mower for service and returned it to Lakeshore. The generator for the Bookmobile was removed and replaced with the spare so that it could be serviced. The oil, oil filter, and brake rotors were replaced and the steering was repaired on car #9. Lawn mowers for the branches were repaired as needed.

SAFETY & PROTECTIVE SERVICES

Protective Services

Activity

Month	Total Dispatch Activities	Average per day	Total Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents	Incident Reports Generated	CPL access activities
September 2013	6371	265	270	20	251	140	35	204
August 2013	7,134	264	263	23	265	216	37	242
July 2013	6,264	241	149	21	239	167	67	198
June 2013	5,671	236	38	49	224	180	52	340
May 2013	5,474	211	42	25	377	257	59	N/A
April 2013	4,525	185	36	30	466	297	71	N/A
March 2013	3,791	145	25	40	564	188	52	N/A
Feb 2013	3,090	134	35	35	472	140	59	N/A
January 2013	2,732	109	13	18	303	102	39	N/A

Special Attention, Special Events, and Significant Incidents

June, July and August 2013

- Provided additional support for Sugarman Committee Meeting at Woodland.
- St. Luke Foundation meeting at Rice.
- Bay Psalm Book Display at Main Library

Protective and Fire Systems

- The Library Board of Trustees Approved replacement of the Fire System at the Lake Shore Facility. We are coordinating with the vendor for installation.
- Checking on discounts available for checking on fire system and upgrades at branches.

- The access control system is continuing to be installed. The Downtown Campus is complete with the exception of the elevators, and the Technical Services is complete.
- A comprehensive engineering camera system study was completed in September, 2013. The specifications will be used to obtain quotations for installation.

Communications Center

- The communications center is being staffed and processes are being developed to engage in active surveillance of CPL properties.
- The Multi-Agency Radio Communication System (MARCS) radios have been programmed and Safety & Protective Services is continuing to use them this month with very good results. Transmissions are clearer and more consistent across the city.

Contract Security

- Coordinated primary coverage with G4S for elections coverage and forwarded invoices to accounting for proper charging of the Board of Elections for support.

Administration

- Interviews were conducted for Safety & Protective Services Officers and a Supervisor position.

INFORMATION TECHNOLOGY & CLEVNET

Cleveland Public Library Projects

Planned Accomplishments This Period:

KnowItNow24x7 (KIN24x7):

- Redesign of KIN24x7 Provider Site (major project)
- Statewide Coordinator trip to Piketon (see below)

Converged Technologies:

- Sandusky Xerox multifunction printer deployment
- Delegated administration of spam filtering system by CLEVNET IT staff
- Live and pre-recorded paging for Shaker Heights Public Library
- Willoughby's temporary admin building move (network)
- Law Library internet speed upgrade

Virtualization and Desktop Support:

- update Workflows on CPL Staff Desktops
- Replace CRT (Tube) style monitors on Public PCs at Garden Valley, Martin Luther King and Harvard Lee branches
- Upgrade AD Manager Plus for better use of Active Directory scripting engines
- HP SIM (Systems Insight Manager) upgrade to support Windows Server 2012
- Windows Based Server hardware evaluation

Webware

- Implementation of Summon search tool for CPL databases
- Building of the 2013/2014 Writers and Readers Micro-Site on cpl.org & Mobile pages for mobile site
- Building of a Page on cpl.org to promote Hispanic Heritage Month
- Update Read in the CLE
- Update Story time Page on cpl.org

Actual Accomplishments This Period:

KnowItNow24x7 (KIN24x7):

- The KIN24x7 Statewide Coordinator spoke to a meeting in Piketon, OH, of the South Central Ohio Computer Association (SCOCA) Technology Coordinators (affiliated with INFOhio and dedicated to k-12 education) on Sept. 13. The Coordinator also stopped by the Chillicothe & Ross County Public Library and spoke with their Public Relations Director and dropped off KIN24x7 promotional items.
- This month, the KIN24x7 Provider Site underwent a major reorganization (including a URL change to <http://community.knowitnow.org>) in response to a recent study by last semester's practicum student and expanded uses beyond just provider librarians. The Statewide Coordinator and Web Site Coordinator changed access permissions, added content types, instituted a new theme and color scheme, and also automated posting of statistics and other content. The reorganization also included deleting defunct KIN24x7 providers and institutions.
- Kristine Szabo (Columbus State Community College)

- joined the Quality Assurance Committee for KnowItNow24x7 this month.

Converged Technologies:

- IT staff in the hardware group worked to deploy new public PCs and the new Xerox multifunction printer (MFD) at Sandusky by the agreed upon September 20th date. The MFD deployment was aided by Xerox personnel.
- Hudson is the first CLEVNET library able to manage spam sent to their domain using our spam filter's delegated administration functionality. Expansion to other CLEVNET libraries to continue into 2014
- Telecom and networking staff worked with vendor support at IPCelerate to implement live and pre-recorded paging capabilities via the Cisco telephony system hosted at CPL.
- Willoughby administrative staff has moved to a temporary location due to flood damage. Networking staff assisted in the move to the new location which is expected to be in use for duration of two years.
- The Cleveland Law Library's was upgraded to an internet connection nearly 10 times faster thus eliminating the last legacy internet connectivity of our CLEVNET libraries.

Webware, Virtualization and Desktop Support Group:

- All Tube (CRT) style monitors on public PCs replaced at Garden Valley, Martin Luther King and Harvard Lee branches
- AD Manager Plus upgraded to allow greater support and scripting for Active Directory Management
- HP SIM (Systems Insight Manager) upgraded to support Windows Server 2012 management
- All the Windows Based Server hardware in CPL's Main Computer room was evaluated for age, performance and health.
- Distribution of CPL eNewsletter (off the Shelf) August 2013 Edition a distribution of 3,738. This issue featured: This issue featured: New Writers & Readers Season Kicks-Off September 21st ("Young, American, and Muslim"); and The Bay Psalm Book on Display at Cleveland Public Library.
- Building of the 2013/2014 Writers and Readers Micro-Site on cpl.org & Mobile pages for mobile

site. The work included new content for speakers, new headshots, and homepage graphics for the season.

- Building of a Page on cpl.org to promote Hispanic Heritage Month. Content was provided by the graphics department to help promote Hispanic Heritage Month events at the library in addition to the Essay contest.

Update Read in the CLE

- Featured reader was updated: Mark "Munch" Bishop from ESPN News is the September/October Featured reader.
 - Page was posted on September 30th and it is currently being promoted via Social Media
- Changed Staff reader Rollie Welch's feature title on September 30
- A special "e-blast" was sent to a distribution list of 4065 on September 13, 2013, to promote "The Bay Psalm Book" event.
- Implementation of Summon search tool for CPL databases
 - Implement product. 90% Complete. Launch date scheduled for October 21.
- Two Hispanic Heritage Month booklist pages created by Youth Services. Posted on the Kids site, Teens site and Hispanic Heritage Month Promo page respectively.
- Built a promotional web page for Affordable Healthcare Act support at the library
- Built a promotional web page for the event "Arab American Stories"
- The Plain Dealer e-Edition classes were extended into October and the page was updated accordingly.

Other CPL Projects

KnowItNow24x7 (KIN24x7):

- Multiple speaking engagements and exhibit tables in October
- Reviewing alternative virtual reference software platforms

Converged Technologies:

- Migration testing for groupware suite
- Continuing deployment of Cisco VoIP telephony

Virtualization and Desktop Support:

- Continuing deployment of Workflows to remaining CPL Staff Desktops
- Continue upgrading and/or replacing Windows XP machines with Windows 7 machines

CLEVNET Planned Accomplishments This Period

- Update Mobile XML file to reflect non-summer hours for CLEVNET App
- Finalize Database Subscriptions for 2014 with CORC
- Finalize Zinio "Core content" for 2014 platform
- Finalize Zinio contract details
- Participate & Promote OverDrive's "Big Library Read"
- Organize a Bibliocommons working lunch with select CLEVNET librarians to take place during the OLC conference
- Gauge interest in a renewal of Freegal for CLEVNET libraries
- Upgrade SirsiDynix software
- Wrap up CLEVNET Visioning meetings

Actual Accomplishments This Period:Webware, Virtualization and Desktop Support:

- An Active Directory Health Check was performed on the Clevnet.org Forest
- Finalize Database Subscriptions for 2014 with CORC.
- Finalized Zinio "Core content" for 2014 platform. Titles were selected by the group based on titles that the current 15 CLEVNET libraries already subscribing to the service. Agreement sent to Joyce Dodrill for review on September 12
- Promoted and participated in OverDrive's "Big Library Read". The title "Fancy Nancy: Nancy Clancy, Super Sleuth" in both eBook and downloadable audiobook was featured on the CLEVNET eMedia site alongside Thousands of other Public Library eBook platforms that are using OverDrive to deliver eMedia. The title was featured on cpl.org's homepage as well as other CLEVNET libraries. Promotional participation on other CLEVNET library websites was determined by each library's Director and/or Marketing professional.

- Organized a Bibliocommons working lunch for Wednesday, October 9 at the OLC conference

Upgrade of SirsiDynix software

- Preparation and testing for a new CPL circulation desk procedure to create and pay all bills within the SirsiDynix Workflows software. This includes bills for materials that require sales tax. New bill reasons were created and tested, and scripts written to transfer payment data nightly from SirsiDynix to Munis.
- The final Visioning meeting for CLEVNET directors was held at Perry library on September 5. Preliminary results were shown to the Directors' Panel the following week. The Panel will work together to gather the information into a workable form, and begin to derive a forward path.
- Ann Palomo began work with the current chairman of the COSUGI (Customers of SirsiDynix Users' Group International) Consortia Group on local arrangements and registration for the group's annual working meeting, to be held in Cleveland/CPL in November.
- Jim Benson let us know that he was offered, and accepted, the position of Systems Librarian at the Maag Library of Youngstown State University. His last day at CPL/CLEVNET will be October 15. Subsequently, the Software team worked on knowledge transfer, and Jim spent time documenting scripts and standardizing some routines within scripts for easier maintenance and support after his departure.
- The Software team met with CPL Technical Services managers, reviewing progress on existing projects and discussing new cataloging features in 3.4.1 for RDA support.

Key Items in Progress This Period:

The SirsiDynix Symphony software was upgraded to version 3.4.1, service pack 3. Software staff tested the install and functionality. Hilary Prisbylla deserves special acknowledgement for taking the lead on the upgrade.

This version supports the following:

- New user features such as a tabbed window display, and right-click functionality.

- Barcode validation functionality to prevent bad scans of item and patron barcodes from entering the system.
- Supports for the upcoming length-expansion of OCLC numbers for the Cataloging department.

Mr. Corrigan adjourned regular board meeting at 1:32 p.m.

Thomas D. Corrigan
President

Alan Seifullah
Secretary

GIFT REPORT FOR SEPTEMBER 2013

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	496	5,270
Periodicals	59	887
Publishers Gifts	0	0
Non-Print Materials	<u>90</u>	<u>1,140</u>
TOTAL LIBRARY SERVICE MATERIALS	645	7,297

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 1,550	\$ 15,607
Building & Repair Fund	Restricted	0	0
Library Fund	Unrestricted	0	0
Library Fund	Restricted	199	9,125
Library Fund - Oral History Project	Restricted	0	0
Endowment for the Blind	Restricted	0	0
Young Fund	Restricted	10,830	32,490
Friends Fund	Restricted	0	0
Gates Fund	Restricted	0	0
Schweinfurth Fund	Restricted	13,141	27,046
Ohio Center fo the Book	Restricted	0	900
Judd Fund	Restricted	49,193	148,918
Lockwood Thompson Fund	Restricted	0	78,638
PNC - Grow up Great	Restricted	0	0
MetLife - Fit for Life	Restricted	0	0
Beard Anna Young	Restricted	0	164
Learning Centers	Restricted	0	0
Founders Fund	Unrestricted	0	0
Founders Fund	Restricted	<u>15,000</u>	<u>37,998</u>
TOTAL MONEY GIFTS		\$ 89,913	\$ 350,885

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	17	179	645	7,297
Money Gifts	<u>9</u>	<u>76</u>	<u>9</u>	<u>76</u>
TOTAL GIFTS	26	255	654	7,373

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

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

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

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

October 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 approved appropriations made at any time during such fiscal year:

	Unencumbered	General	PLF	Other	
General Fund	23,600,307.54	24,213,904.06	20,336,111.67	6,034,303.26	74,184,626.53
Special Revenue	11,449,605.87			2,949,886.33	14,399,492.20
Capital	15,525,279.75			50,000.00	15,575,279.75
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	9,098,479.59	106,266,250.85

<i>Mark Parks</i>	Budget	<i>El Fizeu</i>
<i>Donna Johnson</i>	Commission	<i>J</i>

**CLEVELAND PUBLIC LIBRARY
2013 APPROPRIATION: EIGHTH AMENDMENT
OCTOBER 17, 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/Advance Out	(107,494.24)	0.00	(107,494.24)
TOTAL RESOURCES	74,184,626.53	0.00	74,184,626.53

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: EIGHTH AMENDMENT
OCTOBER 17, 2013**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	14,304,852.20	94,640.00	14,399,492.20
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	2,290,909.44	0.00	2,290,909.44
Kaiser	46,004.88	0.00	46,004.88
Kraley	156,818.84	0.00	156,818.84
Library	176,226.81	0.00	176,226.81
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	17,500.00	0.00	17,500.00
Judd	198,111.00	0.00	198,111.00
Lockwood Thompson	187,979.17	0.00	187,979.17
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	481,094.56	0.00	481,094.56
MyCom	89,994.24	94,640.00	184,634.24
PNC Grow Up Great	55,225.11	0.00	55,225.11
Learning Centers	39,607.55	0.00	39,607.55
TOTAL APPROPRIATION	11,705,300.46	94,640.00	11,799,940.46 (4)

CAPITAL PROJECTS FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	15,525,279.75	50,000.00	15,575,279.75
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
BUILDING & REPAIR	15,525,279.75	50,000.00	15,575,279.75 (5)

**CLEVELAND PUBLIC LIBRARY
2013 APPROPRIATION: EIGHTH AMENDMENT
OCTOBER 17, 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
Weidenthal	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: EIGHTH AMENDMENT
OCTOBER 17, 2013**

-
- (1) Certificate dated September 4, 2013
- (2) Certificate dated October 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.)
 \$2,842,392.09 additional revenue
 (not including outstanding cash advances of \$17,500 & \$89,994.24).
 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 + \$2,842,392.09 - \$2,492,057.50 = \$11,799,940.46)
- (5) \$15,525,279.75 unencumbered cash carried forward (plus \$874,337.84 encumbered cash.)
 \$-0- transfer from General Fund. \$50,000 additional revenue.
 (\$15,525,279.75 + \$50,000.00 = \$15,575,279.75)
- (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 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/CMa™ – 1992

Change Order - Construction Manager-Adviser Edition

PROJECT (Name and address): Cleveland Public Library - Temp South Branch Cleveland, Ohio	CHANGE ORDER NUMBER: 003 INITIATION DATE:	OWNER: <input checked="" type="checkbox"/> CONSTRUCTION MANAGER: <input type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Lauren Building Co., LLC 84 N. Main St., Suite B Chagrin Falls, OH 44022	PROJECT NUMBERS: 8105 / CONTRACT DATE: CONTRACT FOR: General Construction	

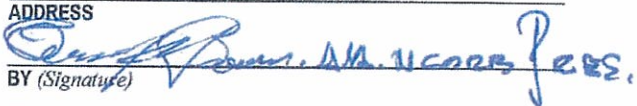
THE CONTRACT IS CHANGED AS FOLLOWS:

The original Contract Sum was	\$ 354,000.00
Net change by previously authorized Change Orders	\$ 6,592.34
The Contract Sum prior to this Change Order was	\$ 360,592.34
The Contract Sum will be increased by this Change Order in the amount of	\$ 2,320.82
The new Contract Sum including this Change Order will be	\$ 362,913.16

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

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

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

<u>CONSTRUCTION MANAGER</u> (Firm name)	Richard L. Bowen + Associates, Inc.
<u>ADDRESS</u>	13000 Shaker Blvd, Cleveland, OH 44120
<u>BY</u> (Signature)	
(Typed name) DATE:	(Typed name) DATE:
<u>Lauren Building Co., LLC</u>	<u>Cleveland Public Library</u>
<u>CONTRACTOR</u> (Firm name)	<u>OWNER</u> (Firm name)
84 N. Main St., Suite B, Chagrin Falls, OH 44022	325 Superior Ave., Cleveland, OH 44114
<u>ADDRESS</u>	<u>ADDRESS</u>
<u>BY</u> (Signature)	<u>BY</u> (Signature)
(Typed name) DATE:	(Typed name) DATE:

REPORT A

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD SEPTEMBER 1 – SEPTEMBER 30, 2013

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
 Revenues, Expenditures and Changes in Fund Balance
 For the Period Ending September 30, 2013

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	25,422,787.68	0.00	0.00	0.00	\$ 0.00	25,422,787.68
42 Intergovernmental	16,945,232.40	1,421,695.43	0.00	0.00	\$ 0.00	18,366,927.83
43 Fines & Fees	296,086.29	0.00	0.00	0.00	\$ 0.00	296,086.29
44 Investment Earnings	166,073.80	10,423.34	0.00	8,267.79	\$ 0.00	184,764.93
45 Charges for Services	2,189,031.09	0.00	0.00	0.00	\$ 0.00	2,189,031.09
46 Contributions & Donations	15,606.50	335,113.89	0.00	164.49	\$ 0.00	350,884.88
48 Miscellaneous Revenue	593,125.59	0.00	0.00	0.00	\$ 1,591.70	594,717.29
Total Revenues	\$ 45,627,943.35	\$ 1,767,232.66	\$ 0.00	\$ 8,432.28	\$ 1,591.70	\$ 47,405,199.99
51 Salaries/Benefits	26,379,865.16	1,011,784.15	0.00	0.00	\$ 0.00	27,391,649.31
52 Supplies	691,944.47	161,324.90	0.00	0.00	\$ 0.00	853,269.37
53 Purchased/Contracted Services	7,257,446.34	964,872.59	0.00	1,935.00	\$ 0.00	8,224,253.93
54 Library Materials	6,088,348.38	66,191.27	0.00	25,168.54	\$ 0.00	6,179,708.19
55 Capital Outlay	110,152.15	43,134.44	1,894,580.62	0.00	\$ 0.00	2,047,867.21
57 Miscellaneous Expenses	91,019.13	34,607.95	0.00	0.00	\$ 68.27	125,695.35
Total Expenditures	\$ 40,618,775.63	\$ 2,281,915.30	\$ 1,894,580.62	\$ 27,103.54	\$ 68.27	\$ 44,822,443.36
Revenue Over/(Under) Expenditures	\$ 5,009,167.72	\$ (514,682.64)	\$ (1,894,580.62)	\$ (18,671.26)	\$ 1,523.43	\$ 2,582,756.63
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	(107,494.24)	107,494.24	0.00	0.00	\$ 0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	\$ 0.00	0.00
Total Other Sources / Uses	\$ (107,494.24)	\$ 107,494.24	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 4,901,673.48	\$ (407,188.40)	\$ (1,894,580.62)	\$ (18,671.26)	\$ 1,523.43	\$ 2,582,756.63
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	\$ 35,371,321.75	\$ 11,543,900.86	\$ 14,505,036.97	\$ 2,808,238.55	\$ 10,437.42	\$ 64,238,935.55

Cleveland Public Library
 Certified Revenue, Appropriations and Balances
 General Fund
 For the period Ending September 30, 2013

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	20,336,112	15,347,286	4,988,826	75%	76%
General Property Tax	22,213,904	25,422,788	(3,208,884)	114%	109%
Rollback, Homestead, CAT	4,000,000	1,597,947	2,402,053	40%	39%
Federal Grants	0	0	0	0%	0%
State Aid	0	0	0	0%	0%
Fines & Fees	300,000	296,086	3,914	99%	96%
Investment Earnings	225,000	166,074	58,926	74%	44%
Services to Others-Clevnet	3,053,415	2,189,031	864,384	72%	82%
Contributions	1,500	15,607	(14,107)	100%	100%
Miscellaneous	561,882	593,126	(31,244)	106%	51%
Return of Advances Out	0	0	0	0%	100%
Total	\$ 50,691,813	\$ 45,627,943	\$ 5,063,869	90%	89%

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	34,842,578	26,472,859	8,369,718	76%	73%
Supplies	1,109,175	832,326	276,849	75%	81%
Purchased Services	11,813,469	10,015,197	1,798,272	85%	85%
Library Materials	11,850,401	9,458,738	2,391,663	80%	78%
Capital Outlay	606,435	255,032	351,404	42%	67%
Other	122,985	100,189	22,796	81%	99%
Sub Total	\$ 60,345,042	\$ 47,134,340	\$ 13,210,701	78%	77%
Advances Out	0	107,494	(107,494)	100%	100%
Transfers Out	0	0	0	0%	100%
Total	\$ 60,345,042	\$ 47,241,834	\$ 13,103,207	78%	80%

Note (1): Certificate from Cuyahoga County Budget Commission dated September 4, 2013.

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

Note (3): Subtotal includes 67% expended and 11% encumbered.

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending September 30, 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	7,948,395.62	0.00	3,293,462.76
51120 Clerical Salaries	9,268,097.49	9,640,273.93	7,470,999.14	0.00	2,169,274.79
51130 Non-Clerical Salaries	538,563.20	583,221.43	934,546.05	0.00	(351,324.62)
51140 Buildings Salaries	3,584,856.34	3,724,271.94	2,681,003.92	0.00	1,043,268.02
51150 Other Salaries	1,015,586.00	1,055,009.58	756,947.86	0.00	298,061.72
51180 Severance Pay	0.00	53,648.22	132,086.30	0.00	(78,438.03)
51190 Non-Base Pay	0.00	13,616.97	406,763.38	0.00	(393,146.41)
51400 OPERS	3,542,707.00	3,685,801.80	2,819,910.67	0.00	865,891.13
51610 Health Insurance	3,487,626.76	3,630,361.31	2,551,443.44	0.00	1,078,917.87
51611 Dental Insurance	210,999.74	228,486.82	155,973.81	0.00	72,513.01
51612 Vision Insurance	15,643.49	15,643.49	11,641.96	0.00	4,001.53
51620 Life Insurance	11,007.36	11,927.04	9,768.12	0.00	2,158.92
51630 Workers Compensation	244,528.00	548,274.00	233,305.97	70,440.03	244,528.00
51640 Unemployment Compensation	45,000.00	75,208.54	8,659.40	21,549.14	45,000.00
51650 Medicare - ER	302,521.06	314,932.44	251,329.23	0.00	63,603.21
51900 Other Benefits	20,000.00	20,041.65	7,090.29	1,005.00	11,946.36
Salaries/Benefits	\$33,120,713.00	\$ 34,842,577.54	\$ 26,379,865.16	\$ 92,994.17	\$ 8,369,718.21
52110 Office Supplies	43,400.00	49,282.10	32,695.37	2,849.79	13,736.94
52120 Stationery	58,700.00	59,039.93	39,385.70	4,052.05	15,602.18
52130 Duplication Supplies	40,527.18	40,355.18	23,567.93	1,905.90	14,881.35
52140 Hand Tools	100.00	857.44	193.59	0.00	663.85
52150 Book Repair Supplies	73,500.00	74,734.17	52,844.39	6,046.06	15,843.72
52210 Janitorial Supplies	87,000.00	106,371.10	83,155.69	19,050.04	4,165.37
52220 Electrical Supplies	59,500.00	82,517.04	61,098.47	13,344.71	8,073.86

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending September 30, 2013

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52230 Maintenance Supplies	150,350.00	165,850.64	139,374.37	24,916.07	1,560.20
52240 Uniforms	10,850.00	18,199.43	6,792.51	1,712.12	9,694.80
52300 Motor Vehicle Supplies	89,350.00	103,592.07	55,351.92	38,332.53	9,907.62
52900 Other Supplies	376,802.82	408,375.67	197,484.53	28,172.47	182,718.67
Supplies	\$990,080.00	\$ 1,109,174.77	\$ 691,944.47	\$ 140,381.74	\$ 276,848.56
53100 Travel/Meetings	152,000.00	165,192.23	41,704.66	17,784.29	105,703.28
53210 Telecommunications	490,521.56	506,616.53	250,060.93	234,209.74	22,345.86
53230 Postage/Freight	110,300.00	111,142.90	71,269.77	32,873.13	7,000.00
53240 PR/Other Communications	156,700.00	200,587.00	123,242.83	61,186.30	16,157.87
53310 Building Repairs	175,000.00	477,035.62	373,039.79	63,758.00	40,237.83
53320 Machine Repairs	35,000.00	37,290.18	9,053.29	8,336.16	19,900.73
53340 Building Maintenance	190,000.00	175,035.64	83,550.95	32,893.45	58,591.24
53350 Machine Maintenance	223,073.65	294,560.05	159,524.42	85,825.71	49,209.92
53360 Computer Maintenance	989,433.43	1,019,515.00	839,306.31	16,695.94	163,512.75
53370 Motor Vehicle Repairs	30,000.00	43,687.63	26,208.76	12,303.70	5,175.17
53380 Contract Security	1,100,000.00	1,085,318.16	703,495.26	299,733.65	82,089.25
53390 Landscaping	30,000.00	30,000.00	27,473.25	1,076.75	1,450.00
53400 Insurance	398,000.00	455,500.00	311,616.00	140,918.00	2,966.00
53510 Rent/Leases	111,487.96	120,490.77	95,262.37	16,862.90	8,365.50
53520 Equipment Rental	59,168.88	78,444.16	42,406.04	18,315.84	17,722.28
53610 Electricity	1,743,650.00	1,879,791.64	1,259,647.56	545,427.93	74,716.15
53620 Gas	183,500.00	287,312.21	121,727.22	76,391.34	89,193.65
53630 Chilled Water	916,000.00	966,567.66	666,258.71	287,256.10	13,052.85
53640 Water/Sewer	132,407.20	145,289.91	58,780.80	74,263.89	12,245.22

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending September 30, 2013

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53710 Professional Services	1,464,243.90	2,263,384.15	1,110,526.68	493,288.78	659,568.69
53720 Auditors Fees	973,340.42	983,077.92	707,623.92	9,749.00	265,705.00
53730 Bank Service Charges	33,600.00	33,600.00	20,020.33	0.00	13,579.67
53800 Library Material Control	270,000.00	440,364.10	149,527.24	228,033.34	62,803.52
53900 Other Purchased Services	10,000.00	13,665.25	6,119.25	566.75	6,979.25
Purchased/Contracted Services	\$9,977,427.00	\$ 11,813,468.71	\$ 7,257,446.34	\$ 2,757,750.69	\$ 1,798,271.68
54110 Books	2,728,000.41	3,408,642.14	1,885,335.12	706,847.43	816,459.59
54120 Continuations	481,496.00	1,056,837.60	449,693.39	260,410.01	346,734.20
54210 Periodicals	905,000.00	1,442,853.46	382,796.61	817,389.79	242,667.06
54220 Microforms	180,000.00	221,412.78	6,530.21	120,514.31	94,368.26
54310 Video Media	1,419,999.55	1,480,604.88	1,107,031.46	188,976.66	184,596.76
54320 Audio Media - Spoken	169,000.01	199,266.36	131,134.78	42,766.39	25,365.19
54325 Audio Media - Music	458,500.03	542,848.28	370,125.76	90,358.82	82,363.70
54350 Computer Media	26,000.00	65,668.00	10,446.92	29,245.00	25,976.08
54500 Database Services	1,141,000.00	1,454,601.92	673,980.35	516,175.04	264,446.53
54530 eMedia	1,047,000.00	1,663,340.48	921,246.72	555,692.22	186,401.54
54600 Interlibrary Loan	6,000.00	8,257.75	1,933.00	2,764.00	3,560.75
54710 Bookbinding	29,000.00	54,140.86	18,908.64	6,232.22	29,000.00
54720 Preservation Services	60,000.00	92,566.70	34,513.99	19,726.21	38,326.50
54730 Preservation Boxing	10,000.00	11,046.77	9,855.91	0.00	1,190.86
54790 Preservation Reformatting	90,000.00	148,312.52	84,815.52	13,291.06	50,205.94
Library Materials	\$8,750,996.00	\$ 11,850,400.50	\$ 6,088,348.38	\$ 3,370,389.16	\$ 2,391,662.96
55510 Furniture	166,116.34	194,044.10	6,975.71	53,709.75	133,358.64
55520 Equipment	243,472.66	267,300.39	43,470.12	54,023.78	169,806.49

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending September 30, 2013

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55530 Computer Hardware	78,720.00	81,246.21	17,903.50	33,375.87	29,966.84
55540 Software	35,000.00	35,000.00	12,958.32	3,769.97	18,271.71
55700 Motor Vehicles	0.00	28,844.50	28,844.50	0.00	0.00
Capital Outlay	\$523,309.00	\$ 606,435.20	\$ 110,152.15	\$ 144,879.37	\$ 351,403.68
57100 Memberships	71,739.00	72,796.61	65,570.86	4,764.05	2,461.70
57200 Taxes	6,000.00	11,171.12	9,471.15	1,362.77	337.20
57500 Refunds/Reimbursements	35,521.00	39,017.28	15,977.12	3,042.67	19,997.49
Miscellaneous Expenses	\$113,260.00	\$ 122,985.01	\$ 91,019.13	\$ 9,169.49	\$ 22,796.39
59810 Advances Out	0.00	0.00	107,494.24	0.00	(107,494.24)
Advances	\$0.00	\$ 0.00	\$ 107,494.24	\$ 0.00	\$(107,494.24)
Transfers	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$53,475,785.00	\$ 60,345,041.73	\$ 40,726,269.87	\$ 6,515,564.62	\$ 13,103,207.24

Cleveland Public Library
 Revenue, Expenditures and Changes in Fund Balances
 For the Period Ending September 30, 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	45,627,943.35	40,726,269.87	6,515,564.62	28,855,673.13
Total General Fund	\$ 30,469,564.27	\$ 45,627,943.35	\$ 40,726,269.87	\$ 6,515,564.62	\$ 28,855,673.13
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	40,924.53	147,784.79	35,053.10	4,570,519.30
204 Kaiser	44,934.88	0.00	0.00	0.00	44,934.88
205 Kraley	153,804.84	0.00	0.00	0.00	153,804.84
206 Library	165,074.25	9,124.75	661.73	1,012.71	172,524.56
207 Pepke	97,395.18	0.00	0.00	0.00	97,395.18
208 Wickwire	1,086,072.03	2,684.31	9,644.70	425.79	1,078,685.85
209 Wittke	66,255.37	0.00	0.00	0.00	66,255.37
210 Young	3,094,870.38	32,489.64	1,296.30	0.00	3,126,063.72
225 Friends	5,086.47	17,500.00	16,062.64	3,272.56	3,251.27
226 Judd	6,743.25	148,918.00	91,115.40	9,364.15	55,181.70
228 Lockwood Thompson Memorial	263,528.36	78,637.50	156,978.19	147,016.83	38,170.84
229 Ohio Center for the Book	0.00	900.00	825.00	0.00	75.00
230 Schweinfurth	25,159.08	27,046.00	18,376.00	21,790.00	12,039.08
251 OLBPD-Library for the Blind	62,210.67	1,131,145.00	1,228,506.66	50,890.14	(86,041.13)
252 LSTA-Know It Now	120,849.73	290,550.43	368,380.91	53,642.43	(10,623.18)
254 MyCom	0.00	89,994.24	72,800.00	17,194.24	0.00
255 PNC-Grow Up Great	58,640.05	0.00	58,640.05	0.00	0.00
256 Learning Centers	110,842.93	0.00	110,842.93	0.00	0.00
Total Special Revenue Funds	\$ 11,951,089.26	\$ 1,874,726.90	\$ 2,281,915.30	\$ 339,661.95	\$ 11,204,238.91
401 Building & Repair	16,399,617.59	0.00	1,894,580.62	814,312.35	13,690,724.62
Total Capital Project Funds	\$ 16,399,617.59	\$ 0.00	\$ 1,894,580.62	\$ 814,312.35	\$ 13,690,724.62

Cleveland Public Library
 Revenue, Expenditures and Changes in Fund Balances
 For the Period Ending September 30, 2013

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
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
503 Beard	107,816.34	2,283.64	1,900.00	1,865.00	106,334.98
504 Klein	4,069.48	0.00	0.00	0.00	4,069.48
505 Malon/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	25,203.54	2,190.52	1,678,738.69
513 Beard Anna Young	68,007.42	164.49	0.00	0.00	68,171.91
Total Permanent Funds	\$ 2,826,909.81	\$ 8,432.28	\$ 27,103.54	\$ 4,055.52	\$ 2,804,183.03
901 Unclaimed Funds	8,913.99	1,591.70	68.27	0.00	10,437.42
Others	\$ 8,913.99	\$ 1,591.70	\$ 68.27	\$ 0.00	\$ 10,437.42
Total All Funds	\$ 61,656,094.92	\$ 47,512,694.23	\$ 44,929,937.60	\$ 7,673,594.44	\$ 56,565,257.11

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending September 30, 2013

Balance of All Funds	\$ 64,238,935.55
<hr/>	
	\$ 8.00
Chase-Checking	7,237.09
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	592,663.32
KeyBank-MC/VISA	158,137.29
Fifth Third - Checking	891,039.59
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	\$ 1,654,224.13
<hr/>	
PNC - Money Market	10,032.35
PNC - Investments	34,533,781.67
PNC/Allegiant Money Market	148,067.98
KeyBank - Victory Fund	0.00
STAR OHIO Investment	3,279,826.85
STAR Plus Investment	11,018,696.02
Investments	\$ 48,990,404.87
<hr/>	
PNC Endowment Acct	13,594,298.55
Endowment Account	\$ 13,594,298.55
<hr/>	
Cash in Banks and On Hand	\$ 64,238,935.55

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – September 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 September 1, 2013 through September 30, 2013.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
09/01/13 - 09/30/13	30	Various	STAR Ohio	Various	23.14	Investment Pool
09/01/13 - 09/30/13	30	Various	STAR Plus	Various	2,121.42	Investment Pool
09/01/13 - 09/30/13	30	Various	PNC	Various	0.75	Sweep Money Market
09/01/13 - 09/30/13	30	Various	PNC	Various	0.85	Money Market
03/19/13 - 09/19/13	185	1,500,000	Federal Home Loan Mortgage Corp.	0.500%	3,750.00	Federal Agency
03/23/13 - 09/23/13	185	500,000	Federal Farm Credit Bank	0.350%	1,795.00	Federal Agency
03/16/13 - 09/16/13	185	2,500,000	Federal National Mortgage Assn.	0.375%	4,687.50	Federal Agency
03/13/13 - 09/13/13	185	2,000,000	Federal Home Loan Bank	0.375%	3,750.00	Federal Agency
05/20/13 - 09/18/13	122	2,000,000	Federal Home Loan Bank	0.500%	3,917.78	Federal Agency
03/25/13 - 09/25/13	185	2,000,000	Federal Home Loan Mortgage Corp.	0.500%	5,000.00	Federal Agency
03/25/13 - 09/25/13	185	2,000,000	Federal Farm Credit Bank	0.400%	4,000.00	Federal Agency
03/25/13 - 09/25/13	185	1,250,000	Federal Home Loan Mortgage Corp.	0.500%	3,125.00	Federal Agency
06/24/13 - 09/20/13	89	1,000,000	Federal Farm Credit Bank	0.250%	1,974.65	Federal Agency
03/28/13 - 09/28/13	185	850,000	Federal National Mortgage Assn.	0.500%	2,125.00	Federal Agency
08/16/13 - 09/18/13	34	1,000,000	Federal Home Loan Bank	0.450%	400.00	Federal Agency
				Earned Interest September 2013	\$ 36,671.09	
				Earned Interest Year To Date	\$ 166,073.80	

CLEVELAND PUBLIC LIBRARY

REPORT C

Finance Committee

October 15, 2013

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR SEPTEMBER 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
Government Finance Officers Association Annual Governmental GAAP Update Cleveland Ohio	11/5/13	Laura Armstrong	135.00
Fred Pryor Seminars Training the Trainer Seminar Toledo, Ohio	8/13/13	Philip Creter	268.78
PNC Grow Up Grant Travel Mileage for March Cleveland, Ohio	8/9/13 - 8/19/13	Andrea Csia	34.81
Ohio Library Council North Chapter Conference Independence, Ohio	4/18/13	Jeanmarie Gielty	85.00
Government Finance Officers Association Annual Governmental GAAP Update Cleveland Ohio	11/5/13	Carrie Krenicky	135.00
Ohio Government Finance Officers Association Annual Conference Columbus, Ohio	9/11/13 - 9/13/13	Carrie Krenicky	609.80
International Federation of Library Associations General Conference and Assembly Singapore, Hong Kong	8/15/13 - 8/23/13	Cindy Lombardo	4,775.86
Ohio Library Council Action Council Meeting Columbus, Ohio	8/28/13	Michael Monaco	138.99
Ohio Library Council Program Committee Planning Meeting Columbus, Ohio	9/5/13	Michael Monaco	138.99

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Library Council Northern Ohio Trustees Dinner Independence, Ohio	4/17/13	Alan Seifullah	35.00
Cindy's Sew Easy Shoppe Sewing Machine Class North Olmsted, Ohio	8/13/13	Crystal Tancak	6.39
Cindy's Sew Easy Shoppe Sewing Machine Class North Olmsted, Ohio	8/20/13	Crystal Tancak	6.39
American Library Association African American Librarians Annual Conference Cincinnati, Ohio	8/8/13 - 8/9/13	Marcie Williams	888.52
American Library Association African American Librarians Annual Conference Cincinnati, Ohio	8/8/13 - 8/9/13	Ginaya Willoughby	542.55
TOTAL			\$7,801.08

SUMMARY

FUND	AUGUST	YEAR TO DATE
General	\$7,766.27	\$41,704.66
Lockwood Thompson	0.00	8,269.42
OLBPD - Library for the Blind	0.00	3,437.39
LSTA - Know it Know	0.00	4,194.06
PNC - Grow up Great	34.81	62.63
TOTAL	\$7,801.08	\$57,668.16

REPORT D

CLEVELAND PUBLIC LIBRARY

Finance Committee
October 15, 2013

PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD
JULY 1 THROUGH SEPTEMBER 30, 2013

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

<u>DATE</u>	<u>ITEM DESCRIPTION</u>	<u>AGENCY</u>	<u>SUPPLIER</u>	<u>AMOUNT</u>
07/18/13	Overdue Mailer Notices	Stockroom	Moore-Wallace	\$ 8,625.00
09/19/13	Janitorial Supplies	Stockroom	Corvus Recycling	5,374.80
09/30/13	Maintenance Supplies	Prop Mgmt	Midland Hardware	19,999.42
09/30/13	Gas for Vehicles	Prop Mgmt	BP Oil	8,837.62
07/05/13	Kwik Cases	Branches	Gressco	21,476.31
07/05/13	Security Strips	Stockroom	Ohionet	8,483.05
09/19/13	Security Strips	Stockroom	Ohionet	8,854.77
08/01/13	Mailing Cards	OLBPD	BFC Print Network	20,410.28
08/01/13	Promotional Items	OLBPD	Janway Co	8,167.01
07/30/13	Book Order	Learning Ctrs	Ingram	6,129.33
09/05/13	Software	Tech Central	CDW-G	12,958.32
07/05/13	Computer Equipment	IT/CLEVNET	Business Smarts	7,577.65
07/11/13	PC Workstations	IT/CLEVNET	Business Smarts	21,255.20
09/23/13	Backup Solution	IT/CLEVNET	Business Smarts	12,408.00
09/26/13	Servers	IT/CLEVNET	Business Smarts	7,668.00
08/15/13	Reading Club Items	OLBPD	Shamrock Companies	5,963.51

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

REPORT ECLEVELAND PUBLIC LIBRARY

Finance Committee
October 15, 2013

PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD
JULY 1 THROUGH SEPTEMBER 30, 2013

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

LIBRARY SERVICES MATERIALS

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
07/05/13	Subscription Services	MLO	EBSCO	\$ 34,600.00
07/11/13	Database Services	CLEVNET	Ohionet	99,750.00
08/01/13	Subscription Services	MLO	Gale/Cenage	27,181.50
08/01/13	Periodicals	MLO	Gale/Cenage	30,155.21
09/12/13	Books	FA/SPC	F.A. Bennett	27,350.00

CLEVNET-RELATED GOOD AND SERVICES

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
08/29/13	Database Services	IT/CLEVNET	Bibliocommons	114,305.00
08/29/13	Zimbra Support Renewal	IT/CLEVNET	CTMS	34,290.00

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

REPORT FCLEVELAND PUBLIC LIBRARY

Finance Committee
 October 15, 2013

**FEES PAID FOR LEGAL ADVICE AND SERVICES TO OGLETREE, DEAKINS,
 NASH, SMOAK & STEWART, PC. ("Ogletree")
 JULY 1 THROUGH SEPTEMBER 30, 2013**

In accordance with the Board resolution adopted on October 18, 2012, quarterly fees paid for legal advice and services from Ogletree for labor and employment matters are submitted.

Collective Bargaining	\$	1,292.50
General Labor & Miscellaneous Matters		7,776.84
FMLA Compliance		7,192.78
EEOC		0.00
3rd Quarter Total	\$	<u>16,262.12</u>
Year to Date Total	\$	<u>92,688.39</u>

**CLEVELAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
TERMINATION REPORT
09/01/2013 THROUGH 09/30/2013**

EXHIBIT 9**Human Resources Committee Report**

October 17, 2013

NAME	DEPARTMENT	JOB TITLE	DATE	REASON
RESIGNATIONS				
HARRIS,DON	FACILITIES	DRIVER	8/30/2013	RELOCATION
BECKER,PAT	WESTPARK	PAGE	9/8/2013	PERSONAL REASONS
JONES,MARY	SHELF PAGES	PAGE	8/12/2013	PERSONAL REASONS
MCKENZIE,DEANNA	POPULAR	PAGE	9/5/2013	PERSONAL REASONS

RETIREMENTS**OTHER TERMINATIONS**

CARABALLO,HECTOR	POPULAR	SUBJECT DEPT CLERK	9/25/2013	TERM INVOLUNTARY
------------------	---------	--------------------	-----------	------------------

CLEVELAND PUBLIC LIBRARY

Human Resources Committee Report

Meeting Date October 17, 2013

Report Period: September, 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	3,939.49	87,312.00
March	*4,923.36	*4,379.14	*133,048.04
April	3,161.77	3,481.44	88,641.21
May	3,623.45	3,671.72	87,911.85
June	2,593.94	2,770.51	87,799.91
July	2,344.66	3,167.87	87,296.20
August	*4,221.65	*4,330.98	*134,002.21
September	3,037.74	3,233.83	88,195.51
October	2,760.23		
November	2,833.57		
December	3,277.75		

*Covers three pay dates

**INSURANCE REPORT
FOR THE MONTH OF
SEPTEMBER
2013**

Human Resources Committee Report
OCTOBER 17, 2013

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Med Mutual Silver	19	14	33
Med Mutual Gold	259	142	401
Delta Dental	271	179	450
Vision	238	164	402
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	30

CLEVELAND PUBLIC LIBRARY
August, 2013- August 31, 2013 EE0-4 REPORT
FULL/PART-TIME EMPLOYEES

Human Resources Committee Report

September 19, 2013

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	79	19	10	1			30	18	1		
Professionals	74	13	2		1		37	14	4	3	
Technicians	22	12	2	1			6	1			
Protective Service	20	8	9	1				2			
Para-Professionals	146	32	34	2	1		38	30	8	1	
Administrative Support	303	31	61	6	3		47	134	20	1	
Skilled Craft	10	6	2		1			1			
Service Maintenance	50	7	34	2			3	3	1		
Grand Total	704	128	154	13	6	0	161	203	34	5	0

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

K=American Indian/Alaskan Native

CLEVELAND PUBLIC LIBRARY

FINES AND FEES SCHEDULE: PART A

OVERDUE FINES

ADULT MATERIALS

Circulating Items	\$0.10 per day/item
<i>Except:</i>	
No Hold or New DVD	\$1.00 per day/item
Reference Items	\$1.00 per day/item
MYCLOUD EQUIPMENT	\$1.00 per hour/item
TECH TOYBOX EQUIPMENT	\$3.00 per day/item
CHILDREN'S MATERIALS	No overdue fines
YOUNG ADULT MATERIALS	No overdue fines
MATERIALS @UNIVERSITY/COLLEGE LIBRARIES ..	No overdue fines
PATRONS WITH PROFILE CPL-GB (age 60 & over) ..	No overdue fines
PATRONS WITH PROFILE CPL-DISABLD	No overdue fines
PATRONS WITH PROFILE CPL-HOMBD	No overdue fines
OVERDUE FINE LIMITS	
Circulating Items	\$3.00/item
MyCloud Equipment	\$10.00/item
Tech Toybox	\$15.00/item

BILL THRESHOLD

.....	\$25.00
-------	---------

REPLACEMENT PRICES

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

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

LOST OR STOLEN LIBRARY CARD

.....	\$1.00
-------	--------

DAMAGE FINES

Major

.....	Replacement price
-------	-------------------

INTERLIBRARY LOAN FEES

FEES CHARGED TO LIBRARIES

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

FEES CHARGED TO LIBRARIES FOR PHOTOCOPIES

1- 50 pages	\$15.00
-------------------	---------

FEES CHARGED TO INDIVIDUAL BORROWERS

Borrowing	No charge
Photocopies (1-50 pages)	\$5.00 per item

LOST ITEMS

Processing fee	\$25.00 per item
Replacement price	Value of item

MATERIAL RECOVERY REFERRAL FEES

FEE FOR ACCOUNT REFERRAL

.....	\$15.00
-------	---------

SALES TAX

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

Knowledge Office

Approved by the Board of Library Trustees October 17, 2013

Effective October 17, 2013

COPY AND PRINTING FEES

Copies from Computer Printers:

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

Copies from Microform Reader/Printer:

8½" x 11" and 11" x 17" B&W	\$0.10 per page
-----------------------------------	-----------------

Photocopies:

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

Use of one's own paper

.....	Charge based on paper size
-------	----------------------------

FAXING FEES

Self-service faxing from multifunction device

.....	\$0.10 per page
-------	-----------------

SCANNING FEES

Self-service scanning sent to email address

.....	\$0.10 per page
-------	-----------------

Self-service scanning to one's own device

.....	No charge
-------	-----------

MEETING ROOM/AUDITORIUM/FACILITY FEES

ACTIVITIES CO-SPONSORED BY LIBRARY

.....	No charge
-------	-----------

ACTIVITIES NOT CO-SPONSORED BY THE LIBRARY:

BRANCHES

Library open	No charge
If food served	\$25.00

MAIN LIBRARY

Stokes Wing Auditorium (218 seats; Maximum Capacity 315)
..... \$500.00 inclusive per four hours

Stokes Wing (Auditorium, LL Lobby & First Floor) and Garden
Only available when Library is closed

..... \$2,000.00 plus overtime costs

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

Only available when Library is open

.....	No charge
-------	-----------

Main Library, Room 341 (Maximum Capacity 50)

..... \$250.00 inclusive per four hours

Main Library Treasure Room

Only available when Library is open

.....	No charge
-------	-----------

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

Only available when Library is open

.....	No charge
-------	-----------

If food served

.....	\$50.00
-------	---------

Multiple room booking fee

.....	\$100.00
-------	----------

PRIVATE, AFTER-HOURS EVENTS AT MAIN LIBRARY FOR

DONORS OF:

\$10,000

.....	One private event, no charge
-------	------------------------------

\$25,000 or more

.....	Two private events, no charge
-------	-------------------------------

FEES FOR PHOTOGRAPHING/TAPING/FILMING ON LIBRARY PROPERTY

Non-commercial photography that does not interrupt library operations

Up to two hours

.....	No charge
-------	-----------

Commercial photography

.....	\$150.00 per hour
-------	-------------------

MISCELLANEOUS

Tote Bags (non-complimentary)

.....	\$0.10 per bag
-------	----------------

Earbuds

.....	\$1.00/pair
-------	-------------

Flash drive

.....	\$7.00/each
-------	-------------

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

PHOTODUPLICATION OFFICE FEES**PHOTOCOPIES**

Service Fee.....	\$10.00/item
Standard (8½" x 11" through 11" x 17" B&W).....	\$0.25/page
Oversize (18" x 24" B&W).....	\$2.00/page
Color (8½" x 11" through 11" x 17").....	\$1.00/page
Fax.....	\$0.50/page
Email (8½" x 11").....	\$0.50/page
Rush (24-hour turnaround).....	\$10.00/item
Special Handling (fragile, etc.).....	Minimum charge \$20.00/order
Map (up to 18" x 24" B&W)-Standard Weight Paper.....	\$2.00/item
Map (up to 18" x 24" B&W)-Heavyweight Paper.....	\$4.00/item
Map (up to 18" x 24" Color)-Standard Weight Paper.....	\$4.00/item
Map (up to 18" x 24" Color)-Heavyweight Paper.....	\$8.00/item
Other sizes.....	Price quoted upon request

DIGITAL SCANS

Photo Quality Scanner.....	\$5.00/item
High Resolution Scan.....	\$10.00/item
CD-ROM.....	\$2.50/disc
Flash Drive.....	\$7.00/item

PHOTOGRAPHS

All prints, posters, or slides are charged at current lab pricing, plus

Service Fee.....	\$10.00/print
Lab Delivery Fee.....	\$9.00/order
Rush (24-hour turnaround).....	Double price + \$10.00/print

MICROFILM

All microfilm/microfiche are charged at current lab pricing.

USE FEES FOR PUBLICATION OR DISPLAY

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

SHIPPING FEES

Shipping fees are charged at current USPS rates.

SALES TAX

Ohio sales tax added when required.

WARNING CONCERNING COPYRIGHT RESTRICTIONS

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

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

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

MAKERSPACE FEES**3D PRINTER FEES**

PLA Plastic.....	\$0.05 per gram
Water Soluble PVA.....	\$0.15 per gram

LASER ENGRAVER

Aluminum-Anodized Business Card (2" x 3.5").....	\$2.50/item
Acrylic sheet (12" x 24" x 1/8").....	\$20.00/item
Acrylic sheet (12" x 24" x 1/4").....	\$25.00/item
Laminate Wood Sheet (12" x 24" x 1/4").....	\$15.00/item
Plywood sheet (12" x 24" x 1/4").....	\$3.00/item
LaserMax sheet (12" x 24" x 1/16").....	\$25.00/item
Speciality Item (Small)*.....	\$2.00/item
Speciality Item (Medium)*.....	\$5.00/item
Speciality Item (Large)*.....	\$10.00/item

*Speciality items may include engravable parts offered for limited times or special events

VINYL CUTTER

Calendared.....	\$0.15/linear inch
Performance.....	\$0.25/linear inch
Reflective or Special.....	\$0.50/linear inch

CLEVELAND PUBLIC LIBRARY TECHCENTRAL MAKERSPACE USER AGREEMENT

The Cleveland Public Library offers the TechCentral Makerspace as a way to provide Library patrons access to high quality, professional grade computer hardware, computer, and equipment to support their educational, entrepreneurial, and personal endeavors.

ELIGIBILITY FOR USE OF THE TECHCENTRAL MAKERSPACE

The TechCentral MakerSpace is available to Library patrons ages 13 and up. An adult must accompany users under age 13 at all times. Users 13-17 must have a parent or legal guardian sign the agreement form on their behalf. Users must have a library card in good standing to use the MakerSpace.

Users must complete and sign the TechCentral MakerSpace User Agreement before using the MakerSpace. Upon completion of the TechCentral Makerspace User Agreement form, a MakerSpace ID will be issued to signify that the completed agreement form has been signed and filed by Library staff.

Select material, equipment, and tools require a MakerSpace ID or library card, and a valid, government-issued photo ID to check out. Your photo ID will be held during the use of these materials, equipment, and tools. Your photo ID will be returned once all material and use fees have been paid and all materials, equipment, and tools checked out have been returned.

RULES OF USE

Use of the TechCentral MakerSpace is subject to the rules in this user agreement, the Cleveland Public Library Policy on Patron Guidelines, the Cleveland Public Library Policy on Internet and Computer Use, as well as any other applicable Library policies and procedures. Failure to abide by all applicable policies and procedures will result in suspension or loss of MakerSpace use privileges.

Users of the Library's MakerSpace agree to respect any and all applicable copyright laws and licensing agreements. Further users agree not to use the MakerSpace in violation of any local, state, or federal ordinances, regulations, or laws.

Users agree to be courteous to other MakerSpace users and Library patrons.

Some of the equipment located in the MakerSpace may contain aspects, parts, or components that will cause injury to the user if all rules, policies, procedures, and restrictions are not followed. Users agree to release and hold the Library harmless from any claims for personal injury, property damage, or any other loss in connection with the use of the MakerSpace, including the equipment, tools, and materials.

The computers located in the TechCentral MakerSpace are intended for patrons utilizing the specialized software programs or equipment located in the MakerSpace. The Library reserves the right to reassign patrons to other computers in the Library if they are not utilizing the MakerSpace computers for their intended purpose.

Library staff will assist patrons using the TechCentral Makerspace to the extent that time, other duties, and patron demands will allow. One-on-one appointments can be made with

TechCentral staff to allow dedicated assistance at a time mutually convenient for the instructor and student.

The TechCentral MakerSpace utilizes some technology from the myCloud service, including the ability to save data to the myCloud system. The ability to save files and other data to the myCloud system is not guaranteed and can be removed at any time. Termination of a user's myCloud use rights will result in termination of MakerSpace use privileges.

No food or drinks of any kind are permitted in the TechCentral MakerSpace.

MAKERSPACE MATERIALS AND TOOLS

There may be a charge for use of some MakerSpace equipment. Likewise, there may be a charge for use of some material and supplies used by some MakerSpace equipment. Any applicable costs are listed in the Library's Fines and Fees Schedule. Users are responsible for paying for all use and material costs associated with use of the MakerSpace. Failure to self-report material usage and pay for use of equipment and/or material will result in suspension of MakerSpace use privileges.

Certain equipment and tools for use in the MakerSpace must be checked out before use. A MakerSpace ID or library card and valid government-issued photo ID are required to check out these items. The patron's photo ID will be held during use of selected equipment and tools items until the items are returned in similar condition to Library staff.

Users agree to accept financial responsibility for any misuse or damage to TechCentral MakerSpace computers and equipment.

CHECKING IN, RESERVATIONS, AND SESSION LENGTH

Patrons are required to check-in with TechCentral staff and present a MakerSpace ID or library card prior to entering the MakerSpace.

Reservations for MakerSpace equipment are not required but are highly encouraged. Same day reservations can be made by contacting TechCentral at 216-623-2980 or in-person at TechCentral. The Library reserves the right to make advanced reservations for special purposes and events. The Library does not guarantee the availability of any equipment in the MakerSpace.

Use of MakerSpace computers is limited to two hours per day. Use of any other MakerSpace equipment is limited to two hours per piece of equipment. Equipment may be utilized concurrently (e.g. camera and green screen) or consecutively (e.g laser engraver then vinyl cutter). Users may request additional time by speaking with a TechCentral staff member. The Library reserves the right to extend or reduce session length at its sole discretion.

The TechCentral MakerSpace closes 30 minutes before the Library closes. All work must be completed no later than 30 minutes before the Library closes. Projects, print jobs, etc. cannot be left running or suspended while the Library is closed. The Library assumes no responsibility for projects that are unable to be completed within this time frame. Patrons are responsible for all use and material costs associated with incomplete projects.



CLEVELAND PUBLIC LIBRARY

Policy on Patron Conduct

As the center of learning for a diverse and inclusive community, Cleveland Public Library encourages the use of its facilities by the people we serve. We pledge to conduct our interactions with respect and to provide an atmosphere conducive to learning and the effective delivery of library services to our patrons. In return, our patrons are asked to conduct themselves in a lawful, orderly and considerate manner.

Section 1: Conduct Governed by Cleveland Public Library Policy

Any behavior that disrupts the orderly use of the Library is prohibited. This includes, without limitation, behavior that constitutes a nuisance, or presents a safety and/or security hazard or affects the ability of the library staff to provide service to its patrons. The following actions are examples of conduct not allowed on library property:

- | | |
|--|--|
| 1.1 Possessing weapons of any kind, either concealed or in plain view | a threat to health or safety or disrupt other patrons' use of the library facilities |
| 1.2 Using threatening, profane, or offensive language or gestures | 1.15 Eating and drinking, except in designated areas |
| 1.3 Trespassing in non-public areas | 1.16 Using skateboards or skates on library premises |
| 1.4 Blocking aisles, exits or entrances | 1.17 Bringing bicycles, scooters or carts into library facilities without permission |
| 1.5 Creating excessive noise or a disruption | 1.18 Violating the Library's <i>Policy on Internet and Computer Use</i> |
| 1.6 Using computers, phones, and other devices at a volume that disturbs other patrons or library staff | 1.19 Misusing computers |
| 1.7 Leaving packages or any other personal items unattended | 1.20 Exceeding the 2-hour per day time limit on use of computers managed by reservation software |
| 1.8 Bringing large items into library facilities | 1.21 Disabling, circumventing, or breaching library software on public computers |
| 1.9 Leaving a child, age six or under, unsupervised or unattended, anywhere in or on library premises | 1.22 Adults using children's computers or equipment without authorization |
| 1.10 Monopolizing equipment, materials, or furnishings | 1.23 Soliciting, including, but not limited to, soliciting for money, donations, or signatures |
| 1.11 Moving furniture or equipment without library authorization | 1.24 Posting or distributing material without permission |
| 1.12 Bringing animals into library facilities, with the exception of service animals and animals brought in for special programs | 1.25 Parking vehicles on library premises for purposes other than library use |
| 1.13 Furnishing false information to a library staff member or library representative | 1.26 Engaging in horseplay or running |
| 1.14 Being in library facilities with bare feet or without a shirt, or being otherwise attired so as to create | 1.27 Using restrooms for bathing or laundry |
| | 1.28 Sleeping in or on library premises |
| | 1.29 Smoking in the Eastman Reading Garden |
| | 1.30 Littering |

Subject to Search

By entering into any library facility, all patrons consent to search by the Library of bundles, packages, backpacks, briefcases, purses, and other containers, upon entering or leaving library buildings, in order to protect and preserve the safety and security of property and people using the Library.

(continued)

Pending approval by the Board of Library Trustees, October 17, 2013

Section 2: Conduct Governed by Federal, State, and Local Law

Patrons must comply with federal, state and local laws, including, without limitation, those that concern the following:

- | | |
|---|--|
| 2.1 Concealed weapon | 2.10 Indecent exposure |
| 2.2 Physical harm or threat of physical harm | 2.11 Trespassing |
| 2.3 Menacing by stalking | 2.12 Gambling |
| 2.4 Fighting | 2.13 Being under the influence of alcohol/illegal drugs |
| 2.5 Selling, using or possessing alcohol or illegal drugs | 2.14 Smoking |
| 2.6 Defacing or intentionally damaging library property | 2.15 Computer usage |
| 2.7 Theft and/or attempted theft of library property or the property of patrons and staff | 2.16 Sending, receiving, printing disseminating, or displaying text or graphics which may be construed as obscene or as "harmful to juveniles" under Chapter 2907 of the Ohio Revised Code |
| 2.8 Abusive language | |
| 2.9 Sexual conduct | |

Infractions of the Law

Infractions of the law may result in a patron's expulsion from the Library, criminal prosecution, or other legal action, as appropriate.

Section 3: Special Guidelines for Children and the Persons Responsible for Them

Children are encouraged to use the Library's resources and services, to enjoy the Library as a place of study and inquiry, and to participate in the Library's programs. The Library encourages parents, guardians, and caregivers to use the Library with their children. Children six and under must be accompanied at all times by a responsible party. Any child not able to travel alone must be picked up prior to closing. Disruptive juveniles may be asked to disperse or leave the Library at the librarian's discretion. Parents are responsible for the behavior of their children, and guardians and caregivers are responsible for the behavior of the children in their care. The Library is not responsible for the safety or security of children left unattended, or the safety or security of children utilizing the Internet or electronic mail in the Library. (See *Policy on Internet and Computer Use*.)

Section 4: Enforcement of Patron Guidelines

The Board of Trustees of the Cleveland Public Library has delegated to the Director and other library staff the authority to enforce the Policy on Patron Conduct. A patron who violates this policy will be notified of the portion of the policy that has been violated. A violation of this policy may result in a patron's expulsion from the Library, criminal prosecution, or other legal action as appropriate, depending upon the severity or frequency of the violation. If possible, a patron who has violated this policy and is expelled for more than 1 day will be given written notice of violation called a Violation and Expulsion Notice at the time the infraction takes place. Otherwise, a Violation and Expulsion Notice shall be mailed to the patron.

Appeal Rights

A patron has the right to an Administrative Appeal of an expulsion exceeding 1 day. Patrons who believe they are being unfairly targeted with multiple one-day suspensions or consecutive suspensions because of managerial abuse of discretion, unevenly applied enforcement, or unreasonable managerial response, also have the right to an Administrative Appeal.

If a patron requests an Administrative Appeal, a supervisor in the Department of Safety & Protective Services will strive to conduct the appeal at the time of the violation, unless the patron's behavior constitutes an immediate threat to health or safety, in which case the patron will be expelled from the Library immediately. If the Administrative Appeal cannot be completed at the time of the violation, an Administrative Appeal can be scheduled by contacting a Safety & Protective Services supervisor at 216-623-2889 between 10am and 6pm Monday through Friday (except holidays) within 5 working days from the date of the Violation and Expulsion Notice.

A patron whose expulsion exceeds thirty (30) days has the right to a review by the Director or his/her designee in addition to an Administrative Appeal. A patron may request an in-person hearing, or submit a written statement or other documentation to the Director in which case the Director will decide based upon the documents. Requests must be made within 2 working days from the conclusion of the Administrative Review. If a patron requests an in-

person hearing, the patron will be notified of the date, time and place of the hearing by mail. To request a review hearing contact Safety & Protective Services supervisor at 216-623-2889.

Expulsions will take effect immediately at the time of the violation, unless the patron requests an Administrative Appeal within 5 working days from the date of the Notice, in which case the expulsion will not take effect until after the patron has had an opportunity for an Administrative Appeal, depending upon the outcome. If a patron does not request an Administrative Appeal, the patron's expulsion will take effect at the time of violation. Expulsions will take effect immediately at the time of the violation when a patron is expelled for behavior which constitutes an immediate threat to health or safety.

Decisions of the Director or his/her designee may be appealed to the Board of Trustees. A patron may request an appeal by submitting a written statement explaining why the Director's decision should be overturned, with any supporting documentation or evidence the patron wishes the Board to consider. Statements may be mailed to The Board of Trustees of the Cleveland Public Library, 325 Superior Avenue, Cleveland, Ohio 44114, or by email to boardappeal@cpl.org.

CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR SEPTEMBER 2013

REPORT J

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	2013	2012	
Main Library	143,385	150,566	704	784	1,302,004	1,415,310	-8.0%
Branches	343,992	349,700	1,690	1,743	3,054,532	3,002,296	1.7%
Mobile Units	6,781	4,786			45,075	46,335	-2.7%
Library for the Blind	51,513	57,661			486,176	561,015	-13.3%
OLBPD BARD	*	9,028			*	85,889	*
eMedia	16,069	12,172			144,494	104,422	38.4%
TOTAL CIRCULATION	561,740	583,913			5,032,281	5,215,267	-3.5%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
eBook	12,526	9,011	110,481	77,399	42.7%
eAudioBook	3,435	3,003	32,649	25,954	25.8%
eMusic	38	62	528	537	-1.7%
eVideo	70	96	836	532	57.1%
TOTAL eCIRCULATION	16,069	12,172	144,494	104,422	38.4%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
Downloads	*	9,028	*	85,889	*
Users	*	552	*	4,869	*

*Due to the federal government shutdown, NLS is unable to provide BARD statistics

COMPUTER USAGE	Number of Computers	Average Session		Number of Sessions		Hours in Use		YTD Gain/Loss
		45 minutes	40 minutes	2013	2012	2013	2012	
Main Library	102	45 minutes	40 minutes	13,097	13,425	9,830	9,940	-1.1%
Branches	559	40 minutes		94,047	68,939	63,052	44,845	40.6%
TOTAL USAGE	661			107,144	82,364	72,882	54,785	33.0%

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	44,085	49,429	230	257	416,225	425,789	-2.2%
Branches	261,760	254,798	1,286	1,270	2,289,836	2,234,430	2.5%
Mobile Unit	698	590			5,536	6,751	-18.0%
TOTAL VISITS	306,543	304,817			2,711,597	2,666,970	1.7%

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR SEPTEMBER 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	9,351	669	567	888	11,475	1,074	12,549
Broadway*	0	36	2	16	54	3	57
Brooklyn	5,607	415	403	662	7,087	697	7,784
Carnegie West	10,864	1,186	1,133	1,727	14,910	1,415	16,325
Collinwood	7,443	618	564	911	9,536	927	10,463
East 131st	3,936	376	358	471	5,141	363	5,504
Eastman	15,398	1,269	1,552	2,482	20,701	2,583	23,284
Fleet	11,752	951	1,025	1,840	15,568	1,284	16,852
Fulton	9,631	758	606	1,144	12,139	951	13,090
Garden Valley	4,221	314	154	322	5,011	393	5,404
Glenville	6,169	564	497	900	8,130	638	8,768
Harvard-Lee	7,121	749	682	1,087	9,639	935	10,574
Hough	4,027	388	390	273	5,078	393	5,471
Jefferson	5,363	589	882	1,352	8,186	806	8,992
Langston Hughes	6,037	632	609	876	8,154	578	8,732
Lorain	8,857	782	698	1,465	11,802	1,166	12,968
Martin Luther King, Jr.	7,080	651	846	1,206	9,783	985	10,768
Memorial-Nottingham	10,495	869	1,263	1,919	14,546	1,610	16,156
Mt. Pleasant	5,013	537	408	593	6,551	569	7,120
Rice	12,132	644	718	1,031	14,525	1,254	15,779
Rockport	14,935	1,286	1,451	2,122	19,794	2,287	22,081
South	7,044	872	628	1,098	9,642	768	10,410
South Brooklyn	14,796	1,386	1,960	3,112	21,254	2,621	23,875
Sterling	5,476	397	520	626	7,019	412	7,431
Union	5,846	868	706	954	8,374	538	8,912
Walz	14,020	977	1,152	1,707	17,856	1,649	19,505
West Park	12,805	1,287	2,498	3,136	19,726	2,865	22,591
Woodland	9,784	647	464	805	11,700	847	12,547
TOTAL	235,203	20,717	22,736	34,725	313,381	30,611	343,992

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

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR SEPTEMBER 2013

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2013	2012	2012	2013	2012		
Addison	12,549	12,274	108,553	117,724	-9,171	-7.8%	
Broadway*	57	3,169	723	29,653	-28,930	-97.6%	
Brooklyn	7,784	10,326	69,241	83,334	-14,093	-16.9%	
Carnegie West	16,325	15,187	131,660	131,991	-331	-0.3%	
Collinwood	10,463	10,880	91,683	94,288	-2,605	-2.8%	
East 131st	5,504	5,996	49,257	51,298	-2,041	-4.0%	
Eastman	23,284	21,303	206,232	174,194	32,038	18.4%	
Fleet	16,852	16,689	150,791	139,383	11,408	8.2%	
Fulton	13,090	11,522	130,301	104,852	25,449	24.3%	
Garden Valley	5,404	5,592	45,401	47,229	-1,828	-3.9%	
Glenville	8,768	9,640	84,340	84,077	263	0.3%	
Harvard-Lee	10,574	10,339	94,917	89,337	5,580	6.2%	
Hough	5,471	6,619	47,204	56,128	-8,924	-15.9%	
Jefferson	8,992	9,737	80,947	88,927	-7,980	-9.0%	
Langston Hughes	8,732	8,643	76,523	68,537	7,986	11.7%	
Lorain	12,968	13,916	118,756	112,301	6,455	5.7%	
Martin Luther King, Jr.	10,768	8,268	85,573	76,282	9,291	12.2%	
Memorial-Nottingham	16,156	16,060	144,091	154,422	-10,331	-6.7%	
Mt. Pleasant	7,120	7,659	64,012	65,712	-1,700	-2.6%	
Rice	15,779	15,383	129,153	122,637	6,516	5.3%	
Rockport	22,081	24,270	204,152	212,621	-8,469	-4.0%	
South	10,410	9,250	85,380	82,536	2,844	3.4%	
South Brooklyn	23,875	22,537	212,358	199,713	12,645	6.3%	
Sterling	7,431	8,490	65,764	62,711	3,053	4.9%	
Union	8,912	9,747	78,969	71,837	7,132	9.9%	
Walz	19,505	19,358	170,604	157,692	12,912	8.2%	
West Park	22,591	24,593	215,373	225,201	-9,828	-4.4%	
Woodland	12,547	12,253	112,574	97,679	14,895	15.2%	
TOTAL	343,992	349,700	3,054,532	3,002,296	52,236	1.7%	

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

CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE SEPTEMBER 2013

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2013	2012	2013	2012		
Addison	8,433	7,535	68,036	66,498	1,538	2.3%
Broadway*	0	1,795		14,911	-14,911	-100.0%
Brooklyn	5,416	5,277	45,187	43,167	2,020	4.7%
Carnegie West	15,383	16,201	148,547	159,478	-10,931	-6.9%
Collinwood	8,866	6,612	67,895	61,727	6,168	10.0%
East 131st	8,407	8,446	70,892	65,519	5,373	8.2%
Eastman	12,677	12,559	117,539	109,821	7,718	7.0%
Fleet	13,221	11,690	114,071	100,953	13,118	13.0%
Fulton	9,090	7,865	84,398	71,947	12,451	17.3%
Garden Valley	5,160	5,194	43,379	43,892	-513	-1.2%
Glenville	8,305	8,736	69,865	73,543	-3,678	-5.0%
Harvard-Lee	10,840	8,855	84,333	75,700	8,633	11.4%
Hough	11,086	11,238	98,017	110,923	-12,906	-11.6%
Jefferson	7,730	8,748	72,372	76,637	-4,265	-5.6%
Langston Hughes	8,204	7,151	65,749	59,425	6,324	10.6%
Lorain	9,152	7,695	84,716	73,467	11,249	15.3%
Martin Luther King, Jr.	6,293	5,549	57,993	50,298	7,695	15.3%
Memorial-Nottingham**	8,557	8,557	80,612	75,818	4,794	6.3%
Mt. Pleasant	6,378	6,700	58,273	56,220	2,053	3.7%
Rice	17,407	14,909	131,748	115,691	16,057	13.9%
Rockport	11,087	11,423	96,687	100,297	-3,610	-3.6%
South	7,958	8,734	70,318	77,455	-7,137	-9.2%
South Brooklyn	13,731	13,684	126,664	119,401	7,263	6.1%
Sterling	11,585	12,752	118,158	114,342	3,816	3.3%
Union	6,969	8,557	56,565	65,791	-9,226	-14.0%
Walz	11,309	9,986	94,288	85,537	8,751	10.2%
West Park	10,146	10,073	91,263	97,021	-5,758	-5.9%
Woodland	8,370	8,277	72,271	68,951	3,320	4.8%
TOTAL	261,760	254,798	2,289,836	2,234,430	55,406	2.5%

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

**Equipment malfunction; substitute value used

CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS SEPTEMBER 2013

Branch	Total Circulation	Branch	Attendance	Branch	Population
1 South Brooklyn	23,875	1 Rice	17,407	1 South Brooklyn	32,043
2 Eastman	23,284	2 Carnegie West	15,383	2 West Park	27,814
3 West Park	22,591	3 South Brooklyn	13,731	3 Fleet**	26,727
4 Rockport	22,081	4 Fleet	13,221	4 Eastman	23,674
5 Walz	19,505	5 Eastman	12,677	5 Rockport	19,896
6 Fleet	16,852	6 Sterling	11,585	6 Fulton	19,647
7 Carnegie West	16,325	7 Walz	11,309	7 Rice	19,462
8 Memorial-Nottingham	16,156	8 Rockport	11,087	8 Memorial-Nottingham	19,271
9 Rice	15,779	9 Hough	11,086	9 Harvard-Lee	17,655
10 Fulton	13,090	10 Harvard-Lee	10,840	10 Walz	16,063
11 Lorain	12,968	11 West Park	10,146	11 Collinwood	14,769
12 Addison	12,549	12 Lorain	9,152	12 Langston Hughes	14,439
13 Woodland	12,547	13 Fulton	9,090	13 Glenville	14,006
14 Martin Luther King, Jr.	10,768	14 Collinwood	8,866	14 Addison	13,603
15 Harvard-Lee	10,574	15 Memorial-Nottingham**	8,557	15 East 131st	13,025
16 Collinwood	10,463	16 Addison	8,433	16 Mt. Pleasant	12,792
17 South	10,410	17 East 131st	8,407	17 Lorain	12,588
18 Jefferson	8,992	18 Woodland	8,370	18 Martin Luther King, Jr.	12,392
19 Union	8,912	19 Glenville	8,305	19 Carnegie West	10,487
20 Glenville	8,768	20 Langston Hughes	8,204	20 Union	8,416
21 Langston Hughes	8,732	21 South	7,958	21 Sterling	8,267
22 Brooklyn	7,784	22 Jefferson	7,730	22 Woodland	7,946
23 Sterling	7,431	23 Union	6,969	23 South	6,325
24 Mt. Pleasant	7,120	24 Mt. Pleasant	6,378	24 Hough	5,667
25 East 131st	5,504	25 Martin Luther King, Jr.	6,293	25 Brooklyn	5,524
26 Hough	5,471	26 Brooklyn	5,416	26 Jefferson	3,515
27 Garden Valley	5,404	27 Garden Valley	5,160	27 Garden Valley	2,310
28 Broadway*	57	28 Broadway*	0	28 Broadway**	1,966
	343,992		261,760		388,323
					473,177

**Broadway and Fleet services areas merged

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

**Equipment malfunction; substitute value used

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

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

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
CLEVNET	82,990	81,997	745,344	751,744	-0.9%
MORE	660	703	6,788	7,803	-13.0%
Other Libraries	631	677	6,432	4,711	36.5%
TOTAL	84,281	83,377	758,564	764,258	-0.7%

*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	19,200	24,176	210,943	219,113	-3.7%
KnowitNow Web Reference*	488	620	4,009	5,313	-24.5%
Interlibrary Loan Requests	2,667	4,756	36,658	37,706	-2.8%
TOTAL	22,355	29,552	251,610	262,132	-4.0%

*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	4,847	7,172	52,065	69,455	-25.0%
Total Items Added	20,537	28,431	217,745	240,384	-9.4%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
Main Library	192	192	1,816	1,814	0.1%
Branches	5,508	5,628	51,954	53,546	-3.0%

MYTUNES	Sep 2013	Aug 2013	July 2013	June 2013	May 2013
	Songs Downloaded	4,059	4,201	4,606	4,557
Users	620	662	699	722	690
New Registrations	10	9	15	12	11

