

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
June 19, 2008
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Ms. Butts, Mr. Corrigan (arrived 12:10 p.m.)
Mr. Seifullah, Ms. Rodriguez, Ms. Branham,
Mr. Werner, Ms. McClung (arrived 12:16 p.m.)

Ms. Butts called the meeting to order at 12:08 p.m.

Approval of the Minutes

Ms. Butts moved approval of the minutes for the 5/15/08 Regular Board Meeting; 5/13/08 Finance Committee Meeting; and 5/20/08, 5/22/08, and 6/09/08 Special Board Meetings. Mr. Werner seconded the motion, which passed unanimously by roll call vote.

COMMUNICATIONS

Mr. Venable acknowledged the following letters from:
Ann Marie Warren, Chair, Teen Poetry Competition, Friends of the Cleveland Public Library, Inc., congratulating the winners of the Teen Poetry Competition and announcing their awards for participation; John Y. Cole, Director, The Center for the Book, The Library of Congress, enclosing a \$1,000 check and the 2008 Boorstin Center for the Book Award to the Ohio Center for the Book for a successful transition to a new home at the Cleveland Public Library; Monica Rudzinski acknowledging the staff of the Library for the Blind and Physically Handicapped (LBPH) for their generosity and support during her practicum experience at LBPH; Christopher M. Connor and Brian E. Hall, Commission on Economic Inclusion Co-Chairs, enclosing the Commission's 2007 Annual Report and thanking him for involvement with the Commission as a member; Louis Stokes, Squire Sanders & Dempsey, LLP, acknowledging the courteous, efficient, and professional service of Library staff member Tim Phillips during his recent visit to the Library; Mayor Frank Jackson, thanking him for the Director's Report and letter regarding the success of the 2007-2008 Writers and

Readers Program and Second Annual Teen Summit; Charlean A. Reed-Mundell, Librarian, Sunbeam School, thanking him for the collaboration with the Library and complimenting Linda Sperry and the Mobile Services Unit staff for their help during the year; and Jacquelyn A. Comeaux, Manager, Adult and Continuing Education, Cleveland Metropolitan School District, recognizing Cleveland Public Library as a 2008 Outstanding Community Partners and inviting him to attend the annual Recognition/Graduation Day Ceremony.

Ms. Butts recognized Chinese Women Association Board Member Ms. Grace Lin-Fadel as a representative of the Asian community who addressed the Board of Trustees regarding discrimination concerns about Cleveland Public Library's discontinuation of purchase and circulation of DVDs from Region 3 (South Korea, Taiwan, Hong Kong, and parts of Southeast Asia) and Region 6 (China) and the prohibition of parallel imports under US Copyright Act (71 USC 602). Ms. Lin-Fadel questioned why Cleveland Public Library discontinued the circulation of DVDs only from Region 3 and Region 6 and continue to purchase and distribute DVDs from other countries. Ms. Lin-Fadel stated that some Asian patrons feel that a perception of discrimination exists against Asian community patrons by discontinuing the purchase and distribution of the DVDs and requested that the law be investigated further.

Ms. Butts thanked Ms. Lin-Fadel for her presentation and stated that the information presented will be transmitted to legal counsel for further review.

Mr. Corrigan stated the Library will continue to be aggressive concerning legal restrictions and advocate for changes that they will not interfere with fair usage and distribution of materials as well as continue to provide full access to all services to Library patrons.

Ms. Lin-Fadel thanked the Board for listening to her concerns.

FINANCE COMMITTEE REPORT

Mr. Corrigan presented the following report.

Gift Report (See page 525)

Mr. Corrigan moved approval of the Gift Report.
Ms. Rodriguez seconded the motion, which passed
unanimously by roll call vote.

Resolution to Accept LSTA Grant to Administer KnowItNow

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

WHEREAS, The KnowItNow Suite of virtual services was
initiated by Cleveland Public Library and the CLEVNET
Consortium in 2001; and

WHEREAS, In July 2004, KnowItNow evolved into a
statewide program provided by three (3) equal library
partners: Cleveland Public Library, Northeast Ohio-
Regional Library System (NEO-RLS) and Cuyahoga County
Public Library and was funded for a period of three (3)
years with LSTA federal monies awarded by the State
Library of Ohio; and

WHEREAS, Pursuant to an evaluation conducted in 2006 by
Kent State University School of Library and Information
Science, the State Library of Ohio asked that the
KnowItNow statewide virtual service be consolidated
under one organization, Cleveland Public Library, rather
than operating as a partnership; and

WHEREAS, In April 2007, the Library prepared and
presented a LSTA grant proposal to the State Library of
Ohio for the continuation of KnowItNow; and on May 31,
2007 the State Library Board awarded a LSTA grant in the
amount of \$641,504.36 to Cleveland Public Library for
the administration of KIN for the period 7/01/07-
6/30/08; and

WHEREAS, On May 29, 2008, the State Library Board
awarded a LSTA grant in the amount of \$448,631.56, which
does not include an estimated \$100,000 carryover balance
from the year ending June 30, 2008, to Cleveland Public
Library for the administration of KnowItNow for the
period July 1, 2008 through June 30, 2009; now therefore
be it

RESOLVED, That the Cleveland Public Library Board of Trustees accept the LSTA grant in the amount of \$448,631.56 from the State Library of Ohio; and be it further

RESOLVED, That the Cleveland Public Library Board of Trustees expresses its appreciation to the State Library of Ohio for the continued funding of KnowItNow.

Mr. Corrigan stated that this item was discussed at length at the Finance Committee and the reduction in the grant reflects the carry over and the cost of the program for the two years is basically the same as we experience cost savings which will provide opportunity for program expansion. Mr. Corrigan congratulated and thanked all staff who work with the KnowItNow program and contributed to its relocation to Cleveland Public Library.

Third Amendment to the 2008 Appropriation

(See pages 526-529)

Mr. Corrigan moved approval of the following resolution. Ms. Rodriguez 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 2008 Appropriation Measure to comply with the attached June 10, 2008 Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission;

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

RESOLVED, That the sums indicated on the attached Third Amendment to the Year 2008 Appropriation Schedule be approved.

Mr. Corrigan stated that this item was discussed at Finance Committee Meeting and the carry-over for the KnowItNow grant is appropriately reflected here.

Resolution to Agreement for Elevator Maintenance Services

(See pages 530-532)

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

WHEREAS, Kone Inc. provided installation and refurbishing for elevators in the Stokes Wing and the Main Library Building as part of the Main Library Construction and Renovation Project; and

WHEREAS, The contract with Kone, Inc. provided extended warranty and maintenance services for all elevators; and

WHEREAS, Kone, Inc. has provided regular elevator maintenance services for the Stokes Wing elevators under a three-year agreement which expired April 30, 2008; and

WHEREAS, The warranty service for the five (5) Main Library Building elevators expired April 30, 2008; and

WHEREAS, Kone, Inc. has proposed a three-year renewal contract for all Stokes Wing and Main Library Building elevators at a quarterly cost of \$12,625.14 (\$50,500.56 annually); now therefore be it

RESOLVED, That the Library renews its Complete Maintenance Agreement for Vertical Transportation with Kone, Inc. for a period of three (3) years (May 1, 2008 through April 30, 2011) with the expenditures being charged to General Fund Account: 12100053-53350 Building Maintenance.

Mr. Corrigan stated this item was discussed at length at Finance Committee Meeting and represents the significant continuation of an improved relationship with Kone, Inc.

Resolution to Approve Agreement Between Cleveland Public Library and Cleveland Municipal School District for Site Improvements to the Harvey Rice School/Rice Branch Library Campus

(See pages 533-537)

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

WHEREAS, Cleveland Public Library (the "Library") and Cleveland Municipal School District ("CMSD") each own a portion of the 5.0737 acre site bounded by Martin Luther King Jr. Boulevard, East 116th Street and Shaker Boulevard, and the former St. Luke's Hospital site (collectively, the "Site"); and

WHEREAS, The Library will locate a new Rice Branch Library on its portion of the Site and the CMSD will construct a new Harvey Rice School K-8 Building on its portion of the Site; and

WHEREAS, CMSD's construction plan for the new Harvey Rice School Building calls for development of the Site which will create infrastructure improvements that will benefit the Library, including a storm water retention system and parking area; and

WHEREAS, The architectural firm representing CMSD anticipated the need for a storm water retention system and parking area for the new Rice Branch and designed the improvements in the easement area previously approved by the Library; and

WHEREAS, The Library's architects, Bostwick Design Partnership, has reviewed, approved and coordinated the design of the improvements; and

WHEREAS, The storm water retention system and parking area were added as alternates to the construction bid document for the new Harvey Rice School building; and

WHEREAS, The estimated costs of the storm water retention system and of the parking area are \$63,532 and \$27,000 respectively for a total cost of \$90,532; and

WHEREAS, The Library's legal counsel has reviewed the agreement between the Library and CMSD and all other relevant documents; now therefore, be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library approves the agreement between the Library and CMSD for the site improvements; the terms of which shall be substantially in accordance with the attached document; and be it further

RESOLVED, That the cost of the site improvements totaling \$90,532 to be charged to Fund Account 40177605-55530-10776.

Mr. Corrigan stated that this item was discussed at length in the Finance Committee Meeting and represents a continuing relationship with the Cleveland Municipal School District and the parking lot and storm water retention system will be a benefit to both parties.

Mr. Corrigan submitted the following reports.

Clerk-Treasurer's Report

(See pages 538-545)

Special Report on Income and Expenditures

(See page 550)

Report on Investments

(See page 551)

Report on Conference and Travel Expenditures

(See page 552-557)

HUMAN RESOURCES COMMITTEE REPORT

Ms. Branham presented the following report.

Regular Employee Report (See pages 558-560)

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

Retirement Recognition Citation

Ms. Branham moved approval of the following resolution. Mr. Corrigan second the motion, which passed unanimously by roll call vote.

Citations have been issued for the following staff members on the occasion of their retirements:

Deborah J. Bethea (after 36 years of service), Library Assistant (Adult), Grade F, Eastman Branch, retires 7/31/08

Charles Hollingsworth (after 28 years of service), Painter, Grade, F, Painters (Building Services Department, retires 7/31/08

Irene N. Ozvald (after 38 years of service), LBPH Senior Clerk, Grade C, Library for the Blind & Physically Handicapped, retires 6/30/08

Andrew A. Venable (after 11 years of service), Library Director, Director's Office, retires 6/30/08

BE IT RESOLVED, That the citations for the above staff members be presented by the Board of Trustees in appreciation of the loyal, faithful and dedicated service given to the Library by them be recorded in the minutes of this meeting, and

BE IT FURTHER RESOLVED, That the citations be sent to them forthwith if they are not present at this meeting of the Board of Trustees.

Ms. Ozvald thanked the Board for the recognition and stated that her life has been enriched in many ways.

Barbara Mates stated that Ms. Ozvald can never be replaced and recalled her always thanking patrons who called.

Ms. Bethea stated that she enjoyed everyone she met including staff and patrons.

Janice Ridgeway acknowledged Ms. Bethea's dedicated service to the Library and stated that she and the patrons valued her and her work.

Mr. Corrigan stated that he remembered Ms. Bethea during her tenure at the West Park Branch and how she handled difficult people.

Susan Martin stated that Ms. Bethea was a wonderful and very helpful staff person and thanked her for her service to the Library.

Ms. Branham stated that Mr. Hollingsworth was dedicated and committed to his work at the Library.

Mr. Corrigan stated in Mr. Hollingsworth's absence, that Mr. Hollingsworth was an expert painter and took pride in his work.

Mr. Scruggs stated that Mr. Hollingsworth was an excellent employee and will be missed.

Resolution to Approve Health Care Consultant

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

WHEREAS, The Library is required by its labor contracts and Human Resource Manual to provide health insurance, and

WHEREAS, The Library believes it is prudent to retain experts in the insurance field to help the Library evaluate and negotiate competitive pricing and benchmarking with current health, life and short term disability insurance providers, and

WHEREAS, The Library engaged the services of Herbruck Alder in May 2006 to seek a replacement carrier for QualChoice, to negotiate the Kaiser Permanente renewal, to assist in labor negotiations and to review and negotiate with Sun Life as the new provider for group life and disability insurance, and

WHEREAS, The Library Administration recommends that the services of Herbruck Alder be engaged for a third year, beginning June 1, 2008 to provide consulting including the negotiation of current health plan renewals and analysis and possible replacement of short term disability plan; to provide actuarial services for benchmarking purposes including evaluation of health plans at time of renewal and mid-year; and to provide customer service support, and health fair planning for a fee of \$39,000 for a one year contract, and

WHEREAS, Herbruck Alder is ruled in compliance with the Library Equal Employment Opportunity guidelines; now therefore be it

RESOLVED, That the Library Administration be directed to negotiate an agreement with Herbruck Alder and the Director or designee to be authorized to sign the agreement with the expenditures being charged to General Fund Account 53710: Professional Services.

Ms. Branham stated that this item was discussed at the Human Resources Meeting.

Resolution Sanctioning Succession Planning Program for Cleveland Public Library

(See pages 561-562)

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

WHEREAS, In view of anticipated retirements of current workers and shortages of library professionals at Cleveland Public Library, the Board of Trustees has deemed it necessary to explore succession planning to ensure that the Library maintains an excellent workforce; and

WHEREAS, In October 2007, a Succession Planning Committee was formed, chaired by Board Trustee Venerine L. Branham to study and discuss succession planning as it relates to the library workforce at Cleveland Public Library; and

WHEREAS, The committee obtained the professional consultant services of William J. Rothwell to conduct workshops on March 11 and 12, 2008 for Cleveland Public Library Trustees, Administrators and Managers; and

WHEREAS, After evaluating the information gained from the workshops, the Succession Planning Committee determined that:

- A succession plan document is needed.
- A staff team will be formed to write the document and prioritize the tasks to be completed.
- The team will be comprised of the following administrators: Holly Carroll, Bob Carterette, Timothy Diamond, Michael Janero, Cindy Lombardo, Patricia Lowrey, Myron Scruggs, Janice Ridgeway, and Sharon Tufts.
- The team will also include union representation and Board members Richard Werner and Alan Seifullah.
- The Human Resources Department will oversee the process.
- Monies be authorized and time allocated as required for the team to accomplish its work.

Now, therefore be it

RESOLVED, The Board of Trustees of the Cleveland Public Library sanctions the development of a succession planning program as described above.

Ms. Butts thanked Ms. Branham and the Succession Planning Committee for their hard work.

Ms. Branham stated that need for a succession planning program was critical and the plan's implementation is essential for future Library leadership.

Mr. Werner stated that Ms. Branham is to be commended for bringing this issue to the attention of the Board and taking the initiative to move the Library forward in this important area.

Resolution Relating to the Cleveland Public Library
Flexible Spending Account and Commuter Benefits Plans

(See page 563)

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

WHEREAS, The Board of Trustees of the Cleveland Public Library (the "Library") believes it to be in its best interests to maintain competitive benefits for its full-time employees and part-time regular District 1199 employees; and

WHEREAS, The Library agreed in its District 1199 Union Contract to provide a cafeteria plan pursuant to Internal Revenue Code Sections 125, 105 and 129, permitting employees to make pre-tax contributions to Health Care Spending Accounts and Dependent Care Spending Accounts for out-of-pocket medical, dental, and vision care costs and dependent care costs (i.e., Flexible Spending Accounts); and

WHEREAS, The Library agreed in its District 1199 Union Contract to provide a commuter benefits plan pursuant to Internal Revenue Code Section 132, permitting employees to purchase transit passes and pay for qualified parking on a pre-tax basis; and

WHEREAS, The Library Human Resources Administrator invited bids from six vendors to provide these services and three vendors submitted bids; and

WHEREAS, Automatic Data Processing, Inc. (ADP) was determined to be a quality provider of such services at the lowest cost among the three vendors submitting bids; and

WHEREAS, The total cost for ADP's services is not expected by the Human Resources Administrator to exceed \$35,000 for the year 2008 and the actual cost of such services will be charged to General Fund Account 53710: Professional Services; and

WHEREAS, Outside employee benefits legal counsel has reviewed and approved the materials and agreements related to the Flexible Spending Account Plan and ADP's services and an Assistant Prosecuting Attorney from the Cuyahoga County Prosecutor's Office who regularly advises the Library has reviewed and approved certain provisions of these agreements related to the Library's liabilities.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Trustees of the Cleveland Public Library as follows:

RESOLVED, The Cleveland Public Library Flexible Spending Account Plan effective October 1, 2008, is hereby adopted; and

RESOLVED, The Library Director is hereby directed to execute the following agreements which appoint ADP as the third-party administrator of the Flexible Spending Account Plan and the forthcoming Commuter Benefits Plan:

- a) the Major Account Services COBRA/HIPAA, FSA and Commuter Benefits Service Agreement,
- b) the Addendum to the Major Account Services COBRA/HIPAA, FSA, and Commuter Benefits Service Agreement,
- c) the ADP Sales Order form detailing the cost of ADP's administration services for the FSA and Commuter Benefits Plans,
- d) the ADP Benefit Services Client Account Agreement and Authorization to Debit, and
- e) the HIPAA Business Associate Agreement and Security Rule Amendment; and

RESOLVED, The Cleveland Public Library Commuter Benefits Plan is hereby established and the Library Human Resources Administrator is directed to oversee production of the Commuter Benefits Plan document and all supporting documentation; and be it further

RESOLVED, That the appropriate officers of the Library be, and each of them hereby is, authorized and empowered in the name and on behalf of the Library to take or cause to be taken any and all such further actions, to execute and deliver or cause to be executed and delivered all documents, instruments and agreements, and to make such filings, in the name and on behalf of the Library, to incur and pay all such fees and expenses and to engage such advisors as they shall in their judgment determine to be necessary, desirable or advisable to carry out fully the intent and purposes of the foregoing resolutions and the execution by such officers of any such document, instrument or agreement or the payment of any such expenses or the doing by them of any act in connection with the foregoing matters shall conclusively establish their authority therefore and the approval of the documents, instruments or agreements so executed, the expenses so paid, the filings so made and the actions so taken.

Ms. Branham stated that this item was discussed at length at the Human Resources Committee Meeting and will be a benefit for Library employees as flexible spending accounts have become a standard in the library community.

Ms. Branham submitted the following reports.

Report on Paid Sick Time Used by the Month

(See page 564)

Affirmative Action Plan Report

(See page 565)

Insurance Summary Report

(See page 566)

COMMUNITY SERVICES

Ms. Rodriguez submitted the following report.

Monthly Activity Report (See pages 567-573)

Ms. Rodriguez noted increases in total circulation activity, Mobile Unit attendance, permanent cards issued.

OLD BUSINESS

Mr. Corrigan presented the following item of old business.

RESOLUTION TO HIRE AN EXECUTIVE SEARCH FIRM TO ASSIST IN SECURING NEW DIRECTOR

(See pages 574-592)

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

WHEREAS, The Board of Trustees of Cleveland Public Library is committed to the highest level of administrative staff for the Library; and

WHEREAS, The Board of Trustees believes it is desirable for the library to have the assistance of an executive search firm familiar with libraries to assist in its search for a new Director; and

WHEREAS, The Board of Trustees made initial inquiries to seven executive search firms and interviewed representatives from the two highest ranked firms; and

WHEREAS, Miriam Pollack & Associates-LAC has presented a proposal to provide its services in searching for qualified candidates for a fee not to exceed \$40,000 inclusive of services and expenses agreed upon by both parties; now, therefore be it

RESOLVED, That of Board of Trustees authorizes the engagement of Miriam Pollack & Associates-LAC with the expenditures being charged to Fund Account 11010053-53710, Professional Services.

Mr. Corrigan stated that the Board was pleased with the response received from national and local firms and was pleased to make this selection.

NEW BUSINESS

Ms. Butts presented the following item of new business.

Resolution to Salute Venerine L. Branham

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

WHEREAS, Venerine L. Branham has served two terms on
the Library Board of Trustees since 1994; and

WHEREAS, Mrs. Branham served six consecutive years as
President of the Library Board of Trustees from 1998 to
2003, a tenure marked by the completion of the Main
Library Building Project, the appointment of Andrew A.
Venable as Director, and the passage of Issue 2 on May
6, 2003; and

WHEREAS, In her first term, Mrs. Branham served as Vice
President of the Board in 1997, and devoted her time and
energy to numerous Board committees, many of which she
chaired; and

WHEREAS, In her second term, Mrs. Branham has led or
served on the following committees: Human Resources
Committee (Vice Chair 2004, Chair 2007-08); Community
Services Committee (member 2005, Vice Chair 2007-08);
Finance Committee (2004-06); and Succession Planning
Committee (Chair 2007-08); and

WHEREAS, Although her term of office was drawing to a
close, Mrs. Branham campaigned with the same energy and
enthusiasm for the passage of Issue 2 on March 4, 2008
as she had five years earlier; and

WHEREAS, In her career, Mrs. Branham had distinguished
herself as an educator and administrator, and so brought
that wealth of experience to the Board along with a
heart that clearly had a special place in it for
children; and

WHEREAS, While Mrs. Branham will be remembered with
affection for her sharp wit and no-nonsense questions at
meetings of the Board, she will be most remembered for
supporting her fellow Trustees, the Director, and the

staff of the Library in the common goal of giving the best service to the people of this community; and

WHEREAS, The Board of Trustees wishes to acknowledge Mrs. Branham's years of exemplary service; now, therefore be it

RESOLVED, The Board of Library Trustees extends its collective appreciation to Venerine L. Branham for her leadership and service to Cleveland Public Library, "The People's University."

Ms. Butts presented Ms. Branham with a plaque for outstanding service to Cleveland Public Library and stated that she has been a positive influence to this institution for many years and has been completely available as mentor, advisor, coach, generous friend and worthy role model. She also stated that Ms. Branham agreed to assist in the director search process.

Ms. Branham introduced her family and stated her commitment and passion for the Cleveland Public Library is second only to Mr. Venable's and that her work with the library has been a significant part of her life. She also thanked the Board members and library staff for their support throughout the years.

Ms. Branham presented the following item of new business.

RESOLUTION TO SALUTE ANDREW A. VENABLE, JR.

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

WHEREAS, Andrew A. Venable, Jr., became the sixteenth Director of the Cleveland Public Library on June 4, 1999, when the Honorable Louis Stokes administered the oath of office to him in this room, in the presence of the Venable family, Board President Venerine L. Branham, Library Trustees, distinguished guests, friends, fraternity brothers, and staff; and

WHEREAS, Today, nine years later, this room is filled again with many of the same people, mindful of those we have lost during this time, assembled to honor the

contributions of Andrew Venable to this great institution, the city of Cleveland, the region, the state, and the nation; and

WHEREAS, What Andrew Venable accomplished during his nine years as Director of Cleveland Public Library cannot be adequately enumerated in any resolution or commendation, for to list his accomplishments is to render them static, when in actuality, this library system pulses with an energy whose source is this whirlwind, this man from Staunton, Virginia; and

WHEREAS, The energy that is Andrew Venable forges community partnerships, fuels mobile libraries, opens doors that were closed, instills confidence in voters, connects the Library to the people, and, most importantly, it is his energy that lights a beacon of hope in each neighborhood in the city of Cleveland; and

WHEREAS, Should there be any question as to whether Cleveland Public Library is better today than it was nine years ago, let it be answered now: Andrew Venable is leaving it better than he found it; now therefore be it

RESOLVED, The Board of Library Trustees extends its collective appreciation to Andrew A. Venable, Jr., for his leadership and service to Cleveland Public Library, "The People's University."

Ms. Branham stated that she has valued the special relationship with Mr. Venable and appreciated his family as well.

Mr. Venable stated that the Board of Trustees, administrators and staff have been very supportive of his vision for more effective community outreach, programs and partnerships with various businesses and organizations. Mr. Venable acknowledged and thanked family members who were in attendance.

Mr. Werner presented the following item of new business.

Resolution to Amend Affirmative Action Contracting & Employment Goals

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

WHEREAS, The Cleveland Public Library Board of Trustees adopted, on December 16, 1993, an Amendment to its July 21, 1977 Affirmative Action/Equal Employment Opportunity Policy ("1993 Resolution"); and

WHEREAS, There have been significant changes in the law related to affirmative action since the Board of Trustees adopted the 1993 Resolution and since the Library last undertook major construction projects; and

WHEREAS, The Library has been advised by counsel that any affirmative action plan utilized by the Library in contracting or employment, unless supported by a disparity study justifying the use of race-conscious policies, must be race-neutral; and

WHEREAS, The Library wishes to employ and contract with as many residents of the Library's service area as possible in its capital programs consistent with applicable civil rights and equal employment opportunity laws; now, therefore, be it

RESOLVED, That the Board of Library Trustees hereby immediately repeals and suspends operation of its existing affirmative action policy as set forth in the 1993 Resolution, which suspension does not diminish or derogate the Library's continued compliance with all applicable civil rights and equal employment opportunity laws nor the compliance therewith expected by the Library of its vendors and contractors; and be it further

RESOLVED, That Library staff be directed to immediately implement strategies to proceed with bidding and contracting procedures for future Library construction projects consistent with both applicable civil rights and equal employment opportunity laws and the Library's ongoing objective to employ residents and contractors from the Library's service area.

Mr. Corrigan stated that this item was discussed at length in the open portion of the Joint Finance and Human Resources Committee Meeting. He stated, at the advice of legal counsel, this resolution was prepared to demonstrate the Library's commitment to ensure that appropriate procedures were in place to make available equal opportunity for Cleveland residents and contractors interested in participating in Library capital improvement projects.

DIRECTOR'S REPORT

Before presenting his report, Mr. Venable announced the following: June 9 - August 8, the 28 Library Branches and Main Library, in partnership with the City of Cleveland's Department of Recreation, will participate in the 2008 Summer Lunch Program; 2008 Summer Youth Employment Program providing jobs for greater Cleveland young adults, in partnership with the Cuyahoga County Commissions, Youth Opportunities Unlimited, City of Cleveland will provide employment to 10 young adults as pages, June 16 - August 15; Cuyahoga Community College Youth Technology Academy will sponsor a free Robotics Camp, June 23 - July 18 at Collinwood, Hough, Rockport, South, and Sterling Branches; 19th Annual Parade the Circle June 14; 20 Library Ambassadors will attend the American Library Association Annual Conference in Anaheim, CA, June 25 - July 2. He also announced Cleveland Public Library and city health centers are partnering in June for a free Seniors Monthly Book Club; certificate of appreciation from Mayor Jackson for participating in 2008 Senior Day; and Plain Dealer article highlighting Don Boozer, KnowItNow program coordinator. Mr. Venable also informed the Board of the following correspondence to Ronald B. Richard, President & CEO, The Cleveland Foundation expressing his disappointment regarding the Cleveland Public Library's exclusion from the Anisfield-Wolf book Awards News; and Robert M. Heard, Sr., Chair, Cleveland Metropolitan School District announcing the upcoming Cleveland Public Library Board of Trustees vacancy created by the term expiration of Venerine L. Branham and requesting the appropriate advertisement be facilitated.

READING IS OUR BUSINESS: Join our 2008 Summer Reading Club, June 9 - August 9 because we have something for everyone! Our theme: "*SPIN YOUR WEB: READ at the Cleveland Public Library.*" The Grand Prize is an opportunity to win Southwest Airlines tickets for a family of four anywhere Southwest Airlines flies.

We commend our club sponsors: *Friends of Cleveland Public Library, Inc., Cleveland Botanical Garden, Cleveland Metropolitan School District, AST Dew Tours, Southwest Airlines and Wendy's.*

A very receptive audience welcomed award-winning **Author Anne Fadiman** on Sunday, May 4, in the Louis Stokes Wing Auditorium.

Special Youth Services: We were very pleased with the overwhelming participation of Cleveland's young people for three programs: **Teen Summit** on May 16 & 17; **Read, Baby, Read! Year-End Reading Celebration** on May 22 and the **Prime Time Finale (Youth Opportunities Unlimited)** on May 31.

Cleveland Public Library is for the first time participating in the **2008 Summer Lunch Program** in 28 Neighborhood Branches and Main Library (*Youth Services Department*). The **Summer Lunch Program** is in partnership with the **City of Cleveland Department of Recreation** and runs from **June 9 to August 8**.

Cleveland Public Library is participating in the **2008 Summer Youth Employment Program** which provides jobs for **Greater Cleveland Young Adults** in partnership with the **Cuyahoga County Commissioners, City of Cleveland** and **Youth Opportunities Unlimited**. The Library will employ **ten young adults** as Pages from **June 16 to August 15**.

Cleveland Public Library in partnership with **Youth Technology Academy** of **Cuyahoga Community College** is sponsoring A Free Four Week Summer Program "**ROBOTICS CAMP,**" *June 23 - July 18*, in five neighborhood branches: **Collinwood, Hough, Rockport, South and Sterling**.

Parade The Circle: Cleveland Public Library is participating in the **19th Annual Parade the Circle** in University Circle on **Saturday, June 14** with the **Director's Ensemble (featuring Deputy Director Holly**

Carroll), *The People's University on Wheels*, and *Library Ambassadors* who prepared costumes for the parade, etc.

ALA Annual Conference: Cleveland Public Library will be represented by **20 Library Ambassadors** at the **American Library Association Annual Conference in Anaheim, California, June 26-July 2**.

2009 Tax Budget: Sandy Kuban and the Director attended the **Cleveland Metropolitan District's Board Budget Working Session** on Tuesday, June 10. Their Board is scheduled to approve our 2009 Tax Budget on Tuesday, June 24.

Library Security: **Security Irregularity Reports** from all library organizational units are summarized into a special monthly report, **Security Operations**, which is published and distributed to Library Trustees, Administrators, and Department/Agency Managers.

Library Use: Comparing output measures from the first five months of 2008 with those from the same period last year, total circulation was up 12.2% in the Branches and 11.5% at Main Library; the walk-in count was up 3.9% for the system. In **May 2008**, 72,745 computer sessions averaging 29.6 minutes in length were logged on public computers in the Branches and 15,317 computer sessions averaging 47.5 minutes in length were logged on public computers at Main Library; overall reference work remained steady with over 86,000 questions answered system wide.

Publications: **Speaking Volumes** (Spring/Summer) was published and distributed; and, the **2007 Annual Report** is in publication and will be available for public distribution prior to the 2008 ALA Annual Conference.

Library Promotion: **Media Coverage (print and electronic)** was positive. We appreciate and thank our **Library Ambassadors** who work hard to preserve and promote "**The People's University**" by providing **BOOKS, INFORMATION and SERVICE** in a **customer-service friendly manner 24x7**. The **Director** promoted and/or represented the Library: Author Anne Fadiman (5/4); Library Ambassadors (5/16); Teen Summit (5/16); 11th Congressional District Art Competition (5/17); Cleveland City Council Meeting (5/19); Meeting with Attorney Peter Kirsanow (5/20); Interview with the Nielsen Company (5/20); Read, Baby,

Read! Year-End Celebration (5/22); Rice Branch Community Information Meeting (5/28); Prime Time Finale--Youth Opportunities Unlimited (5/31); City Club of Cleveland (6/3); Ohio Metro-Library Directors' Luncheon (6/6); CMSD Board Budget Working Session (6/10); CMSD Office of Adult and Continuing Education Annual Recognition/Graduation Day Ceremony (6/12).

I will retire after 24 years of service on June 30, 2008. It has been my honor and pleasure to build upon the outstanding legacy of previous library directors; thereby, contributing to the growth and success of the *third largest public research library in America* with overwhelming support from the *Board of Library Trustees, Staff (Ambassadors), Friends of Cleveland Public Library and Cleveland Community*. THANK YOU for providing me with this special and unique opportunity to be of service!

TEAMWORK--TOGETHER WE ACHIEVE THE EXTRAORDINARY

BRANCHES AND OUTREACH SERVICES

As the school year closes, recognition events were held throughout the system to celebrate successful youth program collaborations.

Read, Baby, Read! Book Club (A Cultural Exchange) celebrated its finale at the Lake Shore Facility on May 22; 500 youth, educators, library reader leaders, and library managers and administrators attended. Prime Time (Youth Opportunities Unlimited) recognized teen participants at the Lake Shore Facility on May 31; over 100 attended. Youth Services staff presented a collection of 100 books to the H.B. Booker School. Served by the Lorain Branch, the school was recognized for having read the most books during the Winter Reading club. Students and school officials were on hand to receive the prize. America Reads tutors completed their program year and branches were grateful for the afterschool assistance provided to students.

Students throughout the system paid tribute to retiring Director Andrew A. Venable, Jr. who has tirelessly advocated for Cleveland's youth.

The Library hosted the second annual Teen Summit at the Lake Shore Facility on May 16 and 17. Nationally renowned hip hop speaker Sister Souljah opened the Friday evening event. The local group, Distinguished Gentlemen of the Spoken Word, shared the stage. The theme this year, "Today's Choices - Tomorrow's Consequences", provided interesting and informative breakout sessions on Saturday. Ward 1 Councilwoman Nina Turner opened the Saturday morning session. About 325 attended the summit this year.

Youth Services staff also sponsored the Children's Village at the Sankofa Fine Arts Plus Expo at Tri-C Eastern Campus on May 17 - 18. Imagine! The Puppetry Troupe, arts and crafts and Play and Learn activities entertained 680 youth.

Chrystal Carr Jeter, Youth Services Manager, and Vicki Beggiani, Early Childhood Coordinator, were interviewed by WOIO-TV Channel 19 in response to the American Library Association (ALA) list of Most Challenged Books of 2007, specifically the book *Tango Makes Three*.

The Library's Gaming Program for teens, a part of ALA's National Gaming Initiative, was launched during the Teen Summit and will be piloted systemwide during the Summer Reading Club (SRC). The program was introduced by Todd Fagan (South Brooklyn) and Anastasia Diamond-Ortiz (Main - Computer Learning Center) and will allow teens to focus on computer programming, animation, game design, and strategy development.

Chrystal Carr Jeter and Janice Ridgeway, members of Cleveland Municipal School District's planning team for the new MC²STEM Schools, attended the launch event at the Science Center on Saturday, May 31. Chrystal Carr Jeter also represented the Library as a judge for the House of Blues Student Scholarship Project. The May 20 Awards Event was attended by over 1,000 people.

The Library was invited to participate in Western Reserve Historical Society's Vatican Splendors Exhibition, which opened on May 31. Martin Luther King, Jr. Branch Youth Librarian will present a story time for seven weeks during Family Library Night on Mondays, beginning June 9.

The Library participated again this year in Fair on the Square. Youth Services staff reached over 1,000 visitors during the event. Staff throughout the system also visited area schools to promote the Summer Reading club.

The Mobile Services "On the Road to Reading" van visited 55 classes and 12 pediatric and WIC sites. Fifty-five deposit collections, a total of 1,308 items, were left at participating daycare centers. Staff distributed surveys to sites as part of the project evaluation process. A handbook on early literacy skills has been produced and delivered to daycares; each site will also receive a certificate of completion. The "People's University on Wheels" made 48 stops and made appearances at the Sankofa Fine Arts Expo and the Murtis Taylor Visually Impaired Meeting. LBPH staff also participated. 699 people visited the bus and 1,592 holds were filled.

LBPH participated in the Sight Center's White Cane Walk at Crocker Park and staff attended the National Library Service's Bi-Annual Meeting, participating on a panel discussion. Staff member Will Reed has been elected Incoming Chair Elect of the Library Services to People with Visual and Physical Disabilities Forum of Libraries Serving Special Populations Section. Staff was featured on the Cleveland Sight Center's radio show to promote the June Family Fun and Learning Day.

Carnegie-West hosted a Dia de los Ninos, Dia de los Libros program; over 300 people attended. Branch booksales at Rockport and South Brooklyn raised \$800.00 and \$950.00, respectively, for the Friends of Cleveland Public Library. The West Park Historical Society featured displays at West Park and Rockport branches. Martin Luther King, Jr. Branch hosted the 11th Congressional District Student Art Show, sponsored and attended by Congresswoman Stephanie Tubbs Jones. Sterling Interim Manager Kacie Armstrong met with representatives from CMHA and Murtis Taylor to discuss working in collaboration with the neighborhood youth. Library gardening programs are offered at Collinwood, Union, and Woodland.

Staff participated in the Ohio Legislative Day in Columbus, Ohio. Planning continued for the new Rice Branch; the new Mobile Services facility; the expanded Woodland Branch parking lot; and, Parade the Circle and

the free Summer lunch program with the City of Cleveland Department of Recreation. Youth Services staff attended the Bob Reid storytelling workshop and the Youth Symposium. The Library welcomed new manager Jaime Declet to South Branch; new children's librarian Jennifer Wihebrink to Sterling; children's librarian Joellen Denk to Memorial-Nottingham; Linda Jaeckel to Eastman; interim managers Deva Walker at Collinwood, Sharon Jefferson at Rice and Kacie Armstrong at Sterling; and, returning manager Stephanie Tyus to Hough.

Lorain manager, Richard Homzy, was honored by the West Side Block Club for 25 years of service at the Lorain Branch and to the neighborhood. He received multiple proclamations from governmental officials, and he and his family were recognized at the May Library Board Meeting.

MAIN LIBRARY

Programs/Exhibits: Audio visual technical staff provided support for numerous programs including Teen Summit, Sister Souljah, Read Baby Read, Cinco de Mayo, and Bastille Day.

BEL has been experimenting with colorful exhibits focusing on different business topics. This month the display consisted of books with yellow or orange book jackets and the topic was "Building Income." Fifty percent of the books were taken from the display and 22 per cent were checked out.

The Computer Learning Center held two drop in sessions for patrons wishing to complete online job applications. Over 20 people completed applications or prepared resumes.

Anastasia Diamond-Ortiz (BEL) worked with Todd Fagan, from BOS, to present the Scratch computer program to teens at CPL's Teen Summit 08. They taught the program to more than 50 teens during the summit. Scratch will be a part of CPL's Summer Reading Game.

Andrea Wallace (BEL) accompanied Seniors Connect staff to Senior Citizens Day to demonstrate email for seniors.

She spoke with 70 people about CLC's programs and services.

In FIN, Lissa Waite mounted three displays—Verve (periodical), early chess books, and souvenir booklets in the JGW corridor. Amy Dawson coordinated the JGW exhibit *Travelers* and Oksana Kraus prepared a Gypsy exhibit for the JGW Corridor. Bill Anderson put up a baseball display on the centennial of "*Take me out to the ball game*," and Michael Dalby hosted a classical bassoon recital "*Afternoon of Bassoon*" for 41 attendees. Bruce Biddle created a display honoring Robert Rauschenberg.

On May 4, the Writers and Readers series presented popular author Anne Fadiman, writer of *Ex-Libris: Confessions of a Common Reader* (1998) and *The Spirit Catches You and you Fall Down* (1997), which won the National Book Critics Circle Award.

John Vacha, author of *From Broadway to Cleveland: a History of the Hanna Theater*, presented a talk and slide show based on his new book on the Hanna, one of Cleveland's historic landmarks. Co-sponsored by LIT and Friends of the Library, the program drew a large and enthusiastic crowd.

On May 24, Ohio University professor Dr. Marion Lee gave a talk and visual presentation on the writing and art of Nobel Prize winner Gao Xingjian. This program was in partnership with Cleveland Public Theatre and its May 23-June 14 production of two of Xingjian's plays.

Richard Fox (POP) led a book discussion on May 7. Eight people attended a discussion of *Shakespeare's Kitchen* by Lore Segal. Other activities in this department included:

- Sarah Moore and April Lancaster prepared a display of gardening books which included live plants and other props. Feedback has been overwhelmingly positive.
- Fox met with committee members from the Adult Summer Reading Club. The theme will be Read 3 Books and get an inside look at various Cleveland institutions. The program runs from June 9-Aug. 9.

- Moore met with the Ingenuity committee to formulate plans for CPL's involvement in this year's festival.
- Fox met with Ron Antonucci (LIT) and Stephanie Tyus (BOS) to discuss proceeding with the ALA Let's Talk about It grant sponsored by ALA. Fox spoke with Glenda Thornton, Director of the CSU Libraries, who initiated the proposal. Ms. Thornton is seeking a scholar from the university to lead the discussions.

Mark Moore (SOC SCI) met with Mary Ellen Kollar about the SABR program and exhibits on May 29. Mark has worked diligently with three publishers, and various Library departments in preparation for the upcoming SABR program. Helena Travka attended the Adult Summer Reading Club (ASRC) meeting on May 14 to finalize plans for this year's reading club.

Outreach: Stacie Brisker (AV) visited Shaw High School to discuss the Urban Experience resources. Carlos Latimer attended a Read Baby Read program at Brooklawn Elementary School.

A group from Cogswell Hall, a residential facility for women, came to the CLC for two private computer classes. The CLC also began a partnership with Project Return, a program assisting former offenders, where CPL's services will be marketed during Project Return's computer classes in the CLC. Through Social Sciences' partnership with the Cleveland Council on World Affairs, students used the CLC for library research.

FIN staff posted eight blog entries and produced flyers to promote the JGW Chess & Checkers Collection. Eyerdam wrote an article for the ARLIS Ohio Valley Chapter summer newsletter outlining the department's current exhibits and acquired collections.

The text for updated subject department brochures was submitted to Graphics for the Fine Arts and Special Collections, Foreign Literature, and Popular departments. A MLO goal is to have updated brochures, done in a consistent style and format, for all Main subject departments by the end of 2008.

The CPL Ingenuity Festival planning committee met several times to develop a plan for the Library's

participation and collaboration with Cleveland State University.

Main Subject Department managers submitted contact information for the development of a Cleveland-area Talent Bank database. This ongoing project will allow all CPL staff to quickly and easily find local talent from the various ethnic and cultural groups in Cleveland that can be tapped for assistance with Library programming.

Milos Markovic and Caroline Han (FOR) attended Asian Heritage Month Celebration at Cleveland City Hall. Victoria Kabo attended "Taste of Russia" workshop at Mayfield Regional Library (CCPL) to assess if such a program could be conducted at CPL. Han attended City of Cleveland APAF (Asian Pacific American Federation) meeting and was awarded a "Certificate of Recognition" from the office of Mayor Frank G. Jackson. She also was invited and attended a monthly meeting of Chinese professionals in a private residence. Han also attended Tsu Chi International Medical Association chapter meeting at their local headquarters attended by over 70 participants.

Markovic and Han participated in a photo opportunity with board members of the Cleveland chapter of the Tsu Chi Foundation. This organization graciously donated 150 new Chinese language books to CPL.

Torres and Kabo greeted and welcomed a new group of 15 adult students from International Services Center. Visitors were given a tour of dept. and available resources. Kabo also conducted a meeting with Russian Book Club at Memorial-Nottingham Branch. Twenty-five patrons attended and checked-out over thirty new book titles.

Sequoia Brown (SOC SCI) gave two student tours of the United Nations depository material in the department. Carolyn Neal and John Skrtic gave a tour to five Librarians from Lexington, Kentucky on Friday May 23. The librarians were extremely impressed with the CPL system. The group was also pleased to meet with Mr. Venable, Ms. Carroll, Ms. Lombardo, and Ms. Ridgeway on the 10th floor of LSW.

May is Older Adult Month and in recognition of Seniors Ron Roberts was a facilitator at the Anna V. Brown Community Forum. Carolyn Neal conducted a training session for Senior Service America in Silver Spring, Maryland and a Senior Services workshop for the Public Library of Charlotte Mecklenburg County in Charlotte, North Carolina

This year the combined efforts of Seniors Connect and the Live Long and Like It Club collaborated with two specific organizations to celebrate Seniors. The first event was the highly anticipated City of Cleveland 2008 Senior Day event, which exceeded expectations with over 2000 attendees from the community. The second event is the Cuyahoga Metropolitan Housing Authority Senior Jamboree that will be held in June.

Collections/Reference: A taskforce was developed to address the elimination of VHS format from CPL title holdings. At the recommendation of the taskforce, the last circulation day for VHS is June 28. Designated staff will coordinate a timetable for the withdrawal of VHS tapes with Software and Shelf Division. Main Library's VHS collection will be turned over to the Friends of CPL for a special VHS sale downtown. Public Relations will do a press release and order signage based on background information to be provided by Planning & Research. The public will be encouraged to patronize the Friends' sales at Main Library and in the neighborhoods. Planning & Research will put a notice in the *Staff Newsletter*. Automation Services will inform the other CLEVNET libraries. Audio-Video Dept will maintain a small collection of VHS tapes about Cleveland/region that have not been duplicated in DVD format. As these are converted to DVD, Audio-Video Dept will withdraw the items. Taskforce members included Cindy Lombardo, Patricia Lowrey, Janice Ridgeway, Carlos Latimer, Ann Palomo, Warren Reid, and Tim Diamond

Maureen Mullin (BEL) met with Adam O'Rourke from Reference USA to review additional features of that database. Enrique Zuniga, a vendor from the Economist Intelligence Unit (EIU) provided a staff training session.

FOR staff began to withdraw all VHS material from the collection. Four new units of low shelving were installed in the department. Two units will be dedicated to housing the "Window of Shanghai" collection as requested by Shanghai Public Library. The remaining two units will be used to house the growing Chinese language collection.

Final issues and concerns regarding the installation of two visitor Internet terminals in Brett Hall were reviewed by GEN REF staff and representatives from Automation, Lending, CLC and Comprise/SAM. It was determined that data and power sources were at capacity in current configuration, thus a wireless format must be adopted. The projected timeline is two weeks.

Photograph Collection will soon receive 1,475 photographic negatives of views of Cleveland in the 1950's taken by Lawrence Schreiber, a local photographer. His daughter, son-in-law, and grandchildren decided to donate the negatives to CPL because of the excellent reputation of CPL and its Photograph Collection. Mr. Schreiber made prized art prints from his photographs using the bromoil process, which produces a soft, paint-like quality print. A number of his prints are owned by the Cleveland Museum of Art, and his work was on display at CPL for an art show several years ago. Photograph Collection also owns a small number of the prints.

Sarah Moore (POP) placed a special order to beef up the selection of new Young Adult titles. She also placed an order of patron requests. Richard Fox ordered books and audio books for the CSU and CWRU collections.

Karen Martines (PAL) met with Archives and Preservation staff to review Cleveland Parks Collection plans for preservation treatment.

SCI has started a weed/shift on the 9th floor storage area. This weeding will open up 64 shelves and will shift items from about 50% of shelves.

All Main subject department managers worked on and submitted recommendations for reducing their periodicals costs by 15% and by 25%. Criteria included cost, duplication of content, and availability of the material

in both hard copy and on line.

Preservation finished collating a collection of folio-sized baseball scrapbooks for SOC. A shift will need to be completed to allow the new materials to be shelved. Sequoia Brown ordered informational pamphlets for the upcoming presidential elections.

Staff/Professional Development: Maureen Mullin (BEL) attended the Annual Award Luncheon ceremony of the Business Advisors of Cleveland. Ms. Mullin graduated from the Cleveland Leadership, a program at Cleveland State University, Maxine Goodman Levin College of Urban Affairs.

Anastasia Diamond-Ortiz and Olivia Hoge (BEL) attended training on Microsoft Access at Corporate College East. Diamond-Ortiz also attended OLC Legislative Day on behalf of CPL. Mullin and Aaron Mason attended the 2008 Global Reach Program, sponsored by the Global Business Program at Cleveland State.

Mullin and Diamond-Ortiz met with Ellen Leavitt to discuss Library Assistant (Computer Emphasis) training. Leavitt and Diamond-Ortiz are coordinating training for all new Library Assistants (Computer Emphasis).

FIN staff members participated in a number of development activities. Rhonda Green and Magaly Lannum went to Preservation (at Lake Shore) for training on Safe Handling of SpC material. Kraus attended a training session on the handling of brittle and tightly bound materials presented by Ann Olszewski.

Magaly Lannum was hired as a Subject Dept. Clerk in SpC. Anderson trained her in the FA room, Dawson trained in SpC, Waite trained processing SpC items, Chase trained in the CD room. Dawson and Lannum attended NEO-RLS training on *Dealing with Unacceptable Behavior* focusing on the mentally challenged and homeless. Lannum was trained by Dawson on how to scan using Adobe Photoshop. Dalby attended Music Cataloging workshop (May 29) (OhioNet). Dawson attended the SOA pre-conference workshop on the OhioLINK EAD Finding Aid Creation Tool and Repository, as well as the SOA Conference. Eyerdam attended the ARLIS/NA national conference in Denver.

Staff from GEN REF participated in a number of training and development activities. Pam Benjamin attended the OLC Management & Administration Conference in Columbus on May 21 -22. Michelle Makkos, Periodical Center Librarian was appointed to Department Senior Subject Librarian on May 12. Julie Kent, Library Assistant, was elected to be the Vice President/President Elect of the ALA Library Support Staff Interests Round Table (LSSIRT). Tonya Jenkins attended a NEO-RLS advanced workshop on Microsoft Access on May 28. Daunte Bolden attended the CLEVNET training session on NewsBank resources at Lake Shore on May 20.

Robert Murnan (GOV DOCS) attended the spring meeting of the Ohio Government Documents Round Table (GODORT) on May 16.

Patrice Hamiter (HIST) Subject Department Librarian - Photograph Collection, attended a one-day workshop sponsored by the Society of American Archivists, "Building Digital Collections," on May 19 at University Park, PA (Penn State University Campus).

Ron Burdick (HIST) has been nominated to serve as the Chairperson for the Reference and User Services Association's (RUSA) History Section's Local History and Genealogy Discussion Group. The term runs for two years, (2008-2010) beginning in June 2008 following the ALA annual conference in Anaheim. The committee's purpose is: To provide a forum for the exchange of information about library services in local history and genealogy and to create and foster an environment for creativity and growth by acting as a catalyst for new ideas and problem-solving initiatives.

Lane Edwards (LENDING) served on the interview panel for the Science and Technology opening and the Neighborhood Team Manager openings.

Two long-time LIT pages left the department. Tara Adams left to pursue other work and Cassandra Feliciano was hired as a Library Assistant at Brooklyn Branch. Librarian Steve Capuozzo started in LIT on May 12, replacing Don Boozer.

Warren Reid (SHELF) held a training meeting for staff members who supervise pages.

Helena Travka and Mark Moore (SOC) attended the NEO-RLS professional development workshop about "Developing the Art of Supervising People" presented by Linda Bruno at Millersburg Public Library on May 9. Travka was nominated to two OLC committees. During the next OLC election Helena will be running for Action Council for the Human Resources and Trainer Development Division and the Action Council for the Subject & Special Collections Division. John Skrtic attended the OLC Management Conference on May 21 and 22.

An article about home schooling by Mark Moore and Harriette Parks will be published in the May/June issue of *Public Libraries*.

Technical Services

Patricia Lowrey attended the OLC Management Conference in Columbus. She attended the joint Technical Services - Automation monthly meeting; met with the Main Library Department Managers to discuss some of their concerns; attended training on the new telephone system and met with Sharon Tufts several time to revise the newest drafts of the job descriptions.

Technical Services received new telephones. A pilot project for flextime was started in the Shelf/Shipping and High Demand departments.

Shelf/Shipping: Page staff retrieved 493 items for Main Library. Michelle Makkos of General Reference worked with Marsha Draeger, Larry Hinton, and Shawn Wolford to prepare the Periodical Bid List for viewing.

The Receiving/Distribution Technicians processed a total of 27,695 items. A total of 1,387 telescopes of new materials were shipped to the Main Library and Branches. Ms. Turner joined the Health and Safety Committee. Ms. Turner attended the Career Development Workshop presented by NEO-RLS.

High Demand: A total of 987 titles and 15,983 items were added. All members of the department attended the training for the new telephone system. Carole Brachna met with staff from Midwest Tape in order to answer some questions about the setup for 9xx ordering. Midwest is

helping another SirsiDynix library begin 9xx ordering.

Collection Management: Staff attended training and practiced using the new telephone system. Rollie Welch presented two workshops during May. He published a review in the Cleveland Plain Dealer. Laura Mommers visited the Sterling Branch to assist with weeding and advised the new Children's Librarian Jen Wihebrink on ordering.

Book Preparation: The department processed 35,701 library materials. There has been an increase of 15% in the processing of circulating magazines for Main Library. Marianne Monger attended training for the new telephone system. Ms. Monger attended a meeting to discuss the processing of Blu-ray DVDs for Cleveland Public Library. She contacted vendors for samples of Blu-ray cases and investigated the purchase of identifying labels.

Catalog: Staff cataloged 8,801 titles and added 20,099 items. A new workflow for Extra Copies was instituted. Books which are already owned by a CPL agency are given directly to a Senior Clerk to have the items added and the labels made. This will get the additional copies out of Catalog faster and allow the Associates and Catalogers to concentrate on new titles and other projects.

Regina Houseman attended a Sound Recording and Score Cataloging Workshop at OHIONET. Yolanda Lawler returned to Catalog after her military service in Afghanistan. The department is now fully staffed for the first time since early 2007.

Preservation: Elizabeth Bardossy, Renee Pride and Ann Olszewski attended a Photograph Preservation workshop sponsored by the Intermuseum Conservation Association and Ohio Preservation Council. Ann Olszewski attended the Midwest CONTENTdm user's group meeting, in Indianapolis, April 29 to 30 and made a presentation about CPL progress in providing better documentation and access to its art collections.

Ann Olszewski provided two training sessions for staff from Special Collections, about care and handling issues for rare books and specific issues for scanning and copying from Special Collections materials.

Preservation Assistant Laura Wallencheck began a medical leave May 8.

Acquisitions: Sandy Jelar Elwell, Acquisitions Manager, met with John Skrtic, Social Sciences Department Manager, to discuss ordering. Alicia Naab, Acquisitions Coordinator, met with Cathy Poilpre, Graphics Supervisor, to discuss promoting the start-up collection of Blu-Ray Discs. Staff from the Acquisitions Department attended CISCO phone training at the Lake Shore facility. Ginaya Willoughby, Acquisitions Assistant - Serials, attended the Northern Ohio Technical Services Librarians (NOTSL) Spring 2008 Program.

Acquisitions staff ordered a total of 16,039 titles and 22,080 items, received 19,430 items, and processed a total of 2,445 invoices. Serials staff added 567 items and processed 794 periodical and serial claims.

PUBLIC RELATIONS

May was a very busy month for Public Relations as the department was involved in a number of special projects and events. We are pleased to report that by the end of the month, Public Relations continued on track toward a successful year.

As in past years, Buildings Department did a great job in preparing Eastman Reading Garden for the 2008 season. May 1 dawned cloudy, cool, but no rain as Main Library Administrator Cindy Lombardo welcomed everyone to the opening, which featured remarks from Councilman Joe Cimperman.

The final author of the 2007-2008 Sunday Afternoons for Writers and Readers Series, Anne Fadiman, took center stage in the Louis Stokes Wing Auditorium on Sunday, May 4. Ms. Fadiman was warmly greeted by an appreciative audience. Public Relations, as before, coordinated hotel, ground transportation, public relations and venue arrangements for the program.

Both the Library and Cleveland Metropolitan School District (CMSD) were pleased with the reception of the 2008 CMSD Student Art Show that was exhibited for three

weeks in the Lower Lobby of the Louis Stokes Wing. On a related note, Cathy Poilpre, Graphics Department Manager, completed the installation of a major Cleveland area student art exhibit held in the Gallery of the Martin Luther King, Jr. Branch. The annual exhibit opening on May 16, featured exhibit sponsor Stephanie Tubbs Jones, Director Venable and the student artists and their parents and families.

The Library was pleased to announce that Tena Wilson was appointed as Interim Public Relations Administrator upon the retirement of Dave Williams at the end of the month. Ms. Wilson, former Manager of Collinwood Branch, has an extensive background in marketing and public relations from previous positions and received her Masters of Library and Information Science Degree from Kent State University in 2006. Mr. Williams was honored for his 19-1/2 years at the Library at the May 15 meeting of the Board of Library Trustees and a reception for Library Trustees and Staff in the Board Room on May 30.

During the month, Deputy Director Holly Carroll, Branches and Outreach Administrator Jan Ridgeway, Administrative Secretary Lindy Wheeler, Tena Wilson and Dave Williams, worked throughout the month in preparation for the retirement celebration for Director Venable. The gala event for Library Staff, Trustees and Clevelanders will take place in the Eastman Reading Garden from 6:30-9:30 p.m. on Thursday, June 19.

The Spring/Summer "Speaking Volumes" newsletter was completed and distributed. Final preparations including layout/design and narrative for the 2007 Annual Report were completed for delivery to the American Library Association Convention on June 25 and subsequent distribution to staff, and CPL/Friends mailing lists of approximately 10,000 in June/July.

Meeting rooms in the Main Library Complex continued to be popular gathering places for Library Departments, groups and organizations. 54 meetings were recorded on the Meeting Room Calendar, which is coordinated through the Public Relations Department.

The Library was featured in the following print and electronic media: Plain Dealer, Call & Post, Cleveland Jewish News, Urban Life ULC Exchange, The Library of Congress News Releases, Library Journal, Catalyst

Cleveland, Crain's Cleveland Business, The Free Times, Northern Ohio Live, Live Cleveland, WOIO-TV Ch 19 (CBS) Cleveland/Akron, and WCPN-FM 90.3 (NPR) Cleveland/Akron.

As a final note...thank you for the opportunity to serve the Cleveland Public Library and Greater Clevelanders the past 19-1/2 years as Program Development Officer and Public Relations Administrator. Thank you to Director Venable, Board of Library Trustees, Administrators and Library Staff (friends) who made the job look easy and made me look good! Take care of yourselves and each other...see you on the backside of this story!

Dave Williams

BUILDINGS SERVICES

Buildings Office: Made numerous branch inspections.

Attended workshop at Case Western Reserve on L.E.E.D's and natural gas and electric pricing.

Continuing meetings with architects on design of Rice Branch and Woodland.

Monitoring utility usage.

Attended bid opening for Lorain's new roof.

Carpenters/Painters: Working on ceiling in ladies public restroom at Jefferson Branch.

Inspected roofs at West Park, Rockport, Fulton, South Brooklyn, East 131 Street, and Addison branches.

Repaired furniture for branches.

Created a book opening in circulation desk at the Woodland Branch.

Repaired roof leak in the meeting room at Langston Hughes Branch.

Recovered work station in the Shipping Department with formica.

Refinished/seal-coated several tables at Rice Branch.

Painted at Union, Jefferson, and Woodland branches.

Maintenance Mechanics: Cleaned out sump pump for Eastman Reading Garden fountain.

Installed new chilled water valve on air handler unit #5 at the Lake Shore Facility also repaired outdoor lights.

Ran new cat 6 wire for new telephone system in the Graphics Department.

Installed new lighting in hallway and staff workroom at Broadway Branch.

Repaired public restroom at South Branch.

Installed new exhaust fan in restroom at Jefferson Branch and installed new lights in women's public restroom.

Installed two (2) new domestic hot water tanks at Memorial/Nottingham Branch.

Repaired outside light over front door at Sterling Branch.

Replaced economizer actuator on HVAC at South Brooklyn Branch.

Garage: Serviced vehicles #1, #2, #6, #17 and #19.

Repaired window latch on the bookmobile also sanded and painted door handle and hinges.

Checked/bleed/adjusted brakes on truck #21.

Replaced transmission mount, carrier bearing, left rear axle oil seal and cleaned brakes on delivery truck #6.

Replaced rear turn signal on car #9.

Transmission replaced on car #23.

Repaired and serviced lawn tractor/cutting deck.

Lawn mowers and weed whips serviced and delivered to branches.

Serviced Billy Goat vacuum for Main Library.

Picked up chairs from Carnegie West Branch for the Eastman Reading Garden.

SECURITY OPERATIONS

Director's Irregularity Report Summary: Security Operations submits a monthly report to the Director summarizing all Main Library, Louis Stokes Wing, and Branch Library Irregularities.

Security Systems: The closed circuit television cameras in the Main Library complex and Branches are fully operational except camera # 3 at lakeshore the picture quality is going bad. Plans are in progress to replace camera. The access system in the Main Library complex, Lakeshore, Memorial-Nottingham and Garden Valley is installed and operational.

Alarm Systems: Burglar and fire alarm systems at all branches are fully operational. Burglar and no close alarms are documented in the Security Operations Alarm Logbook and followed-up by a Security Supervisor on a daily basis. Reports are also produced by Security Operations tallying the alarms and types for each branch for follow-up and training purposes. Branch staff caused 5 alarms that Cuyahoga Valley Patrol Alarm Response Unit responded to.

All fire alarms and sprinklers systems are inspected and tested semi-annually by service contractors.

Duress buttons are tested monthly at all stations in the Main Library Building, Louis Stokes Wing, Lake Shore Facility, and at branches.

Closed Circuit Television: Closed circuit television systems are monitored at the Security Operations offices, Louis Stokes Wing Security Desk, Rear Dock Security Office, Main Library Building Security Desk and Lake Shore Facility Security Desk.

Identification Cards: Security Operations issues photo identification cards to new staff members and replaces lost cards.

Monthly Equipment Inspections: Security Operations conducts complete equipment inspections monthly in all branches, Main Library, Louis Stokes Wing, and Lake Shore Facility. Besides safety and medical equipment, complete inspections are conducted on fire extinguishers, fire suppression systems, and fire valve systems.

3M Book Detector Alarm Systems: 3M Book detector alarms are checked daily in the Main Library and Louis Stokes Wing. Branch Patrol Supervisors inspect the book detector systems at the branches each time they visit. All are operational at the time of this report.

Lost and Found: 20 items were returned to their owners by Security Operations.

Branch Security: To temporarily provide a higher level of security, two tenable guards are assigned to each of the following branches: South, Collinwood and Hough. Security Operations meets with Tenable management on a regular basis to discuss issues at the branches.

Branch Patrol: The three units of the Security Operations Branch Patrol made a total of 376 visits to branch libraries.

In addition to their regular duties, Branch Patrol supervisors continuously conduct safety and security training with branch staff at the branches.

Branch Patrol supervisors are continuing to investigate irregularity reports from the branches. Security Operations produces reports each month summarizing branch location, type of incident, and time of the incident to ensure coverage at the branches is adequate. Branch Patrol Supervisors conducted 51 branch investigations.

Training: At Roll call Security Officers received training on Emergency Evacuation of the Main Library Building Complex.

SUMMARY OF IRREGULARITY REPORTS RECEIVED

Month	2007	2008	Change
January	71	102	+31
February	53	90	+37
March	64	119	+55
April	50	79	+29
May	55	59	+04
Year to Date	293	449	+156

AUTOMATION SERVICES

GENERAL: An agreement was reached with SirsiDynix that Cleveland Public Library and CLEVNET will be a beta testing partner for the new Enterprise search and discovery product. This new add-on to the catalog will enable fast, Google-style searching with full faceting. A future release planned for 2009 will include optional plugins to support user contributed reviews and ratings, tagging, RSS feeds, guided discovery, visual searching, and integrated federated searching.

A contract with Multnomah County (OR) Public Library was being negotiated to enable a collaborative virtual reference infrastructure including both Ohio's KnowItNow service and L-Net, the Oregon statewide virtual reference system. New software is being developed by Source(N) Inc. and will replace the current service provided by tutor.com.

On May 29, Bob Carterette and Don Boozer attended the State Library of Ohio Board meeting, at which a LSTA grant application for the renewal of funding for KnowItNow was approved.

On May 19, Mr. Carterette and Amy Dankowski, Web Applications Manager, met with the CLEVNET Online Resource Committee (CORC) to review current database subscriptions and develop a plan for reducing costs. The committee identified databases they feel are essential and others that could be dropped if databases

provided by the Ohio Web Library meet the same needs. Committee members will review past surveys of public services staff, closely evaluate several databases that may be dropped, and will convene at a future date.

On May 14, staff from Ohio's Office of Information Technology upgraded the core router for CPL/CLEVNET Internet access, provided by OPLIN. On May 30, the bandwidth was increased from 100 to 200 megabits per second.

A slow-down in delivery of materials by U.S. Cargo resulted in significant delays of materials in transit to fill holds throughout CLEVNET. The degradation of service appears to be a function of changes in US Cargo's subcontracting practices, aggravated by their need to deliver proficiency tests throughout the state. We are communicating to the State Library regarding the degradation of service.

CPL: Automation worked with the Catalog Department to review the current indexing profile for the SirsiDynix system. 300,000 bibliographic records were processed and reloaded in May as part of the current authority control project, and when the all records have been processed the database will be reindexed.

A professional photographer supplied the Archives with new pictures of all branches. David Reynolds updated each branch page on the CPL web site.

The Staff Newsletter is now available on the Staff Center in PDF. The 2008 issues from January to present have been converted to posted.

Automation Services provided information for the 2007 Annual Report, including images of CPL's major web sites, and statistics reflecting the activity of the CLEVNET consortium, which reached the 25 year mile stone in 2007.

New switches were installed in the Lake Shore facility to support the new phone system. The Main Library complex switched to the new phone system on May 13, followed by Lake Shore on May 20.

By the end of the month, the new branch fiber network was up and running in all but four branches, which will be brought on line in June.

The deployment of this year's Gates Grant PCs started, with replacement equipment installed in Sterling, Garden Valley, and Rice.

Ann Palomo met with Main Library and BOS representatives regarding the withdrawal of VHS video material from the collection and provided best practice options for using the SirsiDynix software in this process

Union List of Periodical maintenance instructions were given to Serials Section.

Jim Benson put a Cancel Old Orderlines script into production for Acquisitions department.

The item type DVD-SET was set up for use in CPL to support longer loan periods on DVD sets with more than two discs.

CLEVNET: Mr. Carterette, Ms. Palomo, and Mr. Finnegan met with Carole Kowell, the new Director of the Medina County District Library, to welcome her to CLEVNET.

Larry Danicic and Jim Benson provided training for twenty (20) CLEVNET technical services staff in using the new Java client for Acquisitions and for adding new copies, using the new Label Designer for spine and book labels.

Mr. Carterette provided training in using the Directors Station system for seventeen (17) managers. Ten attended a session emphasizing circulation statistics, and seven attended a session emphasizing uses in technical services processes.

The Network team installed one new switch at Medina's new Highland branch; seven new switches in Euclid Public Library; and replaced a switch at Cleveland Heights-University Heights Public Library. The old Wayne County library building is being re-purposed to house administrative offices, and the Network team surveyed the site for network installation needs.

Since 1993, the Cleveland Public Library, in partnership with the Cleveland Law Library provided access to the decisions of the Ohio 8th District Court of Appeals using a gopher server, now a completely obsolete technology. In May, Mr. Finnegan moved all of the historical decisions to the Cleveland Law Library to be incorporated in their web services.

George Lenzer upgraded the email server to resolve a problem with virus scanning.

The Software team participated in beta testing for Symphony v3.2.1.

New item types for Blu-Ray DVD were established. Circulation map entries were created for CPL and Shaker Heights.

KNOWITNOW: On May 7, Don Boozer attended a meeting of the Regional Library System Directors at the State Library of Ohio. Mr. Boozer invited the Regionals to partner KnowItNow to strengthen the service throughout the State.

On May 14, Tutor.com was informed that the current contract would not be renewed after the August 31 expiration date.

Mr. Boozer and Megan Mitchell, Oberlin College, submitted a proposal describing the developing KnowItNow/OhioLINK partnership to the Reference Renaissance Conference. The proposal was accepted.

Nine (9) additional OhioLINK librarians were trained on the KnowItNow service.

Statistics: May's total OverDrive/Digital Library circulation was 9,188 downloads, up from 8,634 in April. SecondLife is currently displaying 1,590 unique visitors to-date, up from 1,406 in March.

Automation Services Statistics, 05/2008

	# Cases Opened	# Cases Closed	Site Visits	TOTAL
HARDWARE				
CPL Main	62	58	49	169
CPL Branch	44	38	28	110
CPL Lake				
Shore	40	15	13	68
CLEVNET	21	17	17	55
PUBLIC	1	1		2
HARDWARE				
TOTAL	168	129	107	404
SOFTWARE				
CPL Main	21	22		43
CPL Branch	19	19		38
CPL Lake				
Shore	27	27		54
CLEVNET	159	159		318
PUBLIC	6	6		12
SOFTWARE				
TOTAL	232	233	0	465
WEBWARE				
CPL Main	13	11	14	38
CPL Branch	9	9		18
CPL Lake				
Shore	6	6		12
CLEVNET	15	12		27
PUBLIC	27	25		52
WEBWARE				
TOTAL	70	63	14	147
KIN				
CPL Main	7	7		14
CPL Branch				0
CLEVNET				0
PUBLIC	12	8		20
KIN Library	1	1		2
After Dark	3	2		5
KIN TOTAL		2	0	2
GRAND TOTAL	470	427	121	1,018

Ms. Butts moved to conclude the Regular Board Meeting, which was seconded by Mr. Corrigan and passed unanimously by roll call vote.

The meeting was adjourned at 1:57 p.m.

Alice G. Butts
President

Maritza Rodriguez
Secretary