

CLEVELAND PUBLIC LIBRARY  
 Minutes of the Regular Board Meeting  
 September 18, 2008  
 Trustees Room                      Louis Stokes Wing  
 12:00 Noon

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

Absent: Ms. McClung

Ms. Butts called the meeting to order at 12:01 p.m.

OATH OF OFFICE CEREMONY FOR NEW TRUSTEE

Ms. Butts explained that newly appointed trustee John Hairston had been previously sworn-in at the July 23 Special Board Meeting for voting purposes. Ms. Butts introduced Dr. Eugene Sanders, CEO, Cleveland Municipal School District who administered the Oath of Office to John M. Hairston, Jr. Mr. Hairston was appointed by the Cleveland Board of Education to a full term on the Library Board, commencing on July 2, 2008 expiring on July 2, 2015.

OATH OF OFFICE FOR  
 JOHN HAIRSTON  
 Administered

Approval of the Minutes

Mr. Corrigan moved approval of the minutes for the 6/19/08 Regular Board Meeting; 6/17/08 Joint Finance and Human Resources Committees Meeting; and 7/07/08 and 7/23/08 Special Board Meetings. Ms. Rodriguez seconded the motion, which passed unanimously by roll call vote.

REG. BRD. MTG. OF  
 6/19/08; JOINT  
 FINANCE & HUMAN  
 RESOURCES COM.  
 MTG. OF 6/17/08;  
 SPECIAL BRD. MTGS  
 OF 7/07/08 &  
 7/23/08  
 Approved

COMMUNICATIONS

Ms. Carroll acknowledged the following letters from: Debra E. Parmer, Regional Director, Children's Hunger Alliance expressing appreciation for the participation of all 28 library branches in the Summer Food Service Program; Ned Handy, Co-Chair, Harvest for Hunger 2008, in appreciation for Cleveland Public Library's \$3,142.36 contribution and 1,910 pounds of food donated in support of the 2008 campaign; Melissa Lattanzi, Senior Continuing Education Specialist, Northeast Ohio Regional

SIX LTRS.  
 Acknowledged

Library System, expressing appreciation for the \$500 sponsorship for Library Leadership Ohio; Sue Marsh, Charles S. Morgan Library, acknowledging the capable assistance of Michael Ruffing, History Department, for his assistance with an article on the Lake View School fire of 1908 to be published in the National Fire Protection Journal; Michael Dalby, Special Collections, expressing gratitude for support in attending Leadership Ohio; Hilton O. Smith, Alpha Phi Alpha Fraternity Greater Cleveland Chapter, requesting that a Cleveland Public Library facility be named after former director Andrew A. Venable in recognition of his history of commitment and dedication to Cleveland Public Library and the community.

Ms. Butts stated that she responded to Mr. Smith's letter noting the Library's policy regarding the naming of Library facilities. Ms. Butts acknowledged that the choir would be named in honor of Mr. Venable as well as the possibility of a community room of a newly constructed branch.

Ms. Carroll acknowledged a public records request from the Black Contractors Group, Inc. Ms. Carroll stated that this letter would be forwarded to Timothy Diamond, Planning & Research Administrator and Records Retention Custodian for appropriate action.

#### FINANCE COMMITTEE REPORT

Mr. Corrigan presented the following report.

#### Gift Reports for June, July, & August

(See pages 657-659)

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

#### Resolution for Youth Opportunities Unlimited

(See pages 660-673)

GIFT RPTS.  
JUNE, JULY, AUG.  
Approved

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

RESOLUTION FOR  
YOUTH OPPORTUNITI  
UNLIMITED

Approved

WHEREAS, A strategic priority of the Cleveland Public Library is to enrich Cleveland's neighborhoods by enhancing services for children and young adults; and

WHEREAS, Youth Opportunities Unlimited (Y.O.U.) is a non-profit youth workforce development organization serving Cuyahoga County whose mission is to help youth develop skills and abilities required to succeed in school and work; and

WHEREAS, Y.O.U. has actively engaged 127 young adults in an intensive after school program at the Fleet, Fulton, Glenville and Harvard-Lee branch libraries over the past year with outstanding results; and

WHEREAS, Y.O.U. placed 79 youth participating in the CPL *Prime Time* program in both paid and non-paid internships; and

WHEREAS, 93% of the students participating in the CPL *Prime Time* program expressed satisfaction with the services provided by Y.O.U.; and

WHEREAS, Y.O.U. staff will facilitate the *Prime Time* programs at Fleet, Fulton, Glenville and Harvard-Lee branch libraries; and

WHEREAS, A Career/Job Fair in February 2009 will be conducted at the Martin Luther King, Jr. Branch; and

WHEREAS, The program will commence September 22, 2008 and conclude August 31, 2009; now therefore be it

RESOLVED, That the Board of Library Trustees accepts the proposal from Y.O.U. for services related to the Y.O.U. *Prime Time* and Career/Job Fair with the total expenditures of \$114,928 with payment of \$38,000 in 2008 and \$76,928 in 2009 being charged to General Fund Account: 17010053-53710 (Professional Services).

Mr. Corrigan stated that this item was discussed at length at the Finance Committee Meeting with presentation by YOU representatives who attended. Mr. Corrigan stated that he gave notice to those representatives that anticipated reductions in the next budget and the current economic situation will cause all programs affiliated with the Library to be closely reviewed and expected to share in financial burdens.

**RESOLUTION  
FOR READ,  
BABY, READ!  
BOOK CLUBS**  
Approved

Resolution for Read, Baby, Read! Book Clubs

(See pages 674-684)

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

WHEREAS A strategic priority of the Cleveland Public Library is to enrich Cleveland's neighborhoods by enhancing services for children and young adults; and

WHEREAS, Cleveland Public Library is committed to supporting literacy and to advancing the love of reading and books among Cleveland's children; and

WHEREAS, A Cultural Exchange is a literacy based non-profit multicultural arts organization for children operating in Cleveland since 1991; and

WHEREAS, A Cultural Exchange created the Read, Baby, Read! Book Clubs to advance the love of reading and improve the literacy skills of Cleveland's school children; and

WHEREAS, A Cultural Exchange has provided services for Read, Baby, Read! Book Clubs with various neighborhood branch libraries since 2000 and seeks to continue said services from September 2008 to June 2009; and

WHEREAS, Services from A Cultural Exchange include training library staff, providing books, curriculum supplies, snacks, incentives, quarterly magazine, monitoring Club participation/performance and evaluating accomplishments, as detailed in the attached proposal, at a cost not to exceed \$126,697 to conduct the program

with twenty-one (21) neighborhood branch libraries/schools; now therefore be it

RESOLVED, That the Board of Library Trustees accepts the proposal (pending a more detailed proposed budget, on-site library activities and a timeline for executing all proposed activities) from A Cultural Exchange for services related to Read, Baby, Read! Book Clubs with twenty-one (21) neighborhood branch libraries/schools with payment not to exceed \$126,697 being charged to General Fund Account: 17010053-53710 (Professional Services).

Mr. Corrigan acknowledged the presence of A Cultural Exchange Director Debra McHamm and stated that all Library affiliated program will be expected to share in financial burdens relative to the current economy and anticipated budget reductions.

Ms. McHamm introduced Damon H. Loretz, Sr., Head of School, Kenneth Clemet Boys' Leadership Academy who expressed gratitude for the Read, Baby, Read! Book Club and its benefits to the students of the Academy.

Mr. Corrigan stated that this program was moved from the Branches into the schools but encourages the link to the Library be re-enforced and students continuously encouraged to visit the Library.

Resolution for Bids for the New Rice Branch

(See page 685)

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

WHEREAS, Sealed bids were received for the construction of the new Rice Branch by 12:00 Noon (Local Time) as follows: eight (8) for general trades, two (2) for plumbing, two (2) for HVAC, three (3) for fire suppression, one (1) for electrical and zero (0) bids for technology; and

WHEREAS, Bostwick Design Partnership has evaluated the bids as to technical compliance with the specifications

RESOLUTION FOR  
BIDS FOR THE  
NEW RICE BRANCH  
Approved

as written, and has found references of the low bidders for general trades, plumbing, HVAC and fire suppression to be satisfactory; and

WHEREAS, Based on this information, Bostwick Design Partnership recommends that Cleveland Public Library award contracts to the lowest and responsible contractors for general trades, plumbing, HVAC and fire suppression; and

WHEREAS, Only one sealed bid was received for electrical and no bids received for technology, Bostwick Design Partnership recommends that the Library re-advertise for these trades; therefore be it

RESOLVED, That Cleveland Public Library award contracts for the construction of the new Rice Branch to the following contractors:

Contractor	Trade	Bid
East-West Construction Co.*	General Trades	\$ 2,560,600
Harner Plumbing	Plumbing	\$ 114,300
TH Martin	HVAC	\$ 794,228
R&M Heating & Air Conditioning	Fire Suppression	\$ 54,000

\*Includes recommended Alternates G-2, G-3, G-4 and G-5

with the aggregate expenditure of \$3,523,128 being charged to Building and Repair Fund Account #40177605-55300-10776; and be it further

RESOLVED, That Cleveland Public Library re-bid the electrical and technology bid-items as soon as practical.

Mr. Corrigan stated this item was discussed at length at the Finance Committee Meeting as to the low number of bid responses for electrical and technology and that with re-bidding those items, the construction can be within budget and the schedule maintained.

Mr. Corrigan stated that upon direction of counsel Staff met with the Black Contractors Group, Inc. to ensure bid advertisement was in new places and projects were broken into smaller components to maximize response from minority contractors. Mr. Corrigan stated that the Library will continue to be diligent with equal

employment opportunity laws ensuring that this project reflects as much as possible, the community that supports the Library.

Ms. Butts stated that under the general trades contractor there will be several subcontractors and the general contractor understand our concerns regarding workplace diversity. .

Resolution to Amend Bid Amounts for Lorain Branch Re-Roofing Project

(See pages 686-690)

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

WHEREAS, Two (2) sealed bids for Lorain Branch Re-roofing Project were received as advertised by Noon (Local Time), Wednesday, April 30, 2008:

<u>Contractor</u>	<u>Original Total Bid</u>	<u>Amended Total Bid</u>
Industrial Energy Systems, Inc.	\$ 129,050	\$ 131,050
T&F Systems, Inc.	126,858*	129,958*

WHEREAS, The bids were originally evaluated May 7, 2008 and approved by the Board on May 15, 2008. HWH Architects Engineers Planners Inc. revised the bid calculation on August 5, 2008 as detailed in their attached report. T&F Systems, Inc. was the low bidder originally and the mathematical correction of not choosing Alternate A, still leaves T&F Systems as the low bidder; now therefore be it

RESOLVED, That the contract for Lorain Branch Re-roofing Project be awarded to T&F Systems, Inc. with the revised amount of \$129,958 expenditure being charged to the Building and Repair Fund Account: 40176405:55300.

RESOLUTION TO  
AMEND BID AMOUNTS  
FOR LORAIN BRANCH  
RE-ROOFING PROJECT  
Approved

Mr. Corrigan stated that this item was discussed at length at the Finance Committee Meeting and gave historical background as well as an overview of structural issues at Lorain Branch and stated that it was necessary that these roofing issues are addressed and corrected prior to inclement weather.

**RESOLUTION  
REGARDING  
EMERGENCY  
STRUCTURAL ROOF  
REPAIRS AT  
LORAIN BRANCH**  
Approved

Resolution Regarding Emergency Structural Roof Repairs  
at Lorain Branch

(See pages 691-696)

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

WHEREAS The Board of Library Trustees desires to provide an appropriate, safe environment for the delivery of library services; and

WHEREAS, Excessive deflection in three areas of the concrete roof deck of the Lorain Branch were identified by Building Services and HWH Architects during the removal and replacement of the Lorain roof, resulting in immediate work stoppage of the project;

WHEREAS, Such deflection requires removal of the cement roof deck and its replacement with steel decking before the roofing project can resume;

WHEREAS, To accomplish this work, it requires removal of the 1912 plaster ceiling which contains a 2% level of asbestos, thus requiring abatement of the effected area prior to the roof repairs and replacement; and

WHEREAS, Ohio Revised Code Section 3375.41 requires public bidding for construction contracts over \$25,000 except in cases of urgent necessity or for security and protection of library property; therefore be it

RESOLVED: That the Director and Clerk-Treasurer be authorized and instructed to enter into an agreement with Schirmer Construction Co. to make the emergency repairs to the Lorain Branch roof for an amount not to exceed \$182,000 with the expenditures being charged to the Building and Repair Fund account 40176405-55300-10764; and be it further



RESOLVED: That the Director and Clerk-Treasurer be authorized and instructed to enter into an agreement with Arick's Environmental Management Services, Inc. to perform the urgent necessary asbestos abatement for a cost not to exceed \$13,500 with the expenditures being charge to the Building and Repair Fund account 40176405-55300-10764.

Mr. Corrigan stated that this item was discussed at the Finance Committee and that this emergency work is necessary for building preservation as well as ensuring staff and patron safety.

Ms. Carroll said that this branch will be closed for approximately 6-8 weeks and plans are in place to ensure the continuation of patron service as well as coordinated staff scheduling, security and public relations.

Mr. Werner thanked Ms. Carroll for her efforts to communicate these issues to the Board.

Resolution to Amend LSTA Grant to Administer KnowItNow

(See pages 697-698)

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

WHEREAS, The Cleveland Public Library Board of Trustees approved at their June 19, 2008 Board meeting, acceptance of the May 29, 2008 State Library of Ohio LSTA award of \$448,631.56 to be paid from FFY 2008 LSTA funds, which did not include the sum of \$100,000 from FFY 2007 carryover LSTA funds; and

WHEREAS, The Cleveland Public Library has since been instructed by the State Library of Ohio to additionally accept the sum of \$100,000 from the FFY 2007 carryover

RESOLUTION TO  
AMEND LSTA GRANT  
TO ADMINISTER  
KNOWITNOW  
Approved

LSTA funds, in addition to the previously accepted amount of \$448,631.56, for a total award amount of \$548,631.56 for the term of July 1, 2008 through June 30, 2009; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees accepts the additional \$100,000 LSTA grant award from FFY 2007 carryover LSTA funds for a total award amount of \$548,631.56 for the term of July 1, 2008 through June 30, 2009.

Mr. Corrigan stated that item was the result of a correction of carryover funds returned to the Library from LSTA.

RESOLUTION TO  
ACCEPT FIT FOR  
LIFE GRANT  
Approved

Resolution to Accept Fit For Life Grant

(See pages 699-700)

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

WHEREAS, Cleveland Public Library (the "Library") staff submitted an application for a Fit for Life grant by the June 1, 2008 deadline; and

WHEREAS, The Fit for Life grant provides library systems with training, resources and support to promote health and wellness with a specific focus on populations in urban areas with limited access to reliable health information; and

WHEREAS, The Library previously received a \$20,000 Fit For Life grant for use during 2006 and 2007 and had a favorable response from the community to its programming focus; and

WHEREAS, The Library has received notice that it has again been chosen to be a recipient of this grant in the amount of \$25,000 from MetLife Foundation and Libraries for the Future, for use during 2008 and 2009; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees accept the Fit for Life grant in the amount of \$25,000.

Mr. Corrigan stated that this has been a successful program and that this program will be more family focused as opposed to the last grant focusing on teens.

Fourth Amendment to the Year 2008 Appropriation

(See pages 701-708)

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 August 19, 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 Fourth Amendment to the Year 2008 Appropriation Schedule be approved.

Mr. Corrigan stated that this item is standard in ensuring monies accepted in previous grant resolutions are now appropriated for use during 2008.

Sandy Kuban, Finance Administrator, explained this resolution also amends the certified revenue from the Public Library Fund that reflects the 2% decrease of which the Library received notice recently and increases for the two special revenue funds accepted in above resolutions.

FOURTH AMENDMENT  
THE YEAR 2008  
APPROPRIATION  
Approved

**RATIFICATION OF  
PUBLIC OFFICIALS  
LIABILITY  
INSURANCE**

Approved

Ratification of Public Officials Liability Insurance

(See pages 709-712)

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

WHEREAS, The Board of Library Trustees routinely purchases public officials and employment practices liability insurance for claims primarily related to "wrongful acts" including defense costs associated with such claims; and

WHEREAS, The Library's policy with United National Insurance Company expires on September 18, 2008; and

WHEREAS, The Library has received through our insurance agent, McGowan & Company, Inc., the proposed premium quote of \$24,956.25 from the incumbent insurer, United National Insurance Company, just slightly above last year's premium of \$24,825. for the same coverage as last year, with a liability limit of \$1,000,000 and with a deductible of \$50,000 per claim; and

WHEREAS, Crain Langner & Co. has reviewed the proposal as detailed in the attached response recommending renewal with United National Insurance Company; and

WHEREAS, The Library Interim Director and Fiscal Officer have set into motion the purchase of this renewal coverage; now therefore be it

RESOLVED, That the Board of Library Trustees ratifies the decision to purchase Public Officials Liability Insurance from United National Insurance Company for the period of September 18, 2008 through September 18, 2009 through McGowan & Company, Inc. with the \$24,956.25 expenditure being charged to General Fund: Account 11020053-53400 (Insurance).

Mr. Corrigan stated this item was discussed at the Finance Committee Meeting and is a standard renewal coverage.

Mr. Corrigan submitted the following reports.

Clerk-Treasurer's Reports for June, July, & August

(See pages 713-775)

Special Reports on Income and Expenditures for June, July, & August

(See pages 776-791)

Reports on Investments for June, July, & August

(See pages 792-794)

Reports on Conference and Travel Expenditures for June, July, & August

(See pages 795-804)

Purchases from \$5,000-\$25,000, 4/1/08-6/30/08

(See pages 805-806)

Purchases Exceeding \$25,000, 4/1/08-6/30/08

(See page 807)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Seifullah presented the following report.

Regular Employee Reports for June, July, & August

(See pages 808-815)

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

CLERK-TREAS. RPTS.  
JUNE, JULY, AUG.  
Submitted

SPEC. RPTS. ON  
INCOME & EXPENDS.,  
JUNE, JULY, AUG.  
Submitted

RPTS. ON INVEST.  
JUNE, JULY, AUG.  
Submitted

RPTS. ON CONFER.  
& TRAVEL EXPENDS.,  
JUNE, JULY, AUG.  
Submitted

PURCHASES FROM  
\$5,000-\$25,000,  
4/1/08-6/30/08  
Submitted

PURCHASES  
EXCEEDING \$25,000,  
4/1/08-6/30/08  
Submitted

REG. EMPLOY. RPTS.  
JUNE, JULY, AUG.  
Approved

RETIREMENT  
RECOGNITION  
CITATION  
Approved

Retirement Recognition Citation

Mr. Seifullah 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:

Susan Kleme (after 32 years of service), Library Assistant (Subject Department), Grade F, General Reference, retires 8/29/08

Marilyn Spence (after 32 years of service), Catalogue Coordinator, Grade J, Catalogue Department, retires 9/30/08

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. Kleme thanked the Board for the recognition and stated she will miss her friends and patrons.

Cindy Lorber-Fienga stated that Susan touched many lives by providing quality service for many years and that she will be missed.

Mr. Corrigan thanked Susan for her years of dedicated service working in several areas of the Library and wished her an enjoyable retirement.

Ms. Carroll thanked Susan for her service and especially helping to launch SeniorsConnect in its beginning.

Mr. Seifullah submitted the following reports.

Reports on Paid Sick Time Used by the Month for June, July & August

(See pages 816-818)

RPTS. ON SICK TIME, JUNE, JULY AUG.

Submitted

Affirmative Action Plan Reports for June, July, & August

(See pages 819-821)

AFFIRMATIVE PLAN RPTS., JUNE, JULY, AUG.

Submitted

Insurance Summary Reports for June, July, & August

(See pages 822-824)

INSURANCE SUMMAR RPTS., JUNE, JUL AUG.

Submitted

COMMUNITY SERVICES REPORT

Ms. Rodriguez submitted the following report.

Monthly Activity Reports for June, July, & August

(See pages 825-843)

MONTHLY ACT. RPT. JUNE, JULY, AUG.

Submitted

Ms. Butts thanked Ms. Rodriguez for all of the meetings regarding the Woodland and Rice construction projects over the summer months.

NEW BUSINESS

Mr. Hairston presented the following item of new business.

Resolution Honoring the Life of Congresswoman Stephanie Tubbs Jones

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

RESOLUTION HONORING THE LIFE OF CONGRESSWOMAN STEPHANIE TUBBS JONES

Approved

WHEREAS, The Honorable Stephanie Tubbs Jones spent her entire career in public service, and

WHEREAS, Cleveland Public Library was the beneficiary of this service from 1986-1991 when then-Judge Jones served

on the Board of Library Trustees, bringing her diligent and dedicated leadership to the roles of Chair of the Development Committee, Chair of the Legal Affairs Committee, Vice President, and President 1990-1991; and

WHEREAS, During her tenure on the Board, the Library began a long-range planning process that resulted in the capital plan to renovate and expand the Main Library, and passed an operating levy in 1988 by a two-to-one margin; and

WHEREAS, Judge Jones had to resign from the Board of Library Trustees after her election to the office of Cuyahoga County Prosecutor, a role in which she continued to serve this library and the other libraries in the County as legal counsel; and

WHEREAS, Stephanie Tubbs Jones was greatly missed on the Board of Library Trustees, but she remained a friend and a staunch supporter of the Library, returning in 1999 to rally the crowd as the Mistress of Ceremonies at the rededication of the historic Main Building, and volunteering to co-chair the successful levy campaigns of 2003 and 2008; and

WHEREAS, It is with deep gratitude for the loyal service of Stephanie Tubbs Jones that this Board records her death after too brief a life; now therefore be it

RESOLVED, That the Board of Library Trustees, for itself and on behalf of the community and staff, salutes the memory of our valued colleague, acknowledging with appreciation her faithful service to Cleveland Public Library.

Ms. Butts stated that a parchment version of this resolution will be forwarded to Mervyn Jones, II, the son of Ms. Tubbs Jones.

Mr. Corrigan stated that Ms. Tubbs Jones was extremely instrumental in resolving the dispute regarding the distribution of local government support funds among the 9 library systems. He also stated that the 9 library systems find a way to share in the support of Cleveland's regional resource library: Cleveland Public Library. Mr. Corrigan stated that we honor the memory of Stephanie Tubbs Jones by ensuring that the 9 library



systems share in the burden of support of this resource library.

Ms. Carroll thanked Tim Diamond, Planning & Research Administrator, for his assistance in preparing the resolution.

#### DIRECTOR'S REPORT

DIRECTOR'S RPT.  
Submitted

Director Carroll presented the following report.

Bids were opened on September 3, 2008, for the new Rice Branch Library. The bid package contained six bid items and bids were received for five of the trades. The Library's architects, Bostwick Design Partnership, Inc., have finished checking references for the low bidders and will be making recommendations for board approval at the September 18 meeting. The Library will need to re-advertise the electrical and technology bids. Lead architect Rich Ortmeyer and legal counsel Jean Korman will attend the finance meeting on September 16 to answer your questions about the process.

Legal notice of the Woodland Branch project appeared in the *Plain Dealer*, *Call and Post*, *Ohio Construction News* and *City News* beginning the week of September 9. The project will be advertised for two weeks with the bid opening set for Wednesday, September 24, 2008.

Emergency repairs to the Lorain Branch are scheduled to begin the week of September 15, 2008. Due to the hazardous nature of the work to be performed, the library will be closed for approximately five weeks. During this period the bookmobile will be scheduled in the near vicinity to provide library service on Thursday evenings and Saturdays. Janice Ridgeway and branch manager Richard Homzy are in the process of placing Lorain Branch staff in temporary assignments during the construction period.

A committee chaired by Automation Administrator Bob Carterette met in August to begin planning a pilot of the SIRSI Dynix Books by Mail module. This program allows a catalog user, when placing a hold on an item, to request that the item be delivered to his/her home. The automation department has been investigating this

convenient service for many years but the most recent version of SIRSI software provides a method for billing and on-line payment. The committee is studying the logistics and software implementation for the program. The pilot project will be limited to items from Main Library.

A staff "Green Committee" was established with the charge to review current library procedures and services in light of energy efficiency and environmentally sound practices; recommend changes or modifications to appropriate procedures and practices; and recommend ways to educate the staff and public about conservation efforts at Cleveland Public Library. The committee is soliciting suggestions from staff and will make recommendations for a more energy efficient and environmental friendly library to the Director in November.

The Library has contracted with Driscoll and Fleeter, a firm specializing in economic analysis and public policy, to conduct a "Return on Investment" or economic benefit study of the CLEVNET resource sharing network. Such studies attempt to compute the net economic return to a community based on the activities of the entity under study. A study of the CLEVNET system will be computed in terms of its benefit and value added to the libraries and the Northeast Ohio region. In light of the recently established Ohio Commission on Local Government Reform and Collaboration, such a study is important in illustrating that CLEVNET is one of the most efficient and best examples of library collaboration in the state.

A task force chaired by Tena Wilson, Interim Public Relations Administrator, conducted an internal communications audit. Employees throughout the system were surveyed for suggestions to improve communications via the staff newsletter, staff intranet and staff meetings. The task force reviewed the surveys, compiled the ideas and presented recommendations to the administrators and Director. Many of the recommendations have been implemented or soon will be.

The steering committee to select a Human Resources/Payroll/Time and Attendance system met throughout the summer to establish evaluation criteria and to review vendor proposals. Three vendors have

been elevated to present demonstrations of their systems in late September and early October. GFOA consultants also reviewed and critiqued the proposals and have assisted in drafting scripts for the demonstrations.

The Succession Planning Committee, co-chaired by Human Resources Administrator Sharon Tufts and Technical Services Administrator Patricia Lowrey, has met twice to develop a succession plan for the Library. To date the committee has determined scope and drafted a mission statement. Next steps include identification of specific activities and presentation to the committee's board members, Alan Seifullah and Rick Werner.

The Health & Safety Committee presented a Health and Wellness Fair at the Main Library and Lake Shore on August 13 and 27. The event featured vendor information tables, cholesterol and blood pressure testing and even chair massages. The fair was well attended and received positive reviews from staff.

Subject to final approval from the General Assembly, the Cincinnati Library for the Blind and Physically Handicapped will merge with the Cleveland LBPH effective July 1, 2009. Due to decreased state and federal funding, both CPL and the Public Library of Cincinnati and Hamilton County have had to commit local taxpayer dollars to maintain this important federal service. Since CPL serves a larger area of the state (55 counties) and the LBPH at Cincinnati occupies space at the Main Library which will be used for other purposes, it was agreed that CPL will use the combined funding from both libraries to provide service for the entire state. The additional funds will allow CPL, for the first time in 9 years, to be reimbursed for space rental and utilities. Barb Mates and her staff will work closely with the LBPH staff at Cincinnati to plan the transition of service to Cleveland.

CPL and Cuyahoga County Public Library called a meeting of Cuyahoga County public library directors and museum directors to begin discussion of a museum pass program in which libraries and museums partner to encourage attendance at museums. CPL has submitted planning grant proposals to the Gund and Cleveland Foundations on behalf of the libraries and museums.

The Friends 2008 fundraising event, A Garden of Blues,

was held September 5 in the Louis Stokes Wing with former director Andrew Venable as honorary chair. The event featured an exhibit on the history of blues from CPL's fine arts and photography collections, a silent auction, great food and music.

Director's Attendance at Professional/Community Meetings and Events:

July	8	Meeting with Tim Cosgrove
	9	Museum Pass grant proposal meeting, CCPL
	16	CMHA Garden Valley Estates Demolition Ceremony OLC Board Check-up workshop/CHUHPL
	18	City Planning Commission/Rice Branch
	24	State Library of Ohio for LBPH, Columbus
	25	CLEVNET Directors Meeting
	28	Meeting with P. Kirsanow, Jean Korman
	29	Meeting with Black Contractors Group St. Luke's Campus partners meeting
August	7	Museum of Natural History/Race exhibit meeting
	8	OPLIN Board Meeting, Columbus
	14	Meeting with Chris Ronayne, UCI
	15	Councilwoman Fannie Lewis Memorial Service
	19	OLC Government Relations Committee, Columbus
	20	Project Learn Board Meeting Meeting Moody-Nolan /Woodland Project
	21	Greater Cleveland Partnership Breakfast
	27	Legislators meetings: Tom Patton, Kenny Yuko
	28	Sue Kleme Retirement Dinner
	30	Stephanie Tubbs Jones Memorial Service
September	5	Metro Directors Meeting, Columbus Friends Garden of Blues
	6	The Lit Biennial Awards and program
	9	Art&Soul of Buckeye Community Park Dedication
	10	City Club St. Luke's Campus Partners meeting
	11	Meeting with Cleveland Public Art Anisfield-Wolf Book Awards

- 12 United Way Kick-off/Pancake flip  
Hispanic Heritage Month Kick-off  
Celebration
- 13 Cleveland Public Theater  
Fundraiser/Awards

### BRANCHES AND OUTREACH SERVICES

Summer continued to be the busiest season for outreach activities. Staff moved outside of their library facilities to market library programs and services in highly visible neighborhood and community-wide festivals. Between June and August, we participated in University Circle Inc.'s Parade the Circle, the Hispanic Festival and Puerto Rican Parade, the Cleveland Metropolitan School District (CMSD) Back to School Events, the YMCA Back to School Event, Unity Day at Luke Easter Park, Ingenuity Fest, Walk and Roll (MLK, Jr. Boulevard), Ward 1 Family Community Parade and Expo and the 11<sup>th</sup> Congressional District Labor Day Family Picnic.

Youth throughout the city participated in the annual Summer Reading Club. The program's theme, Spin Your Web:Read attracted 6,486 participants who read 78,006 books and enjoyed entertaining and fun program incentives throughout the nine week schedule. The Finale, held in Main Library and the Eastman Garden on August 16, featured renowned storytellers Bobby and Sherry Norfolk and the Rockin' Robots. 600 visitors received registration packets and enjoyed crafts and treats. A lucky reader DeAngelo Russell-Wilcox from Woodland Branch won the family of four airline tickets for anywhere Southwest flies. We extend appreciation to our many partners and sponsors: the Friends of Cleveland Public Library, Southwest, Cleveland Botanical Garden, Wendy's, YMCA, Game Crazy, Cleveland Cinemas, Cavaliers, and AST Dew Tours. The Puppetry Troupe IMAGINE! regaled young and old at library and community vents throughout the summer, including many SRC events.

Cleveland's youth also participated in our third annual Robotics Camp, a partnership with Tri-C Youth Technology Academy. Held at five branches, Collinwood, Hough, Rockport, South and Sterling, the camp offered middle schoolers opportunities to strengthen, while enjoying,

math, science, engineering and computer programming. Positive competitive experiences and teamwork added to the growth experience. Over 71 students volunteered four weeks of their summer to this innovative technology program. The Library also partnered with Youth Opportunities Unlimited to help youth gain summer employment. Branch community gardens have also continued to grow in popularity, first at Union and now also at Collinwood and Woodland.

Cleveland Public Library also piloted a free lunch program in all of our branches and Main Youth Services Department for youth 0 to 18 years old, beginning June 9th to August 8<sup>th</sup>. The program, administered by the City of Cleveland Department Division of Recreation in partnership with The Children's Hunger Alliance, was an effort to help address a serious need in Cleveland. Over 90% of our youth do not eat a daily nutritional meal once school is out for the summer. As one of the poorest urban cities in the country, the partnership offered the library another opportunity to connect to the community. As a meal service venue we served over 6,675 lunches. Managers, substitutes, pages, volunteers and custodians all helped to deliver this much-needed program. Additionally, we used the opportunity to introduce library services to new visitors and register youth for the Summer Reading Club.

Mobile Services was present at many of the outreach events this summer as well as at Rainey Institute for two special programs. The bus made 160 site visits, serving 2,679 patrons on board; the staff filled 4,059 patron requests. The "On the Road to Reading" van made 36 pediatric/WIC site visits, reaching 469 people. The Early Childhood staff also offered four readings workshops for 34 daycare providers. The department served 173 Summer Reading Club youth who read 2,615 books and three adult Summer Reading Club participants who read 50 books.

The third annual Adult Summer Reading Club was well received; 220 participants were selected to tour one of eight designated cultural institutions, including the FBI building, the County Coroner's Office, Progressive Field, Browns Stadium and Cleveland Play House.

Library for the Blind and Physically Handicapped (LBPH) celebrated a successful Family Fun and Learning Day in June. Between 85-90 patrons attended. The bi-annual consultant visit from the National Library Service coincided with the annual event and the Volunteer Luncheon. At the luncheon Dave Whittell from the National Library Service thanked volunteers for their hours of service. The Lakewood Garden Club visited LBPH's Sensory Garden, sharing compliments with staff. Staff presented at the Greater Cleveland Golden Age Center Health Fair and also attended a Vision Awareness Workshop and the Consumer Advisory Committee in July. Barbara Mates and Will Reed joined the Interim Director and other administrative staff to explore the merging of Cincinnati's LBPH with Cleveland Public Library to create one statewide service. Additionally, LBPH staff ordered 5,414 digital titles in preparation for the much anticipated transition to the new format.

The year-long Urban Literature Summit sponsored two successful events: The Writers' Boot Camp at Memorial-Nottingham Branch in June (92 attended) and a Performance Poetry Program at Martin Luther King, Jr. Branch (71 attended) in July.

Planning meetings continued for a new relocated Rice Branch and a new and expanded Mobile Services facility. Construction bids were advertised for Rice and the pre-bid meeting was held in August. Staff throughout Branches & Outreach Services attended, participated in, and presented at the ALA Annual Conference in Anaheim, California this summer, and we all bided a warm farewell to Library Director Andrew A. Venable, Jr. as he ended his career on June 30, 2008. An oral history project to honor his legacy is being planned by CPL staff and oral history consultant Nancy Nolan-Jones.

#### MAIN LIBRARY

##### Programs/Exhibits (June)

Audio-Video Technicians provided technical support for the Baseball Authors' Roundtable program, Human Resources Department FMLA training, Andrew Venable's retirement recognition program, and the Summer reading programs at multiple branches. Stacie Brisker

participated in planning the writer's book camp as part of the Urban Experience committee.

Foreign Literature Department hosted visiting student intern, Ines Adam, from Dortmund, Germany for two weeks. Victoria Kabo conducted a Russian language book discussion on June 14 at the Memorial-Nottingham Branch.

History and Geography prepared the Collinwood Fire Exhibit on display outside the Auditorium in LSW. The exhibit will remain in LSW through September 30, and to West Park in October, and South Brooklyn in November.

On display in the Photograph Collection and Government Documents area are copies of photographs on Cleveland Indians baseball between 1920s and 1970s. The display was mounted in honor of the Society of American Baseball Researchers' conference which was held in Cleveland.

On June 4, Richard Fox, Popular, led a book discussion of *No! I Don't Want to Join a Book Club* by Virginia Ironside. This was the last discussion of the year. A new series will begin in September. April Lancaster and Sarah Moore of Popular Library prepared a display in celebration of Gay Pride Month.

Committee Chair Karen Martines and members Michael Ruffing, Tom Edwards and Pamela Eyerdam are preparing a Cuyahoga County Bicentennial exhibit to be held on the 2nd floor of Main Library from March through August 2010.

Pete Elwell prepared a display of baseball books in Social Sciences to accompany the SABR Baseball Authors' Roundtable program. Accompanying displays were prepared by Fine Arts and Special Collections, Photograph Collection, and Social Sciences. Mark Moore attended the Negro League Committee reception during the SABR Baseball conference on Wednesday, June 25. Helena Travka is working with Pam Eyerdam for an exhibit titled *First Ladies in Fashion; Presidential Scandals; and, Patriotic Symbols*. Sequoia Brown received a commitment from guest speaker/documentarian Jane Wells to attend a November program highlighting our United Nations Documents.



Programs/Exhibits (July):

The Business Department mounted two book displays, one on oil, and another on career-building. There is also a display area for interesting excerpts from business-related blogs.

Pam Eyerdam and Mr. Dalby worked on Ingenuity Festival; website design, t-shirt graphics, trading cards. Michael Dalby booked the Cavani String Quartet for May 2009 through a grant. Pam Eyerdam and Ms. Dawson are working with Cleveland Public Art on preparing materials (photos) for the fall 2008 Spectrum program with Donna Brazile and Frank Rich.

From July 16- July 26, Foreign Literature's Michael Jacobs planned and hosted the Bastille Day celebration. Events included story time in French and a showing of a French children's video in Youth Services. "All Things French Tour" throughout Main Library. Showing of "La Vin en Rose" movie in LSW Auditorium.

On Wednesday, July 30, Map Collection held a Free Mapping Software instructional workshop presented by Stephen Titchenal and Map Librarian Tom Edwards.

Literature staff created a display on the career of the late George Carlin, gathered circulating oversize/folio volumes from "stacks" and put them on display, and displayed books on French film and literature in conjunction with Foreign Literature Department's Bastille Day festivities.

April Lancaster, Popular, prepared a display of books on grilling and cooking during the summer. The end of the month saw a large influx of new books which led to a current display of new titles.

Councilman Polensik's legislative assistant requested the loan of the small exhibit on the Collingwood Fire that was in City Hall in March for display within the ward.

John Skrtic and Carolyn Neal, Social Sciences, met with Jeanne Hoban from the Benjamin Rose Institute to plan the monthly senior programs starting in September 2008.

Programs/Exhibits (August)

Audio-Video provided technical support for two high profile Youth Services events, the Teen Summer Reading Finale and the Summer Reading Club Finale. The department also provided technical assistance for the Library's two Wellness Fair events.

Ms. Eyerdam & William Anderson worked with the Friends of CPL for the Blues in the Garden benefit. Bruce Biddle worked on a small FA display on left-handed artists. Lisa Waite installed a small display in the JGW horizontal display cases of material relating to the Olympics.

Michael Sparrow and Eddie Johnson, GenRef, provided a training session on EBSCOhost 2.0 to a nearly full house on Wednesday, 8/20 in CLC. Tonya Jenkins co-presented a training session on multiple history databases along with Chris Wood from History as part of the CLEVNET database training series at Lake Shore on Wednesday, 8/27. Kelly Ross attended the Branch Managers Meeting at Lake Shore on 8/6 and gave a presentation about properly placing ILL requests.

Sequoia Brown presented a program on Foreclosure in room 218 of LSW. Sequoia distributed 2500 flyers to support the Foreclosure program. She also wrote and submitted an article on the subject that was posted on the home page of the Library's web site.

Outreach (June):

FA staff met with Cleveland Museum of Art to discuss partnership opportunities. Amy Dawson met with Kent Library School Professor Miriam Kahn and pulled incunabula and Medieval Manuscripts for Ms. Kahn and Diane Scillia. Pam Eyerdam met with Ivan Yuko from the Slovenian Museum.

Milos Markovic fielded requests from Avon City Library (non-Clevnet agency) whose staff was contemplating partnership with CPLs Long Loan program. Mr. Markovic received a thank you letter from Maria Estrella's practicum advisor at Kent State. Ms. Estrella interned in Foreign Literature this past March.

In June, Pam Benjamin and Michelle Skrovan, along with two other CPL staff members, visited the Western Reserve Historical Society to review the institution's resources.

Approximately 75 students from Cleveland State University visited the Photograph Collection and viewed over 5,880 photographs over a three day period.

The Cuyahoga County Jail picked up and returned paperbacks to Popular on June 12. Approximately 1,700 items were circulated there between March-May.

PALs Karen Martines along with History's Michael Ruffing attended a Cuyahoga County Bicentennial Commission meeting. Karen Martines also attended the 2008 City of Cleveland Italian-American Heritage Month planning meeting.

Ms. Parks and Mark Moore saw their article "Cleveland Public Library's Home schooling Booklist" published in the Perspectives section of the May/June 2008 issue of Public Libraries.

June was the start of the new Senior Book Discussion Club. The community partnership (CPL, City of Cleveland Public Health, Metro Health J. Glen Center, Ohio State University Extension, US Dept. of Veterans Affairs and Findaway World/Playaway) gives participants an opportunity to read, talk and share using a non-book format.

#### Outreach (July):

Sangeeta Nayak (Audio-Video) worked at the Puerto Rican Festival as a face painter for the library.

On July 10 Business' Anastasia Diamond-Ortiz presented at the OLC Reference and Adult Services Conference.

On July 17 Pam Eyerdam attended the Kent Library School Curriculum Planning Meeting for their new *Digital Archives & Preservation Program*. Ms. Eyerdam and SpC staff began training Kent Intern, Lana Schiffbauer. Ms. Eyerdam met with Opera Cleveland staff Maidie Rosengarden and Will Cole to discuss spontaneous signing in the garden and an education program for 2010.

Pam Eyerdam prepared the text and Amy Dawson made the scans for two images of the Rubaiyat of Omar Khayyam, illustrated by Ronald Balfour, New York Dodd Mead and company, [1920] for the Friends of the Cleveland Public Library bookplate.

On July 5 Foreign Literature's Michael Jacobs attended Tri-C West French classes and distributed CPL promotional materials to students.

Mary Torres attended this city's annual Puerto Rican Festival on July 29. She distributed 25 Spanish booklists to attendees and signed-up new patrons for the department's email listserv.

Caroline Han was selected to attend Library Leadership Ohio conference.

Avon Lake Public Library has taken the final step in signing-up for the Department's Long Loan program. This is the first new agency to join this year. Avon Lake is a non-CLEVNET agency.

General Reference staff met with Pam Benjamin for the 2<sup>nd</sup> departmental outreach meeting re: progress of these projects:

- Contacted Youth Services and CMSD to identify programming possibilities
- Contacted SeniorsConnect and identified 11 senior centers to present workshops on topics of interest e.g. Consumer Information & Alerts, Scams, and "Free Money"
- Redesign of GenRef PowerPoint presentation and guides for "Doing Research at CPL" for high school and community college patrons respectively.

Ron Burdick, History, met with Lidia Parc, a representative of an area Ukrainian heritage group for discussion on commemorating the 75<sup>th</sup> anniversary of the famine that struck the Ukraine 1932-1933. The group will mount a small display in the area outside of the auditorium during the month of November.

Karen Martines met with Bob Reeves of UCI and The Holden Trust to clarify issues of trust monies awarded to the Kent State University School of Urban Design and their project with the Cleveland Parks Collection documents. Ms. Martines attended the City of Cleveland Italian

American Heritage Committee meeting headed by Councilman Zone.

Helena Travka and Harriette Parks have begun creating a workshop regarding legal resource databases that will be presented to the public. John Skrtic, Pete Elwell Mark Moore, Maureen Mullin, Aaron Mason, and Michelle Makkos attended the Cleveland State University Law Library Tour on July 2<sup>nd</sup>. John Skrtic, Pete Elwell, Helena Travka, and David Furies toured the County Law Library.

Outreach (August):

Maureen Mullin visited MAGNET, the Manufacturing Advocacy & Growth Network, to discuss ways to work together.

Ms. Eyerdam created Bibliography for CMA Bookmark for the Artistic Luxury show of Tiffany, Faberge, and Lalique artwork. Staff continues to assist CMA assistant curators with research.

Mr. Dalby continued discussions with various local musicians about performing at the library and spread the word for FA Fall 2008 Music programs (bookmark, stanchion signs, flyers, blog postings) for Jazz- Nancy Redd, Jay Krasnow, Nathan Carterette). Bruce Biddle visited the CMA library and attended a Gallery Talk to improve relations with the Museum library and its programs.

A budget reduction of 10% and 15% was submitted for General Reference's continuation titles. A cross analysis was begun of electronic journal holdings and microfilm holdings. This in turn can be compared with a cross analysis previously made of bound periodical title holdings with electronic title holdings. Along with Gloria Guzzi from Acquisitions and Amy Dankowski from Automation, Pam Benjamin met with the representative from Serials Solutions to discuss issues including 360 Marc Updates, 360 Link Resolver, and 360 Counter.

A large order of series books was placed by Popular to prepare for a display of series titles in September. A large order of urban fiction and Black authors was placed and received.

Karen Martines attended Councilwoman Lewis' funeral and the City of Cleveland Italian Heritage Month Planning Committee meeting.

Helena Travka and Harriette Parks, from Social Sciences, attended a Teen Resource Fair on August 28 to promote CPL Education resources. Helena Travka served as a liaison for the Adult Summer Reading Club FBI Tour on August 12.

Collections/Reference (June):

The last circulation day for VHS was June 28, 2008. All VHS titles were removed from the Audio-Video Department by Shelf Division. Shelving space is now available to layout the more popular DVD's, making them more accessible for patrons.

Fine Arts continued to read, weed and shift the collection as well prepare and input blogs. Foreign language music CDs will be housed in the Fine Arts CD Room. Using Schweinfurth funds, the Library purchased trade catalogs and a rare chess item from Carmen Valentino.

Foreign Literature staff re-installed the Chinese language DVD/VCD collection. Of the 934 in-house items withheld from public access, 71 were withdrawn due to damage and 64 were removed due to their Region 3/6 code or questionable nature. A total of 799 items were returned for circulation. Ongoing efforts will monitor all returning DVD/VCD material and inappropriate items will be removed as necessary. The department started to receive "Window of Shanghai" books from Technical Services and so have begin placing bookplates and special shelving codes on each item.

With assistance from Automation, Lending, CLC and Comprise/SAM, two wireless Visitor Internet terminals were installed in Brett Hall.

Buildings created a customized table for the Microform Center's MS6000 readers/scanners that will allow for future additions. Michelle Skrovan and Pam Benjamin met with NAPC representatives on June 25 to discuss the microform collection and a possible gap evaluation project.

Departmental staff participated in the beta testing of the new KIN24x7 Spark software.

Pam Benjamin gathered input and made recommendations on behalf of CPL to CORC regarding various CLEVNET databases (including NYT - current, CultureGrams, Opposing Viewpoints). Staff continued work on the JSTOR moving wall and the shifting of 2-3 years of bound periodicals to Lake Shore.

A second miniature printer was added to the Brett Hall service desk to allow both staff terminals to print Internet visitor tickets. General Reference's departmental brochure was submitted to Graphics.

Sarah Moore and April Lancaster of Popular Library prepared an order of African American and Urban fiction for Acquisitions to strengthen those collections.

Science and Technology staff provided research services to a PhD candidate from Florida and to a Deputy Director General from the Uzbekistan Academy of Sciences.

Photoduplication Task Force, chaired by Jim Bettinger, met twice in June. Workflow issues for CRC, ILL, and Photoduplication Office were discussed and resolved.

Harriette Parks (SOC) distributed the summer edition of the Quarterly Education Booklist to branches, Main Library Lobby, and Cleveland Scholarship Program. Sequoia Brown collaborated with Anne Olszewski to re-write preservation procedures John Skrtic and Amy Dankowski met with Tim Diamond to discuss creating a waiver for performers/speakers to sign that can be presented on the CPL website.

#### Collections/Reference (July):

Business Department shifted books in the HG Personal Finance section.

Susan Mullee, with the help of Aaron Mason, submitted a blog posting on Railroads, focusing on Cleveland. The posting was mentioned in Green City Blue Lake:

<http://www.gcbl.org/blog/gcbl-staff/7-29-08>.

"An Afternoon of String Quintets" was posted to FASC blog, pluggedincleveland.com

(<http://www.pluggedincleveland.com/events/22653/an-afternoon-of-string-quintets.html>), realneo.us

(<http://www.realneo.us/events/an-afternoon-of-string-quintets-jul-2008-0>), and CoolCleveland.com (pending site admin approval)

With Timothy Diamond's assistance, a grant application to the Ohio Arts Council to assist in music programming at Main Library was submitted.

In the CD Room, staff continues to place 3M security labels on Jazz/Blues CDs that have been vandalized/stolen area

In Special Collections, Bill Chase discovered more Howell & Thomas material on the 5<sup>th</sup> floor that was neither inventoried nor accessioned. Pam Eyerdam worked with former donor Sam Little, in regards to the Robert Little Architecture collections (slides of the Timkin building). She also met with Rare Book Dealer Peter Bennett (Boston) to purchase Lockwood Thompson and Schweinfurth materials and worked with Rare Book Dealer Carmen Valentino, to obtain trade catalogs for Schweinfurth. Ms. Eyerdam also worked with Dawn Grattino at Lake Shore with cataloging issues and worked with Preservation to create a facsimile of one of the Biehle prints to display in SpC.

Amy Dawson met with Miriam Kahn and pulled incunabula titles for research and discussed a project about John G. White and an article about the Library's Biblia Latina (1482). She worked with Corrie Slawson (Cleveland Public Art for SPECTRUM) to pull images from the Photograph Collection of Presidential candidates. Fifty-four images were selected and scanned and saved to disc for the Photograph Collection and for Ms. Slawson. Images will be used in the upcoming *Spectrum* lecture.

The microfilm reader/printer known as "Big Bertha" that was used for full page newspaper copies was decommissioned in the Microform Center. Kelly Ross and Tonya Jenkins worked on a comprehensive CPL/CLEVNET Database list for the ERC and a promotional template to be used for highlighting databases in the CPL newsletter.

Popular staff did a great deal of weeding and transferring of books this month to allow for more face out display on the book shelves.



Water problems and leaking HVAC equipment continue to be a problem in Public Administration Library. Friday, July 18, at 4:30 p.m., Vilray Russell heard a dripping sound when he was in the back room. After locating the leak, we covered the books with our emergency roll of plastic and contacted City Hall Custodian Carmen Messina. Mr. Messina was able to locate the problem, a clogged drain and overflowing pan on an air conditioner. As a result of yet another water issue, the decision was made to move the Dewey books from the back workroom to the main floor area where little used law books are located and move the law books to the back room. The process should take up the month of August.

Science has completely removed from the 9<sup>th</sup> floor storage area the title *Abridgements of Specifications* from the Great Britain Patent Office. There were 345 volumes consisting of 759 items. The title is available freely by the European Patent Office website esp@cenet, which includes the entire searchable patent and not just an abridged version. The shift of 64 open shelves on the 9<sup>th</sup> floor continues.

Sequoia Brown, Social Sciences, distributed 200 Project Vote Smart guides to the branches. Page Bernie Preston and Mark Moore prepared an inventory weeding and updating map and schedule for Social Science Department storage materials on the seventh floor. Pete Elwell and Mark Moore have initiated an infill project for historical baseball reference materials. CSU Librarian Kevin Garewal assisted the staff by giving suggestions about which Law Resources the department could weed. Sequoia Brown and John Skrtic are preparing to preserve older photos from the Social Sciences political file.

Collections/Reference (August):

FA worked on the Democracy exhibit entitled "Art of the White House", An OAC grant application with letter of commitment from CSU's Angelin Chang to partner for music programs in 2009, was submitted. Pam Eyerdam met with the Schweinfurth Committee to select materials.

Pam Eyerdam and Lisa Waite met with Lake Shore staff to review policies and procedures for processing SpC materials (revised some procedures and misinterpretations).

Ms. Waite prepared for and attended a meeting at Lake Shore to discuss processing problems of Lockwood Thompson & Schweinfurth materials; then worked with Catalog and Preservation to correct problems. Amy Dawson worked with Corrie Slawson to find images from the Cleveland Public Library Photograph Collection and Corbis Online to be used in the Spectrum Lecture.

The new Periodical Center Newspaper Collection brochure was completed. It lists the large number of U.S. and foreign online and print copy newspapers subscriptions currently held by the Periodical Center.

A cross analysis was begun of electronic journal holdings and microfilm holdings. This in turn can be compared with a cross analysis previously made of bound periodical title holdings with electronic title holdings.

Along with Gloria Guzzi from Acquisitions and Amy Dankowski from Automation, Pam Benjamin met with the representative from Serials Solutions to discuss issues including 360 Marc Updates, 360 Link Resolver, and 360 Counter.

August begins the "busy season" for ILL. Many requests come in from college students for text books. Traditionally, ILL remains at its busiest through September. ILL has revised its Article Request Forms, as well as, the postcards sent to patrons who have no other contact information.

On August 14 Ms. Ross met with Rollie Welch, Head of Collections Management. Collection Management and ILL are collaborating to increase patron satisfaction regarding requests for items CPL does not own. Titles requested through the online "Request for Purchase" page may be referred to ILL which can acquire the item quicker than Collections Management can purchase and process it. Also, ILL will notify Collections Management of any titles too recent to borrow (18 months old or newer) so that they might be acquired.

John Skrtic visited Lake Shore to ascertain the condition of rare religious books on August 12. He met with Gale representative Rhonda Harris regarding new electronic resources that may be of interest to Social

Sciences. John Skrtic continues to work with Cindy Lombardo to reshape SeniorsConnect.

Staff/Professional Development (June):

Lissa Waite of Fine Arts, attended a NEO-RLS workshop at the Western Reserve Historical Society and a training session on a wiki that has been set up for the Dublin Committee and on the access database for JGW periodicals. Michael Dalby attended NEO-RLS workshop, *Update Your Service*, in Twinsburg. Oksana Kraus attended ALA as a member of ALCTS Program Committee.

In General Reference Kelly Ross joined the department on June 23 as the new ILL Librarian. Julie Kent was selected for the NEO-RLS Library Leadership 2008 program. Michelle Makkos attended the 2008 NASIG conference held June 5-8 in Phoenix, AZ. Ms. Kent attended an OLC meeting on June 5 and the 2008 ALA Annual Conference in Anaheim, CA held June 26-July 2. Michelle Skrovan attended the NEO-RLS program "Update Your Service Mix." Mike Sparrow participated in a webinar about 19<sup>th</sup> century UK periodicals on June 13. Pam Benjamin attended an OLC Management and Administration Division Meeting in Medina, an Ohio Web Library/OPLIN training session at Lake Shore, an FMLA training session for CPL managers, and a meeting of the CPL Management Training committee. Pam Benjamin was the Librarian-in-Charge of Main Library while Cindy Lombardo attended the 2008 Annual ALA Conference from June 26-July 2.

On June 17, Photograph Librarian Margaret Baughman was invited to attend the presentation of a new brochure in celebration of the renovation of the Howard M. Metzenbaum United States Courthouse. The full-color brochure highlights the beautiful paintings, murals and sculptures which adorn the exteriors and courtrooms in the building. Built between 1905 and 1910, and designed by Arnold Brunner, the building originally served as the United States Post Office and Custom House and Court House. The restoration team used photographs in the Photograph Collection to assist them in their work and one of the photographs is reproduced in the brochure.

Lane Edwards, Lending Supervisor served on the interview panel for the Science and Technology opening and the Neighborhood Team Manager openings. Mr. Edwards

continues to conduct new employee training.

Harriette Parks, John Skrtic and Pete Elwell toured The Foundation Center. Mark Moore attended the "Race, Politics, and Cities: 40 Years after the Stokes Era" forum at Cleveland State University's Levin College of Urban Affairs on Thursday, June 19<sup>th</sup>. Helena Travka Attended NEO-RLS workshop -- Reference Learning Group: Visit to the Western Reserve Historical Society on June 18, 2008. John Skrtic, Sequoia Brown and David Furies had the pleasure of touring PAL. Karen Martines gave the tour to the Social Sciences department. PAL and SOC discussed different ways in which communication could improve.

Staff/Professional Development (July):

Stacie Brisker and Sangeeta Najak of Audio-Video, attended the Digipalooza Conference in Cleveland.

From July 27-August 1 Aaron Mason attended Library Leadership Ohio 2008. Maureen Mullin and Aaron Mason attended a tour of Cleveland-Marshall College of Law: A Survey of Legal Resources on July 1. On July 15 Evelyn Lichtenberg and Daniel Oreskovic attended "On Display," a program on merchandising, with Nancy Pearl, hosted by CCPL.

Fine Arts Special Collections staff Oksana Kraus attended ALA Annual Conference. Michael Dalby and Pam Eyerdam attended *Naxos Music Library Sheet Music database* training at Lake Shore. Mr. Dalby and Amy Dawson attended workshop "*Digital Projects 101*" in Westlake. Bill Anderson and Pam Eyerdam attended *Overdrive training*. Clerks Marcia Evans, Magaly Lannum and Senior Dept. Librarian Bill Anderson attended the *MUNIS training*. Ms. Eyerdam attended the *OhioLINK EAD Finding Aids* workshop at the Kelvin Smith Library at CWR, July 11, 2008.

General Reference Manager Pam Benjamin co-chaired the July meeting of the CLEVNET Training SIG which is attempting to collaborate with the CLEVNET Technology SIG in order to include technology issues in the training offered, as well as, identify/obtain online training software for more convenient and economical training sessions.

Ms. Benjamin chaired the July meeting of the ERC in which 4<sup>th</sup> quarter database subscriptions were determined, a comprehensive CPL/CLEVNET database list created, training issues examined, and workflow improvements discussed.

Ms. Benjamin also coordinated the CLEVNET Naxos Sheet Music workshop presented by the vendor, attended the July CPL Management Training committee meeting, a CLEVNET Technology SIG meeting, the CLEVNET Directors meeting, KIN training, and meetings regarding serials, CPL exhibit coordination, and updated chairs for Brett Hall - respectively.

Several staff members took part in the KIN Software update and the Overdrive Media webinar training. Sabrina Miranda attended a webinar on the Heritage Quest database.

Department Manager Ron Burdick attended the Mid-Atlantic Digital Library Conference with Cindy Lombardo, Main Library Administrator on July 9. The one-day conference featured five learning tracks; Mr. Burdick participated in the Archives and Digital Libraries learning track. This track included sessions on digital software; Archon, Archivist Toolkit, Fedora and DSpace, a panel discussion on open-source solutions, and a session on integrating digital collections and educational instruction.

Department Manager Ron Burdick participated in a Digital Archives and Preservation Curriculum Planning Meeting at Kent State University School of Library and Information Science (SLIS) on July 17. SLIS convened the meeting to gather ideas and suggestions regarding changes under consideration in the School's curriculum to accommodate the growing need for digital competencies in the Library field.

Steve Capuozzo, Jean Collins, Tim Phillips, Doug Westerbeke, Jack Bailie and Beverly Austin attended Overdrive workshops.

April Lancaster and Sarah Moore, Popular Library, attended a workshop at the Cuyahoga County Public Library Administration Building hosted by Nancy Peal and Cindy Orr titled *On Display*, which focused on

merchandising your collection.

Mark Moore attended the showing and discussion of the Lincoln Institute of Land Policy's documentary film *Cleveland: Confronting Decline in an American City* at CSU's Levin College of Urban Affairs on July 24. Mark Moore attended the CCPL program "Merchandising Your Collection" with Nancy Pearl and Cindy Orr on July 15. Mark Moore attended the webinar "OverDrive's 'Digital Library 101'" program on July 22. John Skrtic attended the NEO-RLS program Digital Projects 101 at Westlake Porter Public Library.

Staff/Professional Development (August):

Stacie Brisker and Sangeeta Nayak (Audio-Video) attended a meeting with Play-Away Audio representatives on August 28. The meeting focused on acquiring new titles, suggestions and feedback for improving product service and display.

Business Department's Sandy Witmer, with the assistance of Anastasia Diamond-Ortiz, created a training class for the new Java Workflows. Four classes were offered to downtown staff. Eugene McCormick, as a member of the Health and Safety Committee, helped plan and run the staff Health Fair. Joseph Parnell, Susan Mullee and Daniel Oreskovic attended KnowItNow Training.

Fine Arts staff Lisa Waite and Michael Dalby attended Sirsi training. Mr. Dalby attended Library Leadership Ohio (June 27 - August 1) and Bill Anderson attended a management seminar, *Why Everyone Has to Think Like a Manager*. Bruce Biddle and Oksana Kraus attended a workshop for improved Ebscohost DB. Mr. Biddle attended the improved KIN seminar and History Databases. Ms. Kraus presented at the Annual Conference of the Gypsy Lore Society, Washington, DC. Rhonda Green and Pam Eyerdam attended the Copyright seminar. Amy Dawson attended KIN After Dark (KNAD) - Spark training at Cleveland Heights., and also attended the Society of American Archivist Annual Conference in San Francisco.

After 32 years of service, Library Assistant Sue Kleme (GenRef) retired on 8/29 to the sorrow of departmental and library staff. A well-attended celebration was held for Ms. Kleme at Massimo de Milano on 8/28.

Foreign Literature staff attended the following programs:

August 6 - Marianita Torres "Why Everyone Must Think Like a Manager", August 19 the online Spark IM Training, and on August 21 Copyright Training.

Ernest Edwards attended Java Workflows on August 21 and August 27; Ms. Torres, Jimmie Smith and Michael Jacobs attended Java Workflows on August 28.

A departmental staff meeting was held on August 15 in GenRef. The two main agenda items dealt with how to best handle the increased patron demand created by the additional Internet terminals and how much computer assistance could reasonably be provided by staff. The latter is scheduled to be discussed jointly by all subject department managers.

Ms. Benjamin began to conduct interviews with 17 candidates who applied for the now vacant LA position left by the retiring Sue Kleme.

Ms. Benjamin co-represented CPL at the August meeting of CORC (CLEVNET Online Resources Committee) in which major mandated budgetary cuts (\$300 - \$400K) caused the cancellation of multiple CLEVNET databases. Ms. Benjamin, Ms. Ross, Mr. Johnson, and Michelle Makkos attended copyright training on 8/21. Ms. Skrovan, Julie Kent, and Sabrina Miranda attended Sirsi Java training. Ms. Makkos attended the NEO-RLS workshop "Why Everyone Has to Think Like a Manager" on 8/6.

Ms. submitted to CPL administrators was finalized. Ross, with assistance from CLC, will be converting the comprehensive Excel spreadsheet of CPL's databases into Access to make it more user-friendly and easier to search.

History staff participated in the following programs: Michael Ruffing, "Thinking Like a Manager," in July; Michael Ruffing, KnowItKnow Train the Trainer. Michael Ruffing, Amy Pease, Tom Edwards, Sirsi JAVA training. Ron Burdick, Linda Naylor, Munis Training; Tom Edwards, Copyright Program.

Sarah Moore attended a program at Cleveland Heights Library "Why Everyone Has to Think Like a Manager" on August 6. Ms. Moore also received training on new

KnowItNow software and the new Java client. April Lancaster attended Java training on Aug. 19. Reba Clardy attended Java training on August 26.

Richard Fox attended Books by Mail meetings on August 20 and 25. He also attended Java training on August 28. Mr. Fox met with the Adult Summer Reading Committee to organize and choose the winners for the various tours. He joined the winners on a tour of the Cleveland Playhouse on August 27. Mr. Fox also met with Graphic Dept. to continue refining the Popular Library brochure.

PAL staff attended training on the new version of Sirsi.

Helena Travka and Harriette Parks attended a copyright workshop on August 21. All Social Sciences staff attended Sirsi Java Training in the month of August.

Sequoia Brown met for a 1.5 hour consultation with Sandy Kuban about submitting Requisitions in MUNIS. Long-time Social Sciences/SeniorsConnect staff member Ronald Roberts accepted a position at the MLK branch. John Skrtic attended a KnowItNow training session on August 11. John Skrtic met with Department Managers to hear a presentation by Sandra Kuban on Budget procedures.

In Science and Technology, Chris Feczkanin completed the Library Career Development series; Diane Mathews was named to the Library's Green Committee, numerous staff members attended SIRSI JAVA Workflows training as well as copyright training.

#### TECHNICAL SERVICES

Patricia Lowrey attended several meetings with the new payroll system consultants and the Management Training committee. She and Ann Olszewski attended the digital projects meeting. Ms. Lowrey and staff from Technical Services met with staff from Automation to discuss various projects. Ms Lowrey and the Technical Services Managers attended the FMLA training sessions.

Ms. Lowrey and a number of Technical Services staff attended the lovely retirement party for Mr. Venable. Ms. Lowrey and Rollie Welch attended Digipalooza, the OverDrive e-media user's conference. She for met with Tim Diamond and Dan Gunther from Planning and Research



to discuss records retention for Technical Services. Pam Eyerdam, Fine Arts/ Special Collections Department Manager, met with Technical Services Managers to clarify expectations of handling of valuable materials

Ms. Lowrey attended the Administrative Succession Planning meeting and a meeting to discuss the Pilot Flextime Project in Technical Services. She attended the CLEVNET Online Resources Committee, meetings of the Internal Communications Taskforce, the Management Training Committee, and the Digital Projects Committee.

The Health & Safety Committee presented a Wellness Fair at Lake Shore which was well-attended by Technical Services staff. Tuesday night classes for the Kent State University School of Library & Information Science began on August 26. There were 103 meetings at the Lake Shore facility over the summer.

Acquisitions: Acquisitions staff ordered a total of 33,286 titles and 46,821 items, received 53,563 items, and processed a total of 6,739 invoices over the summer. Serials staff added 1,886 items and processed 1,451 periodical and serial claims.

Leslie Pultorak was hired for the vacant Acquisitions Librarian position and began work on July 8th. Serials Staff processed Main Library and Branch periodical renewals and cancellations for the 2009 subscriptions. Gloria Guzi, Acquisitions Librarian - Serials created guidelines for the receiving and processing of Continuing Resource Services and Codified Ordinances. Ms. Naab attended the "Why Everyone Has to Think Like a Manager!" workshop.

Book Preparation: Book Preparation processed 104,864 items over the summer including 1,087 new Blu-ray discs for the July 1 rollout. Laquetta Belle was promoted to a clerical position at South Brooklyn Branch and Shawn Wolford was hired to fill the position. Marianne Monger met with Rollie Welch and Bonnie Bolton to discuss processing the juvenile books with CDs in hanging bags.

Catalog: The new Extra Copy workflow has saved many days off the turnaround time for books, and was expanded from books to DVDs. Vivian Grayson and Paula Stout have

worked very hard on foreign language materials returned from TechPro. Michael Monaco worked with High Demand to create original cataloging for the Blu-ray disc rollout. Elizabeth Hegstrom participated in the interview panel for a Materials Processing position. Andrea Johnson and Mr. Monaco attended an Ohio Library Council workshop, "Why Everyone Has to Think Like a Manager."

A total of 44,156 items were added and 20,875 titles were cataloged over the summer

Collection Management: Laura Mommers, Rollie Welch and Carlos Latimer (Head of Audio-Visual Department) developed a schedule for ordering audio books on CD for branches and the A-V Department. Bonnie Bolton began visiting branches to consult with staff about Children's materials. Renewals of branch periodicals were completed by July 15 with very few problems due to great cooperation from the branch managers and able assistance from Nate Infante in working with the vendors. Cheryl Fedorcio returned to work in late August after an 8 week on medical leave.

Rollie Welch published two reviews in the Cleveland Plain Dealer in June and one review in the July 15 issue of *Kirkus*. He published an article in the summer issue of the journal, *YALS*. He attended the ALA Annual Convention serving as chairperson of YALSA's Best Books for Young Adults 2009. Mr. Welch presented at a NEO-RLS workshop at Kent State on young adult books. He represented Cleveland Public Library on the "Dee Perry Around Noon" show as part of a three person panel (along with Plain Dealer Book Editor Karen Long and Cuyahoga County reader's advisory consultant Nancy Pearl) on the topic of Young Adult Reading and Books.

High Demand: There were a total of 3,461 new titles and 50,433 new items ordered over the summer; 2,829 titles and 43,617 items were received. Over the summer, the department began ordering spoken word titles. This required account set up and fine-tuning, and significant work with the EDI reports.

Carole Brachna attended meetings to discuss the Technical Services flextime pilot project which will be extended through the end of 2008 for the High Demand and Shelf/Shipping departments. Ms. Brachna began to work

part-time on August 4<sup>th</sup>, on a trial basis. The plan is to hire a part-time High Demand Librarian to help with the increased load of bibliographic and ordering work in the department.

Preservation: Preservation staff worked with Michelle Makkos in General Reference to assemble complete runs of local periodicals for microfilming. John Skrtic in Social Science arranged the loan of two volumes from the Cleveland City Club to complete a run of its newsletter, *The City*, for microfilming.

Ann Olszewski worked on revising and updating the Disaster Management Plan. Renee Pride created two handsome bound volumes of the CPL *Annual Report* and *Speaking Volumes* for Mr. Venable. Gloria Massey completed two major digital editing projects: The 1899 Collinwood Directory and the Sanborn Atlas of 1896. Work on preparing the 1942 and 1938 Cleveland directories for facsimile copies continued. Elizabeth Bardossy treated damaged pages; Ms. Massey edited scans made by History Department of missing and incomplete pages.

Archivist Ann Marie Wieland and Ms Olszewski led an art and architectural tour of three CPL Branches on August 16. Ms Olszewski and Ms Wieland wrote a report on the salvage of the Moravian art tile at Rice Branch for the CPL blog. Ms. Olszewski attended the "How to Think Like a Manager" workshop.

Shelf/Shipping: A total of 1221 requests were sent to Main Library over the summer. The bid list was made available to interested buyers. Over 4515 telescopes of new materials were sent to Main and branches. The department stamped, bar coded, slipped and sent a total of 71,254 items to Acquisitions and High Demand Departments.

Staff from several Main Library Subject Departments came to Lakeshore to perform maintenance on the storage collections. The bid list was made available to interested buyers. Juanita Turner attended Discover Your Roots Library Training and Library Career Development-Day 3. Both workshops provided were by NEO-RLS. Mrs. Turner was heavily involved in the very successful Health & Wellness Fairs and organized a bake sale for the Susan G. Komen fundraiser.

## PUBLIC RELATIONS

The Public Relations Administrator David Williams retired at the end of May 2008, and Tena Wilson left her position as Branch Manager at the Collinwood Branch to transition to Public Relations on May 12, 2008. Upon Mr. Williams' retirement, her interim position officially began on June 1, 2008.

The 2007 Cleveland Public Library Annual Report was printed and distributed in July. The publication was "on-time" and distributed by Holly Carroll, Deputy Director, and Tena Wilson, Public Relations Administrator, at the American Library Association Conference in Anaheim in late June. Annual Report publication was coordinated by the Public Relations Department with the assistance of Tim Diamond, Planning and Research Administrator, Graphics Designer Pam Cerio and Writer Lyz Bly. Approximately 9,000 reports were mailed locally and across the United States and all Library staff members received a personal copy of this informative publication.

Graphics department requisitions rose to record numbers during August. The staff of six worked diligently to produce impressive results in promotional materials for the library. Graphics Manager Cathy Poilpre attended Main Library and Branch Manager meetings to relay marketing suggestions and procedures for requisitioning Arts and Printing materials in a timely manner.

Planning meetings for Writers & Readers Series 2008-2009 were held during the summer months. A full-color brochure announcing the series was printed and distributed, and promotional ads of various sizes were placed in the Call & Post, MUSE magazine, The Lit "Writers & Their Friends" program of Ohio Theatre at Playhouse Square, and Cleveland Public Theater's Pandemonium 08 program. Press releases were distributed to announce the entire 2008-2009 series as well as the first 2 authors individually.

Public Relations Department was active in assisting the Friends of the Library with the planning of their fall fund raiser "A Garden of Blues" to be held on September 5 in the Eastman Reading Garden.

Efforts were made to begin work on a marketing focus plan, a precursor to a new Strategic Plan. A theme for 2009 to promote CPL to Clevelanders is underway. Public Relations staff met with local radio and newspaper agencies to make contacts, relay objectives and solicit proposals for the 2009 budget.

- Plain Dealer Newspaper (Metro: World Class Organizations)
- City News USA Newspaper (Cleveland, Akron, Columbus; Latino)
- Call & Post
- WCPN Ideastream 90.3
- The Wave 107.3 (WEOL AM930, K96 WKFM, 95.3 WLKR, ESPN 1510)
- Majic WMJI 105.7 (KISS, MMS, WGAR, WTAM 1100, MIX 106.5)
- Radio One Cleveland (93.1 WZAK, Z107.9, 1490 WJMO, 1490 WERE AM NewsTalk)
- Soft Rock 102.1 WDOK (CBS Radio)
- WCLV 104.9 FM

Meeting Rooms in the Louis Stokes Wing of the Library continued to be in demand and a convenient venue for groups, organizations and library departments. A total of 167 meetings were held during the summer months.

Local organizations and governmental agencies selected Cleveland Public Library as their venue of choice during the summer months. Below are listed summer programs and events of interest:

- Cuyahoga County Prosecutors Office Seminar - June 13
- Board of Library Trustees Finance Committee and monthly Board Meeting - June 17 and 19
- Cleveland Metropolitan School District S.T.E.M. Parent & Student Information Nights - June 11, 17, 24 & July 15, 23 & August 12, 19
- Andrew A. Venable Retirement Gala - June 19
- Friends of the Cleveland Public Library Book Sale - Week of July 7-11
- Greater Cleveland Regional Transit Authority Public Forum - August 5, 6

- Cleveland Public Library Health & Wellness Staff Fair - August 13
- Ohio Ethics Commission Seminar - August 21
- Ohio Court Reporters Seminar - August 23

The Library was featured in the following print and electronic media during the summer of 2008: *The Cleveland Plain Dealer, Sun Newspapers, Plain Press, Cleveland.com, The Brooklyn Sun, Call and Post, Library Hotline* and *Cleveland Jewish News*. In addition, the Library appeared in the RSVP 36<sup>th</sup> Anniversary; Society of Professional Journalists Writer's Week, St. Clair Superior Spotlight, The Byliner Newsletter of the Press Club of Cleveland, American Library Association 2008 Anaheim Blog, The Musical Theater Project program, Positively Cleveland, and the following media: WCPN-FM 90.3 (NPR) and WZAK 93.1 Radio One.

#### BUILDING SERVICES

Buildings Office: Made numerous branch inspections.

Monitoring utility usage.

Interviewed and hired for vacant custodial positions.

Attended meetings with architects for Woodland and Rice branches.

Attended pre-bid meeting for Rice Branch.

Started roof replacement at Lorain Branch.

Meet with architect to talk about emergence structural repairs to the Lorain roof.

Meet with City Design Review to discuss Rice Branch.

Meet with Buckeye Development and Public Art to interview artist for public art work for Rice Branch.

Carpenters/Painters: Worked on file cabinets in Planning & Research.

Repaired ceiling in Automation Services.

Replaced damaged cabinet in Shelf Division also removed/recovered/re-installed work counter.

Constructed and installed new counter top for scanners in General Reference Department.

Replaced translucent ceiling tile on the 10<sup>th</sup> floor of the Louis Stokes Wing.

Replaced carpet in Director's Office and installed refinished desks.

Replaced stained carpet at Woodland Branch.

Completed the remodeling of restrooms at Jefferson Branch and replaced ceiling tile in storage room.

Installed carpet on walls that were being damaged at Garden Valley Branch.

Painted at Jefferson, West Park Garden Valley, and Walz branches.

Painted in Director's Office, Automation Services, the Lake Shore Facilities and other areas in the Louis Stokes Wing and the Main library building.

Maintenance Mechanics: Installed new power for data and TV cable in the Director's Office.

Replaced GFI in center electrical box in the Eastman Reading Garden.

Upgrading controls for HVAC at the Lake Shore Facility.

Replaced shaft and bearings on cooling tower at the Lake Shore Facility

Installed new data line for new computer in Popular Library, and installed data lines for new phones at the Lake Shore Facility.

Repaired air conditioning unit for main hallway at Addison Branch also repaired leaking condensate drain.

Replaced digital display panel on ABB dire for A/C unit at Carnegie West Branch.

Calibrated pneumatic controls and VAV boxes, replaced rooftop unit controller board and unclogged ramp drain at East 131 Street Branch.

Replaced bad power outlet at Rice Branch and replaced exhaust fan bearings.

Replaced condenser fan motor on main A/C unit at Mt. Pleasant and Sterling branches.

Repaired leak on A/C unit at South Branch.

Repaired A/C unit in the multi-purpose room at Harvard-Lee Branch and fine tuned the HVAC control program.

Replaced bad power outlet at Fulton Branch.

Installed ductwork for exhaust fans in staff restroom at Jefferson Branch.

Added new controller for easier A/C set-up at Rockport Branch.

Replaced defective thermostat for HVAC unit at West Park Branch.

Garage: Serviced vehicles #1, #4, #5, #8, #11, #12, #13, #15, #16, #17, #19, #21, #22, #24 and #25.

Replaced front brake pads, window handle and 4 new tires on car #1.

Replaced battery, distributor cap, rotor and plugs on pick up truck #4.

Repaired left rear fender molding on delivery truck #5 also, replaced mirrors and painted front bumper & touched up paint.

Repaired rear step and painted bumper on van truck #6.

Replaced door assembly lock on pick up truck #7.

Replaced left rear turn signal, gas sending unit, pump, fuel filter and front brake pads on pick up truck #11



Replaced front brake pads, left front mount bolt for shocks and adjusted rear brakes on truck #12.

Repaired turn signals on van #13 and cat #24.

Repaired rear door, heater switch, tail pipe on delivery truck #15.

Replaced front door holder, repaired rear turn signal and rear step on the bookmobile.

Repaired branch mowers as needed.

### SECURITY OPERATIONS

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

Security Systems: The closed circuit television cameras in the Main Library complex and Branches are fully operational with the exception of two cameras at the Lorain branch which are temporarily non-functional due to the repair work being done at the branch and camera #25 in the Main Building which is being replaced. Lake Shore camera #3 have been replaced. The access system in the Main Library complex, Lake Shore, Memorial-Nottingham and Garden Valley is fully 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 on by a Security Operations 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. In June, the Cuyahoga Valley Patrol responded to eleven alarms, six caused by staff members. In July, the Cuyahoga Valley Patrol responded to six alarms, two caused by staff members. In August, the Cuyahoga Valley Patrol responded to eleven alarms, seven caused by staff members.

All duress buttons are tested on a monthly basis at all stations in the Main Library Building, The Louis Stokes Wing, Lake Shore, and at all branches.

During the month of June, fire drills were conducted at all the branches and at the Main Library.

Closed Circuit Television: Closed circuit television systems are monitored in the Security Operations Command Center office, and at the Louis Stokes Wing security desk, Rear Dock security office, Main Library building security desk, and the Lake Shore Facility security desk.

Identification Cards: Security Operations continues to issue photo identification cards to new staff members and to replace lost cards.

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

3M Book Detector Alarm Systems: On a daily basis, the 3M Book detector alarms are checked in the Main and Louis Stokes Wing. The Branch Patrol Supervisors inspect the book detector systems at the branches each time they visit. All are operational at the time of this report with the exception of one faulty detector at the Union Branch and one faulty detector at the Fleet Branch. The Branch Managers were made aware of problems at both branches.

Lost and Found: An inventory of all lost and found items is conducted on a monthly basis at the Louis Stokes Wing Security Operations Desk. During the months of June, July and August a total of 24 items were returned to their owners; eight bags of miscellaneous items were donated to Goodwill Industries.

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

on a regular basis to discuss issues at the branches. Security Operations has also provided the Sterling Branch with special attention at various times during the summer.

Branch Patrol: Security Operations currently operate three Branch Patrol Units. Each Branch Patrol Unit is assigned a Security Operations Supervisor and a Security Officer. Branch Patrol Units respond to all branches when called upon by staff members and regularly patrol and visit all branches several times a week.

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

The Branch Patrol Security Operations Supervisors investigate all Security Irregularity Reports submitted by staff members from the branches. During the month of June, the Supervisors investigated 40 Security Irregularity Reports; they investigated 45 Security Irregularity Reports in July; and they investigated 36 Security Irregularity Reports in August. Security Operations produces internal reports each month summarizing the branch locations of each report, the type of incident, and the time and day of the incident to ensure coverage at the branches is adequate.

#### Training

Continuous training is conducted by the Assistant Chief of Security Operations or a Security Operations Supervisor at Roll Call with all officers. Security Operations Supervisors Frank Nunez and David Washington attended the training seminar "Think Like a Manager" at the Cleveland Heights Library in August.

## 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	+4
June	44	56	+12
July	52	61	+12
August	56	56	-0-
Year to Date	445	622	+177

AUTOMATION SERVICES

CORC cuts budget: The CLEVNET Online Resources Committee (CORC) met on August 13 and finalized cuts in subscription databases. The following databases will not be renewed: Wall St. Journal (expires 8/29/2008); Business & Company Resource Center (expires 9/19/2008); Culturegrams (expires 9/30/2008); SheetMusicNow (expires 10/31/2008); EBSCO DIY (expires 10/31/2008); Discovering Collection (expires 2/26/2009); and What Do I Read Next? (expires 2/28/2009). As subscriptions expire, CLEVNET monthly invoices will be reduced commensurately. The 2009 budget will reflect the decreased expenditures for databases. The CORC did an excellent job in assessing the databases and identifying duplication with state wide services. Amy Dankowski was able to provide comprehensive usage figures provided by the vendors.

System Downtime: On July 24<sup>th</sup> through 26<sup>th</sup> the system disk for the core SirsiDynix server was lost. Larry Finnegan and George Lenzer worked extensively with Hewlett Packard to restore the disk and recreate the correct environment. Following this, the SirsiDynix software was upgraded to version 3.2.1 and subsequently the system needed to be retuned to restore optimum service.

KnowItNow embarks on a new direction: Much of the summer was spent in preparing a new software platform for Ohio's KnowItNow Virtual Reference service, and in developing a collaboration with Oregon's statewide system. Don Boozer and Brian Leszcz devoted their time to managing the development of the new software; establishing the server systems; and working through administrative issues with all partners (Cleveland Public Library, Multnomah County Public Library, and the State Libraries of Ohio and Oregon).

Steve Wood Retires: Steve Wood, Director of the Cleveland Hts-University Hts Public Library retired at the end of August. Mr. Wood was Deputy Director in Cleveland Hts. and an important influence when CLEVNET was first formed in 1982. His twenty-five years of service to CLEVNET, as well as his many other contributions to library service in Ohio, are to be commended.

#### Other CPL projects

Mr. Carterette continued to assist in the selection process for a Human Resources/Payroll/ Time & Attendance system. Ms. Dankowski worked with Carrie Krenicky and Sandy Kuban to post an information page for vendors interested the project.

Mr. Carterette, Ann Palomo, Hilary Prisbylla, and Andrea Johnson continued to work on the authority control project, including reviewing and refining the indexing structure for the SirsiDynix system. Backstage Library Works should finish processing data in early September.

The OPT-E-MAN project was completed, providing a high-quality fiber network throughout the Library's branches. Larry Finnegan and Darren Novak were instrumental in managing the installation and configuration.

The Main Library Complex and Lake Shore Facility were switched over to the new voice over IP system. The installation was led by George McLemore.

The Software Team provided support for the withdrawal of VHS video cassettes, managing policy and other global changes; continuing maintenance; and outstanding check outs, holds, and bills.

Ms. Dankowski, Mr. Carterette and Tena Wilson met to strengthen communication between the Public Relations office and the Web team. A "Press Room" was added to www.cpl.org for press releases.

Mr. Carterette, assisted by Ms. Palomo and Mr. Finnegan, continued to participate in the Succession Planning Committee; completed new job descriptions for the Automation Services Department.; provided input to the record retention schedule; and provided input to the update of the Disaster Recovery plan.

The Hardware team, led by Bill Hood, completed the 2008 Gates Grant, with replacement public PCs installed in Brooklyn, Mount Pleasant, Jefferson, Addison, and Memorial-Nottingham branches; upgraded public PCs to use Internet Explorer 7; and configured 12 laptop computers for the Lego Robotics camp.

The Software team also provided support to help improve management of holds for the Homebound Services and better tracking of bindery materials.

#### Other CLEVNET Projects

CLEVNET was included in a Beta test of SirsiDynix's new faceted searching product, Enterprise. SirsiDynix originally intended to restrict the Beta testers to systems with no more than one million bibliographic records, but made an exception for CLEVNET's 3.5 million catalog records. Unfortunately, SirsiDynix was unsuccessful in extracting and indexing our data for the new faceted search and discovery system. We continue to monitor their progress. In future incarnations the product will include several new features such as allowing patrons to write reviews, rate materials, tag titles, and receive selective notification of new materials.

Mr. Carterette and Ms. Dankowski provided six training sessions in using the Director's Station software.

The Software team continued to support the migration to the Java workflows client, providing twelve training sessions over the summer, both hands-on and using WebEx. Recorded WebEx sessions were posted on the CLEVNET Members site for staff to review at any time. Several

libraries started using the Java client, including circulation staff throughout CPL.

Several CLEVNET User Group meetings were held over the summer. On July 20 and August 8 the Directors' Panel met at the Lake Shore facility; on July 10 the Circulation SIG met at Perry Public Library; on July 17 the Training SIG met at Wickliffe Public Library; on July 24 the Technology SIG met at Medina County District Library; on July 25 the CLEVNET Directors met at Lake Shore for their quarterly meeting; and on August 8 the Public Relations and Public Services SIGs held a joint meeting at Lake Shore. The CLEVNET Directors discussed a streamlined way to handle lost and paid materials; the request of CCPL to extend the Greater Access Card program to other Cuyahoga County libraries; a project to determine CLEVNET members' return on investment; and general updates on the SirsiDynix system.

Elyria Public Library prepared to open a new branch, North, in a facility shared with Lorain Community College with the assistance of the Software and Network teams.

The CLEVNET eMedia Collection, formally known as the Library On-Demand went live on Wednesday, July 23, 2008 with the new MP3 format which is compatible with iPods and other Apple devices. OverDrive provided training for staff. The new site was redesigned by Ms. Dankowski, who also worked with OverDrive to create promotional materials to help CLEVNET libraries promote the service.

Mr. Finnegan met with the architect and engineers to help plan network installation for the new construction at Ritter Public Library. Mr. Finnegan also assisted Janet Ford, Director, in interviewing candidates for a new technology position.

Several significant network upgrades took place over the summer. Fiber network connections were provided by OPLIN for Cleveland Hts-University Hts, East Cleveland, Sandusky, Shaker Hts., and Willoughby-Eastlake. The network infrastructure was upgraded at Lorain, Wayne County (the newly remodeled Administration building), and Sandusky. Public access wireless was installed in Sandusky's Kelleys Island branch, and additional access points were added to Lorain and Wayne County main libraries. A second OPLIN T1 line was installed for

Madison Public Library and Mr. Finnegan met with staff at Birchard Public Library to start planning a network infrastructure upgrade. The CLEVNET network monitoring software, PRTG, was upgraded; reports are provided to OPLIN as a way to document libraries that are regularly exceeding their current bandwidth allocation. New domain controllers and child domains were configured for Kirtland Public Library, East Cleveland Public Library, and Wickliffe Public Library. Bill Hood helped resolve significant performance problems in East Cleveland's Main Library computer lab, resulting from their migration to the Microsoft VISTA operating system.

George Lenzer proactively upgraded our external and internal domain name service servers - a fundamental building block of the Internet - to prevent a serious security vulnerability. Mr. Lenzer worked with the State of Ohio Office of Information Technology (OIT) to resolve a long-standing problem affecting, especially, Lorain Public Library.

The end of an era was also reached: the public access dialup, first installed in 1988, was decommissioned as almost all traffic has moved to the Internet.

#### KnowItNow Projects

Most of the Summer was devoted to preparing for switching from the tutor.com AskALibrarian software to the customized Spark client and the Jive FastPath server architecture. Source(N) provided custom coding to specifications provided by the KnowItNow team at Cleveland Public Library and the L-Net team at Multnomah County Public Library, as part of a collaboration between the State Libraries of Ohio and Oregon. Brian Leszcz served as the project manager for the technical implementation while Don Boozer prepared and provided training and documentation for Ohio's librarians. Eight training sessions were provided with WebEx, and fifteen hands-on, train the trainer sessions were provided by Mr. Boozer around the state. Venues included regional library systems headquarters (SWON, SERLS, NORWELD), Wright State University, Cleveland Public Library, Cuyahoga County Public Library, and the State Library of Ohio. Eighty-seven participants from forty-five institutions took part in these sessions. Mr. Leszcz also worked with our Library for the Blind & Physically



Handicapped to ensure accessibility.

KnowItNow marketing materials and/or other information were requested by: Donna J. Birkby of the Business & Technology Department of Avon Lake High School; Margaret Frey of Cleveland Big Brothers/Big Sisters; Sheila Bryant of Seminole Community College (Florida); Judith Montgomery, Garfield High School (Lakewood, OH); and, Elizabeth Saxton, Cleveland Public Library, Youth Services, for the Ingenuity Festival;

Professional Involvement and Development; Visitors

Mr. Carterette was asked by the State Library to participate in the Open Source Software ILS Task Force and attended the first meeting of the group on July 23. Ms. Palomo, Mr. Carterette, and Hilary Prisbylla attended a meeting at the State Library on the implementation of new software to support the statewide resource sharing system.

Mr. Boozer and Megan Mitchell of Oberlin College made a joint presentation to the Academic Library Association of Ohio's Distance Learning Interest Group on August 8, and they also were co-presenters at the Reference Renaissance Conference August 4-5 in Denver, highlighting the successful partnership between OhioLINK and KnowItNow24x7. Mr. Boozer also represented CPL during an interview at WCPN for the NPR syndicated radio show "Are We Alone?" in conjunction with the conlang exhibit on the 2nd floor of Main Library. Mr. Boozer also attended the OLC Reference & Adult Services Conference (July 9 & 10) in Columbus and co-presented two programs.

Ms. Dankowski and David Reynolds attended Digipalooza '08 at the Renaissance Hotel in downtown Cleveland, attending sessions and manning a CPL booth Exhibit Hall. Ms. Dankowski also gave a presentation on the CLEVNET eMedia collection during the "Convert Best Practices to Results." On July 11th Mr. Reynolds attended the OhioLINK EAD (Encoded Archival Description) workshop at Case Western Reserve University.

Automation Services was visited by staff from Progressive Medical Inc. from Columbus to evaluate the Library's voice over IP phone system installation. Don Mills, Director of Mississauga Library System, Ontario,

Canada, visited to discuss the SirsiDynix system.

### Statistics

June's total OverDrive/Digital Library circulation was 8,302 downloads, down from 9,188 in May. SecondLife is currently displaying 1,819 unique visitors to-date, up from 1,590 in May. July's total OverDrive/CLEVNET eMedia Collection circulation was 8,890 downloads, up from 8,302 in June. SecondLife is currently displaying 1,987 unique visitors to-date, up from 1,819 in June. August's total OverDrive/CLEVNET eMedia Collection circulation was 8,990 downloads, up from 8,890 in July. SecondLife is currently displaying 2,151 unique visitors to-date, up from 1,987 in July. We currently have 206 followers on Twitter.

	June - August 2008			
	# Cases Opened	# Cases Closed	Site Visits	TOTAL
<b>HARDWARE</b>				
CPL Main	284	243	178	705
CPL Branch	331	297	192	820
CPL Lake Shore	122	95	53	270
CLEVNET	119	94	52	265
<b>PUBLIC</b>	-	-	-	-
<b>HARDWARE TOTAL</b>	<b>856</b>	<b>729</b>	<b>475</b>	<b>2,060</b>
<b>SOFTWARE</b>				
CPL Main	63	62	2	127
CPL Branch	67	67	2	136
CPL Lake Shore	64	62	5	131
CLEVNET	269	266	3	538
<b>PUBLIC</b>	26	26	-	52
<b>SOFTWARE TOTAL</b>	<b>489</b>	<b>483</b>	<b>12</b>	<b>984</b>

	# Cases Opened	# Cases Closed	Site Visits	TOTAL
<b>WEBWARE</b>				
CPL Main	54	51	20	125
CPL Branch	36	32	-	68
CPL Lake Shore	-	-	-	-
CLEVNET	40	37	1	78
PUBLIC	72	62	-	134
<b>WEBWARE TOTAL</b>	<b>202</b>	<b>182</b>	<b>21</b>	<b>405</b>
<b>KIN</b>				
CPL Main	11	10	-	21
CPL Branch	1	1	-	2
CLEVNET	4	4	-	8
PUBLIC	5	5	-	10
KIN Library	30	35	-	65
OHIOLink Library	25	21	-	46
FirstCall for Help	3	3	-	6
MetroHealth	-	-	-	-
After Dark	5	5	-	10
<b>KIN TOTAL</b>	<b>84</b>	<b>84</b>	<b>-</b>	<b>168</b>
<b>GRAND TOTAL</b>	<b>1,631</b>	<b>1,478</b>	<b>508</b>	<b>3,617</b>

Ms. Butts adjourned the Regular Board Meeting at  
1:13 p.m.

\_\_\_\_\_  
Alice G. Butts  
President

\_\_\_\_\_  
Maritza Rodriguez  
Secretary

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee  
September 18, 2008**

**GIFT REPORT FOR JUNE 2008****LIBRARY SERVICE MATERIALS**

<b>DESCRIPTION</b>	<b>QUANTITY</b>
Books	455
Periodicals	143
Publishers Gifts	106
Non-Print Materials	299
Miscellaneous	<u>0</u>
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	<b>1,003</b>

**MONEY GIFTS**

<b>FUND</b>	<b>PURPOSE</b>	<b>AMOUNT</b>
Library Fund	Restricted	\$ 424
Library Fund - Oral History Project	Restricted	4,035
Library Fund	Unrestricted	325
Winnifred Young Fund	Restricted	13,402
Judd Fund	Restricted	<u>54,733</u>
<b>TOTAL MONEY GIFTS</b>		<b>\$ 72,919</b>

**SUMMARY**

<b>CATEGORY</b>	<b>DONORS</b>	<b>QUANTITY</b>
Library Service Materials	19	1,003
Money Gifts	<u>51</u>	<u>51</u>
<b>TOTAL GIFTS</b>	<b>70</b>	<b>1,054</b>

**RESOLVED, That the Gift Report for June 2008 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40 (J) of the *Ohio Revised Code*.**

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee  
September 18, 2008**

**GIFT REPORT FOR JULY 2008****LIBRARY SERVICE MATERIALS**

<b>DESCRIPTION</b>	<b>QUANTITY</b>
Books	310
Periodicals	81
Publishers Gifts	35
Non-Print Materials	41
Miscellaneous	<u>0</u>
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	<b>467</b>

**MONEY GIFTS**

<b>FUND</b>	<b>PURPOSE</b>	<b>AMOUNT</b>
Library Fund	Unrestricted	\$ 10,435
Library Fund - Oral History Project	Restricted	500
Library Fund	Restricted	9,170
Lockwood Thompson Fund	Restricted	84,032
MetLife - Fit for Life	Restricted	<u>12,500</u>
<b>TOTAL MONEY GIFTS</b>		<b>\$ 116,637</b>

**SUMMARY**

<b>CATEGORY</b>	<b>DONORS</b>	<b>QUANTITY</b>
Library Service Materials	13	467
Money Gifts	<u>17</u>	<u>17</u>
<b>TOTAL GIFTS</b>	<b>30</b>	<b>484</b>

**RESOLVED, That the Gift Report for July 2008 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40 (J) of the Ohio Revised Code.**

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee  
September 18, 2008**

**GIFT REPORT FOR AUGUST 2008****LIBRARY SERVICE MATERIALS**

<b>DESCRIPTION</b>	<b>QUANTITY</b>
Books	830
Periodicals	96
Publishers Gifts	153
Non-Print Materials	59
Miscellaneous	<u>0</u>
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	<b>1,138</b>

**MONEY GIFTS**

<b>FUND</b>	<b>PURPOSE</b>	<b>AMOUNT</b>
Library Fund	Restricted	\$ 300
Library Fund	Unrestricted	150
Friends Fund	Restricted	6,000
<b>TOTAL MONEY GIFTS</b>		<b>\$ 6,450</b>

**SUMMARY**

<b>CATEGORY</b>	<b>DONORS</b>	<b>QUANTITY</b>
Library Service Materials	38	1,138
Money Gifts	<u>7</u>	<u>7</u>
<b>TOTAL GIFTS</b>	<b>45</b>	<b>1,145</b>

**RESOLVED, That the Gift Report for August 2008 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40 (J) of the Ohio Revised Code.**

**Youth Opportunities Unlimited**  
**Proposed Young Adult Program for Cleveland Public Library**  
**August 30, 2008**

**I. Rationale for Project**

Based on the Cleveland Public Library's *A Blueprint for the Future of "The People's University,"* two of the strategic priorities for the Cleveland Public Library are:

- Redefine and enhance the services oriented to youth and their families on a continuum of programs from preschool through their educational years.
- Focus new services and programs to deliver to groups and individuals whose interests have not been fully represented in the system wide offerings.

This same document notes that successful measurement of this plan will be indicated by outcomes from partnership initiatives, increase in job readiness, attendance and the change in quality of life of participants. The plan calls for the development of model youth programs, piloting model programs with an emphasis on measurable outcomes and marketing new programs to underserved populations.

In the context of this blueprint for the future, many branches are reporting challenges regarding the services to young adults. In some cases teenagers are coming to the library branches after school and causing disruptions as there is a need for meaningful activities to engage them. In other cases branches are increasingly aware that at this critical juncture of teenager's development, these potential future customers are lost forever as they do not see the great value offered by one of the premier library systems in the United States.

Youth Opportunities Unlimited (Y.O.U.) can help the Cleveland Public Library (CPL) achieve some of its strategic goals around youth and reaching out to new potential customers through pilot model programs that will also alleviate the challenges of dealing with teenagers "hanging out" at branches and not being productive. Over the past four years Y.O.U. has engaged over 300 youth in an intensive model program with outstanding results. We propose to take the successes of this model and continue implementing the Prime Time program for 125 youth at four branches for the upcoming year.

## II. Program Results

### Demographics:

Branch	Target/goal	# of youth enrolled	# of youth active/participating	Student Service Hours	Employed
Fleet	35	40	39	6240	25
Fulton	25	26	21	3360	13
Glenville	35	40	31	4960	22
Harvard Lee	30	41	36	5760	26
<b>Total</b>	<b>125</b>	<b>147</b>	<b>127 (86%)</b>	<b>20,320</b>	<b>86</b>

#### REFERENCE:

*Enrolled-Refers to completed applications fulfilling Y.O.U. requirements as well as funding source requirements*

*Engaged-Refers to youth receiving services on a continual program basis*

*Estimated Service Hours-Hours spent with Career Coaches at Prime Time based on 4 hours per week for 40 weeks of workshops, field trips, community service, athletics, and employment for youth that were fully engaged.*

*Employment-Students currently working a full , part-time job, or seasonal summer*

Prime Time exceeded enrollment goal by enrolling 147 students.

### Performance Indicator Chart September 1, 2007 – August 31, 2008

Performance Indicator	Status
Youth who participate in at least 75% of after school workshops and program activities (85% for returning youth) will be eligible for job placement services.	Currently Participating <b>127/147=86% participation rate</b> Returning youth <b>-Goal Exceeded</b>
At least 50 youth who meet the Y.O.U. job readiness criteria will be placed in jobs or summer internships	Currently Placed in Jobs <b>79/50=158% placement rate</b> Number of jobs/internships = <b>86</b> <b>7</b> youth were placed in more than one experience. <b>--Goal Exceeded</b>
Youth will participate in mock	80% students have participated in Mock Interviews.



<p>interviews to determine their skill level around this key employability competency (i.e. interviewing). Performance will be measured by independent evaluators who are local business professionals and who will conduct the interviews. 75% of participants will receive a rating of 80% or higher on the mock interview rating scale.</p>	<p>Over <b>76%</b> of those who have participated have received over a score of 80% or higher.  <b>--Goal Exceeded</b></p> <p><b>*127</b> students received a mock interview.</p>																		
<p>After 50 hours of participation in the <i>Prime Time</i> program, 65% of the participating youth will achieve their short-term personal goals as measured by staff assessment</p>	<p>3 short-term personal goals were measured and achieved: <b>65/127</b> youth completed Individual Service Strategy articulating goals</p> <p><b>52% of youth met goal</b></p>																		
<p><i>“Prime Time will field four teams in the Y.O.U. Youth Career Olympics”</i></p>	<table border="1"> <thead> <tr> <th>Site</th> <th>Student Participation</th> <th>Placed</th> </tr> </thead> <tbody> <tr> <td>Fleet</td> <td>13</td> <td>2</td> </tr> <tr> <td>Glenville</td> <td>11</td> <td>0</td> </tr> <tr> <td>Fulton</td> <td>11</td> <td>2</td> </tr> <tr> <td>Harvard Lee</td> <td><u>19</u></td> <td><u>4</u></td> </tr> <tr> <td>Total</td> <td><b>54</b></td> <td><b>8</b></td> </tr> </tbody> </table> <p><b>*Placed refers to students taking 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> in one of the YCO competitions.</b></p>	Site	Student Participation	Placed	Fleet	13	2	Glenville	11	0	Fulton	11	2	Harvard Lee	<u>19</u>	<u>4</u>	Total	<b>54</b>	<b>8</b>
Site	Student Participation	Placed																	
Fleet	13	2																	
Glenville	11	0																	
Fulton	11	2																	
Harvard Lee	<u>19</u>	<u>4</u>																	
Total	<b>54</b>	<b>8</b>																	
<p>Interim Pre and Post measures will be taken throughout the program on a small scale to assess youth progress in other curriculum areas (e.g. 5-10 question surveys given before and after a workshop to see if youth understand content better after engaging in the activity).</p>	<p>Career Coaches administered surveys throughout the year to Prime Time students to measure competency attainment. Competencies attained via pre/post test include:</p> <ul style="list-style-type: none"> <li>*Self-Esteem</li> <li>*Knowledge of Employment Terms</li> <li>*Telephone Etiquette</li> <li>*Public Speaking</li> <li>*Values</li> <li>*Hygiene</li> <li>*Personal Appearance</li> <li>*Work Readiness Test</li> </ul>																		
<p>Youth in Prime Time will display an increase of library knowledge by improving scores on test of Library knowledge by 20% as measured by a specially designed survey.  Youth in <i>Prime Time</i> will utilize library services at least 6 hours per month during the course of the calendar year – above and beyond their Prime Time sessions as indicated using library usage form</p>	<p>Many of the students returning to the Prime Time program already possessed an increased knowledge of the library as they are repeat students. We therefore administered library knowledge survey once to new students only and <b>90%</b> of youth passed test with score of <b>85%</b> or higher.</p> <p>Youth in Prime Time utilized library services at least 5 hours per month during the year above and beyond their Prime Time sessions.</p>																		

50% of <i>Prime Time</i> participants will enroll in other existing library offerings	<p>Numerous library offerings have been extended to Prime Time students throughout the year:</p> <ol style="list-style-type: none"> <li>1. Intro to PowerPoint</li> <li>2. Book Club-</li> <li>3. Guest Speakers-</li> <li>4. Utilize library cards/resources</li> </ol> <p><b>At least 63% of Prime Time students participated in 1 or more of the above library offerings.</b></p> <p><b>--Goal Exceeded</b></p>
85% of students participating in <i>Prime Time</i> surveyed will indicate satisfaction with program services.	<p>46.7% of students survey were very satisfied  46.7% of students were satisfied  6.7% were somewhat satisfied  0% of students expressed dissatisfaction with program.</p> <p><b>93% program satisfaction</b></p> <p><b>--Goal Exceeded</b></p>
CPL will receive positive public relations through at least two news stories or features through various medians such as radio, newspaper, magazine, television	<p>Andrew Venable served as keynote speaker for Youth Career Olympics which received some media attention, and Mr. Venable served as member of Y.O.U. 25<sup>th</sup> Anniversary Host committee which received attention in several newspapers. <b>-Goal Achieved</b></p>

As stated in our September 2007-August 2008 Proposal:

Action Step	Outcome	By what date	Status
Recruitment and Marketing Process	Flyers were distributed, presentations and community outreach contact youth on waiting list. Enroll 50-75 new youth and re-engage 50-70 youth presently participating	October 30, 2007	<b>Completed</b>
Student after school programming begins	After school workshops on topics from careers to life skills -weekly	October 1, 2007	<b>Completed</b>
Student after school programming continues	2-4 workshops after school hours Monday – Thursday	November 2007 – June, 2008	<b>Completed</b>
Identify supplemental activities and guest speakers	Set calendar of monthly supplemental activities and targeted guest speakers	November 30, 2007	<b>Calendars on file and presented to CPL staff.</b>

Recruitment of employers for summer internships	Identify 15 employers committed to attend the event	Begin in Winter complete by March 08	<b>Completed</b>
Evaluation data collected	Quantitative and qualitative data in quarterly reports to library	January, April, and August 08	<b>All monthly updates completed</b>
City Wide Youth Career Olympics	CPL Prime Time fields 4 teams	April 08	<b>Completed</b>
CPL/Y.O.U. Career Fair	100 Youth Participate	TBA	<b>Completed 438 youth participated in February</b>
Recruitment of employers for summer internships	Identify 50 internships and job slots	October-June 2008	<b>Completed 86 jobs/internships filled for 79 youth</b>
Program Celebration Event	Ceremony to recognize and celebrate success	August 2008	<b>Completed</b>
Evaluate model and explore changes and modifications	Collect and review quantitative and qualitative data. Discussions with library administrators	June-August 2008	<b>Completed</b>

### MAJOR HIGHLIGHTS

- Successful recruitment and re-engagement of youth
- Various career speakers from the community addressed topics ranging from health, budgeting/banking, self-esteem, communication, employability
- Welcome Celebrations at each site to bring in the new year and review expectations
- Youth participation in the library offerings such as the book clubs, speaker series, computer lab, and book rental
- Mock interviews and employability preparation for competition in Youth Career Olympics and jobs/internships
- YCO students placed in the event with the Harvard/Lee Branch taking first place in several events
- Students completed community service activities at Urban League, City Mission, Cleveland Food Bank, and Downtown Convention Center

### MAJOR BARRIERS

- Better method needed for tracking library usage on days Y.O.U. staff is not present

- Involvement of Library Youth Workers did not occur regularly as in previous years.

### Comments from Students

As always we asked students to reflect on their Prime Time experience and what it means to them. Below is a sampling of responses from youth – unedited.

“This program helps me with life skills and to get ready for the future”

“I got to meet new people. I learned a lot about how to get a job. I thought everything was good.”

“This program is really fun. You have fun by learning a lot of things about jobs. You also learn valuable things about in life.”

“I believe Prime Time is a very good program and many other students should get involved.” It helped me tremendously.”

“This was my 3<sup>rd</sup> year in prime time program. It was a good experience for me to learn many different things. The prime time program got me an intern as a security (sic). That was a good experience to work at Cleveland Hopkins airport. Prime time teaches you to succeed in life.”

“I think that the program is very great for use (sic) kids to get off of the streets and do something constructive with our time and it helps us to make good choices on our future and how to use our money properly (sic).”

“I really enjoyed this program. I would most definitely tell others to join this program.”

### **III. Proposed Program Activities:**

Because this past year was so successful with regard to enrolling youth and achieving outcomes, we propose to replicate our activities from this past year. As a continuous improvement organization, Y.O.U. endeavors to always make necessary program adjustments and modifications to ensure an even more successful year.

Proposed activities will continue engage youth in productive, creative, and informative after school and summer programming. There will be two essential components to the Y.O.U. / CPL young adult program model.

1. Prime Time to be implemented at four branches –Fleet, Fulton, Glenville, Harvard-Lee.
2. A Career/Job Fair will be held at a branch to be determined by CPL staff. This fair will be geared towards teenagers and open to all teenagers in the region. The branch will be from the CPL Central region. We anticipate up to 100 youth will participate in the Career/Job fair.

### Implementation of *Prime Time*

*Prime Time* will continue to center around the core competencies of preparing youth for school and workplace success through a series of two after school workshops beginning in October and ending in early June. At all branches the program will include.

- Life Skills training around such topics as responsibility, understanding self-esteem, social skills, resiliency
- Career Research and Reflection on Career Future
- Employability Skills and Workplace Success training
- Leadership Development activities (self-esteem, dealing with peer pressure, cooperation, manners, and decision making skills).
- Field experiences to educational, cultural, civic and recreational sites
- Connecting with existing CPL offerings such as book clubs
- Opportunities to participate in other Y.O.U. activities and supplemental offerings such as summer enrichment workshops, tutoring, Youth Career Olympics.
- Welcome celebration / pep rally to kick off program and bring all branches together for a major event in late October at the Lakeshore facility
- Graduation celebrations at each branch wrap up the program services
- Referral or provision of academic/study skills activities for students in need

Workshops will be offered twice per week for two hours after school beginning October 6<sup>th</sup> and ending on June 4<sup>th</sup>. No workshops will be offered the weeks of December 22<sup>nd</sup> and December 29<sup>th</sup>. All students who successfully complete at least 75% of the workshops will be eligible for summer internships or permanent employment opportunities through Y.O.U. Youth participating at all four sites will come together at the regular cultural/educational events creating program cohesion across branches.

<b>Branch + Target #</b>	<b>Times</b>	
Glenville- 30	Monday and Wednesday	3:00 – 5:00
Fleet – 35	Tuesday and Thursday	3:00 – 5:00
Lee-Harvard -35	Monday and Wednesday	2:30 – 4:30
Fulton -25	Tuesday and Thursday	3:00 – 5:00

During this program year, all components of *Prime Time* will be delivered by Y.O.U. staff with strong and regular communication with CPL. CPL staff will be encouraged to participate in a variety of ways including participating in program activities, working with Y.O.U. staff to connect with CPL program offerings such as reading clubs and coaching students whom might come to CPL branches during non-Prime Time hours.

Y.O.U. will be primarily responsible for recruitment of youth for all *Prime Time* sites, although the CPL branch staff will participate in the recruitment process through distribution and collection of applications.. Y.O.U. commits to making presentations at neighborhood CMSD schools that serve 9<sup>th</sup>-12<sup>th</sup> graders and are located near the targeted branches.

This year extra efforts will be made to ensure that CPL staff and branches feel ownership of the program and youth understand this is a Cleveland Public Library offering.

All participating youth will complete an enrollment packet and attendance will be taken at each workshop. Y.O.U. staff will conduct youth and family outreach activities to keep youth engaged and motivated. Up to 125 youth will be served in the *Prime Time Program*.

#### Regional Career/Job Fair at CPL Branch

Y.O.U. will secure employers for a one time career / job fair to be held at a CPL branch in the Easter district to be determined. Y.O.U. staff will identify employers from a wide range of career fields, orient employers regarding career/job fair protocols and follow-up with employers regarding satisfaction with their experience. Y.O.U. will work with CPL staff to market event throughout library system and to schools in the neighborhood of the selected library branch where career fair will take place.

Target goal is 15 employers and 100 youth to be served by this activity.

#### Independent Evaluation and Positioning Prime Time Nationally

Y.O.U. has already received funding from other sources to conduct an evaluation of Prime Time with a focus on determining whether the program has in fact impacted the lives of those youth served. The evaluation will either validate Prime Time as model best practice or suggest some changes and modifications to be made that would in fact validate Prime Time as a national best practice model. Following evaluation, Y.O.U. proposes to work closely with CPL to generate an article to be published in a professional journal and develop a presentation to be presented at regional and national conferences.

#### **IV. Goals and Performance Indicators**

**Goal 1: The Cleveland Public Library and Youth Opportunities Unlimited will partner to provide model programs to young adults at four branches that will engage them in leadership development, job readiness and life success skills development activities.**

##### Performance Indicators:

1. Youth who participate in at least 75% of after school workshops and program activities (85% for returning youth) will be eligible for job placement services. At least 50 youth who meet the Y.O.U. job readiness criteria will be placed in jobs or summer internships.
2. At least 85% of graduating seniors will successfully enter post-secondary education, employment, trade school or the military
3. Youth will participate in mock interviews to determine their skill level around this key employability competency (i.e. interviewing). Performance will be measured by independent evaluators who are local business professionals and who will

conduct the interviews. 75% of participants will receive a rating of 80% or higher on the mock interview rating scale.

4. After 50 hours of participation in the *Prime Time* program, 65% of the participating youth will achieve their short-term personal goals as measured by staff assessment and recorded in each student's Individual Service Strategy.
5. Interim Pre and Post measures will be taken throughout the program on a small scale to assess youth progress in other curriculum areas (e.g. 5-10 question surveys given before and after a workshop to see if youth understand content better after engaging in the activity).
6. Prime Time will field at least four teams in the Y.O.U. Youth Career Olympics.
7. A job fair will be held in which at least 100 youth will have opportunities to interview with actual employers.

**Goal 2: The Cleveland Public Library and Youth Opportunities Unlimited will partner to engage young adults in activities that will increase their library usage and provide evaluation data to help library further implement strategic plan**

**Performance Indicators**

1. Youth in *Prime Time* will display an increase of library knowledge by improving scores on test of Library knowledge by 20% as measured by a specially designed survey OR 90% of youth will score 85% or higher on specially designed test.
2. Youth in *Prime Time* will utilize library services at least 6 hours per month during the course of the calendar year – above and beyond their Prime Time sessions as indicated using library usage form to be signed by CPL staff as documentation
3. 50% of *Prime Time* participants will enroll in other existing library offerings
4. 85% of students participating in *Prime Time* surveyed will indicate satisfaction with program services.
5. CPL will receive positive public relations through media events and/or through intentional promotion of Prime Time as a regional or national best practice program.

Please note these performance indicators are measurable ways to directly track the youth oriented strategic goals of CPL such as improving quality of life, job readiness, and increased attendance and library usage.

**V. Timeline**

This project will have several milestones and many action steps will be needed to achieve success. Below are the primary steps.

September 1, 2008 – August 31, 2009

Action Step	Outcome	By what date
Recruitment and Marketing Process	Flyers and brochures distributed, presentations and community outreach contact youth on waiting list. Enroll 50-75 new youth and	October 30, 2008

	re-engage 50-75 youth presently participating	
Program evaluation conducted by Dewey & Kaye of Pittsburgh, PA	Determine program effectiveness and potential improvements	Oct, 2008 – Jan. 2009
Student after school programming begins	After school workshops on topics from careers to life skills -weekly	October 4, 2008
Student after school programming continues	2-4 workshops after school hours Monday – Thursday	November 2008 – June, 2009
Identify supplemental activities and guest speakers	Set calendar of monthly supplemental activities and targeted guest speakers	November 30, 2008
Begin quarterly meetings between Y.O.U. and CPL staff	To ensure joint program ownership and strong connection between Prime Time and CPL activities	November, 2008 January, 2009 April, 2009 July, 2009
Evaluation data collected	Quantitative and qualitative data in regular reports to library	January, April and August of 2009.
Recruit employers for spring career/job fair	Up to 15 employers committed to attend event	Begin in fall, complete January, 09
CPL/Y.O.U. Career Fair	100 youth participate	February, 2009
City Wide Youth Career Olympics	CPL/Prime Time fields 4 teams	April 2008
Recruitment of employers for summer internships	Identify 50 internship and job slots	October 2008– June 2009
Evaluate model and explore changes and modifications	Collect and review quantitative and qualitative data. Discussions with library administrators	June - August, 2008
Present paper or article to national journal on Prime Time	To position Prime Time as national best practice	Spring, 2009

## VI. Budget and Budget Narrative

### Expenses

Cost Category	Amount	Calculation
A. Staffing and Personnel for September 2008 – December 2008	\$40 per hour x 917 hours = \$36,680	<u>Program Operations</u> 125 hours –Preparation + 150 hours - recruitment/marketing + 100 hours - report/evaluation/data = <u>Direct Service to Youth</u> 192 hours– After school program + 200 hours – Plan/organize activity + 100 hours – recruit businesses +



		50 hours – Family communication outside library walls =
A. Staffing and Personnel for January 2009 – August 2009	\$42.50 per hour x 2,000 hours = \$80,000	<u>Program Operations</u> 200 hours – Preparation + 50 hours - marketing + 200 hrs- report/evaluation/data = <u>Direct Service to Youth</u> 500 hours– After school program + 200 hours – Plan/organize activity + 200 hours – Summer program + 300 hours – recruit businesses + 100 hours – internship follow-up 250 hours – Family communication outside library walls =
B. Materials and Supplies	\$1,550	See narrative
C. Events Transportation	\$4,500	See narrative
D. Youth Career Olympics Team Sponsorship	\$4,000	See narrative
E. Student Incentives	\$3,000	See narrative
F. Other program events	\$2,000	Welcome and Grad. celebrations
G. Summer Internship Program	\$2,000	Transportation + stipend for non-paid interns
H. Mileage / Travel/Parking	\$3,196	See narrative
I. Communication, Postage and Training	\$1,750	Cell phone and staff development
J. Independent Evaluation of Program	\$13,774	Dewey & Kaye
K. Y.O.U. Administration costs	\$23,034	16.4% of total
<b>TOTAL</b>	<b>\$175,484</b>	

### Revenue

Source of Funding	Amount	Comments
CPL Contract with Y.O.U.	\$114,928	
Local Foundations	\$30,000	Including for evaluation
Other sources TBD	\$30,556	Corporations, national foundations.
<b>TOTAL</b>	<b>\$175,484</b>	

*Total request from Cleveland Public Library for period September 1, 2008 – August 31, 2009 is \$114,928. In addition to above program operations, Y.O.U. will seek funding*

from the local Foundations to retain an independent evaluator to assess effectiveness of several key Y.O.U. programs including *Prime Time*.

## **Narrative**

### **A. Staffing and Personnel**

The primary cost of programming involves staff time to conduct a wide variety of activities including: ongoing coaching of CPL young adult librarian staff, provide direct services to youth at Fleet, Fulton, Glenville and Harvard Lee branches via after school workshops during the school year, recruit youth and market programs to community and youth, recruit businesses and community agencies to provide internship and job slots for participating youth and for job/career fairs at library branches, coordinate monthly *Prime Time* events for youth all four branches, engaging students as needed outside of library walls to keep them involved in programming. Additionally staff time needs to be allocated for evaluation activities, administrative tasks such as collecting data, generating reports, attending meetings with branch and administrative staff. During the summer, staff will maintain contact with youth placed in internships and monitor all youth placed in jobs to ensure placement remains successful. Time will also be allocated to organizing all events related to project including end of year celebration luncheon and media campaign for positive CPL public relations. Staffing time calculations were separated into two periods – September through December and January through August to better reflect the CPL fiscal year of January – December. Rate reflects Y.O.U. organizational expertise in youth development including Y.O.U. curriculum, staff experience, program processes and protocols. Backed by over 25 years of knowledge and experience, Y.O.U. successfully develops and implements proprietary, programming carefully designed to address the special needs of socio-economically challenged youth in today's society. Y.O.U. offers curriculum based, outcome driven solutions that incorporate a unique system of mentorship and hands-on workforce development training, emphasizing an interpersonal and appreciative relationship building approach between staff and student. The Y.O.U. Employment Team draws from a its privately created and maintained database of hundreds of established educational and employer relationships throughout Northeastern Ohio.

### **B. Materials and Supplies**

The primary costs relate to copying training materials, preparing and printing recruitment flyers and miscellaneous office and computer supplies needed by Y.O.U. Career Coaches).

### **C. Events Transportation and Admission Fees**

As part of *Prime Time* program, bi-monthly (i.e. six time per year) visits will be scheduled to cultural, educational and recreational destinations throughout greater Cleveland. This will allow for all four branches to come together and learn together. Buses or cabs will be provided depending on the event location and expected attendance. Several events also have admission fees and this line item will be used to over those costs. College visits to local and regional universities will be scheduled. This line item

will also be used to provide funds for bus tickets that will be made available to youth who want to participate in *Prime Time*, but live more than one mile from the library branch. Cabs that hold 8 students start at \$80 for round trip and larger buses range in price from \$250-\$500. Admission fees range from free to \$35. Bus tickets cost \$1.50 for a round trip.

#### **D. Youth Career Olympics Sponsorship**

We anticipate that 40 youth will participate on teams representing the CPL *Prime Time* program will compete at the Youth Career Olympics. When corporations contribute \$10,000 or more to sponsor a team they receive recognition and billing as “an Olympian sponsor” and receive all full benefits of the sponsorship. When sponsoring one youth, corporations or individuals are charged \$500 per youth. Because of the outstanding partnership with CPL, Y.O.U. will only charge the minimum \$4,000 fee or \$100 per youth for and all subsequent CPL teams the sponsor fee will be waived. Additionally, CPL will be designated an Olympian Sponsor and receive all full benefits associated with this designation.

#### **E. Student Incentives**

Student incentives will include \$750 per branch for snacks and event tickets (can vary, but should include tickets to movies, basketball games, plays, concerts, etc). Snacks will be given out at each session (two times per week per branch) and event tickets will be distributed to students at the discretion of Y.O.U. Career Coach and CPL Young Adult Librarians based upon variables such as outstanding attendance, improved performance & participation, exemplary attitude.

#### **F. Program Events**

Y.O.U. holds Welcome Celebrations to initiate each Prime Time participant. These events are opportunities to connect with CPL branch and community. Graduation Celebrations are held for all seniors who successfully graduate high school. Event costs include food, miscellaneous consumable, awards and supplies related to hosting event.

#### **G. Summer Program Internship**

Two costs are associated with summer internship. All youth who are placed in paid internships will be provided bus tickets for transportation until they receive their first paycheck. Students in non-paid internships will receive bus tickets for transportation for the duration of their internship experience. Additionally, students who successfully complete a non-paid internship will receive a nominal \$25 stipend for each week of their placement, up to \$100.

#### **H. Staff Travel and Parking**

Staff parking and mileage costs are reimbursed by Y.O.U.. Mileage costs are reimbursed at a rate of .50 cents per mile. Y.O.U. pays staff parking fees as we are located

downtown. The monthly fee for the parking lot that is used is \$80. Additional funds allocated this year for potential conference to Chicago.

**I. Communication, Postage and Training**

Cell phone time for staff who conduct most of programming at remote site and \$500 allocation for staff professional development.

**J. Independent Evaluation**

Through funding provided by Cleveland Foundation, Y.O.U. will retain Dewey & Kaye of Pittsburgh, PA to conduct and independent evaluation of the Prime Time program. The purpose of this evaluation is to determine areas of improvement for program and to possibly achieve validation of Prime Time as a national best practice program.

**VII. Matching, leveraged and in-kind funds - Long-term partnership with Y.O.U.**

The partnership between CPL and Y.O.U. has been highly successful. We anticipate a long and productive relationship between these two organizations. The strength of this relationship is highlighted by the fact that Y.O.U. has committed to raise some leveraged funds to help support our efforts together in the future. We have already secured funds from other sources to conduct an independent program evaluation.

For Prime Time, Y.O.U. has matched, leveraged or secured in-kind funds totaling the amount of \$131,556

Direct support to program from other funding sources = \$60,556

Support to program through wages and salaries of youth securing employment and internships estimated = \$65,000

Y.O.U. will offer CPL branches Youth Career Olympics sponsorship valued at \$10,000 for \$4,000 – thereby leveraging \$6,000.

# A CULTURAL EXCHANGE



A literacy based non-profit multicultural  
arts organization for children

September 1, 2008

Holly Carroll, Interim Director  
Cleveland Public Library  
325 Superior Avenue  
Cleveland, OH 44114-1271

Dear Ms. Carroll,

A Cultural Exchange is privileged and honored to submit the attached proposal requesting \$126,697.00 to continue the *Read, Baby, Read! Book Club* in partnership with the Cleveland Public Library to include 21 sites throughout the City of Cleveland. The budget details the cost of program components and is inclusive of books. Your continued support of the *Read, Baby, Read! Book Club* initiative makes a significant difference in the literacy skills of children. Please note that A Cultural Exchange has managed to absorb any inflation of the cost of the program over the years.

We look forward to beginning the *Read, Baby, Read! Book Club* program in partnership with the Cleveland Public Library in October 2008. A Cultural Exchange is proud of our partnership with the Cleveland Public Library and your continued support of our mission. This partnership has flourished based on a strong history of collaboration, mutual understanding and respect of our collective missions. We are certain that our partnership will continue to benefit children and their families in Cleveland.

Should you require additional information on the attached proposal, please feel free to call me directly at (216) 229-8300. In order for the program to begin on time, I ask that you bring this matter to the Library Board's attention at the September board meeting. I am confident that A Cultural Exchange can, with the help of the Cleveland Public Library, continue to Build Communities Where Children Read.

Sincerely,

Deborah E. McHamm  
President and Chief Executive Officer

# A CULTURAL EXCHANGE



A literacy based non-profit multicultural  
arts organization for children

## **Proposal to the Cleveland Public Library for the *Read, Baby, Read!* Book Club (2008–2009)**

A Cultural Exchange is privileged and honored to submit the following proposal to continue the *Read, Baby, Read! Book Club* at the Cleveland Public Library during the 2008-2009 school year. In support of the Cleveland Public Library's mission (*to be the best urban library system in the country by providing access to the worldwide information that people and organizations need in a timely, convenient, and equitable manner*) and A Cultural Exchange's mission (*to acquaint children of color with their heritage, enhance their self-esteem and self worth and create opportunities and experiences, which enrich the cultural development of ALL children, their families and the community through literature, the arts and cultural exchange*), the *Read, Baby, Read! Book Club* program provides children and their families with greater access to books and exposure to their neighborhood libraries. As A Cultural Exchange prepares to enter into the ninth year of a partnership with the Cleveland Public Library, we would like to provide a review of the work we have accomplished thus far.

### **Overview of the *Read, Baby, Read!* Book Club Partnership**

In 2000, A Cultural Exchange and the Cleveland Public Library, the People's University, embarked on an innovative partnership to increase children's access to books and their familiarity with the public library system. Since that time, the *Read, Baby, Read! Book Club* program has served over 3,600 children and their families with the assistance of the Cleveland Public Library. Taking into consideration that one child served in this program represents a minimum of three people, over 10,500 people have been impacted by *Read, Baby, Read!* Since 2000, over 36,000 books have been provided for the home libraries of children who have traveled to their local branch libraries and worked closely with library staff to explore these books through discussion, writing and the arts.

After such a successful partnership, A Cultural Exchange proposes to continue to work together during the 2008-2009 academic school year to serve even more children by promoting reading and working together to Build Communities Where Children Read.

### **Accomplishments of the 2007-2008 *Read, Baby, Read!* Book Club Program**

The success over the last year (2007-2008) in strengthening the partnership to benefit children has resulted in progressive movement in a number of areas. The number of *Read, Baby, Read! Book Club* sites was expanded from 18 branches of the Cleveland Public Library in 2006-2007 to 21 branches, with over 600 children participating in the program. Children and their families in 19 Cleveland Metropolitan Schools, one charter school and one parochial school were served, and *Read, Baby, Read!* was held at three of Cleveland's four new single-gender academies. *Read, Baby, Read! Book Club* members received up to 10 award-winning multicultural books to incorporate into their home libraries and completed art projects related to each book.

Snacks were provided at each *Read, Baby, Read! Book Club* meeting. Clubs composed of 30 students met weekly in their classrooms and frequently visited their branch libraries. The program was successful in supporting Cleveland Public Library staff members as they served children in their branches' neighborhoods, and *Read, Baby, Read!* was also responsible for enhancing a stronger relationship between the Cleveland Public Library and the Cleveland Metropolitan School District. Cleveland Public Library staff received on-going training and professional development on the *Read, Baby, Read! Book Club* program. During informal follow-up interviews conducted by A Cultural Exchange staff at monitoring visits, the participating children who were questioned stated that they had acquired library cards and used them weekly to borrow books. Students also shared that they read more books, including those obtained through the *Read, Baby, Read! Book Club*, with their families. (See accompanying surveys from children, Reader Leaders and school principals.)

During the 2007-2008 school year, the quality of the *Read, Baby, Read! Book Club* program continued to improve as a result of working closely with the Cleveland Public Library's Literacy Coordinator, Merce Robinson. Program planning and logistics were coordinated during several meetings in an efficient manner due to her input and support. Ms. Robinson was instrumental in ensuring that deliveries of books and materials were made smoothly and easily and that training was most beneficial for CPL Reader Leaders. Ms. Robinson also assisted us with planning the second year of *The Read, Baby, Read! Magazine*. *The Magazine* increased its circulation to 5,000 *Read, Baby, Read! Book Club* members, their families, teachers, principals, peers, public librarians, and public library patrons. *The Magazine* featured greetings from A Cultural Exchange and the Cleveland Public Library, as well as interviews with local celebrities, including Cleveland Public Library Board of Trustees Vice President Tom Corrigan. *The Magazine* also included Cleveland Public Library news and information and highlighted different Book Clubs each month. *The Magazine*, which was available at each participating school, the Cleveland Metropolitan School District Board of Education administrative offices and all Cleveland Public Library Branches, provided a forum for children across the city to interact with their families and peers as literate conversationalists. Any challenges that arose during the 2007-2008 school year were effectively managed with the support of Ms. Robinson. Two items that we will continue to stress to Reader Leaders at libraries and schools during the 2008-2009 school year is the maintenance of the program schedule and communication with partner sites and A Cultural Exchange. These items are essential for maintaining the goal of excellence for the *Read, Baby, Read! Book Club* program. In addition, we will continue to encourage library staff to promote the Cleveland Public Library's events and activities, including library card sign-up drives and summer and winter reading clubs.

Ms. Robinson was also instrumental in the success of the *Read, Baby, Read! Year-End Reading Celebration*. In May 2008, the event was held at the Cleveland Public Library's Lake Shore Facility. More than 600 children, their teachers and library staff attended the event, which featured Emmy Award-winning storyteller Bobby Norfolk, as well as music, games and a celebration honoring retiring Director Andrew Venable and Trustee Venerine Branham. The celebration also introduced the Andrew A. Venable Championship Trophy for the club that won the *Read, Baby, Read! Book Club Challenge*. The trophy will remain at the winning school until the 2009 Challenge winner is determined, and so on.

Also in May 2008, A Cultural Exchange invited the Board of Trustees to attend a *Read, Baby, Read! Book Club* site to see the program in action. President Alice Butts, Vice President Tom Corrigan and Trustee Venerine Branham visited Brooklawn school's *Read, Baby, Read! Book Club* program, which was led by Kelsey Barkdull from the Eastman branch of the Cleveland Public Library. The participating second-graders shared how the Book Club has positively impacted their lives and the lives of their families. Teachers from other participating schools, parents, Cleveland Public Library staff and the building principal all discussed the benefits of the program and the need to continue to expand *Read, Baby, Read!*

### **Recommendations: Why We Need To Do More**

Although we are serving children through the *Read, Baby, Read! Book Club* program at the Cleveland Public Library in a way that is creative, progressive and resourceful, there is still much work to be done. Many of the participating children attend the Cleveland Metropolitan School District, where with budget cuts and numerous building closings, many programs promoting literacy have been eliminated from the district. In the face of these obstacles, the *Read, Baby, Read! Book Club* with the Cleveland Public Library has remained steadfast as one of the few supplemental programs available for children who are in most need of this type of positive intervention.

It is with this in mind that we propose to continue the current Cleveland Public Library partnership with the *Read, Baby, Read! Book Club* program. Based on the recommendations of the Cleveland Public Library administration, during the 2008-2009 school year we propose to partner 21 schools with neighborhood branches of the Cleveland Public Library to offer the *Read, Baby, Read! Book Club*. As a means of providing consistency and continuity for supporting the curriculum, we propose that all *Read, Baby, Read! Book Club* meetings continue to be held in schools and propose that the children travel at least once during the year to their Reader Leader's branch library for a special orientation to the library. In addition, we will continue to provide a professional development training and orientation program for Reader Leaders that will support the curriculum. In keeping with the goal to reach more children, we recommend maintaining the individual club size to include up to 30 children.

### **Note on Program Cost**

As a non-profit literacy based multicultural arts organization for children, A Cultural Exchange has fundraised to support all of our programming. To exemplify a true partnership and to support the *Read, Baby, Read! Book Club* in partnership with the Cleveland Public Library, A Cultural Exchange will continue to raise additional funds needed to maintain the level of excellence necessary for the *Read, Baby, Read! Book Club* program's success. During the 2007-2008 school year, the cost of the *Read, Baby, Read! Book Club* increased 25%, and A Cultural Exchange fundraised an additional \$31,498 so as to offset any additional expenses to the library. This supports:

- Personnel and administrative overhead
- Printing
- Costs associated with the Year-End Reading Celebration
- Travel
- Shipping



In addition, we make the following recommendations for the 2008-2009 school year:

- **To continue the *Read, Baby, Read! Book Club* program in 21 branches of the Cleveland Public Library.** A Cultural Exchange proposes to offer *Read, Baby, Read!* at 21 sites. Some new branch/school partnerships have been added in an effort to extend this opportunity to new children and neighborhoods. We will continue to accommodate three of the Cleveland Metropolitan School District's single-gender academies (one girls' and two boys'). A Cultural Exchange worked with Cleveland Public Library staff to determine this pairing.
- **To offer four issues of *The Read, Baby, Read! Magazine* during the school year.** *The Magazine* was widely successful in highlighting the Cleveland Public Library's community partnerships and in providing children with an opportunity to review and discuss award-winning multicultural books. *The Magazine* provides a forum where Book Club members can share with their peers so that they might further develop into life-long readers, library supporters and literate conversationalists. The *Read, Baby, Read! Magazine* will be offered in four issues that will be disseminated to participating students, alumni and Reader Leaders throughout the school year. This year, A Cultural Exchange plans to increase *The Magazine's* circulation to 7,000.

### Recommended Branch/School Partnerships

In the face of the current school crisis, we believe in the importance of providing *Read, Baby, Read! Book Club* membership to Cleveland's children. A Cultural Exchange has taken this into consideration when proposing the following sites. Proximity to the library branch has also been considered when selecting schools so that participating children may develop relationships with their neighborhood branches. We are suggesting the following 21 branch/school pairings for the 2008-2009 school year.

Branch	School
Addison	Mary B. Martin
Broadway	Hope Academy
Brooklyn	Denison
Collinwood	Kenneth Clement*
E. 131 <sup>st</sup> St.	Charles Dickens
Eastman	Brooklawn
Glenville	Forest Hills Parkway
Hough	Daniel Morgan
Langston Hughes	St. Thomas Aquinas
Lorain	Riverside
Main	Warner*
Mem-Nott	Henry Longfellow
MLK	Sunbeam
Mt. Pleasant	A.J. Rickoff
Rice	A.G. Bell
Rockport	Valley View*
South	Walton
Sterling	Carl & Louis Stokes
Union	Union
Walz	Waverly
Woodland	Buckeye-Woodland

\* = *Single-Gender Academy*

### *Read, Baby, Read!* Proposed Budget—October 2008-June 2009

Books (320 books per club)	40,341
Curriculum Development and Printing	18,249
Art Supplies and Materials	12,852
Program Training, Monitoring & Evaluation	16,737
Student Snacks & Refreshments	17,178
Student Incentive Items	11,340
<i>Read, Baby, Read! Magazine</i> (4)	10,000
21 branches @ 30 students	-----
<b>Total</b>	<b>= \$ 126,697</b>

## A CULTURAL EXCHANGE



## Read, Baby, Read! Book Clubs Student Survey

Please complete the statements or circle the answer that is best for you. There are no wrong answers.

1. My favorite things to learn about in school are:

- a) Math and reading b) I don't know

2. My favorite Read, Baby, Read! book is:

- a) Amazing Grace b) I don't know

3. My favorite book is:

- a) Horton Hatches the egg b) I don't know

4. My favorite author is:

- a) Dr. Seuss b) I don't know

5. I read books for fun:

- a) almost every day  
 b) once a week  
 c) once a month  
 d) a few times a year  
 e) never

6. I go to the local library:

- a) almost every day  
 b) once a week  
 c) once a month  
 d) a few times a year  
 e) never

7. I read aloud to a family member:

- a) almost every day  
 b) once a week  
 c) once a month  
 d) a few times a year  
 e) never

8. Reading books makes me feel:

- a) \_\_\_\_\_ b) I don't know

9. After I finish my homework, I like to:

- a) play      b) watch TV      c) read for fun      d) something else

10. I think my grades in school:

- a) could be better      b) are O.K.      c) are good       d) are great

11. I own this many books at home:

- a) less than 10 books      b) 10-20 books       c) more than 20 books

12. I think my reading skills:

- a) need improvement      b) are O.K.      c) are good       d) are great

13. I have a library card:  a) yes      b) no

14. I talk about what I do in Read, Baby, Read! with a friend or family member: a) yes      b) no

—Continued on back—

15. What was the best thing about the Read, Baby, Read! Book Clubs? That we got  
to do fun things.

16. How could Read, Baby, Read! be better? If we can have  
18 books

17. How did Read, Baby, Read! help you? By reading a lot of  
books.

18. How has Read, Baby, Read! changed you as a reader? Reading a lot of  
books

19. How has Read, Baby, Read! helped you with school reading? to get more  
reading skills in me.

20. How do you feel about the books you read in the Read, Baby, Read! Book Clubs? I like  
them so much.

21. Would you join the Read, Baby, Read! Book Clubs next year?  Yes  No Why or why not?  
Because it is great.

22. Do you have any other thoughts you would like to share about the Read, Baby, Read! Book Clubs?  
No.

A CULTURAL EXCHANGE



Second Grade Read, Baby, Read! Book Clubs Reader Leader Input & Evaluation Form

Thank you for your support in making this past school year a wonderful one for Read, Baby, Read!  
Your input is very important to us. Please respond to the following so that we may consider your suggestions and evaluations as we plan for the 2008-2009 school year.

1. Please circle the number that best describes your opinion of the appropriateness of the following books. Use the space provided for additional comments.

	Excellent	Good	Fair	Poor	Comments
<i>A Picture Book of MLK, Jr.</i>	(4)	3	2	1	
<i>Amazing Grace</i>	(4)	3	2	1	
<i>Babushka's Doll</i>	(4)	3	2	1	
<i>Hooray for the Dandelion...</i>	(4)	3	2	1	
<i>The Sweet and Sour Animal Book</i>	(4)	3	2	1	
<i>Swimmy</i>	(4)	3	2	1	
<i>Too Many Tamales</i>	(4)	3	2	1	
<i>True Story of the Three Little...</i>	(4)	3	2	1	We expanded w/ mock

Faith Ringgold

2. Can you suggest any book titles or topics that we should consider for next school year's Read, Baby, Read! Book Clubs curriculum? Please provide titles and authors' names if possible.

Tar Beach - well received to explore memories and dreams / you're different and that's super by Carson Krossle

3. Did the handbook provide you with the information and materials needed to conduct each Book Club session? What additional items can we include or improve upon?

Everything worked out well this year -

4. Did your club members willingly participate in Sharing Circles and discussions? Please explain.

yes - the class was very vocal. It became apparent at the end of the finale that listening skills need work, but overall good participation

5. Did you have enough time and space to thoroughly implement the Book Club sessions? Please explain.

yes - school and library location - work out fine.

2nd Evaluation—Page 2

6. Did the art projects extend the story and were the instructions easy to follow?

Yes  No If yes, what was best about the projects? Which was your favorite? If no, which projects did not extend the story? How could the art projects and instructions be improved?

Favorite probably Fiesta banner for Do Many Tamale's.  
The true story of the 3 little pigs - was expanded to create newspapers for the

7. How did members exhibit an increased interest in the books? Did they do any additional reading for pleasure as a result of participation in the Read, Baby, Read! Book Clubs? Did members visit the public library? How close is your school to the library?

The class read the most books as part of the winter Reading Club.

Daily Pig + Pally Wolf.

8. What was the best thing about being a Read, Baby, Read! Reader Leader?

I enjoy the kids and their ideas, it is a very hopeful age to work with

9. What was the most difficult thing about being a Read, Baby, Read! Reader Leader?

Keeping my energy level up to do set-up and follow-up with the teacher

10. How can A Cultural Exchange make the Read, Baby, Read! Book Clubs a more effective program?

This is my second year and it's becoming much easier for me to coordinate the details. The program takes a while to get the hang of it, but its

11. Did your club members discuss issues of race, culture and/or gender in response to the books? If possible, please provide a few examples of how this occurred.

Yes - The picture book of Martin Luther King and Amazing Grace were good books for this discussion

going well + getting better. also sweet + sour animal book

12. Would you like to serve as a Reader Leader for Read, Baby, Read! for the next school year?

Yes  No If yes, please provide your contact information for the summer, as well as for next year. If no, why not?

Whole heartedly - Yes - program is well received and provides framework for school reading

13. Please provide any additional comments you would like to make.

This year's finale was fabulous and a marked improvement over last year. Bobby Norfolk and the drumline were fantastic and Kate as MC is the bomb!

## A CULTURAL EXCHANGE



## Read, Baby, Read! Book Clubs Principal Year-End Input &amp; Evaluation Form

1. Please compare the Read, Baby, Read! Book Clubs program with other literacy programs in your building.  
We do not have any other programs except Learning Together tutoring. Read Baby Read reaches more students.
2. Please describe the impact Read, Baby, Read! has had on the building as a whole (including staff), students and their scores using specific examples.  
Read Baby Read helps students with vocabulary building students + staff remark + enjoy seeing the members as a group wearing their T-Shirts
3. What was the best part of Read, Baby, Read! this year?  
Students having the opportunity to build their home libraries.
4. What can A Cultural Exchange do to make Read, Baby, Read! better for students and Reader Leaders?  
It is great the way it is.
5. Please comment on school-wide support of the Read, Baby, Read! program. Please provide examples.  
There are not a lot of comments school wide. Teachers + staff are just beginning to ask about the program + how to be a part of
6. Please comment on any other aspects of the program.  
Wonderful opportunity for students to learn + have fun
7. Would you like to be involved in Read, Baby, Read! next year?  Yes  No  
If yes, please provide your contact information over the summer and for next year. If no, why not? Also, please use the back of this sheet to comment on any other aspects of the Read, Baby, Read! program you would also like to include.



15 September 2008

Ms. Holly Carroll  
Library Director, Interim  
Cleveland Public Library  
325 Superior Ave.  
Cleveland, OH 44114

**RE: New Rice Branch Library Bid Recommendation**

Dear Holly,

We have reviewed the bids and researched bidders' information gathered after the opening on 3 September 2008. The bids from contractors listed below were all in order, and represent the lowest responsible bids meeting all contract document requirements. We recommend that Cleveland Public Library award contracts to the following Contractors and authorize them to move forward on the project:

- |                    |   |              |
|--------------------|---|--------------|
| • General Trades   | East West Construction Co., Inc.                        | \$2,560,600* |
|                    | * includes recommended Alternates G-2, G-3, G-4 and G-5 |              |
| • Plumbing         | Harner Plumbing, Inc.                                   | \$114,300    |
| • HVAC             | T.H. Martin, Inc.                                       | \$794,228    |
| • Fire Suppression | R&M Heating & Air Conditioning                          | \$54,000     |

There was one bidder for Electrical and no bidders for Technology, and for these trades we recommend re-bidding as soon as practical. Re-bidding will include the option of submitting one combined bid for the electrical and technology trades and will provide greater competition.

The aggregate bids of all trades will not exceed 110% of the architects' \$4.2 million estimate for the construction cost of the project.

We will schedule a pre-construction meeting as soon as possible with the apparent low bidders. If you have any questions regarding the bids, please contact me at 216-621-7900.

Sincerely,  
BOSTWICK DESIGN PARTNERSHIP

Richard Ortmeier AIA, LEED  
Principal



**HWH ARCHITECTS ENGINEERS PLANNERS INC.**

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1300 East Ninth Street  
Suite 900  
Cleveland, Ohio 44114  
216-875-4000

August 5, 2008

Ms. Sandra Kuban  
Cleveland Public Library  
325 Superior Avenue  
Cleveland, Ohio 44114

**Reference:   Roof Replacement  
                  Cleveland Public Library Lorain Branch  
                  HWH Job No. A7153**

Dear Sandra:

Attached you will find the revised bid tabulation sheet for the above mentioned project. The reason the bid tabulation has been revised is that I honestly mistaking subtracted the cost of Alternate A, which is the asbestos abatement work, from the base bid price. This work does not have to be done due to the asbestos testing results of the existing roof material samples. And even though the bid tabulation sheet is revised the lowest bidder remains as T&F Systems. Also I apologize for this inconvenience.

**HWH ARCHITECTS ENGINEERS PLANNERS INC.**

Thomas Knapp

Tk/jdg

cc: Myron Scruggs - CPL

**CLEVELAND PUBLIC LIBRARY REROOFING PROJECT-LORAIN BRANCH  
Bid Tabulation**

**(2) Bids were received on APRIL 30, 2008  
Revised on August 5, 2008**

	<b>T&amp;F Systems, Inc.</b>	<b>Industrial Energy Systems</b>
<b>Base Bid</b>	<b>\$123,810.00</b>	<b>\$123,500.00</b>
Alt-A	\$ 3,100.00	\$ 2,000.00
Alt B; New Skylight	\$ 6,148.00 add	\$ 7,550.00 add
<b>Total proposed sum of Base Bid and Alt.B</b>	<b>\$129,958.00</b>	<b>\$131,050.00</b>

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee**  
May 15, 2008

**BIDS FOR LORAIN BRANCH RE-ROOFING PROJECT**

WHEREAS, Two (2) sealed bids for Lorain Branch Re-roofing Project were received as advertised by Noon (Local Time), Wednesday, April 30, 2008:

<u>Contractor</u>	<u>Total Bid</u>
Industrial Energy Systems, Inc.	\$ 129,050.00
T&F Systems, Inc.	126,858.00*

WHEREAS, The bids have been evaluated by HWH Architects Engineers Planners Inc. as detailed in the attached report; now therefore be it

RESOLVED, That the contract for Lorain Branch Re-roofing Project be awarded to T&F Systems, Inc. with the \$126,858.00 expenditure being charged to the Building and Repair Fund Account: 40176405:55300.

**HWH** ARCHITECTS ENGINEERS PLANNERS INC.

1300 East Ninth Street  
Suite 900  
Cleveland, Ohio 44114  
216-875-4000

May 7, 2008

Ms. Sandra Kuban  
Cleveland Public Library  
325 Superior Avenue  
Cleveland, Ohio 44114

**Reference:    Roof Replacement  
                  Cleveland Public Library Lorain Branch  
                  HWH Job No. A7153**

Dear Sandra:

Attached you will find the bid tabulation sheet for the above mentioned project. Upon review of the documentation, that was submitted by T&F Systems and Industrial Energy Systems, all the paperwork is correct in accordance the our bid documents for both bidders. Base on the paperwork being in good order and the lowest total price which includes Alternate A and Alternate B we recommend that T&F Systems be awarded the contract for the project..

**HWH ARCHITECTS ENGINEERS PLANNERS INC.**

Thomas Knapp

Tk/jdg

cc: Myron Scruggs - CPL

A7153033[1]

**CLEVELAND PUBLIC LIBRARY REROOFING PROJECT-LORAIN BRANCH**  
**Bid Tabulation**  
**(2) Bids were received on APRIL 30, 2008**

	<b>T&amp;F Systems, Inc.</b>	<b>Industrial Energy Systems</b>
<b>Base Bid</b>	<b>\$123,810.00</b>	<b>\$123,500.00</b>
Deduct Alt-A	\$ (3,100.00)	\$ (2,000.00)
Alt B; New Skylight	\$ 6,148.00 add	\$ 7,550.00 add
<b>Total proposed sum</b>	<b>\$126,858.00</b>	<b>\$129,050.00</b>

# **S**CHIRMER CONSTRUCTION CO.

GENERAL CONTRACTORS • COMMERCIAL • INDUSTRIAL • CONSTRUCTION MANAGEMENT • HEAVY HIGHWAY

September 4, 2008

REVISED

Cleveland Public Library  
325 Superior Avenue  
Cleveland, Ohio 44114 - 1271

Attention: Myron Scruggs  
Facility Manager

Reference: Cleveland Public Library – Lorain Avenue Branch  
Emergency Concrete Roof Repairs – Cost Proposal

Mr. Scruggs,

Pursuant to your request and our site visit on Friday, August 22, 2008, Schirmer Construction Co. proposes to provide the necessary labor, material, equipment, and supervision required to complete the following scope of work items, as detailed on HWH Architects Engineers Planner's drawing S-1, for the above referenced project. The revision is based on the removal and replacement of the plaster ceiling and mechanical ducts being completed by others.

#### Mobilization

Provide temporary protection of existing carpet and floor tile  
Erect temporary ½" plywood on metal studs with visquene wall protection under work area  
Provide temporary protection on exterior windows and doors  
Provide temporary protection over existing curved plastic laminate counter top  
Furnish and erect temporary scaffolding and false-work under slab and encased beams  
Furnish and erect temporary work platform at south entrance porch ceiling  
Construct inside roof protection for exterior roof demolition  
Chip and remove concrete beams at locations for new steel C8 channels  
Weld 3/16" fillet weld at clip angles  
Furnish and erect new C8 x 11.5 steel channels  
Furnish and erect new 20 gauge Vulcraft metal roof deck  
Furnish and install new perimeter 5 x 3 x ¼" steel angles  
Saw-cut and demolish existing 4" concrete sagging roof areas  
Furnish and place temporary waterproof covering over exposed roof area  
Demolition completed in three phases – West, East, and South Areas  
Final built up roof to be completed after each phase under current roofing contractor and to match roof repairs  
Remove inside scaffolding, false-work and all temporary work protection  
Remove all construction debris off-site  
Work to be completed in ten hour shifts Monday thru Friday and  
Eight hours on Saturday  
Building Permit

#### Notes:


Library to be closed during repairs  
Ceiling Tile and Grid to be removed by others  
Excludes testing or removal of any asbestos items  
Patching and painting

The cost for the above work is approximately One Hundred and Eighty Two Thousand Dollars (\$182,000). However, this construction cost has taken into account unknown factors and possible risks. Schirmer Construction Co. would be willing to complete this work on a time and material basis for a cost not to exceed this price. Our prices would be based on actual costs occurred on the project plus ten percent overhead and ten percent profit. The labor rates and equipment rates used would be as shown on the attached spread sheet.

As a patron of libraries, I recognize the importance of completing the project in an accelerated time frame. Although our proposal includes the library being closed for an anticipated period of six weeks, additional temporary protection may be implemented to keep the facility open and assure the protection of the library's customers. However, construction noise and additional time and cost would occur. Schirmer Construction Co. would begin work immediately after the issuance of a construction or an emergency permit.

If you have any questions regarding the above subject matter, please contact the undersigned.

Respectfully Submitted,  
Schirmer Construction Co.

  
Nick Iafigliola, P.E.  
President

CC: Terry Engle-- HWH

NI/jlb

## Cleveland Public Library

**To** Holly Carroll  
**From** Myron Scruggs  
**Date** September 11, 2008  
**Subject** Emergency Concrete Roof Repairs

The Library received two (2) proposals to do emergency repairs to the concrete roof deck. After evaluating the proposals with H.W.H. Architects the contract should be awarded to Schirmer Construction Company as the lowest responsible bidder.



**HWH** ARCHITECTS ENGINEERS PLANNERS INC.

1300 East Ninth Street • Suite 900 • Cleveland, Ohio 44114 • 216-875-4000

September 10, 2008

Mr. Myron Scruggs  
Facilities Manager  
Cleveland Public Library  
325 Superior Avenue  
Cleveland, Ohio 44114-1271

**Reference: Lorain Branch Library  
Emergency roof deck repairs**

Dear Myron:

The Lorain Branch Library has a concrete roof deck with excessive deflection in three areas. The deck is deflected to the extent that it is not safe and should be replaced. This work is being considered an emergency repair and needs to be completed before the roof replacement project can be completed or the area below the roof is occupied by the public.

Two general trades contractors were asked to provide "Not-to-Exceed" prices. This type of work is difficult to estimate due to the unknown condition of the existing concrete. Each contractor has provided a not-to-exceed price with a limited amount of contingency based on our scope of work document and drawings. The work will be completed as time and material cost against the not to exceed number. It is our understanding that Schirmer Construction priced the work allowing for limited overtime work of 10 hours per day Monday through Friday and 8 hours on Saturday. McMeechan Construction priced the work assuming 40 hours per week with an alternate for overtime using 58 hour weeks.

Both contractors are well qualified and capable of completing this job. The not to exceed prices are as follows:

1. McMeechan Construction - \$172,121.00 Alternate for 58 hour weeks \$18,120.00  
Total cost for base and alternate = \$190,241.00
2. Schirmer Construction - \$ 182,000.00

We feel that either Contractor can complete this repair and would expedite the work. Keep in mind that these prices represent Not-to-exceed budgets.

Best regards,

**HWH ARCHITECTS ENGINEERS PLANNERS INC.**

Terry E. Angle, AIA  
Vice President

A7153041[1]

RECEIVED  
FACILITIES

2008 SEP 10 PM 2:28

**Arick's Environmental Management Services, Inc.**  
M.B.E  
19718 Kings Highway  
Warrensville Heights, Ohio 44122  
Office: (216) 751-2118 Cell: (216) 469-2427 Fax: (216) 767-1460  
E-mail: acmsinc19718@aol.com  
Minority Business Enterprise

**Client: Cleveland Public Library**  
Attn: Myron Scruggs

September 9, 2008

**Project Location: Cleveland Public Library, Lorain Branch**  
8116 Lorain Ave.  
Cleveland, OH

**Proposal**

**Arick's Environmental Management Service, Inc.** Will provide all labor and necessary materials to perform the following service at the above location.

**Scope of work:**

Per-demolition asbestos abatement: Removal of approximately 760 square feet of ceiling plaster. Work will be done under negative pressure enclosure with HEPA filters. All floors, and articles left inside the work area will be protected. Documented disposal at approved landfill.

Abatement and capsulation method should be in strict accordance with EPA federal Revised 61, OSHA standard 29 CFR 1926.1101 and all applicable to all ODH Regulations.

Price for this is \$13,500.00. The work will begin after the signing of the proposal and submitting the Emergency Notification. Completion date will be 3-5 days after start date. This includes a \$2,000,000 liability insurance, workman's comp. and EPA disposal. Owner is responsible for electricity and water.

All work will be completed in a workman like manner accordance to standard and practice.

The above price specifications and conditions are satisfactory and are hereby acceptances that I am authorized to do the work as specified, and payment will be made by outline above. The company guarantees to fulfill all of its agreements in this contract.

**Acceptance of Proposal**

Date of Acceptance: \_\_\_ - \_\_\_ - \_\_\_

Authorized Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

*Always A Pleasure Serving Your Environmental Needs!*

## Cleveland Public Library

**To** Holly Carroll  
**From** Myron Scruggs  
**Date** September 11, 2008  
**Subject** Lorain Abatement (Emergency)

The Library has received three (3) proposals to remove the original plaster ceiling which contains asbestos. The removal of the plaster is needed to do emergency repairs to the damaged concrete deck. Arick's Environmental Management Services, Inc. is the lowest responsible bidder and should be awarded the contract.

RECEIVED  
FINANCIAL SERVICES

2008 JUL -2 AM 11:19

THE STATE LIBRARY OF OHIO  
COLUMBUS, OHIO  
43201

OHIO FFY 2008  
LSTA  
CFDA 45.310  
PROJECT # II-4-08  
CLEVELAND PUBLIC LIBRARY  
24-7 VIRTUAL REFERENCE  
RESOURCE SHARING  
PROJECT  
FUNDED WITH FFY07  
CARRYOVER FUNDS/FFY08  
FUNDS  
IMLS

This agreement between the Board of Trustees of

CLEVELAND PUBLIC LIBRARY

hereinafter known as the ADMINISTERING AGENCY,

and the State Library Board, hereinafter known as the STATE LIBRARY,

WITNESSETH THAT:

The ADMINISTERING AGENCY proposes to act as administrative agent for the RESOURCE SHARING project as described in the project application which shall become part of this AGREEMENT.

**This project will BEGIN July 1, 2008 and TERMINATE June 30, 2009.**

The STATE LIBRARY agrees to grant to the ADMINISTERING AGENCY the sum of **\$100,000** from FFY 2007 carryover LSTA funds and **\$448,632** from FFY 2008 LSTA funds to fund this project, said sums to be paid in monthly installments to the ADMINISTERING AGENCY.

**\$50,000** from FFY 2007 carryover funds shall be paid as soon as possible upon the signing of this agreement by both parties;

the balance of **\$50,000** from FFY 2007 carryover LSTA funds and the **\$448,632** from FFY 2008 LSTA funds to be paid in monthly installments to the ADMINISTERING AGENCY based on estimated disbursements supplied to the STATE LIBRARY by the ADMINISTERING AGENCY.

EXHIBIT 2**CLEVELAND PUBLIC LIBRARY**

**Finance Committee**  
June 19, 2008

**RESOLUTION TO ACCEPT LSTA GRANT TO ADMINISTER KNOWITNOW**

- 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.

# FIT FOR LIFE

June 17, 2008

Andrew A. Venable, Jr.  
325 Superior Avenue  
Cleveland, OH 44114-1271

Dear Andrew A. Venable, Jr.:

Congratulations! Libraries for the Future has chosen Cleveland Public Library to participate in *Fit for Life*, a program of Libraries for the Future, made possible through the generous support of MetLife Foundation. In this very competitive grant, your library was one of 17 library systems nationwide selected to promote lifelong health and wellness through community responsive programs.

We are pleased to award your library the full requested amount of \$25,000 to fulfill your grant proposal. Awards will be distributed in two equal installments. The first will be postmarked on July 15, 2008 and the second on January 15, 2009.


Enclosed please find a Letter of Agreement to be signed by the library director and mailed to the Libraries for the Future national office by July 7, 2008.

When making public announcements regarding your receipt of this award, please take care to refer to the program as *Fit for Life*, a program of Libraries for the Future, made possible through the generous support of MetLife Foundation. A press release template is enclosed, containing proper attribution and descriptions of the program. Please alter this template to fit your library system, adding information about your programming and, if possible, quotes from a senior library spokesperson and one or more community partners. Then send it to your library's local, state and national media contacts! If you have any questions regarding this template or publicity in general, please feel free to contact Nina Sonenberg, Vice President, Communications at [nsonenberg@lff.org](mailto:nsonenberg@lff.org) or 646.336.6236.

Details regarding the September 2008 *Fit for Life* training in New York City will be emailed to library directors and program managers in July. Please hold the tentative dates of September 24-26, 2008.

Again, please do not hesitate to contact us if you have any additional questions or concerns. We look forward to working with you to improve the health and wellness of your community in the coming years!

Sincerely,



Caitlin Maloney  
Program Manager  
Libraries for the Future  
[cmaloney@lff.org](mailto:cmaloney@lff.org)

cc: Sandra Nosse

**MetLife Foundation**



Libraries for the Future

## Letter of Agreement



Cleveland Public Library is the recipient of a \$25,000 grant from the MetLife Foundation and Libraries for the Future for the *Fit for Life* program. In support of the grant, the library agrees to:

- 1) Involve the central library and a minimum of nine branches—or all branches for those systems with less than 10 branches—in health programming and promotion to affect system- and community-wide change;
- 2) Launch a community-wide public awareness campaign to promote the importance of fitness and nutrition for the brain and body, including utilization of the library's website;
- 3) Assign an FFL Program Manager to oversee the initiative's planning and implementation;
- 4) Send the FFL Program Manager (and up to one additional staff) to a two-day *Fit for Life* training to be held in New York City in September, 2008 (travel and accommodations covered by grant awards);
- 5) Partner with a minimum of five community organizations, including but not limited to schools, community health centers, local radio stations, after-school groups and other such organizations for purposes of outreach, shared programming and promotion;
- 6) Contribute to and benefit from the experiences of other libraries selected for the *Fit for Life* program;
- 7) Complete the required reports to LFF in a timely manner. All reporting forms will be distributed and discussed at the FFL training.

Awards will be distributed in two equal installments. The first will be postmarked on July 15, 2008 and the second on January 15, 2009.

Andrew A. Venable  
Library Director (please print)

A handwritten signature in black ink that reads 'Andrew A. Venable'.

June 30, 2008

Library Director (signature)

Date

Libraries for the Future

Date

**Please complete the following information:**

Make grant check payable to:

Cleveland Public Library

Name

325 Superior Avenue

Address

Cleveland, OH 44114-1271

Please mail the original of this signed agreement to:

Liz Cooper

Libraries for the Future

27 Union Square West, Suite 204

New York, NY 10003

**MetLife Foundation**



Libraries for the Future

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 86.54% current & delinquent collection of current levy for previous tax year.  
Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

August 19, 2008

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, 2008, as revised by the Budget Commission of said County, which shall govern the total of appropriations made at any time during such fiscal year:

Fund	Unencumbered Balance Jan. 1, 2008	General Property Tax	L.L.G.S.F	Other Sources	Total
General Fund	24,648,067.51	27,810,282.38	26,497,963.18	8,676,306.00	87,632,619.07
Special Revenue	10,516,621.87			1,953,535.14	12,470,157.01
Capital	10,888,588.05			0.00	10,888,588.05
Permanent	2,022,446.10			100,000.00	2,122,446.10
<b>Totals/Subtotals</b>	<b>48,075,723.53</b>	<b>27,810,282.38</b>	<b>26,497,963.18</b>	<b>10,729,841.14</b>	<b>113,113,810.23</b>

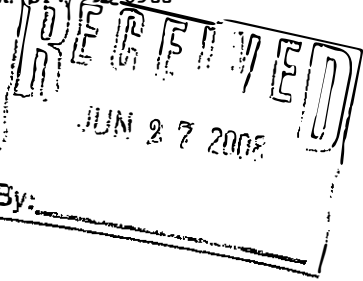
<i>Frank Fusco</i>	Budget	<i>Jim Rokakis</i>
<i>Elizabeth</i>	Commission	<i>Bridget Mastrop</i>





*Ohio Department of*  
**TAXATION**

**RECEIVED AUG 21 2008**  
Revenue Accounting Division  
P.O. Box 183077  
Columbus, Ohio 43218-3077  
Phone: (614) 466-7150 Fax: (614) 995-0988  
<http://www.tax.ohio.gov>



**CUYAHOGA COUNTY  
CALENDAR YEAR 2008 ESTIMATES  
FOR THE PUBLIC LIBRARY FUND ENTITLEMENTS**

**June 25, 2008**

In compliance with R.C. 5747.47(A), the Ohio Department of Taxation is certifying to Cuyahoga County, the updated estimated Public Library Fund (formerly Library and Local Government Support Fund)<sup>1</sup> entitlement for calendar year 2008.

**Calendar Year 2008 Entitlement from  
the Public Library Fund  
Cuyahoga County:**

<b>CY 2008 Guaranteed Share ("base" share)</b>	<b>\$64,399,962.51</b>
<b>CY 2008 Share of Excess (+,-) ("equalization" share)</b>	<b>\$0.00</b>
<b>CY 2008 Estimated Entitlement</b>	<b>\$64,399,962.51</b>

The PLF is funded by 2.22 percent of all state General Revenue Fund tax sources. This entitlement estimate reflects two components: your county's actual year-to-date distributions (through June 2008); and 2.22 percent of projected revenues from General Revenue Fund tax sources for the remainder of the calendar year, multiplied by your county's computed share of the total PLF. Your county's share was determined pursuant to the formula contained in R.C. sections 5747.46 and 5747.47.

Note that each county's updated estimated entitlement for calendar year 2008 is approximately two percent lower than the previously-issued estimate. This decline is attributable to state tax revenue performance being weaker than was projected at the time the calendar year 2008 library fund distribution estimates were produced late last year.

If you have any questions concerning the PLF, please contact Tracey Corfios or Ernest Massie of Revenue Accounting at (614) 466-7150.

llgsf\_2008 est\_608.doc

<sup>1</sup> The state LLGSF, as well as the accompanying 88 county undivided LLGSFs, have been renamed to the Public Library Fund. The name change was enacted by Senate Bill 185 (127<sup>th</sup> General Assembly), effective in June 2008.

**CLEVELAND PUBLIC LIBRARY  
2008 APPROPRIATION: FOURTH AMENDMENT  
SEPTEMBER 18, 2008**

<b>GENERAL FUND CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
Cash January 1	24,648,067.51	0.00	24,648,067.51 (3)
Taxes - General Property	25,810,282.38	0.00	25,810,282.38
LLGSF	27,076,603.71	-578,640.53	26,497,963.18
State Rollbacks	5,186,306.00	0.00	5,186,306.00
Federal Aid	0.00	0.00	0.00
State Aid	800,000.00	0.00	800,000.00
Fines and Fees	350,000.00	0.00	350,000.00
Earned Interest	1,500,000.00	0.00	1,500,000.00
Services	2,600,000.00	0.00	2,600,000.00
Miscellaneous	240,000.00	0.00	240,000.00
Return of Advances	0.00	0.00	0.00
<b>TOTAL RESOURCES</b>	<b>88,211,259.60</b>	<b>-578,640.53</b>	<b>87,632,619.07</b>

<b>GENERAL FUND APPROPRIATION</b>	<b>Prior Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Appropriation</b>
Salaries/Benefits	43,871,628.92	0.00	43,871,628.92
Supplies	1,653,000.00	0.00	1,653,000.00
Purchased/Contracted Services	12,212,648.50	0.00	12,212,648.50
Library Materials/ Information	13,460,000.00	0.00	13,460,000.00
Capital Outlay	464,500.00	0.00	464,500.00
Other Objects	103,000.00	0.00	103,000.00
<b>SUBTOTAL OPERATING</b>	<b>71,764,777.42</b>	<b>0.00</b>	<b>71,764,777.42</b>
Transfers/Advances	3,000,000.00	0.00	3,000,000.00
<b>TOTAL APPROPRIATION</b>	<b>74,764,777.42</b>	<b>0.00</b>	<b>74,764,777.42</b>

(1) Certificate dated June 10, 2008

(2) Certificate dated August 19, 2008

(3) \$24,648,067 unencumbered cash carried forward (plus \$4,741,647 encumbered cash.)

**CLEVELAND PUBLIC LIBRARY  
2008 APPROPRIATION: FOURTH AMENDMENT  
SEPTEMBER 18, 2008**

SPECIAL REVENUE FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
Anderson	189,739.06	0.00	189,739.06
Endowment for the Blind	1,537,823.90	0.00	1,537,823.90
Founders	2,059,232.41	0.00	2,059,232.41
Kaiser	44,259.77	0.00	44,259.77
Kraley	152,835.13	0.00	152,835.13
Library	134,728.85	0.00	134,728.85
Pepke	94,137.33	0.00	94,137.33
Wickwire	1,102,517.56	0.00	1,102,517.56
Wittke	66,243.01	0.00	66,243.01
Young	2,869,020.99	0.00	2,869,020.99
Friends	29,453.79	0.00	29,453.79
Judd	218,932.05	0.00	218,932.05
Lockwood Thompson	270,450.32	0.00	270,450.32
Ohio Center for the Book	1,900.00	0.00	1,900.00
Schweinfurth	60,030.07	0.00	60,030.07
Cleveland NCA Kiosks	16,876.08	0.00	16,876.08
Bill & Melinda Gates	43,004.17	0.00	43,004.17
Harvard Kiosk	9,587.78	0.00	9,587.78
LSTA-Service to Youth	0.00	0.00	0.00
MetLife-Fit for Life	0.00	25,000.00	25,000.00
LBPH - LSTA	129,572.00	0.00	129,572.00
KnowItNow-LSTA	822,755.24	100,000.00	922,755.24
<b>TOTAL SPECIAL REVENUE</b>	<b>9,853,099.51</b>	<b>125,000.00</b>	<b>9,978,099.51</b> (4)

CAPITAL PROJECTS FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
<b>BUILDING &amp; REPAIR</b>	<b>10,888,588.05</b>	<b>0.00</b>	<b>10,888,588.05</b> (5)

(4) \$10,516,622 unencumbered cash carried forward (plus \$406,221 encumbered cash.) \$1,953,535 additional revenue. Non-expendable principal amounts of \$2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the certified fund balances but are not included in appropriated amounts.  
( $\$10,516,622 + \$1,953,535 = \$12,470,157$  less  $\$2,492,057 = \$9,978,100$ )

(5) \$10,888,588 unencumbered cash carried forward (plus \$558,237 encumbered cash.) \$-0- additional revenue, although \$3,000,000 Strategic year end transfer anticipated.

**CLEVELAND PUBLIC LIBRARY  
2008 APPROPRIATION: FOURTH AMENDMENT  
SEPTEMBER 18, 2008**

PERMANENT FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
Abel	167,665.82	0.00	167,665.82
Ambler	1,486.52	0.00	1,486.52
Beard	109,980.52	0.00	109,980.52
Klein	3,359.95	0.00	3,359.95
Malon/Schroeder	118,475.72	0.00	118,475.72
McDonald	128,505.60	0.00	128,505.60
Ratner	64,812.67	0.00	64,812.67
Root	23,485.20	0.00	23,485.20
Sugarman	34,877.29	0.00	34,877.29
Thompson	83,727.16	0.00	83,727.16
Weidenthal	4,274.99	0.00	4,274.99
White	1,381,794.66	0.00	1,381,794.66
<b>TOTAL PERMANENT</b>	<b>2,122,446.10</b>	<b>0.00</b>	<b>2,122,446.10</b> (6)

(6) \$2,739,482 unencumbered cash carried forward (plus \$16,328 encumbered cash.) \$100,000.00 additional revenue. Non-expendable principal amounts are not included in either the certified fund balances or the appropriated amounts of \$717,036.  
 $(\$2,739,482 + \$100,000 = \$2,839,482 \text{ less } \$717,036 = \$2,122,446)$

## Letter of Agreement



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- 1) Involve the central library and a minimum of nine branches—or all branches for those systems with less than 10 branches—in health programming and promotion to affect system- and community-wide change;
- 2) Launch a community-wide public awareness campaign to promote the importance of fitness and nutrition for the brain and body, including utilization of the library's website;
- 3) Assign an FFL Program Manager to oversee the initiative's planning and implementation;
- 4) Send the FFL Program Manager (and up to one additional staff) to a two-day *Fit for Life* training to be held in New York City in September, 2008 (travel and accommodations covered by grant awards);
- 5) Partner with a minimum of five community organizations, including but not limited to schools, community health centers, local radio stations, after-school groups and other such organizations for purposes of outreach, shared programming and promotion;
- 6) Contribute to and benefit from the experiences of other libraries selected for the *Fit for Life* program;
- 7) Complete the required reports to LFF in a timely manner. All reporting forms will be distributed and discussed at the FFL training.

Awards will be distributed in two equal installments. The first will be postmarked on July 15, 2008 and the second on January 15, 2009.

Andrew A. Venable  
Library Director (please print)

A handwritten signature in black ink, appearing to read 'Andrew A. Venable', written over a horizontal line.

Library Director (signature)

June 30, 2008

Date

Libraries for the Future

Date

**Please complete the following information:**

Make grant check payable to:

Cleveland Public Library

Name

325 Superior Avenue

Address

Cleveland, OH 44114-1271

Please mail the original of this signed agreement to:

Liz Cooper

Libraries for the Future

27 Union Square West, Suite 204

New York NY 10003

**MetLife Foundation**

The logo for 'Libraries for the Future' consists of the lowercase letters 'ff' in a bold, stylized font. To the left of the 'ff' is a vertical line of small text that reads 'Libraries for the Future'.

Libraries for the Future

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FINANCIAL SERVICES

2008 JUL -2 AM 11:19

THE STATE LIBRARY OF OHIO  
COLUMBUS, OHIO  
43201

OHIO FFY 2008  
LSTA  
CFDA 45.310  
PROJECT # II-4-08  
CLEVELAND PUBLIC LIBRARY  
24-7 VIRTUAL REFERENCE  
RESOURCE SHARING  
PROJECT  
FUNDED WITH FFY07  
CARRYOVER FUNDS/FFY08  
FUNDS  
IMLS

This agreement between the Board of Trustees of

CLEVELAND PUBLIC LIBRARY

hereinafter known as the ADMINISTERING AGENCY,

and the State Library Board, hereinafter known as the STATE LIBRARY,

WITNESSETH THAT:

The ADMINISTERING AGENCY proposes to act as administrative agent for the RESOURCE SHARING project as described in the project application which shall become part of this AGREEMENT.

**This project will BEGIN July 1, 2008 and TERMINATE June 30, 2009.**

The STATE LIBRARY agrees to grant to the ADMINISTERING AGENCY the sum of **\$100,000** from FFY 2007 carryover LSTA funds and **\$448,632** from FFY 2008 LSTA funds to fund this project, said sums to be paid in monthly installments to the ADMINISTERING AGENCY.

**\$50,000** from FFY 2007 carryover funds shall be paid as soon as possible upon the signing of this agreement by both parties;

the balance of **\$50,000** from FFY 2007 carryover LSTA funds and the **\$448,632** from FFY 2008 LSTA funds to be paid in monthly installments to the ADMINISTERING AGENCY based on estimated disbursements supplied to the STATE LIBRARY by the ADMINISTERING AGENCY.

**CLEVELAND PUBLIC LIBRARY  
2008 APPROPRIATION: THIRD AMENDMENT  
JUNE 19, 2008**

SPECIAL REVENUE FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
Anderson	189,739.06	0.00	189,739.06
Endowment for the Blind	1,537,823.90	0.00	1,537,823.90
Founders	2,059,232.41	0.00	2,059,232.41
Kaiser	44,259.77	0.00	44,259.77
Kraley	152,835.13	0.00	152,835.13
Library	134,728.85	0.00	134,728.85
Pepke	94,137.33	0.00	94,137.33
Wickwire	1,102,517.56	0.00	1,102,517.56
Wittke	66,243.01	0.00	66,243.01
Young	2,869,020.99	0.00	2,869,020.99
Friends	29,453.79	0.00	29,453.79
Judd	218,932.05	0.00	218,932.05
Lockwood Thompson	270,450.32	0.00	270,450.32
Ohio Center for the Book	900.00	1,000.00	1,900.00
Schweinfurth	60,030.07	0.00	60,030.07
Cleveland NCA Kiosks	16,876.08	0.00	16,876.08
Bill & Melinda Gates	43,004.17	0.00	43,004.17
Harvard Kiosk	9,587.78	0.00	9,587.78
LSTA-Service to Youth	0.00	0.00	0.00
MetLife-Fit for Life	0.00	0.00	0.00
LBPH - LSTA	0.00	129,572.00	129,572.00
KnowItNow-LSTA	374,123.24	448,632.00	822,755.24
<b>TOTAL SPECIAL REVENUE</b>	<b>9,273,895.51</b>	<b>579,204.00</b>	<b>9,853,099.51</b> (4)

CAPITAL PROJECTS FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
<b>BUILDING &amp; REPAIR</b>	<b>10,888,588.05</b>	<b>0.00</b>	<b>10,888,588.05</b> (5)

(4) \$10,516,622 unencumbered cash carried forward (plus \$406,221 encumbered cash.) \$1,828,535 additional revenue. Non-expendable principal amounts of \$2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the certified fund balances but are not included in appropriated amounts.  
 $(\$10,516,622 + \$1,828,535 = \$12,345,157 \text{ less } \$2,492,057 = \$9,853,100)$

(5) \$10,888,588 unencumbered cash carried forward (plus \$558,237 encumbered cash.) \$0- additional revenue, although \$3,000,000 Strategic year end transfer anticipated.

709 330/659-3142  
(FAX) 330/659-6241

## CRAIN, LANGNER & CO.

ANALYSTS AND CONSULTANTS  
RISK AND INSURANCE MANAGEMENT  
3728 WAITLEY DRIVE  
P.O. BOX 531  
RICHFIELD, OH 44286

### VIA E-MAIL TRANSMISSION

Hard Copy to Follow

12 September 2008

H. Sandra Kuban  
Fiscal Officer  
Cleveland Public Library  
325 Superior Avenue  
Cleveland, Ohio 44114

Re: Public Officials Insurance - RENEWAL

United National Insurance Company  
Policy No. POL B173826  
Effective 9/18/07 - 9/18/08

Dear Ms. Kuban:

We reviewed the proposal materials regarding the above-captioned Public Officials Liability insurance policy.

In sum, we recommend the purchase of coverage from United National Insurance Company as proposed by Colin Dean of McGowan & Co. Our comments follow below.

1. Renewal Marketing – Colin Dean presented one proposal from the incumbent United National Insurance Company. This compares to last year when the agent was asked to market the policy and obtain more than one proposal, which he did: One from United National and the other from Illinois National Insurance Company. The current policy represents the sixth consecutive year coverage has been placed by United National, with terms and conditions remaining substantially the same over that period.

United National Insurance Company is part of the United America Indemnity, Ltd. and is rated A, IX by AM Best Co. It has enjoyed this rating since 2003.

It is reasonable to forego competitive marketing of the coverage this year as we generally support competitive marketing every several years subject to circumstances that may compel seeking a competitive proposal or replacement insurer, neither of which existed this year.



Ms. H Sandra Kuban  
Cleveland Public Library  
12 September 2008  
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2. Renewal Proposal and Terms - Expiring and proposed coverage are the same and depicted as follows:

	<b>Expiring United National</b>	<b>Proposed United National</b>
	Policy Period <u>9/18/07- 08</u>	Policy Period <u>9/18/08 - 09</u>
Limit of Liability	\$1,000,000 each claim	\$1,000,000 each claim
	\$1,000,000 annual aggregate	\$1,000,000 annual agg
Deductible	\$ 50,000 each claim	\$ 50,000 each claim
Trigger	Claims-made	Claims-made
Retroactive Date	None, full prior acts	None, full prior acts
Premium	\$23,500.00	\$23,625.00
Ohio Surplus Lines Tax	\$ 1,175.00	\$ 1181.25
Policy Fee	\$ 150.00	\$ 150.00
<b>Total</b>	<b>\$24,825.00</b>	<b>\$24,956.25</b>

United National is an excess and surplus lines insurer. Therefore, insureds covered under policies issued in Ohio pay a 5% Ohio Excess and Surplus lines tax and are not covered by the Ohio Insurance Guarantee Association (OIGA). The OIGA operates to provide up to \$300,000 of coverage per claim for claims filed against an insurer that becomes insolvent. If the insurer cannot honor its obligations the OIGA will provide some backstop coverage. However, this protection is not available to insureds whose net worth exceeds \$50,000,000. Inasmuch as the Library's net worth exceeds this amount, the OIGA protection described above would not be available to the Library.

The quoted renewal reflects a virtually flat premium which is not inconsistent with what we have seen for other insureds. The following chart shows account history.

<u>Insurer</u>	<u>Policy Period</u>	<u>Total Costs</u>	<u>Dollar Change</u>	<u>Percent Change</u>	<u>Limit of Liability</u>	<u>Deduct</u>
Coregis	1999/00	\$10,679	---	---	\$1M/\$1M	\$10,000
Coregis	2000/01	\$12,227	\$1,548	14%	\$1M/\$1M	\$10,000
Coregis	2001/02	\$17,359	\$5,132	42%	\$1M/\$1M	\$10,000
United Natl	2002/03	\$20,650	\$3,291	19%	\$1M/\$1M	\$25,000
United Natl	2003/04	\$22,250	\$1,600	8%	\$1M/\$1M	\$25,000
United Natl	2004/05	\$23,438	\$1,188	5%	\$1M/\$1M	\$25,000
United Natl	2005/06	\$30,265	\$5,362	23%	\$1M/\$1M	\$50,000
United Natl	2006/07	\$30,390	\$ 125	0%	\$1M/\$1M	\$50,000
United Natl	2007/08	\$24,825	-\$5,565	-18%	\$1M/\$1M	\$50,000
<u>Proposal for 2008/09</u>						
United Natl	2008/09	\$24,956.25	+131	.05%	\$1M/\$1M	\$50,000

Ms. H Sandra Kuban  
Cleveland Public Library  
12 September 2008  
Page 3

5. Coverage Comments

a. Limit of Liability and Defense Costs

The proposed \$1,000,000 limit of liability is significant and includes both defense and indemnity (damages) costs. The limit applies to all types of claims filed under the policy, including Employment Practices Liability claims.

b. Deductible

The policy has carried a \$50,000 each claim deductible since the 2005 renewal. The deductible applies to each claim without aggregate. This means that every claim will be subject to a \$50,000 deductible. We can support the continued use of a \$50,000 deductible in the program provided the Library maintains sound practices, policies and procedures regarding the actions of the board, employees and volunteers, *e.g.*, employment practices and human resource procedures.

c. Non-Monetary Damages

The United National policy excludes coverage for claims seeking other than money damages, *i.e.*, non-monetary relief.

d. Duty to Defend

United National does not have the duty to defend any claim against the Library, although it may join the Library in the defense of a claim. Thus, the Library should retain its own counsel if a claim is filed, notice the insurer of any claim as soon as possible, obtain the insurer's written consent of the selected attorney (required by the policy), and keep the insurer informed of claim developments.

Given the \$50,000 retention, we support the Library controlling the defense of claims and having the insurer pay those defense costs on behalf of the Library. This is the arrangement found in the United National policy.

e. Notice of Occurrence, Incident

In the past we have asked the Library's insurance agent, Colin Dean, to request that the policy be endorsed to provide that notice to a particular person must take place before knowledge of an occurrence or claim is imputed to the Library. That is, either you, the Executive Director or some other officer or director should have to have knowledge before the insurer can conclude the Library had knowledge of a circumstance or claim. This arrangement protects against a staff person learning of something, not telling anyone, and a claim arises later. The insurer could attempt to deny coverage asserting that the Library knew of the circumstance at the time the staff person knew even if senior management was never advised until much later. In the past, Mr. Dean reported that the insurer will not accommodate this request. It is recommended that the Library continue to have and use occurrence and incident reporting procedures to ensure timely notification and investigation of matters.

Ms. H Sandra Kuban  
Cleveland Public Library  
12 September 2008  
Page 4

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Other questions relating to this coverage may exist or arise. This letter does not address every potential issue, and reference to the actual policy is recommended with respect to policy terms, conditions, limitations, and exclusions.

We support the purchase of this coverage and remain available to answer any questions you may have.

Thank you.

Sincerely,

*Daniel C. Buser*

Daniel C. Buser

DCB/mtf  
08 dcb 0067 cpl

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**CLEVELAND PUBLIC LIBRARY**  
**MONTHLY FINANCIAL STATEMENT OF CLERK TO BOARD OF LIBRARY TRUSTEES**  
**FOR THE PERIOD JUNE 1 – JUNE 30, 2008**

*H. Sandra Kuban*  
\_\_\_\_\_  
**CLERK TREASURER, BOARD OF LIBRARY TRUSTEES**

**Cleveland Public Library**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ending June 30, 2008**

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Total</u>
41 Taxes	14,174,166.47	0.00	0.00	0.00	14,174,166.47
42 Intergovernmental	16,436,885.08	372,258.71	0.00	0.00	16,809,143.79
43 Fines & Fees	171,600.81	0.00	0.00	0.00	171,600.81
44 Investment Earnings	870,630.33	17,501.95	0.00	6,016.87	894,149.15
45 Charges for Services	1,584,460.44	0.00	0.00	0.00	1,584,460.44
46 Contributions & Donations	0.00	185,424.18	0.00	0.00	185,424.18
48 Miscellaneous Revenue	55,925.58	0.00	0.00	0.00	55,925.58
<b>Total Revenues</b>	<b>\$ 33,293,668.71</b>	<b>\$ 575,184.84</b>	<b>\$ 0.00</b>	<b>\$ 6,016.87</b>	<b>\$ 33,874,870.42</b>
51 Salaries/Benefits	21,214,987.88	133,243.36	0.00	0.00	21,348,231.24
52 Supplies	653,684.35	1,563.11	0.00	7,144.31	662,391.77
53 Purchased/Contracted Services	4,539,648.86	357,021.33	0.00	7,378.74	4,904,048.93
54 Library Materials	5,144,043.76	74,504.72	0.00	12,954.15	5,231,502.63
55 Capital Outlay	189,479.31	50,334.56	1,044,978.47	2,953.80	1,287,746.14
57 Miscellaneous Expenses	56,302.46	9,342.30	0.00	0.00	65,644.76
<b>Total Expenditures</b>	<b>\$ 31,798,146.62</b>	<b>\$ 626,009.38</b>	<b>\$ 1,044,978.47</b>	<b>\$ 30,431.00</b>	<b>\$ 33,499,565.47</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 1,495,522.09</b>	<b>\$(50,824.54)</b>	<b>\$(1,044,978.47)</b>	<b>\$(24,414.13)</b>	<b>\$ 375,304.95</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	0.00
98 Advances	10,500.00	(10,500.00)	0.00	0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	0.00
<b>Total Other Sources / Uses</b>	<b>\$ 10,500.00</b>	<b>\$(10,500.00)</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$ 1,506,022.09</b>	<b>\$(61,324.54)</b>	<b>\$(1,044,978.47)</b>	<b>\$(24,414.13)</b>	<b>\$ 375,304.95</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 29,389,714.84</b>	<b>\$ 10,922,842.78</b>	<b>\$ 11,446,825.38</b>	<b>\$ 2,755,808.52</b>	<b>\$ 54,515,191.52</b>
<b>Current Cash Balance</b>	<b>\$ 30,895,736.93</b>	<b>\$ 10,861,518.24</b>	<b>\$ 10,401,846.91</b>	<b>\$ 2,731,394.39</b>	<b>\$ 54,890,496.47</b>

**Cleveland Public Library  
Appropriation, Expenditures and Balances  
General Fund  
For the Period Ending June 30, 2008**

	<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
51110 Professional Salaries	12,699,276.50	12,699,276.50	6,201,507.41	0.00	6,497,769.09
51120 Clerical Salaries	12,675,450.50	12,675,450.50	6,408,018.12	0.00	6,267,432.38
51130 Non-Clerical Salaries	1,637,189.00	1,637,189.00	803,106.89	0.00	834,082.11
51140 Buildings Salaries	5,098,771.00	5,098,771.00	2,473,862.60	0.00	2,624,908.40
51150 Other Salaries	1,926,505.00	1,926,505.00	787,871.86	0.00	1,138,633.14
51400 OPERS	4,779,269.92	5,127,731.45	2,331,075.81	2,783,457.11	13,198.53
51610 Health Insurance	4,143,798.00	4,163,560.05	1,588,797.83	2,399,275.83	175,486.39
51620 Life Insurance	72,868.00	76,991.37	22,537.30	46,292.83	8,161.24
51630 Workers Compensation	460,235.00	460,235.00	388,934.86	0.00	71,300.14
51640 Unemployment Compensation	25,000.00	32,685.46	5,881.42	26,804.04	0.00
51900 Other Benefits	353,265.00	387,772.02	203,393.78	237,332.67	(52,954.43)
<b>Salaries/Benefits</b>	<b>43,871,627.92</b>	<b>\$ 44,286,167.35</b>	<b>\$ 21,214,987.88</b>	<b>\$ 5,493,162.48</b>	<b>\$ 17,578,016.99</b>
52110 Office Supplies	112,400.00	113,676.55	40,954.56	9,939.11	62,782.88
52120 Stationery	149,500.00	205,618.25	124,361.77	15,426.64	65,829.84
52130 Duplication Supplies	160,500.00	167,072.08	55,598.62	7,635.87	103,837.59
52140 Hand Tools	7,000.00	7,008.49	1,225.47	33.43	5,749.59
52150 Book Repair Supplies	133,200.00	141,133.65	54,935.34	10,770.51	75,427.80
52210 Janitorial Supplies	127,100.00	130,050.91	57,776.20	4,877.86	67,396.85
52220 Electrical Supplies	127,300.00	138,562.05	41,094.26	2,282.18	95,185.61
52230 Maintenance Supplies	347,100.00	382,871.33	93,281.19	19,090.95	270,499.19
52240 Uniforms	10,100.00	16,451.50	7,060.62	9,587.00	(196.12)
52300 Motor Vehicle Supplies	76,700.00	77,080.52	35,775.65	26,097.29	15,207.58
52900 Other Supplies	402,100.00	420,640.94	141,620.67	66,034.88	212,985.39
<b>Supplies</b>	<b>1,653,000.00</b>	<b>\$ 1,800,166.27</b>	<b>\$ 653,684.35</b>	<b>\$ 171,775.72</b>	<b>\$ 974,706.20</b>
53100 Travel/Meetings	118,000.00	134,318.76	46,466.49	75,423.06	12,429.21
53210 Telecommunications	441,262.50	470,416.88	222,195.23	615,895.14	(367,673.49)

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending June 30, 2008

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53230	Postage/Freight	162,325.00	193,314.61	66,887.27	118,222.34	8,205.00
53240	PR/Other Communications	318,600.00	334,380.02	120,945.93	83,763.45	129,670.64
53310	Building Repairs	540,500.00	671,466.44	166,270.61	114,644.65	390,551.18
53320	Machine Repairs	116,000.00	136,963.34	40,640.60	3,689.00	92,633.74
53330	Computer Repairs	20,000.00	21,450.00	675.08	1,450.00	19,324.92
53340	Building Maintenance	195,000.00	208,857.42	71,731.28	61,053.10	76,073.04
53350	Machine Maintenance	412,000.00	453,846.94	65,478.63	46,245.94	342,122.37
53360	Computer Maintenance	665,910.00	712,634.16	547,874.39	66,597.65	98,162.12
53370	Motor Vehicle Repairs	27,563.00	27,563.00	10,135.34	5,369.45	12,058.21
53380	Contract Security	996,468.00	1,115,924.57	462,089.32	649,367.25	4,468.00
53390	Landscaping	51,818.00	60,918.25	20,226.25	40,957.00	(265.00)
53400	Insurance	417,300.00	417,300.00	2,813.00	0.00	414,487.00
53510	Rent/Leases	82,700.00	82,700.00	32,181.31	28,991.32	21,527.37
53520	Equipment Rental	379,300.00	490,794.00	178,048.37	227,200.79	85,544.84
53610	Electricity	2,493,855.00	3,011,743.22	901,021.00	1,678,813.74	431,908.48
53620	Gas	472,500.00	605,538.96	230,674.39	293,207.80	81,656.77
53630	Chilled Water	682,500.00	767,247.18	211,134.43	526,633.34	29,479.41
53640	Water/Sewer	108,675.00	143,404.19	31,310.98	93,343.06	18,750.15
53710	Professional Services	2,495,372.00	3,056,989.37	645,257.94	684,553.51	1,727,177.92
53720	Auditors Fees	600,000.00	604,322.33	267,371.61	1,658.33	335,292.39
53800	Library Material Control	400,000.00	563,300.71	187,988.41	325,312.30	50,000.00
53900	Other Purchased Services	15,000.00	17,859.50	10,231.00	6,014.90	1,613.60
	<b>Purchased/Contracted Services</b>	<b>12,212,648.50</b>	<b>\$ 14,303,253.85</b>	<b>\$ 4,539,648.86</b>	<b>\$ 5,748,407.12</b>	<b>\$ 4,015,197.87</b>
54110	Books	4,806,313.00	6,035,054.76	2,080,460.43	919,161.52	3,035,432.81
54120	Continuations	834,000.00	840,918.60	543,632.29	257,551.68	39,734.63
54210	Periodicals	1,839,425.00	1,947,114.83	309,382.46	324,597.12	1,313,135.25

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending June 30, 2008**

	<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
54310 Video Media	1,733,025.00	1,864,278.54	723,802.33	234,099.52	906,376.69
54320 Audio Media - Spoken	471,167.00	522,035.44	58,692.96	122,723.81	340,618.67
54325 Audio Media - Music	769,150.00	993,142.71	362,421.21	98,534.60	532,186.90
54350 Computer Media	402,520.00	458,158.59	263,015.65	12,341.75	182,801.19
54500 Database Services	1,844,400.00	1,936,067.45	603,025.92	330,871.07	1,002,170.46
54600 Interlibrary Loan	7,000.00	7,177.92	3,034.50	4,147.50	(4.08)
54710 Bookbinding	100,000.00	132,556.30	49,865.85	52,690.45	30,000.00
54720 Preservation Services	85,000.00	133,852.92	49,370.57	42,689.78	41,792.57
54730 Preservation Boxing	20,000.00	24,951.10	11,219.15	3,108.48	10,623.47
54790 Preservation Reformatting	75,000.00	87,675.50	29,171.90	14,621.22	43,882.38
<b>Library Materials</b>	<b>13,460,000.00</b>	<b>\$ 15,493,484.06</b>	<b>\$ 5,144,043.76</b>	<b>\$ 2,432,333.50</b>	<b>\$ 7,917,106.80</b>
55510 Furniture	130,500.00	132,349.00	64,714.34	18,735.44	48,899.22
55520 Equipment	254,000.00	264,300.78	85,765.57	22,850.40	155,684.81
55530 Computer Hardware/Software	0.00	0.00	0.00	5,960.00	(5,960.00)
55700 Motor Vehicles	80,000.00	110,599.40	38,999.40	0.00	71,600.00
<b>Capital Outlay</b>	<b>464,500.00</b>	<b>\$ 507,249.18</b>	<b>\$ 189,479.31</b>	<b>\$ 47,545.84</b>	<b>\$ 270,224.03</b>
57100 Memberships	77,000.00	85,745.94	48,477.68	4,901.26	32,367.00
57200 Taxes	3,000.00	3,511.84	438.63	873.21	2,200.00
57500 Refunds/Reimbursements	23,000.00	26,845.26	7,386.15	20,285.76	(826.65)
<b>Miscellaneous Expenses</b>	<b>103,000.00</b>	<b>\$ 116,103.04</b>	<b>\$ 56,302.46</b>	<b>\$ 26,060.23</b>	<b>\$ 33,740.35</b>
<b>Advances</b>	<b>0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
59900 Transfers Out	3,000,000.00	3,000,000.00	0.00	0.00	3,000,000.00
<b>Transfers</b>	<b>3,000,000.00</b>	<b>\$ 3,000,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 3,000,000.00</b>
<b>TOTAL</b>	<b>74,764,776.42</b>	<b>\$ 79,506,423.75</b>	<b>\$ 31,798,146.62</b>	<b>\$ 13,919,284.89</b>	<b>\$ 33,788,992.24</b>



**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending June 30, 2008**

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
101 General Fund	29,389,714.84	33,304,168.71	31,798,146.62	13,919,284.89	16,976,452.04
<b>Total General Fund</b>	<b>\$ 29,389,714.84</b>	<b>\$ 33,304,168.71</b>	<b>\$ 31,798,146.62</b>	<b>\$ 13,919,284.89</b>	<b>\$ 16,976,452.04</b>
201 Anderson	204,897.02	856.44	2,592.84	1,995.95	201,164.67
202 Endowment for the Blind	1,501,617.50	11,650.65	2,779.43	0.00	1,510,488.72
203 Founders	4,398,948.96	0.00	51,493.75	42,580.90	4,304,874.31
204 Kaiser	43,259.77	0.00	0.00	0.00	43,259.77
205 Kralej	149,649.29	(70.50)	2,965.25	522.23	146,091.31
206 Library	113,289.30	11,025.98	832.75	99.80	123,382.73
207 Pepke	92,236.33	387.80	929.19	99.00	91,595.94
208 Wickwire	1,079,906.25	2,752.59	8,676.37	11,029.03	1,062,953.44
209 Wittke	64,355.18	231.86	1,521.74	231.76	62,833.54
210 Young	2,735,413.87	41,020.31	28,973.88	0.00	2,747,460.30
225 Friends	9,953.79	12,525.00	3,959.03	5,675.00	12,844.76
226 Judd	5,245.74	109,466.00	59,188.71	37,633.41	17,889.62
228 Lockwood Thompson Memorial	277,560.31	0.00	69,752.65	195,213.16	12,594.50
229 Ohio Center for the Book	0.00	1,900.00	900.00	0.00	1,000.00
230 Schweinfurth	30.07	11,180.00	22,480.00	5,960.00	(17,229.93)
242 Cleveland NCA Kiosk	16,965.30	0.00	782.26	1,813.38	14,369.66
243 Gates Foundation	43,004.17	0.00	43,507.27	0.00	(503.10)
244 Harvard CS Kiosk Project	9,686.49	0.00	408.67	521.59	8,756.23
252 LSTA-Know It Now	176,823.44	372,258.71	334,765.59	13,193.89	201,122.67
<b>Total Special Revenue Funds</b>	<b>\$ 10,922,842.78</b>	<b>\$ 575,184.84</b>	<b>\$ 636,509.38</b>	<b>\$ 316,569.10</b>	<b>\$ 10,544,949.14</b>
401 Building & Repair	11,446,825.38	0.00	1,044,978.47	573,742.25	9,828,104.66
<b>Total Capital Project Funds</b>	<b>\$ 11,446,825.38</b>	<b>\$ 0.00</b>	<b>\$ 1,044,978.47</b>	<b>\$ 573,742.25</b>	<b>\$ 9,828,104.66</b>
501 Abel	171,165.82	613.90	0.00	0.00	171,779.72
502 Ambler	1,586.52	0.00	0.00	0.00	1,586.52

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending June 30, 2008**

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
503 Beard	116,771.45	304.66	2,405.00	0.00	114,671.11
504 Klein	3,759.95	0.00	0.00	0.00	3,759.95
505 Malon/Schroeder	221,485.72	65.05	4,739.31	1,159.50	215,651.96
506 McDonald	132,437.20	468.99	2,953.80	0.00	129,952.39
507 Ratner	67,312.67	410.51	0.00	3,487.00	64,236.18
508 Root	28,610.63	93.34	685.00	125.43	27,893.54
509 Sugarman	178,754.73	(302.45)	7,351.74	0.00	171,100.54
510 Thompson	123,280.91	273.98	0.00	0.00	123,554.89
511 Weidenthal	4,674.99	0.00	0.00	0.00	4,674.99
512 White	1,705,967.93	4,088.89	12,296.15	10,894.40	1,686,866.27
<b>Total Permanent Funds</b>	<b><u>\$ 2,755,808.52</u></b>	<b><u>\$ 6,016.87</u></b>	<b><u>\$ 30,431.00</u></b>	<b><u>\$ 15,666.33</u></b>	<b><u>\$ 2,715,728.06</u></b>

**Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending June 30, 2008**

<b>Balance of All Funds</b>	<b><u>\$ 54,890,496.47</u></b>
Chase-Checking	10,000.00
National City-Checking	10,000.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	(790,689.97)
KeyBank-MC/VISA	93,051.47
Fifth Third - Checking	874,816.76
Petty Cash	350.00
Change Fund	5,100.00
KeyBank-Payroll Account (ZBA)	0.00
KeyBank-Savings Bond Acct	0.00
<b>Cash in Library Treasury</b>	<b><u>\$ 202,628.26</u></b>
National City - Investments	27,226,400.44
NCB/Allegiant Money Market	4,377,426.84
KeyBank - Victory Fund	2,655,690.81
STAR OHIO Investment	7,625,304.28
<b>Investments</b>	<b><u>\$ 41,884,822.37</u></b>
NCB Endowment Acct	12,803,045.84
<b>Endowment Account</b>	<b><u>\$ 12,803,045.84</u></b>
<b>Cash in Banks and On Hand</b>	<b><u>\$ 54,890,496.47</u></b>

**Asset Allocation**

	Market Value	Current Allocation	Permitted Range
<b>Equities</b>	<b>\$8,050,338</b>	<b>58.6%</b>	<b>50%-70%</b>
Core	\$6,382,143	46.4%	
International	\$568,955	4.1%	
Large Value	\$499,824	3.6%	
Small Core	\$599,416	4.4%	
<b>Fixed Income</b>	<b>\$4,526,664</b>	<b>32.9%</b>	<b>30%-50%</b>
<b>Cash</b>	<b>\$1,164,507</b>	<b>8.5%</b>	<b>0%-10%</b>
<b>Total Market Value</b>	<b>\$13,741,509</b>	<b>100.0%</b>	

**Performance**

	Qtr	YTD	1 Yr	3 Yr	5 Yr
<b>Total Portfolio</b>	<b>-1.35%</b>	<b>-6.73%</b>	<b>-4.98%</b>	<b>4.49%</b>	<b>5.92%</b>
<b>Benchmark</b>	<b>-2.12%</b>	<b>-6.58%</b>	<b>-5.14%</b>	<b>4.52%</b>	<b>6.08%</b>
<b>Equities - Total</b>	<b>-1.61%</b>	<b>-11.94%</b>	<b>-12.32%</b>	<b>4.36%</b>	<b>7.52%</b>
S&P 500	-2.73%	-11.91%	-13.12%	4.41%	7.60%
Core Stocks	-1.11%	-6.73%	-10.79%	4.16%	6.59%
International	-5.77%	-11.25%	-10.01%	13.97%	15.99%
MSCI EAFE	-2.25%	-10.96%	-10.61%	12.84%	16.67%
Large Value	-4.27%	-13.52%	-18.75%	5.14%	9.24%
Russell 1000V	-5.32%	-13.57%	-18.78%	3.53%	8.92%
Small Core	-0.57%	-9.49%	-19.48%	1.40%	
Russell 2000	0.58%	-9.37%	-16.19%	3.79%	
<b>Fixed Income</b>	<b>-1.35%</b>	<b>1.80%</b>	<b>8.36%</b>	<b>4.71%</b>	<b>3.75%</b>
Lehman I/GC	-1.53%	1.43%	7.37%	4.27%	3.49%

\* S&P 500 / Lehman Intermediate Govt/Credit (60/40). Returns shown gross of fees.

Performance of your portfolio is compared against benchmark indexes which are not available for direct investment. The performance of an index assumes no taxes, transaction costs, management fees or other expenses.

**Economic Summary**

- The unemployment rate jumped by half of a percentage point in May to 5.5%, the highest level since October 2004. Jobs were lost in construction, manufacturing, retail and temporary help. Continuing unemployment claims came in at 3.14 million for the week ending June 14th, and the four-week moving average for new unemployment claims rose to over 378,000.
- The housing market continues to struggle, though some geographic areas clearly are more adversely affected than others. New home sales were down an additional 2.5% in May with the majority of weakness in the Northeast and West, and sales remain down over 60% from their peak.
- Oil is the one area in which we have seen no signs of retrenchment as prices have marched from just over \$100/barrel at the end of March to break \$140/barrel in late June.
- The Federal Reserve cut the Fed Funds target rate once in April, but the Fed ended its string of interest rate reductions when it met in late June.
- Equity markets again experienced a volatile quarter, much like the first quarter of 2008. All major indexes were up approximately 4%-6% in April and 3%-5% in May, before coming down significantly in June.

**Performance Analysis**

- The quarter saw all major indexes finish in negative territory. Returns were positive in April and May, but all major indexes lost ground in June.
- Over the last year, the S&P 500 is down 13.1%, which is less than most core and value indexes.
- The best-performing sectors were Energy (17.31%), Utilities (7.97%) and Materials (4.42%).
- The worst-performing sectors were Financials (-18.32%), Industrials (-10.11%), and Consumer Discretionary (-7.80%).
- Domestically, mid cap growth was the winner for the quarter. Growth beat value across all major indexes during the quarter.
- The fixed income market showed its first quarter of mostly negative returns since the second quarter of 2007.
- The Lehman Aggregate Index returned -1.0% in the quarter; Treasuries -2.1%; Corporates -0.7%; and Mortgages -0.5%.
- The Lehman High Yield Index returned -1.8%. U.S. TIPS posted a return of -0.3% following a month of strong performance.
- Cash (3-month T-bill) returned 0.3%.

The views expressed in this investment report represent the opinions of Allegiant Asset Management Company and are not intended to predict or depict performance of any investment. All information contained herein is for information purposes and should not be construed as investment advice. It does not constitute an offer, solicitation or recommendation to purchase any security. The information herein was obtained by various sources; we do not guarantee its accuracy or completeness. Past performance does not guarantee future results. These views are as of the date of this publication and are subject to change based on subsequent developments.



Timothy McDonough, CFA (216) 222-25

Arianne Arter (216) 222-8508



STATEMENT OF ACCOUNT  
FOR THE PERIOD 04/01/08 THROUGH 06/30/08

CLEVELAND PUBLIC LIBRARY ENDOWMENT  
FUND

ACCOUNT NUMBER: 01404713000

CLEVELAND PUBLIC LIBRARY  
ATTN: JOAN L. TOMKINS  
325 SUPERIOR AVENUE  
CLEVELAND, OHIO 44114-1271

RELATIONSHIP MANAGER: TIMOTHY F MCDONOUGH  
PHONE: 216-222-2576  
ADMINISTRATIVE OFFICER: ELLEN A HUGHES

**IMPORTANT INFORMATION ABOUT YOUR ACCOUNT**

MARKET VALUES SHOWN ON THIS STATEMENT ARE OBTAINED FROM SOURCES BELIEVED TO BE RELIABLE. HOWEVER, NATIONAL CITY AND ITS AFFILIATES CANNOT GUARANTEE THEIR ACCURACY. FOR ASSETS NOT TRADED ON AN EXCHANGE, INCLUDING BUT NOT LIMITED TO CLOSELY-HELD SECURITIES, LIMITED PARTNERSHIPS AND HEDGE FUNDS, THE MARKET VALUE IS REPORTED BASED ON EITHER A VALUATION/ESTIMATE OR COST OR AT \$1. IN ANY EVENT, THE REPORTED MARKET VALUE IS NOT CURRENT TRUE MARKET VALUE AND SHOULD NOT BE RELIED UPON FOR PURPOSES SUCH AS LOAN COLLATERAL.

**STATUTE OF LIMITATIONS:**

**A STATUTE OF LIMITATIONS IS THE PERIOD OF TIME WITHIN WHICH AN ACTION MUST BE FILED OR ELSE BE BARRED.**

AN ACTION FOR BREACH OF TRUST BASED ON MATTERS DISCLOSED IN A TRUST ACCOUNTING OR OTHER WRITTEN REPORT OF THE TRUSTEE MAY BE SUBJECT TO A STATUTE OF LIMITATIONS PERIOD THAT COMMENCES FROM THE DATE A BENEFICIARY IS SENT OR RECEIVES THE TRUST ACCOUNTING OR OTHER WRITTEN REPORT. IN ORDER FOR THE STATUTE OF LIMITATIONS TO COMMENCE IN SOME STATES, SUCH AS FLORIDA, MICHIGAN, MISSOURI, OHIO AND PENNSYLVANIA, TRUST BENEFICIARIES MUST ALSO RECEIVE NOTICE THAT DISCLOSES THE STATUTE OF LIMITATIONS PERIOD. IN FLORIDA THIS STATUTE OF LIMITATIONS PERIOD IS SIX MONTHS FROM THE DATE SUCH AN ACCOUNTING OR REPORT IS RECEIVED. IN MICHIGAN AND MISSOURI THIS STATUTE OF LIMITATIONS PERIOD IS ONE YEAR FROM THE DATE SUCH AN ACCOUNTING OR REPORT IS SENT. IN OHIO THIS STATUTE OF LIMITATIONS PERIOD IS TWO YEARS FROM THE DATE SUCH AN ACCOUNTING OR REPORT IS SENT. IN PENNSYLVANIA, THE STATUTE OF LIMITATIONS RUNS SIX MONTHS AFTER THE TRUST BENEFICIARY RECEIVES THE FOURTH CONSECUTIVE ANNUAL TRUST ACCOUNTING OR REPORT SUBSEQUENT TO THE ANNUAL ACCOUNTING OR REPORT FOR THE YEAR IN WHICH THE TRANSACTION OCCURRED. STATUTE OF LIMITATIONS PERIODS VARY FROM STATE TO STATE, OR MAY DIFFER BASED ON ACCOUNT TYPE, AND IN SOME STATES, MORE THAN ONE STATUTE OF LIMITATIONS MAY APPLY TO AN ACTION. IF YOU HAVE QUESTIONS REGARDING ANY STATUTES OF LIMITATIONS, PLEASE CONSULT YOUR ATTORNEY.

**MUTUAL FUNDS ARE NOT INSURED OR GUARANTEED BY NATIONAL CITY OR ANY OF ITS AFFILIATES, THE FDIC OR ANY OTHER GOVERNMENT AGENCY OR GOVERNMENT-SPONSORED AGENCY.**

**COMMON TRUST FUNDS / COLLECTIVE FUNDS:**

ERNST & YOUNG COMPLETES AN ANNUAL AUDIT OF OUR COMMON AND COLLECTIVE FUNDS. IF YOUR ACCOUNT HOLDS ONE OF THESE FUNDS, A COPY OF THE MOST RECENT REPORT WILL BE PROVIDED TO YOU UPON REQUEST.

**TEMPORARY INVESTMENT PRACTICES:**

IF THIS ACCOUNT UTILIZES A MONEY MARKET SWEEP VEHICLE, AVAILABLE CASH IS AUTOMATICALLY TRANSFERRED EACH BUSINESS DAY TO A DESIGNATED MONEY MARKET FUND. NO FEE IS CHARGED FOR THIS SERVICE, UNLESS SPECIFICALLY ARRANGED BY AGREEMENT WITH YOU AND REFLECTED ON YOUR STATEMENT.

**SHAREHOLDER SERVICING FEES:**

CERTAIN MUTUAL FUND FAMILIES PAY FINANCIAL INSTITUTIONS FOR PROVIDING SHAREHOLDER SERVICES, INCLUDING BUT NOT LIMITED TO, AGGREGATING AND PROCESSING PURCHASES AND REDEMPTIONS, ALLOCATING DIVIDENDS AND DISTRIBUTING PROXY MATERIALS. PAYMENT FOR SUCH SERVICES IS NOT CHARGED TO YOUR ACCOUNT; IT IS A FUND LEVEL EXPENSE AND VARIES ACCORDING TO FUND. GENERALLY, THE ANNUAL AMOUNT RANGES BETWEEN 0.15% AND 0.40% OF THE DAILY NET ASSETS. UPON REQUEST, NATIONAL CITY WILL PROVIDE DETAILS ABOUT SUCH FEES, IF ANY, FROM MUTUAL FUNDS HELD IN YOUR ACCOUNT. NATIONAL CITY'S RECEIPT OF ANY FEES OF THIS TYPE WILL HAVE A DE MINIMUS OR NO IMPACT ON THE FUND'S YIELD. NATIONAL CITY DOES NOT RECEIVE SHAREHOLDER SERVICING FEES FOR ALLEGIANT FUNDS HELD IN YOUR ACCOUNT.

**INVESTMENT MANAGEMENT FEES:**

NATIONAL CITY BANK RECEIVES A CO-ADMINISTRATOR FEE FROM ALLEGIANT FUNDS OF .0375% PER ANNUM. ALLEGIANT ASSET MANAGEMENT COMPANY, AN AFFILIATE OF NATIONAL CITY CORPORATION, RECEIVES INVESTMENT ADVISORY FEES PER ANNUM AS FOLLOWS:

ALLEGIANT ADVANTAGE INSTITUTIONAL MONEY MKT FD	\$1.50 PER \$1000	ALLEGIANT TOTAL RETURN ADVANTAGE FUND	\$5.50 PER \$1000
ALLEGIANT TREASURY MONEY MARKET FUND	\$3.00 PER \$1000	ALLEGIANT GOVERNMENT MORTGAGE FUND	\$5.50 PER \$1000
ALLEGIANT GOVERNMENT MONEY MARKET FUND	\$3.00 PER \$1000	ALLEGIANT LARGE CAP CORE EQUITY FUND	\$7.50 PER \$1000
ALLEGIANT MONEY MARKET FUND	\$3.00 PER \$1000	ALLEGIANT LARGE CAP GROWTH FUND	\$7.50 PER \$1000
ALLEGIANT OH MUNICIPAL MONEY MARKET FUND	\$2.00 PER \$1000	ALLEGIANT LARGE CAP VALUE FUND	\$7.50 PER \$1000
ALLEGIANT TAX EXEMPT MONEY MARKET FUND	\$2.00 PER \$1000	ALLEGIANT BALANCED ALLOCATION FUND	\$7.50 PER \$1000
ALLEGIANT PA TAX EXEMPT MONEY MARKET FUND	\$2.00 PER \$1000	ALLEGIANT MID CAP VALUE FUND	\$10.00 PER \$1000
ALLEGIANT S&P 500 INDEX FUND	\$3.50 PER \$1000	ALLEGIANT MULTI-FACTOR SMALL CAP CORE FUND <sup>1</sup>	\$10.00 PER \$1000
ALLEGIANT ULTRA SHORT BOND FUND	\$4.00 PER \$1000	ALLEGIANT MULTI-FACTOR SMALL CAP GROWTH FUND <sup>1</sup>	\$10.00 PER \$1000
ALLEGIANT LIMITED MATURITY BOND FUND	\$4.50 PER \$1000	ALLEGIANT MULTI-FACTOR SMALL CAP FOCUSED VALUE FUND <sup>1</sup>	\$10.00 PER \$1000
ALLEGIANT HIGH YIELD BOND FUND	\$5.00 PER \$1000	ALLEGIANT MULTI-FACTOR SMALL CAP VALUE FUND <sup>1</sup>	\$10.00 PER \$1000
ALLEGIANT OH INTERMEDIATE TAX EXEMPT BOND FUND	\$5.50 PER \$1000	ALLEGIANT MULTI-FACTOR MID CAP GROWTH FUND	\$10.00 PER \$1000
ALLEGIANT MI INTERMEDIATE MUNICIPAL BOND FUND	\$5.50 PER \$1000	ALLEGIANT SMALL CAP CORE FUND <sup>1</sup>	\$10.00 PER \$1000
ALLEGIANT PA INTERMEDIATE MUNICIPAL BOND FUND	\$5.50 PER \$1000	ALLEGIANT SMALL CAP GROWTH FUND <sup>1</sup>	\$10.00 PER \$1000
ALLEGIANT BOND FUND	\$5.50 PER \$1000	ALLEGIANT INTERNATIONAL EQUITY FUND	\$11.50 PER \$1000
ALLEGIANT INTERMEDIATE BOND FUND	\$5.50 PER \$1000	AIG SUNAMERICA FOCUSED SMALL-CAP VALUE PORTFOLIO	\$4.50 PER \$1000 ON FIRST \$50 MILLION
ALLEGIANT INTERMEDIATE TAX EXEMPT BOND FUND	\$5.50 PER \$1000		\$4.00 PER \$1000 OVER \$50 MILLION

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CLEVE PUB LIB ENDMT FD  
ACCOUNT: 01404713000

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National City Bank

ASSET SUMMARY

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

AS OF 06/30/08

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<u>ASSET CATEGORY</u>	<u>FEDERAL TAX COST</u>	<u>MARKET VALUE</u>	<u>PERCENT OF ACCOUNT</u>	<u>ESTIMATED ANNUAL INCOME</u>	<u>INCOME YIELD AT MARKET</u>
PRINCIPAL CASH	164,080.98-	164,080.98-	1.20-%		
INCOME CASH	164,080.98	164,080.98	1.20 %		
CASH EQUIVALENTS	782,035.72	782,035.72	5.71 %	7,820	1.00 %
FIXED INCOME SECURITIES	4,839,042.28	4,872,773.69	35.55 %	233,864	4.80 %
EQUITIES	5,806,462.44	6,381,923.27	46.57 %	80,627	1.26 %
MUTUAL FUNDS	1,396,510.45	1,668,194.86	12.17 %	17,987	1.08 %
TOTAL ASSETS	12,824,050.89	13,704,927.54	100.00 %	340,298	2.48 %





National City Bank



CASH/COST RECONCILIATION

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

04/01/08 THROUGH 06/30/08

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	<u>PRINCIPAL CASH</u>	<u>INCOME CASH</u>	<u>TAX COST</u>
BEGINNING BALANCES	96,479.71-	96,479.71	12,789,611.90
<u>ASSET RELATED ACTIVITY</u>			
PURCHASES	2,817,520.05-	0.00	2,817,520.05
SALES/MATURITIES/PRINCIPAL PAYMENTS	2,862,852.88	0.00	2,897,024.96-
CASH SWEEP ACTIVITY	<u>113,943.90-</u>	<u>0.00</u>	<u>113,943.90</u>
TOTAL ASSET RELATED TRANSACTIONS	68,611.07-	0.00	34,438.99
<u>INCOME</u>			
CASH EQUIVALENTS	0.00	2,171.24	0.00
FIXED INCOME SECURITIES	0.00	57,953.89	0.00
EQUITIES	0.00	18,461.23	0.00
OTHER INCOME	<u>1,009.80</u>	<u>48.04-</u>	<u>0.00</u>
TOTAL INCOME	1,009.80	78,538.32	0.00
<u>RECEIPTS AND DISBURSEMENTS</u>			
FEES AND OTHER EXPENSES	<u>0.00</u>	<u>10,937.05-</u>	<u>0.00</u>
TOTAL RECEIPTS AND DISBURSEMENTS	0.00	10,937.05-	0.00
ENDING BALANCES	164,080.98-	164,080.98	12,824,050.89

National City Bank

MARKET VALUE RECONCILIATION

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

04/01/08 THROUGH 06/30/08

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BEGINNING MARKET VALUE		13,902,649.10
<u>ASSET RELATED ACTIVITY</u>		
REALIZED GAINS/LOSSES	34,172.08-	
UNREALIZED GAINS/LOSSES	<u>232,160.55-</u>	
TOTAL ASSET RELATED ACTIVITY		266,332.63-
<u>INCOME</u>		
CASH EQUIVALENTS	2,171.24	
FIXED INCOME SECURITIES	57,953.89	
EQUITIES	18,461.23	
OTHER INCOME	<u>961.76</u>	
TOTAL INCOME		79,548.12
<u>RECEIPTS AND DISBURSEMENTS</u>		
FEEES AND OTHER EXPENSES	<u>10,937.05-</u>	
TOTAL RECEIPTS AND DISBURSEMENTS		<u>10,937.05-</u>
ENDING MARKET VALUE		13,704,927.54
ACCRUED INCOME		<u>40,313.43</u>
TOTAL VALUE		13,745,240.97

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EQUITY DIVERSIFICATION SCHEDULE

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

AS OF 06/30/08

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<u>COMMON STOCKS</u>	<u>MARKET VALUE</u>	<u>PERCENT OF INDUSTRY</u>	<u>PERCENT OF STOCK</u>
<u>ENERGY</u>			
ENERGY EQUIPMENT & SERVICES	823,381.17	78.10%	12.90%
OIL AND GAS	<u>230,920.00</u>	<u>21.90%</u>	<u>3.62%</u>
TOTAL ENERGY	1,054,301.17	100.00%	16.52%
<u>MATERIALS</u>			
CHEMICALS	127,250.40	52.40%	1.99%
METALS & MINING	<u>115,596.00</u>	<u>47.60%</u>	<u>1.81%</u>
TOTAL MATERIALS	242,846.40	100.00%	3.81%
<u>INDUSTRIALS</u>			
AEROSPACE & DEFENSE	256,063.60	36.12%	4.01%
INDUSTRIAL CONGLOMERATES	213,408.75	30.11%	3.34%
MACHINERY	148,416.00	20.94%	2.33%
COMMERCIAL SERVICES & SUPPLIES	<u>90,992.00</u>	<u>12.84%</u>	<u>1.43%</u>
TOTAL INDUSTRIALS	708,880.35	100.00%	11.11%
<u>CONSUMER DISCRETIONARY</u>			
TEXTILES, APPAREL, LUXURY GOODS	115,047.30	23.56%	1.80%
HOTELS, RESTAURANTS & LEISURE	251,489.91	51.49%	3.94%
SPECIALTY RETAIL	<u>121,873.80</u>	<u>24.95%</u>	<u>1.91%</u>
TOTAL CONSUMER DISCRETIONARY	488,411.01	100.00%	7.65%
<u>CONSUMER STAPLES</u>			
BEVERAGES	189,498.20	27.19%	2.97%
FOOD PRODUCTS	346,401.64	49.71%	5.43%
HOUSEHOLD PRODUCTS	<u>161,003.00</u>	<u>23.10%</u>	<u>2.52%</u>
TOTAL CONSUMER STAPLES	696,902.84	100.00%	10.92%
<u>HEALTH CARE</u>			
HEALTH CARE EQUIPMENT, SUPPLIES	296,712.40	39.22%	4.65%
HEALTH CARE PROVIDERS, SERVICES	91,812.40	12.14%	1.44%
BIOTECHNOLOGY	112,851.60	14.92%	1.77%
PHARMACEUTICALS	<u>255,101.70</u>	<u>33.72%</u>	<u>4.00%</u>
TOTAL HEALTH CARE	756,478.10	100.00%	11.85%

## EQUITY DIVERSIFICATION SCHEDULE

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<u>COMMON STOCKS</u>	<u>MARKET VALUE</u>	<u>PERCENT OF INDUSTRY</u>	<u>PERCENT OF STOCK</u>
<u>FINANCIALS</u>			
COMMERCIAL BANKS	164,157.65	17.71%	2.57%
DIVERSIFIED FINANCIAL SERVICES	151,821.75	16.38%	2.38%
CAPITAL MARKETS	201,932.40	21.79%	3.16%
INSURANCE	<u>408,958.00</u>	<u>44.12%</u>	<u>6.41%</u>
TOTAL FINANCIALS	926,869.80	100.00%	14.52%
<u>INFORMATION TECHNOLOGY</u>			
INTERNET SOFTWARE & SERVICES	173,718.60	18.24%	2.72%
SOFTWARE	381,442.85	40.06%	5.98%
COMMUNICATIONS EQUIPMENT	155,260.50	16.31%	2.43%
COMPUTERS & PERIPHERALS	130,603.20	13.72%	2.05%
SEMICONDUCTORS & EQUIPMENT	<u>111,165.60</u>	<u>11.67%</u>	<u>1.74%</u>
TOTAL INFORMATION TECHNOLOGY	952,190.75	100.00%	14.92%
<u>TELECOMMUNICATION SERVICES</u>			
DIVERSIFIED TELECOMM SERVICES	95,909.20	31.16%	1.50%
WIRELESS TELECOMM SERVICES	<u>211,917.20</u>	<u>68.84%</u>	<u>3.32%</u>
TOTAL TELECOMMUNICATION SERVICES	307,826.40	100.00%	4.82%
<u>UTILITIES</u>			
GAS UTILITIES	108,424.20	43.86%	1.70%
MULTI-UTILITIES & UNREG.POWER	<u>138,792.25</u>	<u>56.14%</u>	<u>2.17%</u>
TOTAL UTILITIES	247,216.45	100.00%	3.87%
TOTAL STOCK	6,381,923.27		100.00%

BOND MATURITY SCHEDULE

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	<u>FACE VALUE</u>	<u>% OF TOTAL FACE VALUE</u>	<u>MARKET VALUE</u>	<u>% OF BOND MARKET VALUE</u>
<u>INDIVIDUAL ISSUES</u>				
LESS THAN 1 YEAR	380,000.00	7.84 %	378,594.00	7.77 %
1 TO 5 YEARS	1,742,161.04	35.92 %	1,771,308.90	36.35 %
5 TO 10 YEARS	1,268,783.00	26.16 %	1,281,189.70	26.29 %
10 TO 15 YEARS	418,103.15	8.62 %	410,514.65	8.42 %
15 TO 20 YEARS	0.00	0.00 %	0.00	0.00 %
20 + YEARS	<u>1,040,946.89</u>	<u>21.46 %</u>	<u>1,031,166.44</u>	<u>21.16 %</u>
TOTAL	4,849,994.08	100.00 %	4,872,773.69	100.00 %

National City Bank

BOND QUALITY SCHEDULE

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<u>MOODY'S BOND RATING</u>	<u>FACE VALUE</u>	<u>% OF TOTAL FACE VALUE</u>	<u>MARKET VALUE</u>	<u>% OF BOND MARKET VALUE</u>
AAA	1,930,944.04	39.81 %	1,986,086.25	40.76 %
AA	535,000.00	11.03 %	524,831.50	10.77 %
A	605,000.00	12.47 %	596,381.25	12.24 %
BAA OR LOWER	0.00	0.00 %	0.00	0.00 %
NOT RATED	<u>1,779,050.04</u>	<u>36.68 %</u>	<u>1,765,474.69</u>	<u>36.23 %</u>
TOTAL	4,849,994.08	100.00 %	4,872,773.69	100.00 %

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ASSET STATEMENT  
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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (FED TO MKT)	INCOME ACCRUED YIELD AT INCOME MARKET
	PRINCIPAL CASH	164,080.98-	164,080.98-		
	INCOME CASH	164,080.98	164,080.98		
<u>CASH EQUIVALENTS</u>					
<u>CASH EQUIVALENTS - TAXABLE</u>					
<u>PROPRIETARY MM FDS-TAXABLE</u>					
782,035.72	ALLEGIAN TREASURY MONEY MARKET FUND CUSIP: 99ARTREA5	782,035.72 1.00	782,035.72 1.000	0.00	786 1.00 %
TOTAL CASH EQUIVALENTS		782,035.72	782,035.72	0.00	786 1.00 %
<u>FIXED INCOME SECURITIES</u>					
<u>TAXABLE FIXED INCOME SECS</u>					
<u>TREASURY</u>					
15,000.00	UNITED STATES TREASURY NOTES DTD 08/15/03 4.25% DUE 08/15/13 CUSIP: 912828BH2 MOODY'S RATING: AAA S&P RATING: AAA	15,454.69 103.03	15,649.20 104.328	194.51	240 4.07 %
260,000.00	UNITED STATES TREASURY NOTE DTD 05-17-04 4.75% DUE 05-15-14 CUSIP: 912828CJ7 MOODY'S RATING: AAA S&P RATING: AAA	253,866.60 97.64	278,727.80 107.203	24,861.20	1,577 4.43 %
15,000.00	UNITED STATES TREAS NTS DTD 2/15/00 6.50% DUE 2/15/10 CUSIP: 9128275Z1 MOODY'S RATING: AAA S&P RATING: AAA	15,832.03 105.55	15,960.90 106.406	128.87	367 6.11 %

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ASSET STATEMENT

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<u>PAR VALUE OR SHARES</u>	<u>ASSET DESCRIPTION</u>	<u>FED TAX COST COST PER UNIT</u>	<u>MARKET VALUE MARKET PRICE</u>	<u>UNREALIZED GAIN/LOSS (FED TO MKT)</u>	<u>ACCRUED INCOME</u>	<u>YIELD AT MARKET</u>
320,000.00	UNITED STATES TREASURY NT DTD 7/31/06 4.875% DUE 7/31/11 CUSIP: 912828FN5 MOODY'S RATING: AAA S&P RATING: AAA	321,061.33 100.33	338,073.60 105.648	17,012.27	6,514	4.61 %
80,000.00	UNITED STATE TREASURY NT DTD 8/15/06 4.875% DUE 8/15/16 CUSIP: 912828FQ8 MOODY'S RATING: AAA S&P RATING: AAA	81,514.46 101.89	85,768.80 107.211	4,254.34	1,468	4.55 %
<b>TOTAL TREASURY</b>		<b>687,729.11</b>	<b>734,180.30</b>	<b>46,451.19</b>	<b>10,166</b>	<b>4.56 %</b>
<b><u>TIPS</u></b>						
153,783.00	US TREASURY NOTE (TIPS) DTD 1/15/08 1.625% DUE 1/15/18 CUSIP: 912828HN3 MOODY'S RATING: AAA S&P RATING: AAA	152,424.25 99.12	156,222.00 101.586	3,797.75	1,153	1.60 %
<b><u>AGENCY</u></b>						
380,000.00	FEDERAL NATL MTG ASSN DTD 11-23-05 4.75% DUE 12-15-10 CUSIP: 31359MZL0 MOODY'S RATING: AAA S&P RATING: AAA	393,151.42 103.46	391,992.80 103.156	1,158.62-	802	4.60 %
380,000.00	FEDERAL NATL MTG ASSN DISC NOTE DTD 9/4/07 ZERO CPN DUE 8/29/08 CUSIP: 313588D85	371,781.40 97.84	378,594.00 99.630	6,812.60	0	3.18 %
<b>TOTAL AGENCY</b>		<b>764,932.82</b>	<b>770,586.80</b>	<b>5,653.98</b>	<b>802</b>	<b>3.90 %</b>





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<u>PAR VALUE OR SHARES</u>	<u>ASSET DESCRIPTION</u>	<u>FED TAX COST COST PER UNIT</u>	<u>MARKET VALUE MARKET PRICE</u>	<u>UNREALIZED GAIN/LOSS (FED TO MKT)</u>	<u>INCOME ACCRUED YIELD AT INCOME MARKET</u>
<u>CORPORATE</u>					
30,000.00	ALABAMA POWER CO DTD 01-18-06 5.20% DUE 01-15-16 CUSIP: 010392ER5 MOODY'S RATING: A2 S&P RATING: A	29,930.70 99.77	29,580.90 98.603	349.80-	719 5.27 %
20,000.00	ALLSTATE LIFE GLOBAL FDG SECD MED TERM NTS BOOK ENTRY DTD 4/30/08 5.375% DUE 4/30/13 CUSIP: 02003MBQ6 MOODY'S RATING: AA2 S&P RATING: AA	19,980.00 99.90	19,921.60 99.608	58.40-	182 5.40 %
15,000.00	AMERICAN EXPRESS CORP SR NT DTD 8/28/07 6.15% DUE 8/28/17 CUSIP: 025816AX7 MOODY'S RATING: A1 S&P RATING: A+	14,961.30 99.74	14,651.10 97.674	310.20-	315 6.30 %
25,000.00	AMERICAN GEN FIN CORP MED TERM SR NT BOOK ENTRY DTD 10-04-04 3.875% DUE 10-01-09 CUSIP: 02635PSS3 MOODY'S RATING: A1 S&P RATING: A+	24,350.85 97.40	24,485.00 97.940	134.15	242 3.96 %
20,000.00	AMERICAN INTERNATIONAL GROUP DTD 10/13/06 5.60% DUE 10/18/16 CUSIP: 02687QBC1 MOODY'S RATING: AA3 S&P RATING: AA-	19,981.80 99.91	18,576.80 92.884	1,405.00-	227 6.03 %
15,000.00	ANHEUSER-BUSCH COS INC DTD 2/9/07 5.6% DUE 3/1/17 CUSIP: 035229D86 MOODY'S RATING: A2 S&P RATING: A	14,980.95 99.87	14,325.15 95.501	655.80-	280 5.86 %

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## ASSET STATEMENT

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<u>PAR VALUE OR SHARES</u>	<u>ASSET DESCRIPTION</u>	<u>FED TAX COST COST PER UNIT</u>	<u>MARKET VALUE MARKET PRICE</u>	<u>UNREALIZED GAIN/LOSS (FED TO MKT)</u>	<u>ACCRUED INCOME</u>	<u>YIELD AT MARKET</u>
15,000.00	APACHE CORPNT DTD 04/11/02 6.250% DUE 04/15/12 CUSIP: 037411AQ8 MOODY'S RATING: A3 S&P RATING: A-	15,998.55 106.66	15,762.30 105.082	236.25-	198	5.95 %
25,000.00	AVON PRODUCTS INC DTD 3/03/08 4.80% DUE 3/01/13 CUSIP: 054303AT9 MOODY'S RATING: A2 S&P RATING: A	24,963.75 99.85	24,741.75 98.967	222.00-	393	4.85 %
25,000.00	BB&T CORP SUB NT DTD 08-03-01 6.50% DUE 08-01-11 CUSIP: 054937AC1 MOODY'S RATING: A1 S&P RATING: A	27,134.10 108.54	25,334.25 101.337	1,799.85-	677	6.41 %
50,000.00	BANK OF AMERICA CORP NTS DTD 5/2/08 5.65% DUE 5/1/18 CUSIP: 06051GDX4 MOODY'S RATING: AA2 S&P RATING: AA	49,732.50 99.46	46,679.50 93.359	3,053.00-	463	6.05 %
25,000.00	CATERPILLAR FIN SERV CORP MTN BE DTD 02/03/05 4.75% DUE 02/17/15 CUSIP: 14912L2M2 MOODY'S RATING: A2 S&P RATING: A	24,754.50 99.02	24,126.50 96.506	628.00-	442	4.92 %
10,000.00	CATERPILLAR INC DTD 8/8/06 5.7% DUE 8/15/16 CUSIP: 149123BM2 MOODY'S RATING: A2 S&P RATING: A	9,979.50 99.80	10,187.80 101.878	208.30	215	5.59 %
10,000.00	CISCO SYSTEMS INC DTD 02-22-06 5.50% DUE 02-22-16 CUSIP: 17275RAC6 MOODY'S RATING: A1 S&P RATING: A+	10,081.80 100.82	10,089.10 100.891	7.30	197	5.45 %



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<u>PAR VALUE OR SHARES</u>	<u>ASSET DESCRIPTION</u>	<u>FED TAX COST COST PER UNIT</u>	<u>MARKET VALUE MARKET PRICE</u>	<u>UNREALIZED GAIN/LOSS (FED TO MKT)</u>	<u>INCOME ACCRUED YIELD AT INCOME MARKET</u>
75,000.00	CITIGROUP INC GLOBAL SR NT DTD 10/17/07 5.30% DUE 10/17/12 CUSIP: 172967EL1 MOODY'S RATING: AA3 S&P RATING: AA-	75,084.75 100.11	73,158.75 97.545	1,926.00-	817 5.43 %
30,000.00	COCA-COLA CO NT DTD 11/01/07 5.35% DUE 11/15/17 CUSIP: 191216AK6 MOODY'S RATING: AA3 S&P RATING: A+	29,955.30 99.85	30,239.70 100.799	284.40	205 5.31 %
20,000.00	COLGATE-PALMOLIVE CO MED TERM NTS BOOK ENTRY DTD 5/12/08 4.20% DUE 5/1/13 CUSIP: 19416QDL1 MOODY'S RATING: AA3 S&P RATING: AA-	19,995.40 99.98	19,898.00 99.490	97.40-	114 4.22 %
10,000.00	CONOCOPHILLIPS DTD 5/8/08 4.40% DUE 5/15/13 CUSIP: 20825CAN6 MOODY'S RATING: A1 S&P RATING: A	9,982.50 99.83	9,810.60 98.106	171.90-	65 4.48 %
15,000.00	CONSOLIDATED EDISON NT DTD 9/25/06 5.5% DUE 9/15/16 CUSIP: 209111EN9 MOODY'S RATING: A1 S&P RATING: A-	14,942.25 99.62	14,873.85 99.159	68.40-	243 5.55 %
15,000.00	COSTCO WHSL CORP NEW DTD 2/20/07 5.50% DUE 3/15/17 CUSIP: 22160KAC9 MOODY'S RATING: A2 S&P RATING: A	14,536.80 96.91	15,226.50 101.510	689.70	243 5.42 %

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<u>PAR VALUE OR SHARES</u>	<u>ASSET DESCRIPTION</u>	<u>FED TAX COST COST PER UNIT</u>	<u>MARKET VALUE MARKET PRICE</u>	<u>UNREALIZED GAIN/LOSS (FED TO MKT)</u>	<u>ACCRUED INCOME</u>	<u>INCOME YIELD AT MARKET</u>
25,000.00	CREDIT SUISSE FIRST BOSTON USA INC DTD 08-17-05 4.875% DUE 08-15-10 CUSIP: 22541LBH5 MOODY'S RATING: AA1 S&P RATING: AA-	24,998.00 99.99	25,254.00 101.016	256.00	460	4.83 %
15,000.00	DISNEY WALT CO NEW MEDIUM TERM NTS BOOK ENTRY TRANCHE # TR 00055 DTD 7/17/07 6% DUE 7/17/17 CUSIP: 25468PCG9 MOODY'S RATING: A2 S&P RATING: A	14,966.55 99.78	15,517.35 103.449	550.80	410	5.80 %
10,000.00	DUKE ENERGY CAROLINAS LLC 1ST & REF MTG BD DTD 1/10/08 5.25% DUE 1/15/18 CUSIP: 26442CAC8 MOODY'S RATING: A2 S&P RATING: A	9,966.00 99.66	9,868.70 98.687	97.30-	249	5.32 %
15,000.00	FLORIDA PWR & LIGHT NT DTD 10/10/07 5.55% DUE 11/01/17 CUSIP: 341081EZ6 MOODY'S RATING: AA3 S&P RATING: A	14,995.80 99.97	15,241.05 101.607	245.25	139	5.46 %
100,000.00	GENERAL ELECTRIC CO NT DTD 12/6/07 5.25% DUE 12/6/17 CUSIP: 369604BC6 MOODY'S RATING: AAA S&P RATING: AAA	100,245.75 100.25	96,133.00 96.133	4,112.75-	365	5.46 %
10,000.00	GENWORTH FINANCIAL INC DTD 09/19/05 4.95% DUE 10/01/15 CUSIP: 37247DAF3 MOODY'S RATING: A2 S&P RATING: A	9,984.90 99.85	9,072.50 90.725	912.40-	124	5.46 %

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<u>PAR VALUE OR SHARES</u>	<u>ASSET DESCRIPTION</u>	<u>FED TAX COST COST PER UNIT</u>	<u>MARKET VALUE MARKET PRICE</u>	<u>UNREALIZED GAIN/LOSS (FED TO MKT)</u>	<u>INCOME ACCRUED YIELD AT INCOME MARKET</u>
40,000.00	GOLDMAN SACHS GROUP INC SR NT DTD 4/1/08 6.15% DUE 4/1/18 CUSIP: 381416FM1 MOODY'S RATING: AA3 S&P RATING: AA-	39,995.25 99.99	38,806.40 97.016	1,188.85-	615 6.34 %
10,000.00	HEWLETT-PACKARD CO DTD 2/27/07 5.40% DUE 3/1/17 CUSIP: 422236AM5 MOODY'S RATING: A2 S&P RATING: A	9,923.00 99.23	9,809.70 98.097	113.30-	180 5.50 %
15,000.00	HONEYWELL INTL NT DTD 7/27/07 5.625% DUE 8/01/12 CUSIP: 438516AV8 MOODY'S RATING: A2 S&P RATING: A	14,970.75 99.80	15,486.30 103.242	515.55	352 5.45 %
50,000.00	HOUSEHOLD FINANCE CORP NT DTD 10-23-01 6.375% DUE 10-15-11 CUSIP: 441812JW5 MOODY'S RATING: AA3 S&P RATING: AA-	54,027.95 108.06	51,137.50 102.275	2,890.45-	673 6.23 %
15,000.00	ING USA GLOBAL FUNDING DTD 09-22-05 4.50% DUE 10-01-10 CUSIP: 44982XAA5 MOODY'S RATING: AA3 S&P RATING: AA	14,802.90 98.69	15,142.50 100.950	339.60	169 4.46 %
25,000.00	INTERNATIONAL LEASE FIN CORP MTN DTD 9/14/07 5.625% DUE 9/15/10 CUSIP: 45974VB56 MOODY'S RATING: A1 S&P RATING: A+	25,056.00 100.22	24,365.00 97.460	691.00-	414 5.77 %
25,000.00	JOHN DEERE CAPITAL CORP MTN DTD 4/3/08 5.35% DUE 4/3/13 CUSIP: 24422EQR3 MOODY'S RATING: A2 S&P RATING: A	24,923.50 99.69	24,638.00 98.552	285.50-	327 5.43 %

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<u>PAR VALUE OR SHARES</u>	<u>ASSET DESCRIPTION</u>	<u>FED TAX COST COST PER UNIT</u>	<u>MARKET VALUE MARKET PRICE</u>	<u>UNREALIZED GAIN/LOSS (FED TO MKT)</u>	<u>ACCRUED INCOME</u>	<u>YIELD AT MARKET</u>
30,000.00	JOHNSON & JOHNSON DTD 8/16/07 5.55% DUE 8/15/17 CUSIP: 478160AQ7 MOODY'S RATING: AAA S&P RATING: AAA	30,000.00 100.00	31,239.00 104.130	1,239.00	629	5.33 %
10,000.00	JP MORGAN CHASE & CO SR NT DTD 12/20/07 6.00% DUE 1/15/18 CUSIP: 46625HGY0 MOODY'S RATING: AA2 S&P RATING: AA-	10,390.90 103.91	9,741.40 97.414	649.50-	318	6.16 %
40,000.00	JP MORGAN CHASE & CO SR NT DTD 4/28/08 4.75% DUE 5/01/13 CUSIP: 46625HHB9 MOODY'S RATING: AA2 S&P RATING: AA-	39,877.90 99.69	38,874.40 97.186	1,003.50-	333	4.89 %
75,000.00	MBNA CR CARD MASTER NT TR 2005-6 NT CL A DTD 8/25/05 4.50% DUE 1/15/13 CUSIP: 55264TDE8 MOODY'S RATING: AAA S&P RATING: AAA	74,625.00 99.50	75,438.00 100.584	813.00	150	4.47 %
15,000.00	MCDONALDS CORP MED TERM NTS BOOK ENTRY DTD 10/18/07 5.80% DUE 10/15/17 CUSIP: 58013MEB6 MOODY'S RATING: A3 S&P RATING: A	14,969.70 99.80	15,311.40 102.076	341.70	184	5.68 %
45,000.00	MERRILL LYNCH & CO INC MED TERM NTS BOOK ENTRY DTD 2/5/08 5.45% DUE 2/5/13 CUSIP: 59018YM40 MOODY'S RATING: A1 S&P RATING: A	45,049.90 100.11	42,444.00 94.320	2,605.90-	995	5.78 %



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<u>PAR VALUE OR SHARES</u>	<u>ASSET DESCRIPTION</u>	<u>FED TAX COST COST PER UNIT</u>	<u>MARKET VALUE MARKET PRICE</u>	<u>UNREALIZED GAIN/LOSS (FED TO MKT)</u>	<u>ACCRUED INCOME</u>	<u>YIELD AT MARKET</u>
25,000.00	MIDAMERICAN ENERGY CO DTD 10/01/04 4.65% DUE 10/01/14 CUSIP: 595620AD7 MOODY'S RATING: A2 S&P RATING: A-	24,556.25 98.23	24,301.50 97.206	254.75-	291	4.78 %
20,000.00	MORGAN STANLEY NT DTD 03-30-04 4.75% DUE 04-01-14 CUSIP: 61748AAE6 MOODY'S RATING: A1 S&P RATING: A	18,934.80 94.67	18,224.60 91.123	710.20-	238	5.21 %
25,000.00	NATIONAL RURAL UTIL COOP NT DTD 6/30/08 5.50% DUE 7/01/13 CUSIP: 637432LM5 MOODY'S RATING: A1 S&P RATING: A+	25,001.20 100.00	25,286.75 101.147	285.55	4	5.44 %
20,000.00	ORACLE CORP NT DTD 4/9/08 4.95% DUE 4/15/13 CUSIP: 68389XAD7 MOODY'S RATING: A2 S&P RATING: A	19,992.80 99.96	20,193.20 100.966	200.40	226	4.90 %
10,000.00	PECO ENERGY CO1ST & REF MTG BD DTD 3/3/08 5.35% DUE 3/1/18 CUSIP: 693304AL1 MOODY'S RATING: A2 S&P RATING: A	9,983.20 99.83	9,786.90 97.869	196.30-	175	5.47 %
20,000.00	PEPSICO INC SR NT DTD 5/28/08 5% DUE 6/01/18 CUSIP: 713448BH0 MOODY'S RATING: AA2 S&P RATING: A+	19,710.80 98.55	19,513.20 97.566	197.60-	92	5.12 %
15,000.00	PITNEY BOWES INC GLOBAL MED TERM NTS DTD 3/7/08 5.60% DUE 3/15/18 CUSIP: 72447XAD9 MOODY'S RATING: A1 S&P RATING: A	14,832.45 98.88	14,745.45 98.303	87.00-	266	5.70 %

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CLEVE PUB LIB ENDMT FD  
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<u>PAR VALUE OR SHARES</u>	<u>ASSET DESCRIPTION</u>	<u>FED TAX COST COST PER UNIT</u>	<u>MARKET VALUE MARKET PRICE</u>	<u>UNREALIZED GAIN/LOSS (FED TO MKT)</u>	<u>ACCRUED INCOME</u>	<u>YIELD AT MARKET</u>
10,000.00	PRINCIPAL LIFE INC FNDG DTD 11/10/05 5.20% DUE 11/15/10 CUSIP: 74254PJR4 MOODY'S RATING: AA2 S&P RATING: AA	9,995.10 99.95	9,898.70 98.987	96.40-	66	5.25 %
15,000.00	PRUDENTIAL FINL INC MEDIUM TERM NTS BOOK ENTRY DTD 12/03/07 6% DUE 12/01/17 CUSIP: 74432QBC8 MOODY'S RATING: A3 S&P RATING: A+	14,903.40 99.36	14,834.55 98.897	68.85-	75	6.07 %
25,000.00	SBC COMMUNICATIONS INC DTD 08-18-04 5.625% DUE 06-15-16 CUSIP: 78387GAL7 MOODY'S RATING: A2 S&P RATING: A	24,940.00 99.76	24,758.00 99.032	182.00-	63	5.68 %
25,000.00	SYSCO CORPORATION NT DTD 2/12/08 5.25% DUE 2/12/18 CUSIP: 871829AL1 MOODY'S RATING: A1 S&P RATING: A+	24,827.50 99.31	25,061.75 100.247	234.25	507	5.24 %
20,000.00	VERIZON COMMUNICATIONS DTD 02-15-06 5.55% DUE 02-15-16 CUSIP: 92343VAC8 MOODY'S RATING: A3 S&P RATING: A	19,839.80 99.20	19,480.80 97.404	359.00-	419	5.70 %
50,000.00	WACHOVIA CORP GLOBAL MEDIUM TERM SR NTS BOOK ENTRY DTD 4/25/08 5.50% DUE 5/01/13 CUSIP: 92976WBJ4 MOODY'S RATING: AA3 S&P RATING: AA-	49,887.00 99.77	47,855.00 95.710	2,032.00-	504	5.75 %



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<u>PAR VALUE OR SHARES</u>	<u>ASSET DESCRIPTION</u>	<u>FED TAX COST COST PER UNIT</u>	<u>MARKET VALUE MARKET PRICE</u>	<u>UNREALIZED GAIN/LOSS (FED TO MKT)</u>	<u>ACCRUED INCOME</u>	<u>YIELD AT MARKET</u>
20,000.00	WAL-MART STORES INC DTD 4/5/07 5.375% DUE 4/5/17 CUSIP: 931142CG6 MOODY'S RATING: AA2 S&P RATING: AA	19,925.20 99.63	20,223.00 101.115	297.80	257	5.32 %
25,000.00	WELLS FARGO COMPANY DTD 10/16/03 4.95% DUE 10/16/13 CUSIP: 949746FJ5 MOODY'S RATING: AA2 S&P RATING: AA	25,319.75 101.28	24,670.00 98.680	649.75-	258	5.02 %
<b>TOTAL CORPORATE</b>		<b>1,347,746.30</b>	<b>1,324,022.75</b>	<b>23,723.55-</b>	<b>16,762</b>	<b>5.41 %</b>
<b><u>MORTGAGE</u></b>						
142,680.42	FEDERAL NATL MTG ASSN GTD MTG PASS THRU CTF POOL #902804 DTD 11/01/06 5% DUE 11/01/21 CUSIP: 31411BAD5	139,436.65 97.73	141,430.54 99.124	1,993.89	595	5.04 %
170,305.33	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #255031 DTD 11/01/03 4.50% DUE 12/01/18 CUSIP: 31371LHG7	171,369.72 100.62	166,548.39 97.794	4,821.33-	639	4.60 %
46,534.26	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #255364 DTD 08-01-04 6.00% DUE 09-01-34 CUSIP: 31371LTV1	47,759.41 102.63	47,129.43 101.279	629.98-	233	5.92 %
123,091.39	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #357707 DTD 2/1/05 5.00% DUE 2/1/35 CUSIP: 31376KKU9	120,119.88 97.59	118,593.63 96.346	1,526.25-	513	5.19 %
109,234.24	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #555800 DTD 09/01/03 5.50% DUE 10/01/33 CUSIP: 31385XNR4	110,343.15 101.02	108,310.12 99.154	2,033.03-	501	5.55 %

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<u>PAR VALUE OR SHARES</u>	<u>ASSET DESCRIPTION</u>	<u>FED TAX COST COST PER UNIT</u>	<u>MARKET VALUE MARKET PRICE</u>	<u>UNREALIZED GAIN/LOSS (FED TO MKT)</u>	<u>INCOME ACCRUED YIELD AT INCOME MARKET</u>
28,746.65	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF PL #745257 DTD 01/01/06 6.00% DUE 01/01/36 CUSIP: 31403C5S6	28,944.88 100.69	29,270.70 101.823	325.82	144 5.89 %
102,191.76	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #826905 DTD 7/1/05 5.00% DUE 8/1/35 CUSIP: 31407CU62	100,467.28 98.31	98,298.25 96.190	2,169.03-	426 5.20 %
85,400.17	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #852422 DTD 01-01-06 5.444% DUE 01-01-36 CUSIP: 31408JAX9	85,453.55 100.06	86,650.43 101.464	1,196.88	388 5.37 %
105,117.40	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #888459 DTD 5/1/07 4.50% DUE 8/1/20 CUSIP: 31410GB44	102,670.14 97.67	102,535.72 97.544	134.42-	394 4.61 %
134,406.32	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #888567 DTD 7/1/07 5.50% DUE 12/01/36 CUSIP: 31410GFG3	132,621.24 98.67	132,891.56 98.873	270.32	616 5.56 %
95,792.97	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #894634 DTD 11/1/06 6.5% DUE 11/1/36 CUSIP: 31410Q4T5	97,274.76 101.55	98,754.89 103.092	1,480.13	519 6.31 %
30,801.59	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #898415 DTD 10/1/06 6.00% DUE 10/1/36 CUSIP: 31410VDU1	31,102.37 100.98	31,118.54 101.029	16.17	154 5.94 %
37,101.74	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #913304 DTD 4/1/07 5.5% DUE 4/1/37 CUSIP: 31411RU55	36,845.23 99.31	36,617.93 98.696	227.30-	170 5.57 %
<b>TOTAL MORTGAGE</b>		<b>1,204,408.26</b>	<b>1,198,150.13</b>	<b>6,258.13-</b>	<b>5,290 5.30 %</b>

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<u>PAR VALUE OR SHARES</u>	<u>ASSET DESCRIPTION</u>	<u>FED TAX COST COST PER UNIT</u>	<u>MARKET VALUE MARKET PRICE</u>	<u>UNREALIZED GAIN/LOSS (FED TO MKT)</u>	<u>ACCRUED INCOME</u>	<u>YIELD AT MARKET</u>
<u>ASSET BACKED</u>						
50,000.00	BANK ONE ISSUANCE TRUST SER 2004-A1 ASSET BACKED NT CL-A1 DTD 02/20/04 3.45% DUE 10/17/11 CUSIP: 06423RBG0 MOODY'S RATING: AAA S&P RATING: AAA	48,853.52 97.71	50,057.50 100.115	1,203.98	67	3.45 %
60,000.00	CHASE FUNDING MTG LN ASSET-BACKED 2003-6 MTG LN ASSET-BKD CTF CL 1A4 DTD 12-01-03 4.499% DUE 08-25-30 CUSIP: 161546GZ3 MOODY'S RATING: AAA S&P RATING: AAA	60,030.47 100.05	54,800.40 91.334	5,230.07-	225	4.93 %
50,000.00	CHASE ISSUANCE TRUST SER 2005-A4 CL A4 DTD 05-31-05 4.23% DUE 01-15-13 CUSIP: 161571AL8 MOODY'S RATING: AAA S&P RATING: AAA	49,001.95 98.00	50,192.50 100.385	1,190.55	94	4.21 %
100,000.00	CITIBANK CREDIT CARD ISSUANCE TR SER 2006-A5 CL A5 DTD 05/23/06 5.30% DUE 05/20/11 CUSIP: 17305EDH5 MOODY'S RATING: AAA S&P RATING: AAA	100,378.91 100.38	101,643.00 101.643	1,264.09	604	5.21 %
145,000.00	FEDERAL HOME LN MTG CORP MULTICLASS MTG PARTN CTFS GTD SER 2812 CL OD DTD 06/01/04 5.00% DUE 12/15/29 CUSIP: 31395AV28	139,200.00 96.00	145,781.55 100.539	6,581.55	604	4.97 %

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<u>PAR VALUE OR SHARES</u>	<u>ASSET DESCRIPTION</u>	<u>FED TAX COST COST PER UNIT</u>	<u>MARKET VALUE MARKET PRICE</u>	<u>UNREALIZED GAIN/LOSS (FED TO MKT)</u>	<u>ACCRUED YIELD AT INCOME MARKET</u>
50,000.00	NISSAN AUTO RECEIVABLES OWNER TRUST SERIES 2008-A ASSET BKD CTF CL A3 DTD 1/24/08 3.89% DUE 7/15/10 CUSIP: 65475FAD7 MOODY'S RATING: AAA S&P RATING: AAA	49,994.36 99.99	49,880.50 99.761	113.86-	86 3.90 %
100,000.00	USAA AUTO OWNER TRUST SER 2007-2 MTG PASSTHRU CTF CL A3 DTD 10/4/07 4.90% DUE 2/15/12 CUSIP: 90327TAC7 MOODY'S RATING: AAA S&P RATING: AAA	99,986.55 99.99	101,312.00 101.312	1,325.45	218 4.84 %
2,161.04	WACHOVIA AUTO OWNER TRUST SER 2005-A ASSET BACKED NT CL A3 DTD 05-19-05 4.06% DUE 09-21-09 CUSIP: 92975UAQ4 MOODY'S RATING: AAA S&P RATING: AAA	2,142.72 99.15	2,162.75 100.079	20.03	2 4.06 %
50,000.00	WFS FINL OWNER TR 2005-3 CL A4 DTD 7-27-05 4.39% DUE 5-17-13 CUSIP: 962215AE9 MOODY'S RATING: AAA S&P RATING: AAA	49,375.00 98.75	50,288.50 100.577	913.50	85 4.36 %
40,000.00	WORLD OHNI AUTO RECEIVABLES TRUST 2007-B HTG PASSTHRU CTF CL A3A DTD 9/26/07 5.28% DUE 1/17/12 CUSIP: 98156DAD9 MOODY'S RATING: AAA S&P RATING: AAA	39,999.01 100.00	40,544.00 101.360	544.99	82 5.21 %
TOTAL ASSET BACKED		638,962.49	646,662.70	7,700.21	2,068 4.69 %

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National City Bank



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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (FED TO MKT)	INCOME ACCRUED YIELD AT INCOME MARKET
<b>CMBS</b>					
42,645.80	BANC AMER COML MTG TR 2006-3 MTG PASSTHRU CTF CL A-1 DTD 8/1/06 5.685% DUE 7/10/44 CUSIP: 059500AA6 S&P RATING: AAA	42,839.05 100.45	42,949.01 100.711	109.96	202 5.64 %
TOTAL TAXABLE FIXED INCOME SECS		4,839,042.28	4,872,773.69	33,731.41	36,444 4.80 %
TOTAL FIXED INCOME SECURITIES		4,839,042.28	4,872,773.69	33,731.41	36,444 4.80 %
<b>EQUITIES</b>					
<b>ENERGY</b>					
<b>ENERGY EQUIPMENT &amp; SERVICES</b>					
780.00	DIAMOND OFFSHORE DRILLING INC COM CUSIP: 25271C102	87,628.62 112.34	108,529.20 139.140	20,900.58	0 0.36 %
1,500.00	NATIONAL OILWELL VARCO INC COM CUSIP: 637071101	92,457.73 61.64	133,080.00 88.720	40,622.27	0 0.00 %
1,680.00	SCHLUMBERGER LTD COM CUSIP: 806857108	147,839.26 88.00	180,482.40 107.430	32,643.14	374 0.78 %
1,413.00	TRANSOCEAN INC ORD SHS CUSIP: G90073100	129,551.79 91.69	215,327.07 152.390	85,775.28	0 0.00 %
3,750.00	WEATHERFORD INTL LTD INC BERMUDA COM (N/C FROM WEATHERFORD INTL INC) CUSIP: G95089101	44,069.92 11.75	185,962.50 49.590	141,892.58	0 0.00 %
TOTAL ENERGY EQUIPMENT & SERVICES		501,547.52	823,381.17	321,833.85	374 0.22 %

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<u>PAR VALUE OR SHARES</u>	<u>ASSET DESCRIPTION</u>	<u>FED TAX COST COST PER UNIT</u>	<u>MARKET VALUE MARKET PRICE</u>	<u>UNREALIZED GAIN/LOSS (FED TO MKT)</u>	<u>ACCRUED INCOME</u>	<u>YIELD AT MARKET</u>
<u>OIL AND GAS</u>						
950.00	DEVON ENERGY CORPORATION NEW COM CUSIP: 25179M103	98,263.38 103.44	114,152.00 120.160	15,888.62	0	0.53 %
890.00	EOG RES INC COM CUSIP: 26875P101	66,917.29 75.19	116,768.00 131.200	49,850.71	0	0.37 %
TOTAL OIL AND GAS		165,180.67	230,920.00	65,739.33	0	0.45 %
TOTAL ENERGY		666,727.99	1,054,301.17	387,573.18	374	0.27 %
<u>MATERIALS</u>						
<u>CHEMICALS</u>						
2,960.00	ECOLAB INC COM CUSIP: 278865100	102,999.80 34.80	127,250.40 42.990	24,250.60	385	1.21 %
<u>METALS &amp; MINING</u>						
1,950.00	ALLEGHENY TECHNOLOGIES INC COM (N/C FROM ALLEGHENY TELEDYNE INC) CUSIP: 01741R102	180,498.17 92.56	115,596.00 59.280	64,902.17-	0	1.21 %
TOTAL MATERIALS		283,497.97	242,846.40	40,651.57-	385	1.21 %

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (FED TO MKT)	INCOME ACCRUED YIELD AT INCOME MARKET
<u>INDUSTRIALS</u>					
<u>AEROSPACE &amp; DEFENSE</u>					
1,230.00	BOEING CO COM CUSIP: 097023105	113,151.73 91.99	80,835.60 65.720	32,316.13-	0 2.43 %
2,840.00	UNITED TECHNOLOGIES CORP COM CUSIP: 913017109	140,351.75 49.42	175,228.00 61.700	34,876.25	0 2.07 %
TOTAL AEROSPACE & DEFENSE		253,503.48	256,063.60	2,560.12	0 2.19 %
<u>INDUSTRIAL CONGLOMERATES</u>					
4,150.00	GENERAL ELEC CO COM CUSIP: 369604103	86,261.72 20.79	110,763.50 26.690	24,501.78	1,367 4.65 %
1,475.00	3M COMPANY COM CUSIP: 88579Y101	98,050.27 66.47	102,645.25 69.590	4,594.98	0 2.87 %
TOTAL INDUSTRIAL CONGLOMERATES		184,311.99	213,408.75	29,096.76	1,367 3.79 %
<u>MACHINERY</u>					
1,920.00	DANAHER CORPORATION COM CUSIP: 235851102	144,484.58 75.25	148,416.00 77.300	3,931.42	58 0.16 %
<u>COMMERCIAL SERVICES &amp; SUPPLIES</u>					
1,760.00	STERICYCLE INC COM CUSIP: 858912108	77,213.92 43.87	90,992.00 51.700	13,778.08	0 0.00 %
TOTAL INDUSTRIALS		659,513.97	708,880.35	49,366.38	1,425 1.97 %

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<u>PAR VALUE OR SHARES</u>	<u>ASSET DESCRIPTION</u>	<u>FED TAX COST COST PER UNIT</u>	<u>MARKET VALUE MARKET PRICE</u>	<u>UNREALIZED GAIN/LOSS (FED TO MKT)</u>	<u>INCOME ACCRUED YIELD AT INCOME MARKET</u>
<u>CONSUMER DISCRETIONARY</u>					
<u>TEXTILES, APPAREL, LUXURY GOODS</u>					
1,930.00	NIKE INC CL B CUSIP: 654106103	118,026.53 61.15	115,047.30 59.610	2,979.23-	444 1.54 %
<u>HOTELS, RESTAURANTS &amp; LEISURE</u>					
3,519.00	MGM MIRAGE COM (N/C FROM MGM GRAND INC) CUSIP: 552953101	192,403.31 54.68	119,258.91 33.890	73,144.40-	0 0.00 %
3,300.00	STARWOOD HOTELS & RESORTS WORLDWIDE, INC. COMMON CUSIP: 85590A401	152,691.15 46.27	132,231.00 40.070	20,460.15-	0 2.25 %
TOTAL HOTELS, RESTAURANTS & LEISURE		345,094.46	251,489.91	93,604.55-	0 1.18 %
<u>SPECIALTY RETAIL</u>					
6,870.00	DICKS SPORTING GOODS INC COM CUSIP: 253393102	146,653.15 21.35	121,873.80 17.740	24,779.35-	0 0.00 %
TOTAL CONSUMER DISCRETIONARY		609,774.14	488,411.01	121,363.13-	444 0.97 %
<u>CONSUMER STAPLES</u>					
<u>BEVERAGES</u>					
2,980.00	PEPSICO INC COM CUSIP: 713448108	152,357.70 51.13	189,498.20 63.590	37,140.50	0 2.67 %



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<u>PAR VALUE OR SHARES</u>	<u>ASSET DESCRIPTION</u>	<u>FED TAX COST COST PER UNIT</u>	<u>MARKET VALUE MARKET PRICE</u>	<u>UNREALIZED GAIN/LOSS (FED TO MKT)</u>	<u>INCOME ACCRUED YIELD AT INCOME MARKET</u>
<u>FOOD PRODUCTS</u>					
3,910.00	ARCHER DANIELS MIDLAND CO COM CUSIP: 039483102	164,092.09 41.97	131,962.50 33.750	32,129.59-	0 1.54 %
1,550.00	BUNGE LIMITED COM CUSIP: G16962105	98,361.67 63.46	166,919.50 107.690	68,557.83	0 0.65 %
2,422.00	DEANS FOODS CO COM CUSIP: 242370104	62,529.21 25.82	47,519.64 19.620	15,009.57-	0 0.00 %
TOTAL FOOD PRODUCTS		324,982.97	346,401.64	21,418.67	0 0.90 %
<u>HOUSEHOLD PRODUCTS</u>					
2,330.00	COLGATE-PALMOLIVE CO COM CUSIP: 194162103	120,901.00 51.89	161,003.00 69.100	40,102.00	0 2.32 %
TOTAL CONSUMER STAPLES		598,241.67	696,902.84	98,661.17	0 1.71 %
<u>HEALTH CARE</u>					
<u>HEALTH CARE EQUIPMENT,SUPPLIES</u>					
4,610.00	DENTSPLY INTL INC COM CUSIP: 249030107	190,405.32 41.30	169,648.00 36.800	20,757.32-	207 0.49 %
2,280.00	THERMO FISHER CORP COM CUSIP: 883556102	126,313.72 55.40	127,064.40 55.730	750.68	0 0.00 %
TOTAL HEALTH CARE EQUIPMENT,SUPPLIES		316,719.04	296,712.40	20,006.64-	207 0.28 %

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<u>HEALTH CARE PROVIDERS SERVICES</u>					
1,780.00	CARDINAL HEALTH INC COM CUSIP: 14149Y108	119,159.33 66.94	91,812.40 51.580	27,346.93-	249 1.09 %
<u>BIOTECHNOLOGY</u>					
1,570.00	GENZYME CORP COM-GEN DIV CUSIP: 372917104	96,933.55 61.74	112,851.60 71.880	15,918.05	0 0.00 %
<u>PHARMACEUTICALS</u>					
2,810.00	ABBOTT LABS COM CUSIP: 002824100	152,424.91 54.24	148,845.70 52.970	3,579.21-	0 2.72 %
2,320.00	TEVA PHARMA INDS ADR 1 ADR REPRESENTS 10 SHS CUSIP: 881624209	109,121.30 47.04	106,256.00 45.800	2,865.30-	0 0.83 %
TOTAL PHARMACEUTICALS		261,546.21	255,101.70	6,444.51-	0 1.93 %
TOTAL HEALTH CARE		794,358.13	756,478.10	37,880.03-	457 0.89 %
<u>FINANCIALS</u>					
<u>COMMERCIAL BANKS</u>					
3,345.00	BANK OF AMER CORP COM CUSIP: 060505104	119,237.91 35.65	79,845.15 23.870	39,392.76-	0 10.72 %
3,550.00	WELLS FARGO & CO NEW COM CUSIP: 949746101	106,261.14 .29.93	84,312.50 23.750	21,948.64-	0 5.22 %
TOTAL COMMERCIAL BANKS		225,499.05	164,157.65	61,341.40-	0 7.90 %

ASSET STATEMENT

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

AS OF 06/30/08

PAGE 28 OF 115

<u>PAR VALUE OR SHARES</u>	<u>ASSET DESCRIPTION</u>	<u>FED TAX COST COST PER UNIT</u>	<u>MARKET VALUE MARKET PRICE</u>	<u>UNREALIZED GAIN/LOSS (FED TO MKT)</u>	<u>INCOME ACCRUED YIELD AT INCOME MARKET</u>
<u>DIVERSIFIED FINANCIAL SERVICES</u>					
4,425.00	JPMORGAN CHASE & CO COM CUSIP: 46625H100	167,625.57 37.88	151,821.75 34.310	15,803.82-	0 4.43 %
<u>CAPITAL MARKETS</u>					
2,980.00	BANK NEW YORK MELLON CORP COM CONTRA CUSIP: 064058100	130,624.93 43.83	112,733.40 37.830	17,891.53-	0 2.54 %
510.00	GOLDMAN SACHS GROUP INC COM CUSIP: 38141G104	42,071.40 82.49	89,199.00 174.900	47,127.60	0 0.80 %
TOTAL CAPITAL MARKETS		172,696.33	201,932.40	29,236.07	0 1.77 %
<u>INSURANCE</u>					
2,130.00	AMERICAN INTL GROUP INC COM CUSIP: 026874107	79,935.64 37.53	56,359.80 26.460	23,575.84-	0 3.33 %
3,400.00	LOEWS CORP COM CUSIP: 540424108	154,614.13 45.47	159,460.00 46.900	4,845.87	0 0.53 %
3,660.00	METLIFE INC COM CUSIP: 59156R108	231,582.84 63.27	193,138.20 52.770	38,444.64-	0 1.40 %
TOTAL INSURANCE		466,132.61	408,958.00	57,174.61-	0 1.33 %
TOTAL FINANCIALS		1,031,953.56	926,869.80	105,083.76-	0 3.10 %

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CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

ASSET STATEMENT  
AS OF 06/30/08

PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (FED TO MKT)	INCOME ACCRUED YIELD AT INCOME MARKET
<u>INFORMATION TECHNOLOGY</u>					
<u>INTERNET SOFTWARE &amp; SERVICES</u>					
330.00	GOOGLE INC CL A CUSIP: 38259P508	158,422.99 480.07	173,718.60 526.420	15,295.61	0 0.00 %
<u>SOFTWARE</u>					
3,776.00	CITRIX SYS INC COM CUSIP: 177376100	128,127.52 33.99	110,875.70 29.410	17,251.82-	0 0.00 %
5,965.00	MICROSOFT CORP COM CUSIP: 594918104	107,590.17 18.04	164,097.15 27.510	56,506.98	0 1.60 %
5,070.00	ORACLE CORP COM CUSIP: 68389X105	112,675.04 22.22	106,470.00 21.000	6,205.04-	0 0.00 %
TOTAL SOFTWARE		348,392.73	381,442.85	33,050.12	0 0.69 %
<u>COMMUNICATIONS EQUIPMENT</u>					
6,675.00	CISCO SYS INC COM CUSIP: 17275R102	109,935.66 16.47	155,260.50 23.260	45,324.84	0 0.00 %
<u>COMPUTERS &amp; PERIPHERALS</u>					
780.00	APPLE INC CUSIP: 037833100	56,438.29 72.36	130,603.20 167.440	74,164.91	0 0.00 %



CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

ASSET STATEMENT

AS OF 06/30/08

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (FED TO MKT)	INCOME ACCRUED YIELD AT INCOME MARKET
<u>SEMICONDUCTORS &amp; EQUIPMENT</u>					
3,640.00	MICROCHIP TECHNOLOGY INC COM CUSIP: 595017104	120,715.45 33.16	111,165.60 30.540	9,549.85-	0 4.32 %
TOTAL INFORMATION TECHNOLOGY		793,905.12	952,190.75	158,285.63	0 0.78 %
<u>TELECOMMUNICATION SERVICES</u>					
<u>DIVERSIFIED TELECOMM SERVICES</u>					
3,260.00	AMDOCS LTD ORD CUSIP: 602602103	109,481.82 33.58	95,909.20 29.420	13,572.62-	0 0.00 %
<u>WIRELESS TELECOMM SERVICES</u>					
1,610.00	AMERICAN TOWER CORP CL A CUSIP: 029912201	57,502.34 35.72	68,022.50 42.250	10,520.16	0 0.00 %
3,030.00	NII HLDGS INC CL B NEW CUSIP: 62913F201	79,800.68 26.34	143,894.70 47.490	64,094.02	0 0.00 %
TOTAL WIRELESS TELECOMM SERVICES		137,303.02	211,917.20	74,614.18	0 0.00 %
TOTAL TELECOMMUNICATION SERVICES		246,784.84	307,826.40	61,041.56	0 0.00 %

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CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

ASSET STATEMENT  
AS OF 06/30/06

PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (FED TO MKT)	INCOME ACCRUED YIELD AT	
					INCOME	MARKET
<u>UTILITIES</u>						
<u>GAS UTILITIES</u>						
1,570.00	EQUITABLE RESOURCES INC COM CUSIP: 294549100	43,560.46 27.75	108,424.20 69.060	64,863.74	0	1.27 %
<u>MULTI-UTILITIES &amp; UNREG. POWER</u>						
7,225.00	AES CORP COM CUSIP: 00130M105	78,144.59 10.82	138,792.25 19.210	60,647.66	0	0.00 %
TOTAL UTILITIES		121,705.05	247,216.45	125,511.40	0	0.56 %
TOTAL EQUITIES		5,806,462.44	6,381,923.27	575,460.83	3,084	1.26 %
<u>MUTUAL FUNDS</u>						
<u>LARGE CAP</u>						
<u>LC - VALUE PRPTY</u>						
33,255.086	ALLEGIANT LARGE CAP VALUE FD CLASS I #412 CUSIP: 01748V742	425,000.00 12.78	499,823.94 15.030	74,823.94	0	2.13 %
<u>SMALL CAP</u>						
<u>SC - CORE PRPTY</u>						
57,691.665	ALLEGIANT SMALL CAP CORE FD CLASS I #426 CUSIP: 01748V585	626,551.00 10.86	599,416.40 10.390	27,134.60-	0	0.16 %

ASSET STATEMENT

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

AS OF 06/30/08

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<u>PAR VALUE</u> <u>OR SHARES</u>	<u>ASSET DESCRIPTION</u>	<u>FED TAX COST</u> <u>COST PER UNIT</u>	<u>MARKET VALUE</u> <u>MARKET PRICE</u>	<u>UNREALIZED</u> <u>GAIN/LOSS</u> <u>(FED TO MKT)</u>	<u>INCOME</u> <u>ACCRUED YIELD AT</u> <u>INCOME MARKET</u>
<u>DEVELOPED INTL MF'S &amp; ETF'S</u>					
<u>IM - CORE PRPTY</u>					
35,164.062	ALLEGiant INTERNATIONAL EQUITY FD CLASS I #409 CUSIP: 01748E120	344,959.45 9.81	568,954.52 16.180	223,995.07	0 1.12 %
TOTAL MUTUAL FUNDS		1,396,510.45	1,668,194.86	271,684.41	0 1.08 %
TOTAL ASSETS		12,824,050.89	13,704,927.54	880,876.65	40,313 2.48 %

TRANSACTION ACTIVITY

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

04/01/08 THROUGH 06/30/08

<u>DATE</u>	<u>TRANSACTION DESCRIPTION</u>	<u>PRINCIPAL CASH</u>	<u>INCOME CASH</u>	<u>TAX COST</u>
	BEGINNING BALANCES	96,479.71-	96,479.71	12,789,611.90
	<u>ASSET RELATED TRANSACTIONS</u>			
	<u>PURCHASES</u>			
04/01/08	PURCHASED 15,000 PAR VALUE OF GOLDMAN SACHS GRP 6.15% 4/01/18 TRADE DATE 3/26/08 PURCHASED THROUGH BANC/AMERICA SECURITIES LLC PURCHASED ON THE OVER THE COUNTER 15,000 PAR VALUE AT 99.433 %	14,914.95-		14,914.95
04/01/08	PURCHASED 15,000 PAR VALUE OF GOLDMAN SACHS GRP 6.15% 4/01/18 TRADE DATE 3/25/08 PURCHASED THROUGH GOLDMAN, SACHS & CO PURCHASED ON THE OVER THE COUNTER 15,000 PAR VALUE AT 99.816 %	14,972.40-		14,972.40
04/03/08	PURCHASED 25,000 PAR VALUE OF JOHN DEERE CAP 5.35% 4/03/18 TRADE DATE 3/31/08 PURCHASED THROUGH DEUTSCHE BANK SECURITIES, INC. PURCHASED ON THE OVER THE COUNTER 25,000 PAR VALUE AT 99.694 %	24,923.50-		24,923.50
04/04/08	PURCHASED 49 SHARES OF BUNGE LIMITED TRADE DATE 4/1/08 PURCHASED THROUGH INVESTMENT TECHNOLOGY GROUP PAID \$1.47 BROKERAGE PURCHASED ON THE OVER THE COUNTER 49 SHARES AT \$87.9439	4,310.72-		4,310.72
04/04/08	PURCHASED 151 SHARES OF BUNGE LIMITED TRADE DATE 4/1/08 PURCHASED THROUGH LIQUIDNET INC PAID \$4.53 BROKERAGE 151 SHARES AT \$88.03	13,297.06-		13,297.06



TRANSACTION ACTIVITY

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

04/01/08 THROUGH 06/30/08

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<u>DATE</u>	<u>TRANSACTION DESCRIPTION</u>	<u>PRINCIPAL CASH</u>	<u>INCOME CASH</u>	<u>TAX COST</u>
	<u>RECEIPTS AND DISBURSEMENTS</u>			
	<u>FEES AND OTHER EXPENSES</u>			
06/23/08	FEE FOR THE PERIOD COLLECTED		10,937.05-	
	TOTAL RECEIPTS AND DISBURSEMENTS	0.00	10,937.05-	0.00
	<u>CASH SWEEP ACTIVITY</u>			
	ALLEGiant TREASURY MONEY MKT FUND			
	TOTAL PURCHASES	293,133.11-		293,133.11
	TOTAL SALES	179,189.21		179,189.21-
	TOTAL CASH SWEEP ACTIVITY	113,943.90-	0.00	113,943.90
	ENDING BALANCES	\$164,080.98-	\$164,080.98	\$12,824,050.89

## BROKER COMMISSIONS

CLEVE PUB LIB ENDMT FD

AS OF 06/30/08

ACCOUNT NO. 01404713000

PAGE 115 OF 115

<u>BROKER</u>	<u>COMMISSIONS PAID</u>	<u>% OF TOTAL COMMISSIONS</u>	<u>TOTAL TRANSACTION VALUE</u>	<u>% OF TRANSACTION VALUE</u>
BANC/AMERICA SECURITIES LLC	55.35	2.99%	58,201.52	2.75%
BEAR XO	13.05	0.70%	39,882.83	1.88%
BEAR, STEARNS SECURITIES CORP.	27.00	1.46%	11,406.12	0.54%
BERNSTEIN SANFORD C & CO INC	4.50	0.24%	7,856.43	0.37%
CITATION GROUP (THE)	255.89	13.82%	138,485.72	6.54%
CITIGROUP GLOBAL MARKETS INC.	162.45	8.77%	215,081.48	10.15%
COWEN & COMPANY, LLC.	16.20	0.87%	38,832.69	1.83%
CREDIT SUISSE FIRST BOSTON LLC	249.69	13.49%	337,660.35	15.93%
FOX-PITT KELTON INC..	84.60	4.57%	63,514.10	3.00%
GOLDMAN, SACHS & CO	105.71	5.71%	112,118.07	5.29%
INVESTMENT TECHNOLOGY GROUP	124.36	6.72%	188,584.48	8.90%
J.P. MORGAN SECURITIES (DTC)	25.20	1.36%	43,716.25	2.06%
KEEFE BRUYETTE AND WOODS INC.	32.40	1.75%	55,054.39	2.60%
LEHMAN BROTHERS INC.	248.09	13.40%	311,494.23	14.70%
LIQUIDNET INC	122.28	6.60%	165,014.09	7.79%
MERRILL LYNCH,	10.80	0.58%	7,859.47	0.37%
MORGAN STANLEY & CO., INC.	73.67	3.98%	74,397.73	3.51%
SIMMONS & COMP. INTERNATIONAL	13.05	0.70%	19,230.66	0.91%
UBS SECURITIES, LLC	<u>227.25</u>	<u>12.27%</u>	<u>230,744.58</u>	<u>10.89%</u>
TOTAL	1,851.54	100.00%	2,119,134.20	100.00%

**CLEVELAND PUBLIC LIBRARY**  
**MONTHLY FINANCIAL STATEMENT OF CLERK TO BOARD OF LIBRARY TRUSTEES**  
**FOR THE PERIOD JULY 1 – JULY 31, 2008**

*H. Sandra Kuban*  

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**CLERK TREASURER, BOARD OF LIBRARY TRUSTEES**

**Cleveland Public Library**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ending July 31, 2008**

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Total</u>
41 Taxes	25,565,741.64	0.00	0.00	0.00	25,565,741.64
42 Intergovernmental	19,006,467.72	422,258.71	0.00	0.00	19,428,726.43
43 Fines & Fees	195,633.19	0.00	0.00	0.00	195,633.19
44 Investment Earnings	938,924.03	17,501.95	0.00	6,016.87	962,442.85
45 Charges for Services	1,716,203.06	0.00	0.00	0.00	1,716,203.06
46 Contributions & Donations	0.00	302,061.18	0.00	0.00	302,061.18
48 Miscellaneous Revenue	60,394.20	0.00	0.00	0.00	60,394.20
<b>Total Revenues</b>	<b>\$ 47,483,363.84</b>	<b>\$ 741,821.84</b>	<b>\$ 0.00</b>	<b>\$ 6,016.87</b>	<b>\$ 48,231,202.55</b>
51 Salaries/Benefits	25,186,997.71	158,251.04	0.00	0.00	25,345,248.75
52 Supplies	736,844.37	1,563.11	0.00	7,144.31	745,551.79
53 Purchased/Contracted Services	5,463,880.40	405,365.77	0.00	11,460.79	5,880,706.96
54 Library Materials	6,053,300.65	86,572.24	0.00	14,842.42	6,154,715.31
55 Capital Outlay	219,742.83	50,334.56	1,112,260.85	2,953.80	1,385,292.04
57 Miscellaneous Expenses	62,264.16	9,342.30	0.00	0.00	71,606.46
<b>Total Expenditures</b>	<b>\$ 37,723,030.12</b>	<b>\$ 711,429.02</b>	<b>\$ 1,112,260.85</b>	<b>\$ 36,401.32</b>	<b>\$ 39,583,121.31</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 9,760,333.72</b>	<b>\$ 30,392.82</b>	<b>\$(1,112,260.85)</b>	<b>\$(30,384.45)</b>	<b>\$ 8,648,081.24</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	0.00
98 Advances	10,500.00	(10,500.00)	0.00	0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	0.00
<b>Total Other Sources / Uses</b>	<b>\$ 10,500.00</b>	<b>\$(10,500.00)</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$ 9,770,833.72</b>	<b>\$ 19,892.82</b>	<b>\$(1,112,260.85)</b>	<b>\$(30,384.45)</b>	<b>\$ 8,648,081.24</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 29,389,714.84</b>	<b>\$ 10,922,842.78</b>	<b>\$ 11,446,825.38</b>	<b>\$ 2,755,808.52</b>	<b>\$ 54,515,191.52</b>
<b>Current Cash Balance</b>	<b>\$ 39,160,548.56</b>	<b>\$ 10,942,735.60</b>	<b>\$ 10,334,564.53</b>	<b>\$ 2,725,424.07</b>	<b>\$ 63,163,272.76</b>

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending July 31, 2008**

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
51110	Professional Salaries	12,699,276.50	12,699,276.50	7,162,480.02	0.00	5,536,796.48
51120	Clerical Salaries	12,675,450.50	12,675,450.50	7,411,045.05	0.00	5,264,405.45
51130	Non-Clerical Salaries	1,637,189.00	1,637,189.00	936,669.18	0.00	700,519.82
51140	Buildings Salaries	5,098,771.00	5,098,771.00	2,849,292.36	0.00	2,249,478.64
51150	Other Salaries	1,926,505.00	1,926,505.00	905,964.05	0.00	1,020,540.95
51400	OPERS	4,779,269.92	5,127,731.45	3,051,828.52	2,059,801.67	16,101.26
51610	Health Insurance	4,143,798.00	4,163,560.05	2,162,173.10	1,850,452.84	150,934.11
51620	Life Insurance	72,868.00	76,991.37	26,244.05	42,496.41	8,250.91
51630	Workers Compensation	460,235.00	460,235.00	396,421.53	0.00	63,813.47
51640	Unemployment Compensation	25,000.00	32,685.46	5,881.42	26,804.04	0.00
51900	Other Benefits	353,265.00	387,772.02	278,998.43	174,364.75	(65,591.16)
	<b>Salaries/Benefits</b>	<b>43,871,627.92</b>	<b>\$ 44,286,167.35</b>	<b>\$ 25,186,997.71</b>	<b>\$ 4,153,919.71</b>	<b>\$ 14,945,249.93</b>
52110	Office Supplies	112,400.00	113,676.55	46,080.04	18,380.68	49,215.83
52120	Stationery	149,500.00	205,618.25	134,168.14	15,048.34	56,401.77
52130	Duplication Supplies	160,500.00	167,072.08	63,120.06	5,796.26	98,155.76
52140	Hand Tools	7,000.00	7,008.49	1,258.90	47.44	5,702.15
52150	Book Repair Supplies	133,200.00	141,133.65	63,539.71	14,150.53	63,443.41
52210	Janitorial Supplies	127,100.00	130,050.91	61,013.95	12,807.83	56,229.13
52220	Electrical Supplies	127,300.00	138,562.05	42,271.71	5,127.69	91,162.65
52230	Maintenance Supplies	347,100.00	382,871.33	99,364.57	18,457.20	265,049.56
52240	Uniforms	10,100.00	16,451.50	7,060.62	10,247.00	(856.12)
52300	Motor Vehicle Supplies	76,700.00	77,080.52	50,984.95	11,434.85	14,660.72
52900	Other Supplies	402,100.00	420,640.94	167,981.72	55,898.51	196,760.71
	<b>Supplies</b>	<b>1,653,000.00</b>	<b>\$ 1,800,166.27</b>	<b>\$ 736,844.37</b>	<b>\$ 167,396.33</b>	<b>\$ 895,925.57</b>
53100	Travel/Meetings	118,000.00	134,318.76	64,407.29	57,482.26	12,429.21
53210	Telecommunications	441,262.50	470,416.88	361,099.19	476,526.71	(367,209.02)

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending July 31, 2008**

	<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
53230 Postage/Freight	162,325.00	193,314.61	81,935.57	103,174.04	8,205.00
53240 PR/Other Communications	318,600.00	334,380.02	148,666.36	59,510.33	126,203.33
53310 Building Repairs	540,500.00	671,466.44	178,882.61	168,502.70	324,081.13
53320 Machine Repairs	116,000.00	136,963.34	42,458.62	4,552.90	89,951.82
53330 Computer Repairs	20,000.00	21,450.00	675.08	1,450.00	19,324.92
53340 Building Maintenance	195,000.00	208,857.42	76,275.16	70,285.17	62,297.09
53350 Machine Maintenance	412,000.00	453,846.94	85,369.55	70,189.86	298,287.53
53360 Computer Maintenance	665,910.00	712,634.16	588,852.90	38,281.27	85,499.99
53370 Motor Vehicle Repairs	27,563.00	27,563.00	10,135.34	10,644.78	6,782.88
53380 Contract Security	996,468.00	1,115,924.57	542,585.98	568,870.59	4,468.00
53390 Landscaping	51,818.00	60,918.25	21,515.25	39,668.00	(265.00)
53400 Insurance	417,300.00	417,300.00	2,813.00	0.00	414,487.00
53510 Rent/Leases	82,700.00	82,700.00	38,970.64	25,201.99	18,527.37
53520 Equipment Rental	379,300.00	490,794.00	206,149.63	200,446.19	84,198.18
53610 Electricity	2,493,855.00	3,011,743.22	1,097,063.12	1,482,771.62	431,908.48
53620 Gas	472,500.00	605,538.96	234,160.80	289,721.39	81,656.77
53630 Chilled Water	682,500.00	767,247.18	301,275.73	436,492.04	29,479.41
53640 Water/Sewer	108,675.00	143,404.19	35,318.57	89,347.62	18,738.00
53710 Professional Services	2,495,372.00	3,056,989.37	807,268.78	683,100.01	1,566,620.58
53720 Auditors Fees	600,000.00	604,322.33	287,279.21	1,436.33	315,606.79
53800 Library Material Control	400,000.00	563,300.71	240,404.62	272,896.09	50,000.00
53900 Other Purchased Services	15,000.00	17,859.50	10,317.40	5,928.50	1,613.60
<b>Purchased/Contracted Services</b>	<b>12,212,648.50</b>	<b>\$ 14,303,253.85</b>	<b>\$ 5,463,880.40</b>	<b>\$ 5,156,480.39</b>	<b>\$ 3,682,893.06</b>
54110 Books	4,806,313.00	6,035,054.76	2,362,655.22	919,372.97	2,753,026.57
54120 Continuations	834,000.00	840,918.60	591,104.76	240,737.76	9,076.08
54210 Periodicals	1,839,425.00	1,947,114.83	347,151.39	289,781.65	1,310,181.79
54220 Microforms	473,000.00	510,499.40	75,145.30	409,214.27	26,139.83

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending July 31, 2008**

	<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
54310 Video Media	1,733,025.00	1,879,278.54	868,114.32	278,511.28	732,652.94
54320 Audio Media - Spoken	471,167.00	507,035.44	134,766.79	155,622.57	216,646.08
54325 Audio Media - Music	769,150.00	993,142.71	431,387.61	95,924.66	465,830.44
54350 Computer Media	402,520.00	458,158.59	264,054.22	11,760.00	182,344.37
54500 Database Services	1,844,400.00	1,936,067.45	814,330.71	273,959.67	847,777.07
54600 Interlibrary Loan	7,000.00	7,177.92	3,633.45	3,548.55	(4.08)
54710 Bookbinding	100,000.00	132,556.30	61,002.90	41,553.40	30,000.00
54720 Preservation Services	85,000.00	133,852.92	53,452.01	42,482.73	37,918.18
54730 Preservation Boxing	20,000.00	24,951.10	12,498.49	8,930.48	3,522.13
54790 Preservation Reformatting	75,000.00	87,675.50	34,003.48	24,124.36	29,547.66
<b>Library Materials</b>	<b><u>13,460,000.00</u></b>	<b><u>\$ 15,493,484.06</u></b>	<b><u>\$ 6,053,300.65</u></b>	<b><u>\$ 2,795,524.35</u></b>	<b><u>\$ 6,644,659.06</u></b>
55510 Furniture	130,500.00	132,349.00	81,258.62	5,687.29	45,403.09
55520 Equipment	254,000.00	264,300.78	98,167.13	28,581.08	137,552.57
55530 Computer Hardware/Software	0.00	0.00	1,317.68	0.00	(1,317.68)
55700 Motor Vehicles	80,000.00	110,599.40	38,999.40	0.00	71,600.00
<b>Capital Outlay</b>	<b><u>464,500.00</u></b>	<b><u>\$ 507,249.18</u></b>	<b><u>\$ 219,742.83</u></b>	<b><u>\$ 34,268.37</u></b>	<b><u>\$ 253,237.98</u></b>
57100 Memberships	77,000.00	85,745.94	51,991.94	1,487.00	32,267.00
57200 Taxes	3,000.00	3,511.84	659.16	652.68	2,200.00
57500 Refunds/Reimbursements	23,000.00	26,845.26	9,613.06	18,068.85	(836.65)
<b>Miscellaneous Expenses</b>	<b><u>103,000.00</u></b>	<b><u>\$ 116,103.04</u></b>	<b><u>\$ 62,264.16</u></b>	<b><u>\$ 20,208.53</u></b>	<b><u>\$ 33,630.35</u></b>
<b>Advances</b>	<b><u>0.00</u></b>	<b><u>\$ 0.00</u></b>	<b><u>\$ 0.00</u></b>	<b><u>\$ 0.00</u></b>	<b><u>\$ 0.00</u></b>
59900 Transfers Out	3,000,000.00	3,000,000.00	0.00	0.00	3,000,000.00
<b>Transfers</b>	<b><u>3,000,000.00</u></b>	<b><u>\$ 3,000,000.00</u></b>	<b><u>\$ 0.00</u></b>	<b><u>\$ 0.00</u></b>	<b><u>\$ 3,000,000.00</u></b>
<b>TOTAL</b>	<b><u>74,764,776.42</u></b>	<b><u>\$ 79,506,423.75</u></b>	<b><u>\$ 37,723,030.12</u></b>	<b><u>\$ 12,327,797.68</u></b>	<b><u>\$ 29,455,595.95</u></b>

**Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending July 31, 2008**

<b>Balance of All Funds</b>	<b>\$ 63,163,272.76</b>
Chase-Checking	10,000.00
National City-Checking	10,000.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	(1,337,036.74)
KeyBank-MC/VISA	94,543.19
Fifth Third - Checking	155,084.58
Petty Cash	350.00
Change Fund	5,100.00
KeyBank-Payroll Account (ZBA)	0.00
KeyBank-Savings Bond Acct	0.00
<b>Cash in Library Treasury</b>	<b>\$(1,061,958.97)</b>
National City - Investments	31,144,569.61
NCB/Allegiant Money Market	503,430.30
KeyBank - Victory Fund	8,630,807.68
STAR OHIO Investment	11,143,378.30
<b>Investments</b>	<b>\$ 51,422,185.89</b>
NCB Endowment Acct	12,803,045.84
<b>Endowment Account</b>	<b>\$ 12,803,045.84</b>
<b>Cash in Banks and On Hand</b>	<b>\$ 63,163,272.76</b>



**Cleveland Public Library  
Revenue, Expenditures and Changes in Fund Balances  
For the Period Ending July 31, 2008**

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
101 General Fund	29,389,714.84	47,493,863.84	37,723,030.12	12,327,797.68	26,832,750.88
<b>Total General Fund</b>	<b>\$ 29,389,714.84</b>	<b>\$ 47,493,863.84</b>	<b>\$ 37,723,030.12</b>	<b>\$ 12,327,797.68</b>	<b>\$ 26,832,750.88</b>
201 Anderson	204,897.02	856.44	3,856.38	2,032.47	199,864.61
202 Endowment for the Blind	1,501,617.50	11,650.65	2,779.43	0.00	1,510,488.72
203 Founders	4,398,948.96	0.00	50,608.73	43,465.92	4,304,874.31
204 Kaiser	43,259.77	0.00	0.00	0.00	43,259.77
205 Kralej	149,649.29	(70.50)	2,965.25	522.23	146,091.31
206 Library	113,289.30	31,130.98	832.75	99.80	143,487.73
207 Pepke	92,236.33	387.80	929.19	99.00	91,595.94
208 Wickwire	1,079,906.25	2,752.59	13,051.04	10,671.00	1,058,936.80
209 Wittke	64,355.18	231.86	1,707.89	20.00	62,859.15
210 Young	2,735,413.87	41,020.31	37,323.23	0.00	2,739,110.95
225 Friends	9,953.79	12,525.00	5,134.03	5,300.00	12,044.76
226 Judd	5,245.74	109,466.00	69,438.55	31,613.08	13,660.11
228 Lockwood Thompson Memorial	277,560.31	84,032.00	72,490.92	193,920.26	95,181.13
229 Ohio Center for the Book	0.00	1,900.00	900.00	0.00	1,000.00
230 Schweinfurth	30.07	11,180.00	28,760.00	6,220.00	(23,769.93)
242 Cleveland NCA Kiosk	16,965.30	0.00	1,369.48	1,226.16	14,369.66
243 Gates Foundation	43,004.17	0.00	43,507.27	0.00	(503.10)
244 Harvard CS Kiosk Project	9,686.49	0.00	539.49	390.77	8,756.23
250 MetLife-Fit for Life	0.00	12,500.00	0.00	0.00	12,500.00
252 LSTA-Know It Now	176,823.44	422,258.71	385,735.39	284,622.91	(71,276.15)
<b>Total Special Revenue Funds</b>	<b>\$ 10,922,842.78</b>	<b>\$ 741,821.84</b>	<b>\$ 721,929.02</b>	<b>\$ 580,203.60</b>	<b>\$ 10,362,532.00</b>
401 Building & Repair	11,446,825.38	0.00	1,112,260.85	506,915.09	9,827,649.44
<b>Total Capital Project Funds</b>	<b>\$ 11,446,825.38</b>	<b>\$ 0.00</b>	<b>\$ 1,112,260.85</b>	<b>\$ 506,915.09</b>	<b>\$ 9,827,649.44</b>
501 Abel	171,165.82	613.90	0.00	0.00	171,779.72

**Cleveland Public Library  
Revenue, Expenditures and Changes in Fund Balances  
For the Period Ending July 31, 2008**

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
502 Ambler	1,586.52	0.00	0.00	0.00	1,586.52
503 Beard	116,771.45	304.66	2,405.00	0.00	114,671.11
504 Klein	3,759.95	0.00	0.00	0.00	3,759.95
505 Malon/Schroeder	221,485.72	65.05	4,739.31	510.00	216,301.46
506 McDonald	132,437.20	468.99	2,953.80	0.00	129,952.39
507 Ratner	67,312.67	410.51	4,082.05	0.00	63,641.13
508 Root	28,610.63	93.34	685.00	125.43	27,893.54
509 Sugarman	178,754.73	(302.45)	7,351.74	0.00	171,100.54
510 Thompson	123,280.91	273.98	0.00	0.00	123,554.89
511 Weidenthal	4,674.99	0.00	0.00	0.00	4,674.99
512 White	1,705,967.93	4,088.89	14,184.42	8,456.16	1,687,416.24
<b>Total Permanent Funds</b>	<b>\$ 2,755,808.52</b>	<b>\$ 6,016.87</b>	<b>\$ 36,401.32</b>	<b>\$ 9,091.59</b>	<b>\$ 2,716,332.48</b>

**CLEVELAND PUBLIC LIBRARY**  
**MONTHLY FINANCIAL STATEMENT OF CLERK TO BOARD OF LIBRARY TRUSTEES**  
**FOR THE PERIOD AUGUST 1 – AUGUST 31, 2008**

*H. Sandra Kuban*  
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**CLERK TREASURER, BOARD OF LIBRARY TRUSTEES**

**Cleveland Public Library**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ending August 31, 2008**

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Total</u>
41 Taxes	26,398,958.94	0.00	0.00	0.00	26,398,958.94
42 Intergovernmental	20,965,092.15	673,734.81	0.00	0.00	21,638,826.96
43 Fines & Fees	220,936.77	0.00	0.00	0.00	220,936.77
44 Investment Earnings	1,041,409.50	17,501.95	0.00	6,016.87	1,064,928.32
45 Charges for Services	2,084,018.48	0.00	0.00	0.00	2,084,018.48
46 Contributions & Donations	0.00	301,986.18	0.00	0.00	301,986.18
48 Miscellaneous Revenue	111,215.15	0.00	0.00	0.00	111,215.15
<b>Total Revenues</b>	<b>\$ 50,821,630.99</b>	<b>\$ 993,222.94</b>	<b>\$ 0.00</b>	<b>\$ 6,016.87</b>	<b>\$ 51,820,870.80</b>
51 Salaries/Benefits	28,087,837.13	179,752.39	0.00	0.00	28,267,589.52
52 Supplies	867,256.70	1,563.11	0.00	7,144.31	875,964.12
53 Purchased/Contracted Services	6,580,828.45	483,684.37	0.00	11,460.79	7,075,973.61
54 Library Materials	6,872,988.44	92,562.22	0.00	15,362.88	6,980,913.54
55 Capital Outlay	236,717.92	49,831.46	1,180,577.09	2,953.80	1,470,080.27
57 Miscellaneous Expenses	65,298.87	9,342.30	0.00	0.00	74,641.17
<b>Total Expenditures</b>	<b>\$ 42,710,927.51</b>	<b>\$ 816,735.85</b>	<b>\$ 1,180,577.09</b>	<b>\$ 36,921.78</b>	<b>\$ 44,745,162.23</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 8,110,703.48</b>	<b>\$ 176,487.09</b>	<b>\$(1,180,577.09)</b>	<b>\$(30,904.91)</b>	<b>\$ 7,075,708.57</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	0.00
98 Advances	10,500.00	(10,500.00)	0.00	0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	0.00
<b>Total Other Sources / Uses</b>	<b>\$ 10,500.00</b>	<b>\$(10,500.00)</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$ 8,121,203.48</b>	<b>\$ 165,987.09</b>	<b>\$(1,180,577.09)</b>	<b>\$(30,904.91)</b>	<b>\$ 7,075,708.57</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 29,389,714.84</b>	<b>\$ 10,922,842.78</b>	<b>\$ 11,446,825.38</b>	<b>\$ 2,755,808.52</b>	<b>\$ 54,515,191.52</b>
<b>Current Cash Balance</b>	<b>\$ 37,510,918.32</b>	<b>\$ 11,088,829.87</b>	<b>\$ 10,266,248.29</b>	<b>\$ 2,724,903.61</b>	<b>\$ 61,590,900.09</b>

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending August 31, 2008

	<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
51110 Professional Salaries	12,699,276.50	12,699,276.50	8,101,178.77	0.00	4,598,097.73
51120 Clerical Salaries	12,675,450.50	12,675,450.50	8,413,867.10	0.00	4,261,583.40
51130 Non-Clerical Salaries	1,637,189.00	1,637,189.00	1,073,276.77	0.00	563,912.23
51140 Buildings Salaries	5,098,771.00	5,098,771.00	3,224,862.66	0.00	1,873,908.34
51150 Other Salaries	1,926,505.00	1,926,505.00	1,023,504.68	0.00	903,000.32
51400 OPERS	4,779,269.92	5,127,731.45	3,053,369.30	2,058,535.45	15,826.70
51610 Health Insurance	4,143,798.00	4,163,560.05	2,459,349.49	1,579,915.43	124,295.13
51620 Life Insurance	72,868.00	76,991.37	30,051.67	38,668.17	8,271.53
51630 Workers Compensation	460,235.00	460,235.00	396,307.61	0.00	63,927.39
51640 Unemployment Compensation	25,000.00	32,685.46	6,065.42	26,620.04	0.00
51900 Other Benefits	353,265.00	387,772.02	306,003.66	147,285.87	(65,517.51)
<b>Salaries/Benefits</b>	<b>43,871,627.92</b>	<b>\$ 44,286,167.35</b>	<b>\$ 28,087,837.13</b>	<b>\$ 3,851,024.96</b>	<b>\$ 12,347,305.26</b>
52110 Office Supplies	112,400.00	113,676.55	58,489.91	10,672.65	44,513.99
52120 Stationery	149,500.00	205,618.25	144,247.30	26,799.19	34,571.76
52130 Duplication Supplies	160,500.00	167,072.08	75,700.28	3,828.68	87,543.12
52140 Hand Tools	7,000.00	7,008.49	1,445.95	28.08	5,534.46
52150 Book Repair Supplies	133,200.00	141,133.65	77,234.70	18,617.53	45,281.42
52210 Janitorial Supplies	127,100.00	130,050.91	73,874.87	3,966.72	52,209.32
52220 Electrical Supplies	127,300.00	138,562.05	48,486.42	2,013.02	88,062.61
52230 Maintenance Supplies	347,100.00	382,871.33	112,275.87	13,739.13	256,856.33
52240 Uniforms	10,100.00	16,451.50	7,898.62	9,409.00	(856.12)
52300 Motor Vehicle Supplies	76,700.00	77,080.52	54,155.75	11,537.88	11,386.89
52900 Other Supplies	402,100.00	420,640.94	213,447.03	37,216.03	169,977.88
<b>Supplies</b>	<b>1,653,000.00</b>	<b>\$ 1,800,166.27</b>	<b>\$ 867,256.70</b>	<b>\$ 137,827.91</b>	<b>\$ 795,081.66</b>
53100 Travel/Meetings	118,000.00	134,318.76	80,501.73	41,340.17	12,476.86
53210 Telecommunications	441,262.50	470,416.88	364,285.07	473,540.83	(367,409.02)

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending August 31, 2008

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
53230	Postage/Freight	162,325.00	193,314.61	94,150.09	95,316.24	3,848.28
53240	PR/Other Communications	318,600.00	334,380.02	156,833.31	55,839.59	121,707.12
53310	Building Repairs	540,500.00	671,466.44	226,252.30	137,407.14	307,807.00
53320	Machine Repairs	116,000.00	136,963.34	46,692.54	4,550.40	85,720.40
53330	Computer Repairs	20,000.00	21,450.00	675.08	1,450.00	19,324.92
53340	Building Maintenance	195,000.00	208,857.42	104,199.95	45,770.38	58,887.09
53350	Machine Maintenance	412,000.00	453,846.94	88,646.44	105,498.26	259,702.24
53360	Computer Maintenance	665,910.00	712,634.16	590,122.07	37,806.27	84,705.82
53370	Motor Vehicle Repairs	27,563.00	27,563.00	24,752.92	5,356.89	(2,546.81)
53380	Contract Security	996,468.00	1,115,924.57	652,176.90	459,279.67	4,468.00
53390	Landscaping	51,818.00	60,918.25	23,812.25	37,371.00	(265.00)
53400	Insurance	417,300.00	417,300.00	327,551.65	73,300.35	16,448.00
53510	Rent/Leases	82,700.00	82,700.00	44,159.97	20,012.66	18,527.37
53520	Equipment Rental	379,300.00	490,794.00	227,955.29	180,286.40	82,552.31
53610	Electricity	2,493,855.00	3,011,743.22	1,320,811.26	1,263,103.48	427,828.48
53620	Gas	472,500.00	605,538.96	235,326.29	288,555.90	81,656.77
53630	Chilled Water	682,500.00	767,247.18	405,534.79	332,232.98	29,479.41
53640	Water/Sewer	108,675.00	143,404.19	49,357.87	75,308.32	18,738.00
53710	Professional Services	2,495,372.00	3,056,989.37	926,071.37	646,179.81	1,484,738.19
53720	Auditors Fees	600,000.00	604,322.33	288,268.66	23,738.88	292,314.79
53800	Library Material Control	400,000.00	563,300.71	291,079.00	222,221.71	50,000.00
53900	Other Purchased Services	15,000.00	17,859.50	11,611.65	4,634.25	1,613.60
	<b>Purchased/Contracted Services</b>	<b>12,212,648.50</b>	<b>\$ 14,303,253.85</b>	<b>\$ 6,580,828.45</b>	<b>\$ 4,630,101.58</b>	<b>\$ 3,092,323.82</b>
54110	Books	4,806,313.00	6,035,054.76	2,623,337.32	910,660.02	2,501,057.42
54120	Continuations	834,000.00	840,918.60	641,645.83	315,164.51	(115,891.74)
54210	Periodicals	1,839,425.00	1,947,114.83	546,322.31	1,207,120.70	193,671.82
54220	Microforms	473,000.00	510,499.40	75,145.30	415,663.42	19,690.68

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending August 31, 2008**

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
54310 Video Media	1,733,025.00	1,879,278.54	989,873.67	284,925.90	604,478.97
54320 Audio Media - Spoken	471,167.00	507,035.44	175,496.96	161,683.76	169,854.72
54325 Audio Media - Music	769,150.00	993,142.71	467,195.83	108,578.50	417,368.38
54350 Computer Media	402,520.00	458,158.59	265,081.42	12,755.00	180,322.17
54500 Database Services	1,844,400.00	1,936,067.45	888,952.93	312,628.65	734,485.87
54600 Interlibrary Loan	7,000.00	7,177.92	4,145.45	2,984.20	48.27
54710 Bookbinding	100,000.00	132,556.30	71,721.10	30,835.20	30,000.00
54720 Preservation Services	85,000.00	133,852.92	61,924.00	42,241.18	29,687.74
54730 Preservation Boxing	20,000.00	24,951.10	15,684.27	7,450.00	1,816.83
54790 Preservation Reformatting	75,000.00	87,675.50	46,462.05	16,067.49	25,145.96
<b>Library Materials</b>	<b>13,460,000.00</b>	<b>\$ 15,493,484.06</b>	<b>\$ 6,872,988.44</b>	<b>\$ 3,828,758.53</b>	<b>\$ 4,791,737.09</b>
55510 Furniture	130,500.00	132,349.00	84,905.56	5,468.99	41,974.45
55520 Equipment	254,000.00	264,300.78	106,752.72	23,656.14	133,891.92
55530 Computer Hardware/Software	0.00	0.00	6,060.24	0.00	(6,060.24)
55700 Motor Vehicles	80,000.00	110,599.40	38,999.40	0.00	71,600.00
<b>Capital Outlay</b>	<b>464,500.00</b>	<b>\$ 507,249.18</b>	<b>\$ 236,717.92</b>	<b>\$ 29,125.13</b>	<b>\$ 241,406.13</b>
57100 Memberships	77,000.00	85,745.94	53,825.94	6,913.00	25,007.00
57200 Taxes	3,000.00	3,511.84	659.16	652.68	2,200.00
57500 Refunds/Reimbursements	23,000.00	26,845.26	10,813.77	16,893.34	(861.85)
<b>Miscellaneous Expenses</b>	<b>103,000.00</b>	<b>\$ 116,103.04</b>	<b>\$ 65,298.87</b>	<b>\$ 24,459.02</b>	<b>\$ 26,345.15</b>
<b>Advances</b>	<b>0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
59900 Transfers Out	3,000,000.00	3,000,000.00	0.00	0.00	3,000,000.00
<b>Transfers</b>	<b>3,000,000.00</b>	<b>\$ 3,000,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 3,000,000.00</b>
<b>TOTAL</b>	<b>74,764,776.42</b>	<b>\$ 79,506,423.75</b>	<b>\$ 42,710,927.51</b>	<b>\$ 12,501,297.13</b>	<b>\$ 24,294,199.11</b>

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending August 31, 2008**

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
101 General Fund	29,389,714.84	50,832,130.99	42,710,927.51	12,501,297.13	25,009,621.19
<b>Total General Fund</b>	<b>\$ 29,389,714.84</b>	<b>\$ 50,832,130.99</b>	<b>\$ 42,710,927.51</b>	<b>\$ 12,501,297.13</b>	<b>\$ 25,009,621.19</b>
201 Anderson	204,897.02	856.44	4,216.44	1,762.27	199,774.75
202 Endowment for the Blind	1,501,617.50	11,650.65	2,779.43	0.00	1,510,488.72
203 Founders	4,398,948.96	0.00	56,608.73	37,465.92	4,304,874.31
204 Kaiser	43,259.77	0.00	0.00	0.00	43,259.77
205 Kraley	149,649.29	(70.50)	2,965.25	390.38	146,223.16
206 Library	113,289.30	31,580.98	832.75	0.00	144,037.53
207 Pepke	92,236.33	387.80	929.19	725.00	90,969.94
208 Wickwire	1,079,906.25	2,752.59	13,151.04	10,571.00	1,058,936.80
209 Wittke	64,355.18	231.86	1,727.89	0.00	62,859.15
210 Young	2,735,413.87	41,020.31	41,185.41	0.00	2,735,248.77
225 Friends	9,953.79	12,000.00	10,629.03	200.00	11,124.76
226 Judd	5,245.74	109,466.00	80,610.51	25,671.25	8,429.98
228 Lockwood Thompson Memorial	277,560.31	84,032.00	85,325.67	202,668.59	73,598.05
229 Ohio Center for the Book	0.00	1,900.00	900.00	0.00	1,000.00
230 Schweinfurth	30.07	11,180.00	29,530.00	3,675.00	(21,994.93)
242 Cleveland NCA Kiosk	16,965.30	0.00	1,369.48	1,226.16	14,369.66
243 Gates Foundation	43,004.17	0.00	43,004.17	0.00	0.00
244 Harvard CS Kiosk Project	9,686.49	0.00	539.49	390.77	8,756.23
250 MetLife-Fit for Life	0.00	12,500.00	0.00	1,200.00	11,300.00
251 LSTA-Library for the Blind	0.00	116,000.00	0.00	0.00	116,000.00
252 LSTA-Know It Now	176,823.44	557,734.81	450,931.37	233,054.25	50,572.63
<b>Total Special Revenue Funds</b>	<b>\$ 10,922,842.78</b>	<b>\$ 993,222.94</b>	<b>\$ 827,235.85</b>	<b>\$ 519,000.59</b>	<b>\$ 10,569,829.28</b>
401 Building & Repair	11,446,825.38	0.00	1,180,577.09	596,483.62	9,669,764.67
<b>Total Capital Project Funds</b>	<b>\$ 11,446,825.38</b>	<b>\$ 0.00</b>	<b>\$ 1,180,577.09</b>	<b>\$ 596,483.62</b>	<b>\$ 9,669,764.67</b>



**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending August 31, 2008**

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
501 Abel	171,165.82	613.90	0.00	0.00	171,779.72
502 Ambler	1,586.52	0.00	0.00	0.00	1,586.52
503 Beard	116,771.45	304.66	2,405.00	0.00	114,671.11
504 Klein	3,759.95	0.00	0.00	0.00	3,759.95
505 Malon/Schroeder	221,485.72	65.05	4,739.31	510.00	216,301.46
506 McDonald	132,437.20	468.99	2,953.80	0.00	129,952.39
507 Ratner	67,312.67	410.51	4,082.05	0.00	63,641.13
508 Root	28,610.63	93.34	685.00	125.43	27,893.54
509 Sugarman	178,754.73	(302.45)	7,351.74	0.00	171,100.54
510 Thompson	123,280.91	273.98	0.00	0.00	123,554.89
511 Weidenthal	4,674.99	0.00	0.00	0.00	4,674.99
512 White	1,705,967.93	4,088.89	14,704.88	14,417.42	1,680,934.52
<b>Total Permanent Funds</b>	<b>\$ 2,755,808.52</b>	<b>\$ 6,016.87</b>	<b>\$ 36,921.78</b>	<b>\$ 15,052.85</b>	<b>\$ 2,709,850.76</b>

**Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending August 31, 2008**

<b>Balance of All Funds</b>	<b>\$ 61,590,900.09</b>
Chase-Checking	10,000.00
National City-Checking	10,000.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	(1,026,748.08)
KeyBank-MC/VISA	97,672.55
Fifth Third - Checking	594,467.65
Petty Cash	350.00
Change Fund	5,100.00
KeyBank-Payroll Account (ZBA)	0.00
KeyBank-Savings Bond Acct	0.00
<b>Cash in Library Treasury</b>	<b>\$(309,157.88)</b>
National City - Investments	31,408,257.46
NCB/Allegiant Money Market	310,087.39
KeyBank - Victory Fund	4,212,941.53
STAR OHIO Investment	13,165,725.75
<b>Investments</b>	<b>\$ 49,097,012.13</b>
NCB Endowment Acct	12,803,045.84
<b>Endowment Account</b>	<b>\$ 12,803,045.84</b>
<b>Cash in Banks and On Hand</b>	<b>\$ 61,590,900.09</b>

**CLEVELAND PUBLIC LIBRARY  
SPECIAL REPORT ON GENERAL FUND INCOME AND EXPENDITURES  
AND ON STRATEGIC PLAN EXPENDITURES  
THROUGH JUNE 30, 2008**

**CLEVELAND PUBLIC LIBRARY  
SPECIAL REPORT ON INCOME AND EXPENDITURES  
For the Period Ended  
June 30, 2008**

<b>General Fund - Receipts</b>						
	Certified	Income	Balance	Percent	Percent	
	Revenue (1)	To Date		To Date	Prior	Year
LLSGF-State Income Tax	27,076,604	14,222,902	12,853,701	53%	54%	
General Property Tax	25,810,282	14,174,166	11,636,116	55%	46%	
Rollback, Homestead, CAT	5,186,306	1,746,376	3,439,930	34%	38%	
Federal Grants	0	0	0	0%	99%	
State Aid	800,000	467,607	332,393	58%	58%	
Fines & Fees	350,000	171,601	178,399	49%	54%	
Investment Earnings	1,500,000	870,630	629,370	58%	73%	
Services to Others-Clevnet	2,600,000	1,584,460	1,015,540	61%	50%	
Miscellaneous	240,000	55,926	184,074	23%	205%	
Advances & Transfers	0	10,500	(10,500)	0%	0%	
<b>TOTALS</b>	<b>63,563,192</b>	<b>33,304,169</b>	<b>30,259,023</b>	<b>52%</b>	<b>50%</b>	
<b>Note (1): Certificate from Cuyahoga County Budget Commission dated April 8, 2008.</b>						

**CLEVELAND PUBLIC LIBRARY  
SPECIAL REPORT ON INCOME AND EXPENDITURES  
For the Period Ended  
June 30, 2008**

<b>General Fund - Expenditures</b>						
	Appropriation	Expended/ (2) Encumbered	Balance	Percent To Date (3)	Percent Prior Year	
Salaries/Benefits	44,286,167	26,708,150	17,578,017	60%	59%	
Supplies	1,800,166	825,460	974,706	46%	49%	
Purchased Services	14,303,254	10,288,056	4,015,198	72%	70%	
Library Materials	15,493,484	7,576,377	7,917,107	49%	62%	
Capital Outlay	507,249	237,025	270,224	47%	41%	
Other	116,103	82,363	33,740	71%	53%	
<b>SUBTOTAL</b>	<b>76,506,424</b>	<b>45,717,432</b>	<b>30,788,992</b>	<b>60%</b>	<b>61%</b>	
Advances/Transfers	3,000,000	0	3,000,000	0%	0%	
<b>TOTALS</b>	<b>79,506,424</b>	<b>45,717,432</b>	<b>33,788,992</b>	<b>58%</b>	<b>59%</b>	
Note (2): Appropriation of \$74,764,776 plus carried forward encumbrance of \$4,741,647.						
Note (3): Subtotal includes 26% expended and 20% encumbered.						

**CLEVELAND PUBLIC LIBRARY  
SPECIAL REPORT ON INCOME AND EXPENDITURES  
For the Period Ended  
June 30, 2008**

<b>Strategic Plan Expenditures - In Millions</b>								
	Year 1 - 2004		Year 2 - 2005		Year 3 - 2006			
	Budget	Expended	Budget	Expended	Budget	Expended		
Salaries/Benefits	0.797	0.797	2.199	1.868	3.097	2.546		
Library Materials	0.385	0.385	0.373	0.373	0.118	0.118		
Capital Projects (4)	3.000	0.000	3.000	0.236	3.000	0.845		
<b>TOTALS</b>	<b>4.182</b>	<b>1.182</b>	<b>5.572</b>	<b>2.477</b>	<b>6.215</b>	<b>3.509</b>		
	Year 4 - 2007		Year 5 - 2008				5 Year	Expended
	Budget	Expended	Budget	Expended			Budget	To Date
Salaries/Benefits	3.349	3.104	3.622	1.719			13.064	10.035
Library Materials	0.021	0.021	0.029	0.024			0.925	0.921
Capital Projects (4)	3.000	0.435	3.000	0.551			15.000	2.066
<b>TOTALS</b>	<b>6.370</b>	<b>3.560</b>	<b>6.651</b>	<b>2.294</b>			<b>28.990</b>	<b>13.022</b>
<p>Strategic Plan commitment to Cleveland's neighborhoods is to expend 1 mill of levy revenue for service improvements. One mill is estimated to generate \$5.643 million per year times 5 years for a total commitment of approximately \$28.213 million.</p>								
<p>Note (4): \$3,000,000 was transferred to Building and Repair Fund on each December 31 - 2004, 2005, 2006 and 2007.</p>								

**CLEVELAND PUBLIC LIBRARY**  
**SPECIAL REPORT ON INCOME AND EXPENDITURES**  
**For the Period Ended**  
**June 30, 2008**

<b>Strategic Plan Capital Projects - In Dollars</b>					
	Budget	Expended Through 2007	Expended 2008	Encumbered	Balance
Branch Security Cameras	464,000	427,406	0	35,771	824
Fulton Branch Exterior	562,000	684,104	0	0	(122,104)
Collinwood Teen Center	20,000	3,588	0	0	16,412
Jefferson	134,420	109,541	0	3,459	21,420
Lorain	152,010	129,534	0	140,824	(118,348)
Woodland - Land	21,000	21,016	176	0	(192)
Woodland - Expansion/Parking	1,200,000	0	47,600	37,400	1,115,000
Rice	5,300,000	12,281	212,688	266,084	4,808,947
South Brooklyn	96,000	77,522	0	0	18,478
Garden Valley	285,000	50,863	290,187	9,088	(65,138)
<b>Totals</b>	<b>8,234,430</b>	<b>1,515,855</b>	<b>550,651</b>	<b>492,626</b>	<b>5,675,299</b>

**CLEVELAND PUBLIC LIBRARY  
SPECIAL REPORT ON GENERAL FUND INCOME AND EXPENDITURES  
AND ON STRATEGIC PLAN EXPENDITURES  
THROUGH JULY 31, 2008**



**CLEVELAND PUBLIC LIBRARY  
SPECIAL REPORT ON INCOME AND EXPENDITURES  
For the Period Ended  
July 31, 2008**

<b>General Fund - Receipts</b>						
	Certified	Income	Balance		Percent	Percent
	Revenue (1)	To Date			To Date	Prior Year
LLSGF-State Income Tax	27,076,604	16,792,485	10,284,119		62%	61%
General Property Tax	25,810,282	25,565,742	244,540		99%	76%
Rollback, Homestead, CAT	5,186,306	1,746,376	3,439,930		34%	38%
Federal Grants	0	0	0		0%	99%
State Aid	800,000	467,607	332,393		58%	58%
Fines & Fees	350,000	195,633	154,367		56%	63%
Investment Earnings	1,500,000	938,924	561,076		63%	81%
Services to Others-Clevnet	2,600,000	1,716,203	883,797		66%	57%
Miscellaneous	240,000	60,394	179,606		25%	278%
Advances & Transfers	0	10,500	(10,500)		0%	0%
<b>TOTALS</b>	<b>63,563,192</b>	<b>47,493,864</b>	<b>16,069,328</b>		<b>75%</b>	<b>67%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated April 8, 2008.

**CLEVELAND PUBLIC LIBRARY  
SPECIAL REPORT ON INCOME AND EXPENDITURES  
For the Period Ended  
July 31, 2008**

<b>General Fund - Expenditures</b>						
	Appropriation	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year	
	(2)					
Salaries/Benefits	44,286,167	29,340,917	14,945,250	66%	64%	
Supplies	1,800,166	904,241	895,926	50%	61%	
Purchased Services	14,303,254	10,620,361	3,682,893	74%	70%	
Library Materials	15,493,484	8,848,825	6,644,659	57%	68%	
Capital Outlay	507,249	254,011	253,238	50%	42%	
Other	116,103	82,473	33,630	71%	54%	
<b>SUBTOTAL</b>	<b>76,506,424</b>	<b>50,050,828</b>	<b>26,455,596</b>	<b>65%</b>	<b>66%</b>	
Advances/Transfers	3,000,000	0	3,000,000	0%	0%	
<b>TOTALS</b>	<b>79,506,424</b>	<b>50,050,828</b>	<b>29,455,596</b>	<b>63%</b>	<b>63%</b>	
<p>Note (2): Appropriation of \$74,764,776 plus carried forward encumbrance of \$4,741,647.            Note (3): Subtotal includes 47% expended and 16% encumbered.</p>						

**CLEVELAND PUBLIC LIBRARY  
SPECIAL REPORT ON INCOME AND EXPENDITURES  
For the Period Ended  
July 31, 2008**

<b>Strategic Plan Expenditures - In Millions</b>									
	Year 1 - 2004		Year 2 - 2005		Year 3 - 2006				
	Budget	Expended	Budget	Expended	Budget	Expended			
Salaries/Benefits	0.797	0.797	2.199	1.868	3.097	2.546			
Library Materials	0.385	0.385	0.373	0.373	0.118	0.118			
Capital Projects (4)	3.000	0.000	3.000	0.236	3.000	0.845			
<b>TOTALS</b>	<b>4.182</b>	<b>1.182</b>	<b>5.572</b>	<b>2.477</b>	<b>6.215</b>	<b>3.509</b>			
	Year 4 - 2007		Year 5 - 2008				5 Year	Expended	
	Budget	Expended	Budget	Expended			Budget	To Date	
Salaries/Benefits	3.349	3.104	3.622	1.981			13.064	10.296	
Library Materials	0.021	0.021	0.029	0.024			0.925	0.921	
Capital Projects (4)	3.000	0.435	3.000	0.611			15.000	2.127	
<b>TOTALS</b>	<b>6.370</b>	<b>3.560</b>	<b>6.651</b>	<b>2.616</b>			<b>28.990</b>	<b>13.345</b>	
<p>Strategic Plan commitment to Cleveland's neighborhoods is to expend 1 mill of levy revenue for service improvements. One mill is estimated to generate \$5.643 million per year times 5 years for a total commitment of approximately \$28.213 million.</p>									
<p>Note (4): \$3,000,000 was transferred to Building and Repair Fund on each December 31 - 2004, 2005, 2006 and 2007.</p>									

**CLEVELAND PUBLIC LIBRARY  
SPECIAL REPORT ON INCOME AND EXPENDITURES  
For the Period Ended  
July 31, 2008**

<b>Strategic Plan Capital Projects - In Dollars</b>					
	Budget	Expended Through 2007	Expended 2008	Encumbered	Balance
Branch Security Cameras	464,000	427,406	0	35,771	824
Fulton Branch Exterior	562,000	684,104	0	0	(122,104)
Collinwood Teen Center	20,000	3,588	0	0	16,412
Jefferson	134,420	109,541	0	3,459	21,420
Lorain	152,010	129,534	11,984	128,840	(118,348)
Woodland - Land	21,000	21,016	176	0	(192)
Woodland - Expansion/Parking	1,200,000	0	55,038	29,962	1,115,000
Rice	5,300,000	12,281	253,779	224,993	4,808,947
South Brooklyn	96,000	77,522	0	0	18,478
Garden Valley	285,000	50,863	290,187	9,088	(65,138)
<b>Totals</b>	<b>8,234,430</b>	<b>1,515,855</b>	<b>611,164</b>	<b>432,113</b>	<b>5,675,299</b>

**CLEVELAND PUBLIC LIBRARY**  
**SPECIAL REPORT ON GENERAL FUND INCOME AND EXPENDITURES**  
**AND ON STRATEGIC PLAN EXPENDITURES**  
**THROUGH AUGUST 31, 2008**

**CLEVELAND PUBLIC LIBRARY  
SPECIAL REPORT ON INCOME AND EXPENDITURES  
For the Period Ended  
August 31, 2008**

<b>General Fund - Receipts</b>						
	Certified	Income	Balance		Percent	Percent
	Revenue (1)	To Date			To Date	Prior
						Year
LLSGF-State Income Tax	26,497,963	18,633,305	7,864,658		70%	75%
General Property Tax	25,810,282	26,398,959	(588,677)		102%	85%
Rollback, Homestead, CAT	5,186,306	1,746,376	3,439,930		34%	38%
Federal Grants	0	0	0		0%	99%
State Aid	800,000	585,411	214,589		73%	73%
Fines & Fees	350,000	220,937	129,063		63%	73%
Investment Earnings	1,500,000	1,041,410	458,591		69%	96%
Services to Others-Clevnet	2,600,000	2,084,018	515,982		80%	72%
Miscellaneous	240,000	111,215	128,785		46%	291%
Advances & Transfers	0	10,500	(10,500)		0%	0%
<b>TOTALS</b>	<b>62,984,551</b>	<b>50,832,131</b>	<b>12,152,420</b>		<b>81%</b>	<b>78%</b>
<b>Note (1): Certificate from Cuyahoga County Budget Commission dated August 19, 2008.</b>						

**CLEVELAND PUBLIC LIBRARY  
SPECIAL REPORT ON INCOME AND EXPENDITURES  
For the Period Ended  
August 31, 2008**

<b>General Fund - Expenditures</b>						
	Appropriation	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year	
	(2)					
Salaries/Benefits	44,286,167	31,938,862	12,347,305	72%	70%	
Supplies	1,800,166	1,005,085	795,082	56%	67%	
Purchased Services	14,303,254	11,210,930	3,092,324	78%	76%	
Library Materials	15,493,484	10,701,747	4,791,737	69%	79%	
Capital Outlay	507,249	265,843	241,406	52%	42%	
Other	116,103	89,758	26,345	77%	67%	
<b>SUBTOTAL</b>	<b>76,506,424</b>	<b>55,212,225</b>	<b>21,294,199</b>	<b>72%</b>	<b>73%</b>	
Advances/Transfers	3,000,000	0	3,000,000	0%	0%	
<b>TOTALS</b>	<b>79,506,424</b>	<b>55,212,225</b>	<b>24,294,199</b>	<b>69%</b>	<b>70%</b>	
<p>Note (2): Appropriation of \$74,764,776 plus carried forward encumbrance of \$4,741,647.            Note (3): Subtotal includes 47% expended and 16% encumbered.</p>						

**CLEVELAND PUBLIC LIBRARY  
SPECIAL REPORT ON INCOME AND EXPENDITURES  
For the Period Ended  
August 31, 2008**

<b>Strategic Plan Expenditures - In Millions</b>										
	Year 1 - 2004		Year 2 - 2005		Year 3 - 2006					
	Budget	Expended	Budget	Expended	Budget	Expended				
Salaries/Benefits	0.797	0.797	2.199	1.868	3.097	2.546				
Library Materials	0.385	0.385	0.373	0.373	0.118	0.118				
Capital Projects (4)	3.000	0.000	3.000	0.236	3.000	0.845				
<b>TOTALS</b>	<b>4.182</b>	<b>1.182</b>	<b>5.572</b>	<b>2.477</b>	<b>6.215</b>	<b>3.509</b>				
	Year 4 - 2007		Year 5 - 2008				5 Year	Expended		
	Budget	Expended	Budget	Expended			Budget	To Date		
Salaries/Benefits	3.349	3.104	3.622	2.241			13.064	10.556		
Library Materials	0.021	0.021	0.029	0.024			0.925	0.921		
Capital Projects (4)	3.000	0.435	3.000	0.637			15.000	2.152		
<b>TOTALS</b>	<b>6.370</b>	<b>3.560</b>	<b>6.651</b>	<b>2.901</b>			<b>28.990</b>	<b>13.630</b>		
<p>Strategic Plan commitment to Cleveland's neighborhoods is to expend 1 mill of levy revenue for service improvements. One mill is estimated to generate \$5.643 million per year times 5 years for a total commitment of approximately \$28.213 million.</p>										
<p>Note (4): \$3,000,000 was transferred to Building and Repair Fund on each December 31 - 2004, 2005, 2006 and 2007.</p>										



**CLEVELAND PUBLIC LIBRARY  
SPECIAL REPORT ON INCOME AND EXPENDITURES  
For the Period Ended  
August 31, 2008**

<b>Strategic Plan Capital Projects - In Dollars</b>					
	Budget	Expended Through 2007	Expended 2008	Encumbered	Balance
Branch Security Cameras	464,000	427,406	0	35,771	824
Fulton Branch Exterior	562,000	684,104	0	0	(122,104)
Collinwood Teen Center	20,000	3,588	0	0	16,412
Jefferson	134,420	109,541	0	3,459	21,420
Lorain	152,010	129,534	11,984	128,840	(118,348)
Woodland - Land	21,000	21,016	176	0	(192)
Woodland - Expansion/Parking	1,200,000	0	55,038	75,963	1,068,999
Rice	5,300,000	12,281	270,449	208,324	4,808,946
South Brooklyn	96,000	77,522	0	0	18,478
Garden Valley	285,000	50,863	299,156	2,124	(67,143)
<b>Totals</b>	<b>8,234,430</b>	<b>1,515,855</b>	<b>636,803</b>	<b>454,481</b>	<b>5,627,291</b>

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee**

**REPORT ON INVESTMENTS – August 2008**

**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. Collected active fund balances are invested in a federal money market fund at the Library's lead bank. Other balances are invested in US Treasury and Agency issues as managed by United American Capital Corporation, STAR Ohio, and a federal money market fund.

Following is a description of interim deposit earnings for the period August 1, 2008 through August 31, 2008.

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
08/01/08 - 08/31/08	31	Various	Key Bank	Various	\$ 9,793.08	Sweep Money Market
08/01/08 - 08/31/08	31	Various	STAR Ohio	Various	22,347.45	Investment Pool
08/01/08 - 08/31/08	31	Various	National City Bank	Various	2,724.94	Sweep Money Market
02/12/08 - 08/12/08	183	1,000,000	Fed Home Loan Mort Crp	3.050%	15,250.00	Federal Agency
02/15/08 - 08/01/08	169	1,000,000	Federal Nat'l Mortgage Assn	4.500%	32,120.00	Federal Agency
02/23/08 - 08/23/08	183	1,000,000	Federal Home Loan Bank	4.050%	20,250.00	Federal Agency

Earned Interest August 2008	\$ 102,485.47
Earned Interest Year To Date	\$ 1,041,409.50

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee**

**REPORT ON INVESTMENTS – June 2008**

**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. Collected active fund balances are invested in a federal money market fund at the Library's lead bank. Other balances are invested in US Treasury and Agency issues as managed by United American Capital Corporation, STAR Ohio, and a federal money market fund.

Following is a description of interim deposit earnings for the period June 1, 2008 through June 30, 2008.

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
06/01/08 - 06/30/08	30	Various	Key Bank	Various	\$ 5,116.18	Sweep Money Market
06/01/08 - 06/30/08	30	Various	STAR Ohio	Various	13,442.67	Investment Pool
06/01/08 - 06/30/08	30	Various	National City Bank	Various	5,314.85	Sweep Money Market
12/11/07 - 06/11/08	184	1,000,000	Fed Home Loan Mort Crp	4.375%	21,875.00	Federal Agency
12/12/07 - 06/12/08	184	1,000,000	Fed Home Loan Bank	5.000%	25,000.00	Federal Agency
12/13/07 - 06/13/08	184	1,000,000	Fed Home Loan Bank	5.125%	28,455.00	Federal Agency
12/13/07 - 06/13/08	184	1,000,000	Fed Home Loan Bank	4.100%	37,380.00	Federal Agency
12/18/07 - 06/18/08	184	1,000,000	Federal Home Loan Bank	4.250%	21,250.00	Federal Agency
12/24/07 - 06/24/08	184	1,000,000	Fed Home Loan Mort Crp	4.400%	21,633.33	Federal Agency

Earned Interest June 2008	\$ 179,467.03
Earned Interest Year To Date	\$ 870,630.33

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee**

**REPORT ON INVESTMENTS – July 2008**

**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. Collected active fund balances are invested in a federal money market fund at the Library's lead bank. Other balances are invested in US Treasury and Agency issues as managed by United American Capital Corporation, STAR Ohio, and a federal money market fund.

Following is a description of interim deposit earnings for the period July 1, 2008 through July 31, 2008.

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
07/01/08 - 07/31/08	31	Various	Key Bank	Various	\$ 6,047.05	Sweep Money Market
07/01/08 - 07/31/08	31	Various	STAR Ohio	Various	18,074.02	Investment Pool
07/01/08 - 07/31/08	31	Various	National City Bank	Various	4,916.52	Sweep Money Market
01/12/08 - 07/12/08	183	1,000,000	Federal Home Loan Mtg Corp	3.875%	5,134.38	Federal Agency
01/12/08 - 07/12/08	183	1,000,000	Federal Home Loan Mtg Corp	3.875%	6,916.87	Federal Agency
01/14/08 - 07/14/08	183	1,000,000	Fed Natl Mort Assn	3.000%	3,750.00	Federal Agency
01/09/08 - 07/09/08	183	1,000,000	Federal Home Loan Mtg Corp	4.250%	10,329.86	Federal Agency
01/22/08 - 07/22/08	183	1,000,000	Federal Home Loan Bank	5.250%	13,125.00	Federal Agency

Earned Interest July 2008	\$ 68,293.70
Earned Interest Year To Date	\$938,924.03

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee**

**REPORT ON INVESTMENTS – August 2008**

**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. Collected active fund balances are invested in a federal money market fund at the Library's lead bank. Other balances are invested in US Treasury and Agency issues as managed by United American Capital Corporation, STAR Ohio, and a federal money market fund.

Following is a description of interim deposit earnings for the period August 1, 2008 through August 31, 2008.

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
08/01/08 - 08/31/08	31	Various	Key Bank	Various	\$ 9,793.08	Sweep Money Market
08/01/08 - 08/31/08	31	Various	STAR Ohio	Various	22,347.45	Investment Pool
08/01/08 - 08/31/08	31	Various	National City Bank	Various	2,724.94	Sweep Money Market
02/12/08 - 08/12/08	183	1,000,000	Fed Home Loan Mort Crp	3.050%	15,250.00	Federal Agency
02/15/08 - 08/01/08	169	1,000,000	Federal Nat'l Mortgage Assn	4.500%	32,120.00	Federal Agency
02/23/08 - 08/23/08	183	1,000,000	Federal Home Loan Bank	4.050%	20,250.00	Federal Agency

Earned Interest August 2008      \$ 102,485.47  
 Earned Interest Year To Date      \$ 1,041,409.50

**CLEVELAND PUBLIC LIBRARY****Finance Committee  
September 18, 2008****REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR JUNE 2008**

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

<b>ITEM</b>	<b>DATE</b>	<b>TRUSTEE/STAFF MEMBER</b>	<b>AMOUNT</b>
Ohio Library Council Division Committee Meeting Medina, Ohio	6/3/08	Pamela Benjamin	27.24
Ohio Library Council Management Conference Columbus, Ohio	5/21/08 - 5/22/08	Pamela Benjamin	459.81
Northeast Ohio Regional Library System Bob Reid's All-Time Favorite Stories Seminar Wooster, Ohio	5/30/08	Carla Bennett	31.22
Ohionet Cataloging Music Materials Workshop Columbus, Ohio	5/29/08	Michael Dalby	222.41
Indiana Cooperative Library Services Authority Midwest Content IM Users Group Meeting Indianapolis, Indiana	4/29/08 - 4/30/08	Thomas Edwards	215.82
Ohio Library Council Chapter Conference Columbus, Ohio	5/21/08 - 5/22/08	Angela Guinther	327.25
Society of American Archivists Building Digital Collection Seminar State College, Pennsylvania	5/18/08 - 5/19/08	Patice Hamiter	685.11
Ohionet Cataloging Music Materials Workshop Columbus, Ohio	5/29/08	Regina Houseman	219.38
Ohio Library Council Supportive Staff Division Meeting Columbus, Ohio	6/3/08	Julie Kent	128.27

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Northeast Ohio Regional Library System Bob Reid's All-Time Favorite Stories Seminar Wooster, Ohio	5/30/08	Lisa Kowalczyk	56.02
Center for Public Investment 2008 Investment Update Seminar Warrensville Heights, Ohio	5/21/08	Sandra Kuban	100.00
Ohio Library Council Management Conference Columbus, Ohio	5/20/08 - 5/22/08	Patricia Lowrey	554.03
North American Serials Interest Group Annual Conference Phoenix, Arizona	6/5/08 - 6/8/08	Michelle Makkos	584.22
Fairhill Center Fairhill Opportunity Fair Cleveland, Ohio	6/13/08	Carolyn Neal	25.00
Cuyahoga County Public Library Booktalking Skills Seminar Parma, Ohio	4/16/08	Sandra Nosse	8.59
Northeast Ohio Regional Library System Developing the Art of Supervising Seminar Millersburg, Ohio	5/9/08	Sandra Nosse	70.70
Northeast Ohio Regional Library System Bob Reid's All-Time Favorite Stories Seminar Wooster, Ohio	5/30/08	Sandra Nosse	51.51
Ohio Library Council Legislative Day Columbus, Ohio	5/6/08	Anastasia Ortiz	20.00
Cleveland State University Adobe Acrobat Professional 8.0 Seminar Cleveland, Ohio	6/10/08	Anastasia Ortiz	169.00
Northeast Ohio Regional Library System Update your Service Mix Seminar Twinsburg, Ohio	6/11/08	Michelle Skrovan	23.25

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Library Council Management Conference Columbus, Ohio	5/21/08 - 5/22/08	John Skrtic	308.93
Healthy Cleveland Business Council How to Implement a Successful Wellness Program Cleveland, Ohio	5/20/08	Sharon Tufts	25.00
Northeast Ohio Regional Library System Continuing Education Voucher Program Cleveland, Ohio	7/1/07 - 6/30/08	Various Staff	2,000.00
Kent State University Virginia Hamilton Conference Kent, Ohio	4/10/08 - 4/11/08	Donna Willingham	203.78
Northern Ohio Technical Services Librarians 2008 Spring Meeting Parma, Ohio	5/30/08	Ginaya Willoughby	20.00
Northeast Ohio Regional Library System Bob Reid's All-Time Favorite Stories Seminar Wooster, Ohio	5/30/08	Lakeisha Winstead	77.49
Ohio Library Council North Chapter Conference Independence, Ohio	4/24/08	Helen Zaluckyj	70.00
<b>Total</b>			<b>6,684.03</b>

**SUMMARY**

FUND	JUNE	YEAR TO DATE
General	6,684.03	46,466.49
Senior Gateway	0.00	0.00
Lockwood Thompson	0.00	4,293.26
<b>TOTAL</b>	<b>6,684.03</b>	<b>50,759.75</b>



**CLEVELAND PUBLIC LIBRARY****Finance Committee  
September 18, 2008****REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR JULY 2008**

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

<b>ITEM</b>	<b>DATE</b>	<b>TRUSTEE/STAFF MEMBER</b>	<b>AMOUNT</b>
Northeast Ohio Regional Library System Library Leadership Committee Columbus, Ohio	6/18/08	Kacie Armstrong	\$138.37
Clevnet Bi-Monthly Meeting Wickliffe, Ohio	7/17/08	Pam Benjamin	14.04
Puppeteers of America Great Lakes Region Festival Shipshewana, Indiana	6/26/08 - 6/27/08	Noreen Bobersky	367.08
Ohio Library Council Reference Conference Columbus, Ohio	7/9/08 - 7/10/08	Donald Boozer	349.12
Bucknell University Mid-Atlantic Digital Library Conference Lewisburg, Pennsylvania	7/8/08 - 7/9/08	Ronald Burdick	109.48
Kent State University Digital Curriculum Planning Meeting Kent, Ohio	7/17/08	Ronald Burdick	56.36
American Library Association Annual Conference Anaheim, California	6/27/08 - 7/2/08	Holly Carroll	1,286.29
Northeast Ohio Regional Library System Library Leadership Committee Columbus, Ohio	7/27/08 - 8/1/08	Michael Dalby	650.00
Ohio Library Council Reference Conference Columbus, Ohio	7/10/08	Anastasia Diamond-Ortiz	156.78

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Case Western Reserve University Ohio Link Training Cleveland, Ohio	7/11/08	Pamela Eyerdam	10.00
Cleveland State University Arts Education Summit Cleveland, Ohio	6/17/08	Pamela Eyerdam	20.00
American Library Association Annual Conference Anaheim, California	6/27/08 - 7/2/08	Rhonda Fulton	736.57
American Library Association Annual Conference Anaheim, California	6/27/08 - 7/1/08	Elizabeth Gaughan	878.11
Northeast Ohio Regional Library System Library Leadership Committee Columbus, Ohio	7/27/08 - 8/1/08	Angela Guinther	650.00
Clevnet Bi-Monthly Meeting Wickliffe, Ohio	7/17/08	Tonya Jenkins	10.79
American Library Association Annual Conference Anaheim, California	6/27/08 - 7/2/08	Crystal Carr Jeter	1,318.83
Northeast Ohio Regional Library System Library Leadership Committee Columbus, Ohio	7/27/08 - 8/1/08	Julie Kent	650.00
Ohio Treasurers Office Investment Seminar Akron, Ohio	6/26/08	Carie Krenicky	144.44
American Library Association Annual Conference Anaheim, California	6/27/08 - 7/2/08	Oksana Kraus	688.29
Bucknell University Mid-Atlantic Digital Library Conference Lewisburg, Pennsylvania	7/8/08 - 7/9/08	Cindy Lombardo	89.00
American Library Association Annual Conference Anaheim, California	6/27/08 - 7/2/08	Cindy Lombardo	644.42

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Northeast Ohio Regional Library System Library Leadership Committee Columbus, Ohio	7/27/08 - 8/1/08	Aaron Mason	650.00
American Library Association Annual Conference Anaheim, California	6/27/08 - 6/30/08	Barbara Mates	1,281.39
American Library Association Annual Conference Anaheim, California	6/27/08 - 6/30/08	Rhashida Nia Osaze	581.95
American Library Association Annual Conference Anaheim, California	6/27/08 - 6/30/08	Ann Olsezewski	791.06
American Library Association Annual Conference Anaheim, California	6/27/08 - 6/30/08	William Reed IV	1,201.00
Cuyahoga County Public Library On Display Event Panna, Ohio	7/16/08	Sarah Moore	9.36
American Library Association Annual Conference Anaheim, California	6/26/08 - 7/1/08	Janice Ridgeway	1,179.92
Northeast Ohio Regional Library System Reference Learning Group Cleveland, Ohio	6/18/08	Helena Travka	8.00
Northeast Ohio Regional Library System Library Leadership Committee Columbus, Ohio	7/27/08 - 8/1/08	Deva Walker	650.00
Ohio Library Council Reference Conference Columbus, Ohio	7/9/08	Deva Walker	174.26
American Library Association Annual Conference Anaheim, California	6/25/08 - 7/1/08	Deva Walker	1,502.86
Ohio Library Council Reference Conference Columbus, Ohio	7/9/08 - 7/10/08	Rollie Welch	325.12

<b>ITEM</b>	<b>DATE</b>	<b>TRUSTEE/STAFF MEMBER</b>	<b>AMOUNT</b>
American Library Association Annual Conference Anaheim, California	6/27/08 - 7/2/08	Rollie Welch	994.16
American Library Association Annual Conference Anaheim, California	6/27/08 - 7/2/08	Tena Wilson	1,017.13
American Library Association Annual Conference Anaheim, California	6/27/08 - 7/2/08	Mary Callaghan Zunt	923.70
<b>TOTAL</b>			<b>\$20,257.88</b>

**SUMMARY**

<b>FUND</b>	<b>JULY</b>	<b>YEAR TO DATE</b>
General	\$17,940.80	\$64,407.29
Senior Gateway	0.00	0.00
Lockwood Thompson	2,317.08	6,610.34
<b>TOTAL</b>	<b>\$20,257.88</b>	<b>\$71,017.63</b>

**CLEVELAND PUBLIC LIBRARY****Finance Committee  
September 18, 2007****REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR AUGUST 2008**

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

<b>ITEM</b>	<b>DATE</b>	<b>TRUSTEE/STAFF MEMBER</b>	<b>AMOUNT</b>
American Library Association Annual Conference Anaheim, California	6/27/08 - 7/2/08	Kacie Armstrong	\$837.83
Northeast Ohio Regional Library System Microsoft and Excel 2007 Upgrade Seminar North Ridgeville, Ohio	8/12/08	Shila Barnes	23.99
Clevnet July Training Meeting Medina, Ohio	7/24/08	Pamela Benjamin	15.79
American Library Association Reference Renaissance Conference Denver, Colorado	8/3/08 - 8/6/08	Donald Boozer	1,043.54
American Library Association Annual Conference Anaheim, California	6/27/08 - 7/2/08	Ali Boyd	819.83
Overdrive Digipalooza Seminar Cleveland, Ohio	7/24/08 - 7/27/08	Stacie Brisker	176.00
Public Library Association Boot Camp 4 Cleveland, Ohio	10/20/08 - 10/24/08	Holly Carroll	595.00
Northeast Ohio Regional Library System Library Leadership Ohio Millersburg, Ohio	7/28/08 - 8/1/08	Michael Dalby	90.09
Public Library Association Boot Camp 4 Cleveland, Ohio	10/20/08 - 10/24/08	Timothy Diamond	595.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Northeast Ohio Regional Library System Library Leadership Ohio Millersburg, Ohio	7/27/08 - 8/1/08	Xiao Fang Han	741.26
Northeast Ohio Regional Library System Digital Projects 101 Workshop Westlake, Ohio	7/24/08	Xiao Fang Han	9.30
American Library Association Annual Conference Anaheim, California	6/27/08 - 7/2/08	Gail Hanks	437.88
American Library Association Annual Conference Anaheim, California	6/27/08 - 7/2/08	Annisha Jeffries	144.17
Ohio Library Council 2008 Children's and teen Services Conference Columbus, Ohio	8/26/08	Chrystal Carr Jeter	300.84
American Library Association Annual Conference Anaheim, California	6/27/08 - 7/1/08	Julie Kent	1,184.56
Northeast Ohio Regional Library System Summer Library Symposium Kent, Ohio	8/13/08	Lisa Kowalczyk	52.35
Tyler Technologies Munis Annual Conference Dallas, Texas	10/22/08 - 10/25/08	Carrie Krenicky	625.00
Northeast Ohio Regional Library System Library Leadership Ohio Millersburg, Ohio	7/27/08 - 8/1/08	Aaron Mason	89.04
State Library of Ohio Special Meeting Columbus, Ohio	7/24/08	Barbara Mates	170.82
Ohio Library Council 2008 Children's and teen Services Conference Columbus, Ohio	8/26/08	Rhashida Nia Osaze	234.76
Northeast Ohio Regional Library System Summer Library Symposium Kent, Ohio	8/13/08	Caroline Peak	52.71

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Tyler Technologies Munis Annual Conference Dallas, Texas	10/22/08 - 10/25/08	David Swinerton	625.00
First Ladies National Library Visit for Upcoming Exhibit Canton, Ohio	7/30/2008	Helena Travka	67.04
Northeast Ohio Regional Library System Reference Learning Group Cleveland, Ohio	6/18/08	Lissa Waite	8.00
Northeast Ohio Regional Library System Library Leadership Ohio Millersburg, Ohio	7/27/08 - 8/1/08	Deva Walker	99.44
Ohionet Fundamentals of Cataloging Workshop Columbus, Ohio	7/31/08	Ginaya Willoughby	243.07
Northeast Ohio Regional Library System Continuing Education Voucher Program Cleveland, Ohio	7/1/08 - 6/30/09	Various Staff	10,000.00
<b>TOTAL</b>			<b>\$19,282.31</b>

**SUMMARY**

FUND	AUGUST	YEAR TO DATE
General	\$16,094.44	\$80,501.73
Lockwood Thompson	2,319.83	8,930.17
Know It Now	1,043.54	1,043.54
<b>TOTAL</b>	<b>\$19,457.81</b>	<b>\$90,475.44</b>

CLEVELAND PUBLIC LIBRARY**FINANCE COMMITTEE**

September 18, 2008

**PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD  
APRIL 1 THROUGH JUNE 30, 2008**

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>
04/03/08	Unleaded Fuel – February	Garage	Shell Fleet Plus	\$ 5,010.27
04/04/08	Computer Equipment	Automation	Business Smarts, Inc.	5,015.20
04/04/08	Computer Equipment	Automation	Business Smarts, Inc.	6,998.00
04/04/08	Computer Equipment	Automation	CDW-G Inc.	9,540.00
04/04/08	Computer Equipment	Automation	Neteam & Comstor	10,093.09
04/04/08	Computer Equipment	Automation	Neteam & Comstor	5,065.76
4/04/08	Computer Equipment	Automation	Neteam & Comstor	6,032.84
04/08/08	Book/Magazine Covers	Book Prep	KAPCO	7,506.00
04/08/08	DCD2 Security Strips	Stockroom	3M Safety & Security	10,822.40
04/09/08	Paper Shredders	Branches	Corporate Express, Inc.	5,004.96
04/09/08	Guest Chairs	Hough	Corporate Express, Inc.	5,750.00
04/17/08	Copier/Janitorial Papers	Stockroom	Ris Paper Company, Inc.	6,923.80
04/18/08	Computer Equipment	Automation	Business Smarts, Inc.	17,321.00
04/18/08	Microform Reader	Sci-Tech	Casnet	5,159.16
4/22/08	Garbage Bags	Stockroom	Poly Services inc.	5,225.00
04/23/08	Reserve Routing Slips	Stockroom	Keystone Copy & Printing	10,456.00
04/25/08	Computer Equipment	Automation	Business Smarts, inc.	22,554.35
04/28/08	Office Supplies	Stockroom	Corporate Express, Inc.	5,151.55
05/08/08	Computer Equipment	Automation	Quadstar Digital	10,486.00
05/08/08	Shop Wipes & Janitorial Papers	Stockroom	Ris Paper Company, Inc.	7,952.68
05/14/08	Furnishings	Financial Svcs	Ohio Desk	12,023.29
05/15/08	Computer Supplies	Automation	Business Smarts, Inc.	6,184.00
05/30/08	Book/Magazine Covers	Book Prep	KAPCO	6,207.65
06/02/08	Copier Paper	Stockroom	Millcraft Paper Company	5,800.00
06/02/08	Security Strips	Stockroom	3M Safety & Security	17,215.40
06/06/08	Computer Equipment	Automation	Business Smarts, Inc.	6,540.00



<u>DATE</u>	<u>ITEM DESCRIPTION</u>	<u>AGENCY</u>	<u>SUPPLIER</u>	<u>AMOUNT</u>
06/11/08	Office Supplies	Stockroom	Corporate Express, Inc.	\$ 6,365.88
06/11/08	Computer Equipment	Automation	Neteam & Comstor	5,194.44
06/17/08	DVD Kwik Cases	Audio-Video	Library Design	5,480.00
06/18/08	Fire-Rated Ceiling Tile	Buildings	CSD Republic	6,958.00

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

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee**  
September 20, 2007

**PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD**  
**APRIL 1 THROUGH JUNE 30, 2007**

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>
6/04/07	2008 American Statistics Index print service subscription with complete collection Microfiche includes prior year's annual	MLO	LexisNexis	\$ 47,520.00
6/04/07	2008 CIS/Index and CIS/Microfiche combination subscription print service subscription with complete collection Microfiche includes prior year's annual	MLO	LexisNexis	32,465.00
6/04/07	2008 Statistical Reference Index full collection Microfiche & print combination subscription	MLO	LexisNexis	25,855.00
2/19/07	Ancestry Library Subscription term: 02/01/07-01/01/08	CLEVNET	Proquest	28,875.00
4/06/07	Global Books in Print	MLO	Bowker	33,066.00
12/01/06	Web of Science: Back year (includes Arts & Humanities Index, Science Citation Index, and Social Science Index) – 1 <sup>st</sup> installment	Sci Tech	Thomson Scientific	42,164.00
5/03/07	Web of Science: renew (includes Arts & Humanities Index, Science Citation Index, and Social Science Index) Subscription term: 01/01/07-12/31/07	MLO	Thomson Scientific	63,992.00

**CLEVELAND PUBLIC LIBRARY****Human Resources Committee Report**

July 17, 2008

The following report covers the period from June 1, 2008 through June 30, 2008.

**Resignations:**

Callender-Aggor, Dale (relocated), Library Assistant (Youth), grade F, MLK Branch, 6/16/08

**Deceased:**

Warren, Rochelle, Branch Clerk (pt regular), grade B, Hough Branch, 6/16/08

**RETIREMENTS:**

Ozvald, Irene (after 38 years of service), LBPH Senior Clerk, grade C, LBPH, 6/30/08

Venable, Andrew (after 23 years of service), Library Director, Director's Office, 6/30/08

**Pages:**

<b>Name</b>	<b>Reason for Leaving</b>	<b>Department</b>	<b>Date effective</b>
Eng, Krystin	(personal)	Youth Services	6/07/08
Wiggins, Michelle	(personal)	Youth Services	5/30/08

**APPOINTMENTS, PROMOTIONS AND CHANGES IN RATE:****Staff Hires:**

<b>Name</b>	<b>Position</b>	<b>Salary and Rate</b>	<b>Effective</b>	<b>Assignment</b>
Colston, Mary	Guard I	\$ 32,148 C	6/09/08	Security Operations
Dickson, Debra	LA Youth (pt)	21.03 F	6/09/08	Branch Substitutes
Keller, Jonathon	Collec. Mgt. Asst. (pt)	21.03 F	6/23/08	Technical Services
Smith, Donald	LA Comp (pt regular)	21.03 F	6/23/08	Hough
Smith, Joseph	Guard I	32,148 C	6/09/08	Security Operations

**Change of Status:**

<b>Name</b>	<b>Position</b>	<b>Salary and Rate</b>	<b>Effective</b>	<b>Assignment</b>
Robinson, Latrisha	Branch Clerk (ft)	\$ 31,220 B	6/08/08	Sterling
	From Branch Clerk (pt regular)	16.01 B		
Ross, Kelly	Subj Dept. Librarian (ft)	49,513 H	6/22/08	General Reference
	From Subj Dept. Librarian (pt)	25.39 H		
Williams, Cornell	Custodian II	39,533 B	6/15/08	Langston Hughes
	From Driver (tft)	40,694 C		

**APPOINTMENTS, PROMOTIONS AND CHANGES IN RATE:** continued**Promotions:**

<b>Name</b>	<b>Position</b>	<b>Salary and Rate</b>	<b>Effective</b>	<b>Assignment</b>
Bell, Laquetta	Branch Clerk	\$ 36,522 B	6/22/08	South Brooklyn
	From Mat. Processing Tech.	35,709 A		
Pittman, Catherine	Branch Clerk	32,468 B	6/08/08	East 131 <sup>st</sup>
	From Lending Clerk	31,733 A		
Rance, William	Branch Clerk (tpt)	15.39 B	6/08/08	Hough
	From Page (pt)	9.60 -		

**Leave of Absence:**

Warren, Rochelle (FMLA), Branch Clerk (ptr), grade B, Hough, 6/5/08

**Return from Leave:**

Anala, Ivy (medical leave), Lending Clerk (pt), grade A, Lending, 6/3/08

Kern, Bennie (Workers Comp), Custodian II, grade B, Custodial-A, 6/23/08

Mack, Lucille (FMLA), Branch Clerk, grade B, Fleet, 6/30/08

**ANNUAL INCREMENTS:**

	<b><u>Salary – 06/07/08</u></b>			<b><u>Salary – 06/08/08</u></b>			<b>Assignment</b>
	<b>Rate</b>	<b>Grade</b>	<b>Step</b>	<b>Rate</b>	<b>Grade</b>	<b>Step</b>	
Barkdull, Joan	\$ 55,695	H	4	\$ 57,923	H	5	Eastman
Benson, James	55,695	H	4	57,923	H	5	Automation Services
Biddle, Bruce	55,695	H	4	57,923	H	5	Fine Arts & Spec Coll.
Burks, Leonard	46,123	F	4	47,968	F	5	Garden Valley
Clark-Bey, Lawrence	42,643	F	2	44,349	F	3	Hough
Fulton, Rhonda	55,695	H	4	57,923	H	5	Mobile Services
Harper, Yvonne	31,220	B	2	32,468	B	3	Addison
Howard, Diane	15.39	B	1	16.01	B	2	Human Resources
Jenkins, Tonya	51,492	H	2	53,553	H	3	General Reference
Marks, Erica	32,468	B	3	33,767	B	4	Memorial/Nottingham
Short, Wendy	37,573	E	1	39,077	E	2	Painters
Williamson, Cheryl	21.03	F	1	21.87	F	2	South Brooklyn

	<b><u>Salary – 06/21/08</u></b>			<b><u>Salary – 06/22/08</u></b>			<b>Assignment</b>
	<b>Rate</b>	<b>Grade</b>	<b>Step</b>	<b>Rate</b>	<b>Grade</b>	<b>Step</b>	
Adams, Kelly	\$ 21.03	F	1	\$ 21.87	F	2	Langston Hughes
Batel, Kevin	21.03	F	1	21.87	F	2	Woodland
Eyerdam, Pamela	86,901	L	5	90,378	L	6	Fine Arts & Spec Coll.
Patton, James	41,003	F	1	42,643	F	2	Maintenance Mech.
Torres, Marianita	55,695	H	4	57,923	H	5	Foreign Literature

**Longevity**

	<b><u>Salary – 06/07/08</u></b>			<b><u>Salary – 06/08/08</u></b>			<b>Assignment</b>
	<b>Rate</b>	<b>Grade</b>	<b>Step</b>	<b>Rate</b>	<b>Grade</b>	<b>Step</b>	
Kniec, Eugene	\$ 60,544	G	9	\$ 61,754	G	10	Building Maintenance
Parker, Toni	60,240	H	6	61,444	H	7	Harvard-Lee

**APPOINTMENTS, PROMOTIONS AND CHANGES IN RATE:** continued**Longevity**

	<u>Salary – 06/21/08</u>			<u>Salary – 06/22/08</u>			<b>Assignment</b>
	<b>Rate</b>	<b>Grade</b>	<b>Step</b>	<b>Rate</b>	<b>Grade</b>	<b>Step</b>	
Bradford, William	\$ 70,944	J	6	\$ 72,363	J	7	Carnegie West
Hinton, Larry	39,533	B	10	40,324	B	11	Shelf/Shipping
Mommers, Laura	62,673	H	8	63,926	H	9	Technical Services

**Page Appointments & Date Effective****\$9.15 per hour**

Akram, Semeerah	Shelf Division (Main)	6/17/08
Baker, Michael	Shelf Division (Main)	6/11/08
Bindernagle, Maxwell	Shelf Division (Main)	6/12/08
Brown, Deasia	Shelf Division (Main)	6/16/08
Bryant, Ashley	Youth Services	6/10/08
Buckhalter, Briana	Shelf Division (Main)	6/11/08
Burse, Caesar	Shelf Division (Main)	6/16/08
Engram, Altonyo	Fleet	6/23/08
Mallory, De'Lon	Shelf Division (Main)	6/16/08
Rodriguez, Jonathan	Shelf Division (Main)	6/16/08
Eng, Winston	Youth Services	6/13/08
Petrucz, William	Eastman	6/23/08
Pierce, Joscelyn	Shelf Division (Main)	6/13/08
Scott, Sherrie	Memorial.Nottingham	6/20/08
Stephens, Sierra	Shelf Division (Main)0	6/16/08

**Page Rehires & Date Effective****\$9.60 per hour**

Musser, Samantha	Shelf Division (Main)	6/09/08
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**Increase in Page Rate in accordance with pay plan in effect:****\$9.60 hour**

Wilson, Dennis	Shelf Division (Main)	6/08/08
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**CLEVELAND PUBLIC LIBRARY****Human Resources Committee Report**

August 21, 2008

The following report covers the period from July 1, 2008 through July 31, 2008.

**Resignations:**

Smith, Keyonna (another position), Library Assistant (Adult-ptr), Rice, 7/24/08  
 Wolf, Julius (discharged), Custodian I, grade A, Custodial-C, 7/14/08

**RETIREMENTS:**

Bethea, Deborah (36 years of service), Library Assistant (Youth), grade F, Eastman, 7/31/08  
 Hollingsworth, Charles (28 years of service), Painter, grade F, Painters, 7/31/08

**Pages:**

Name	Reason for Leaving	Department	Date effective
Arrington-Bey, Raj	(another position)	Shelf Division (Main)	7/10/08

**APPOINTMENTS, PROMOTIONS AND CHANGES IN RATE:****Staff Hires:**

Name	Position	Salary and Rate	Effective	Assignment
Pratt, Jade	LA Comp (pt regular)	\$ 21.03 F	7/21/08	Glenville
Pultorak, Leslie	Acquisitions Librarian	49,513 H	7/07/08	Acquisitions

**Change of Status:**

Name	Position	Salary and Rate	Effective	Assignment
Anala, Ivy	Lending Clerk (ptr)	\$ 28,211 A	07/20/08	Lending
	From Lending Clerk (pt)	14.47 A		
Jackson, Antonio	Custodian I	28,211 A	07/20/08	Custodial-C
	From Custodian II (tft)	30,019 B		

**Promotions:**

Name	Position	Salary and Rate	Effective	Assignment
Carroll, Holly	Director (interim)	\$164,609 --	07/01/08	Director's Office
	From Dep. Director	152,115 --		
Wolford, Shawn	Mat. Processing Tech	28,211 A	07/06/08	Shelf/Ship. Lakeshore
	From Page (pt)	9.60 --		

**Leave of Absence:**

Baughman, Margaret (FMLA), Photograph Librarian, grade I, History & Geography, 7/29/08  
 Willingham, Donna (Educational), Library Assistant (Youth), grade F, Youth Services, 7/14/08

**Return from Leave:**

Kern, Bennie (FMLA), Custodian II, grade 8, Custodial-A, 7/17/08

**APPOINTMENTS, PROMOTIONS AND CHANGES IN RATE:** continued**ANNUAL INCREMENTS:**

	<u>Salary – 07/05/08</u>			<u>Salary – 07/06/08</u>			<u>Assignment</u>
	<u>Rate</u>	<u>Grade</u>	<u>Step</u>	<u>Rate</u>	<u>Grade</u>	<u>Step</u>	
Hicks, Christon	\$ 15.39	B	1	\$ 16.01	B	2	Woodland
Houseman, Regina	57,923	H	5	60,240	H	6	Catalog
Pless, Darryl	29,340	A	2	30,513	A	3	Book Preparation
Thomas, Kymberlee	31,220	B	2	32,468	B	3	Human Resources

	<u>Salary – 07/19/08</u>			<u>Salary – 07/20/08</u>			<u>Assignment</u>
	<u>Rate</u>	<u>Grade</u>	<u>Step</u>	<u>Rate</u>	<u>Grade</u>	<u>Step</u>	
Furyes, David	\$ 46,123	F	4	\$ 47,968	F	5	Social Science
Hill, Angela	15.39	B	1	16.01	B	2	Harvard-Lee
Lawson, Brandon	31,220	B	2	32,468	B	3	Custodial-A
Milich, Danilo	42,643	F	2	44,349	F	3	History & Geography
Todd, William	57,923	H	5	60,240	H	6	Walz
Woods, LeRoyce	21.87	F	2	22.74	F	3	Branch Substitutes

**Longevity**

	<u>Salary – 07/19/08</u>			<u>Salary – 07/20/08</u>			<u>Assignment</u>
	<u>Rate</u>	<u>Grade</u>	<u>Step</u>	<u>Rate</u>	<u>Grade</u>	<u>Step</u>	
Flowers, Gloria	\$ 37,253	B	7	\$ 37,998	B	8	Memorial/Nott.
Kraus, Oksana	63,926	H	9	65,205	H	10	Collinwood
Naab, Danielle	36,522	B	6	37,253	B	7	Eastman

**Page Appointments & Date Effective****\$9.15 per hour**

Arroyo, Isaiah	Shelf Division (Main)	7/12/08
Conwell, Krystina	Shelf Division (Main)	7/23/08
Hollaman, Elizabeth	Shelf Division (Main)	7/15/08
Kemp, Earlaina	Shelf Division (Main)	7/10/08

**Increase in Page Rate in accordance with pay plan in effect:****\$9.60 hour**

Campiri, Monica	Shelf Division (Main)	7/06/08
Richardson, Christopher	LBPH	7/06/08

**CLEVELAND PUBLIC LIBRARY****Human Resources Committee Report**

September 18, 2008

The following report covers the period from August 1, 2008 through August 31, 2008.

**Resignations:**

Denk, Joellen (another position), Children's Librarian, grade H, Memorial/Nottingham, 8/29/08

Harris, Barbara (personal), Library Assistant (Adult-ptr.), grade F, Branch Substitutes, 8/30/08

Tscherne, Joel (another position), Catalog Librarian (pt), grade H, Technical Services, 8/15/08

**RETIREMENTS:**

Kleme, Susan (32 years of service), Library Assistant (Subj. Dept.), grade F, Gen. Ref. 8/29/08

**Pages:**

<b>Name</b>	<b>Reason for Leaving</b>	<b>Department</b>	<b>Date effective</b>
Becherer, Samuel	(college)	Shelf Division (Main)	8/21/08
Belk, Briana	(another position)	Shelf Division (Main)	8/22/08
Bindernagle, Maxwell	(college)	Shelf Division (Main)	8/29/08
Bohanon, Jazmine	(another position)	Brooklyn	8/25/08
Carter, Vaughn	(another position)	Shelf Division (Main)	8/30/08
Cobbins, Moses	(college)	Shelf Division (Main)	8/21/08
Colvin, Jessica	(college)	Shelf Division (Main)	8/16/08
Crespo, Eduardo	(college)	Shelf Division (Main)	8/22/08
Engram, Altonyo	(moving)	Fleet	8/04/08
Gass, Jason	(college)	Shelf Division (Main)	8/21/08
Hester, Bertrand	(college)	Shelf Division (Main)	8/08/08
Hyvarinen, Jeanne	(personal reasons)	Fulton	8/15/08
McGlaun, Brittany	(college)	Shelf Division (Main)	8/21/08
Musser, Samantha	(college)	Shelf Division (Main)	8/15/08

**APPOINTMENTS, PROMOTIONS AND CHANGES IN RATE:****Change of Status:**

<b>Name</b>	<b>Position</b>	<b>Salary and Rate</b>	<b>Effective</b>	<b>Assignment</b>
Brachna, Carole	High Demand Mgr (ptr)	\$ 36.39 K	08/03/08	High Demand Office
	From High Demand Mgr (ft)	70,969 K		
Dowdin, Lacy	Security Officer	39,113 C	08/03/08	Security Operations
	From Security Supervisor	42,643 F		
File, Felicia	Branch Clerk (ft)	30,019 B	08/03/08	Brooklyn
	From Branch Clerk (ptr)	15.39 B		
Jefferson, Sharon	Children's Librarian	51,492 H	08/03/08	Rice
	From Branch Manager (tft)	58,311 J		

**Promotions:**

<b>Name</b>	<b>Position</b>	<b>Salary and Rate</b>	<b>Effective</b>	<b>Assignment</b>
Allen, Sharon	Branch Mgr. (tft)	\$ 58,695 J	08/31/08	Union
	From Children's Librarian	55,695 H		
Khan, Malka	Branch Mgr. (tft)	60,644 J	08/31/08	Addison



**APPOINTMENTS, PROMOTIONS AND CHANGES IN RATE:** continued**Promotions:**

Name	Position	Salary and Rate	Effective	Assignment
	From Children's Librarian	57,923 H		
Logan-Reid, Paula	Branch Manager (tft)	58,311 J	08/31/08	Mt. Pleasant
	From Children's Librarian	53,553 H		
Marcus-Bey, Sheba	Neigh. Team Mgr (C&W)	80,346 L	08/31/08	
	From Branch Manager (Lg)	73,808 K		
Neal, Carolyn	Branch Manager (Med)	70,944 J	08/03/08	Sterling
	From Seniors Librarian	68,529 I		
Olayiwola, Rekiat	Branch Manager (Lg – tft)	79,831 K	08/31/08	Fleet
	From Branch Manager (med)	75,286 J		
Washington, David	Security Supervisor (tft)	41,003 F	08/03/08	Security Operations
	From Security Officer	33,434 C		

**Leave of Absence:**

Willingham, Donna (Educational), Library Assistant (Youth), grade F, Youth Services, 8/26/08

**Return from Leave:**

Willingham, Donna (Educational), Library Assistant (Youth), grade F, Youth Services, 8/2/08

**ANNUAL INCREMENTS:**

	Salary – 08/02/08			Salary – 08/03/08			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Antonucci, Ronald	\$ 68,240	K	2	\$ 70,969	K	3	Literature
Blair, Nathaniel	30,019	B	1	31,220	B	2	MLK
Dawson, Amy	64,601	I	5	67,185	I	6	Fine Arts/Spec. Coll.
Guinther, Angela	55,695	H	4	57,923	H	5	South Brooklyn
Harkness, Ian	23.65	F	4	24.60	F	5	Carnegie West
Hoge, Olivia	49,513	H	1	51,492	H	2	Business & Econ.
Osaze, Rhashida	51,492	H	2	53,553	H	3	MLK
Simone, Rosa	21.03	F	1	21.87	F	2	Branch Substitutes
	Salary – 08/16/08			Salary – 08/17/08			
	Rate	Grade	Step	Rate	Grade	Step	Assignment
Best, Steven	\$ 37,608	C	5	\$ 39,113	C	6	High Demand
Blackwell, Joslyn	28,211	A	1	29,340	A	2	Lending
Dickerson, Dale	51,492	H	2	53,553	H	3	High Demand
Girman, Patricia	21.87	F	2	22.74	F	3	Branch Substitutes
Harrison, Lauren	21.03	F	1	21.87	F	2	Branch Substitutes
Infante, Nathaniel	37,474	D	3	38,973	D	4	Acquisitions
Landskroener, Heidi	22.74	F	3	23.65	F	4	Lorain
Laroche, Leslie	21.87	F	2	22.74	F	3	Woodland
Malone, Derrick	31,220	B	2	32,468	B	3	Carnegie West
Mullin, Maureen	86,901	L	5	90,378	L	6	Business & Econ.
Nunez, Frank	46,123	F	4	47,968	F	5	Security Operations
Parks, Harriette	57,923	H	5	60,240	H	6	Social Sciences
Reese, Evangeline	25.39	H	1	26.41	H	2	Branch Substitutes
Spencer, William	21.87	F	2	22.74	F	3	Branch Substitutes
Young, Sonia	46,123	F	4	47,968	F	5	Social Sciences

**APPOINTMENTS, PROMOTIONS AND CHANGES IN RATE:** continued**ANNUAL INCREMENTS:**

	<u>Salary – 08/30/08</u>			<u>Salary – 08/31/08</u>			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Anderson, Clinton	\$ 22.74	F	3	\$ 23.65	F	4	Main Library Office
Benjamin, Pamela	86,901	L	5	90,378	L	6	General Reference
Diamond-Ortiz, A.	57,430	I	2	59,727	I	3	Business & Econ.
Feczkanin, Christine	47,968	F	5	49,887	F	6	Science & Technology
Lytle, Dina	24.60	F	5	25.58	F	6	Lorain
Phelps, Sandra	28,211	A	1	29,340	A	2	Custodial-C
Robinson, Tristan	31,220	B	2	32,468	B	3	Glenville
Smith, Roszita	37,474	D	3	38,973	D	4	Payroll Office
Snowden, Audrey	55,695	H	4	57,923	H	5	South
Tyus, Stephanie	68,215	J	5	70,944	J	6	Hough

**Longevity:**

	<u>Salary – 08/02/08</u>			<u>Salary – 08/03/08</u>			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Leszcz, Brian	\$ 61,444	H	7	\$ 62,673	H	8	Automation Services
Robinson, Mercier	84,718	K	9	86,412	K	10	Literature
Naab, Danielle	36,522	B	6	37,253	B	7	Eastman

	<u>Salary – 08/16/08</u>			<u>Salary – 08/17/08</u>			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Collins, Jean	\$ 67,185	I	6	\$ 68,529	I	7	Literature
Jarrett, James	40,694	C	8	41,507	C	9	Security Operations
Peters, Magnolia	70,944	J	6	72,363	J	7	East 131st

	<u>Salary – 08/30/08</u>			<u>Salary – 08/31/08</u>			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Lichtenberg, Evelyn	\$ 62,673	H	8	\$ 63,926	H	9	Business & Econ.
Sauls, Jeanna	50,885	F	7	51,902	F	8	West Park

**Page Appointments & Date Effective****\$9.15 per hour**

Blade, Jasrielle	Shelf Division (Lakeshore)	8/18/08
Blankenship, Cory	Shelf Division (Main)	8/18/08
Dixon, Khia	Langston Hughes	8/20/08
Hamilton, Patrice	Langston Hughes	8/11/08
Malone, Anastasia	Fleet	8/31/08
Turner, Robert	Shelf Division (Main)	8/13/08
Vana, Leah	Shelf Division (Lakeshore)	8/21/08

**Page Rehire & Date Effective****\$9.60 per hour**

Gatewood, Cortney	Shelf Division (Main)	8/27/08
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**Increase in Page Rate in accordance with pay plan in effect:****\$9.60 hour**

Biddle, Noah	Shelf Division (Main)	8/31/08
Cline, Mandy	Eastman	8/31/08
Hlafka, Traci	Shelf Division (Main)	8/03/08
Labunskiy, Dmitriy	Shelf Division (Main)	8/03/08

**CLEVELAND PUBLIC LIBRARY****Human Resources Committee Report**  
July 17, 2008**Report on Paid Sick Time Used by the Month**  
**Hours Used Per Each Two Pay Periods**

<b>MONTH</b>	<b>2007</b>	<b>2008</b>
January	3,132.06	4,663.53
February	4,356.90	4,578.13
March	4,441.99	4,671.99
April	4,520.61	4,429.51
May	4,042.01	6,528.18*
June	6,039.32*	3,956.25
July	3,312.20	
August	3,884.06	
September	3,535.13	
October	3,884.29	
November	6,914.39*	
December	4,768.46	

**\*Covers three pay periods**

**CLEVELAND PUBLIC LIBRARY****Human Resources Committee Report  
August 21, 2008****Report on Paid Sick Time Used by the Month  
Hours Used Per Each Two Pay Periods**

<b>MONTH</b>	<b>2007</b>	<b>2008</b>
January	3,132.06	4,663.53
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November	6,914.39*	
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**\*Covers three pay periods**

**CLEVELAND PUBLIC LIBRARY****Human Resources Committee Report  
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September	3,535.13	
October	3,884.29	
November	6,914.39*	
December	4,768.46	

**\*Covers three pay periods**

**Human Resources Committee Report**

July 17, 2008

Payroll Period Ending June 21, 2008

	FULL-TIME							PART-TIME								
	FEMALE			MALE				Total	%Min.	FEMALE			MALE			
	White	Black	Other	White	Black	Other	White			Black	Other	White	Black	Other	Total	%Min.
Management/ Supervisory <sup>1</sup>	28	20	0	23	8	2	81	37.0	0	0	0	0	0	0	0	
Professional <sup>2</sup>	45	16	5	20	1	1	88	26.1	5	2	0	3	0	0	10	20.0
Support Staff	50	127	15	32	45	4	273	69.9	22	48	6	14	35	2	127	71.7
Maintenance & Security	2	2	0	31	53	4	92	64.1	0	0	0	0	0	0	0	0
Pages	0	0	0	0	0	0	0	0	27	51	13	22	58	6	177	72.3
<b>Total</b>	<b>125</b>	<b>165</b>	<b>20</b>	<b>106</b>	<b>107</b>	<b>11</b>	<b>*534</b>	<b>56.7</b>	<b>54</b>	<b>100</b>	<b>19</b>	<b>40</b>	<b>93</b>	<b>8</b>	<b>314</b>	<b>70.1</b>

819

FULL TIME EQUIVALENT (FTE): 534

FULL TIME EQUIVALENT (FTE) FOR PART TIME: 158.15

FULL TIME TURNOVER RATE: 3.2%

PART TIME TURNOVER RATE: 4.8%

**\*INCLUDES  
3 LEAVES OF ABSENCE**

<sup>1</sup> Includes 70 Librarians

<sup>2</sup> Includes 88 Librarians

**Human Resources Committee Report**

August 21, 2008

Payroll Period Ending July 19, 2008

	FULL-TIME								PART-TIME							
	FEMALE				MALE				FEMALE				MALE			
	White	Black	Other	White	Black	Other	Total	%Min.	White	Black	Other	White	Black	Other	Total	%Min.
Management/Supervisory <sup>1</sup>	28	20	0	22	8	2	80	37.5	0	0	0	0	0	0	0	0
Professional <sup>2</sup>	45	16	5	21	1	1	89	25.8	5	2	0	3	0	0	10	20.0
Support Staff	50	127	15	32	45	4	273	69.9	22	48	6	14	35	2	127	71.7
Maintenance & Security	2	2	0	31	53	4	92	64.1	0	0	0	0	0	0	0	0
Pages	0	0	0	0	0	0	0	0	27	52	13	23	59	6	180	72.2
<b>Total</b>	<b>125</b>	<b>165</b>	<b>20</b>	<b>106</b>	<b>107</b>	<b>11</b>	<b>*534</b>	<b>56.7</b>	<b>54</b>	<b>102</b>	<b>19</b>	<b>40</b>	<b>94</b>	<b>8</b>	<b>317</b>	<b>70.3</b>

820

FULL TIME EQUIVALENT (FTE): 534

FULL TIME EQUIVALENT (FTE) FOR PART TIME: 158.64

FULL TIME TURNOVER RATE: 3.7%

PART TIME TURNOVER RATE: 5.4%

**\*INCLUDES  
4 LEAVES OF ABSENCE**

<sup>1</sup> Includes 70 Librarians

<sup>2</sup> Includes 88 Librarians

**Human Resources Committee Report**

September 18, 2008

Payroll Period Ending August 16, 2008

	FULL-TIME								PART-TIME							
	FEMALE				MALE				FEMALE				MALE			
	White	Black	Other	White	Black	Other	Total	%Min.	White	Black	Other	White	Black	Other	Total	%Min.
Management/Supervisory <sup>1</sup>	28	20	0	22	8	2	80	37.5	0	0	0	0	0	0	0	0
Professional <sup>2</sup>	45	14	5	21	1	1	87	24.1	5	2	0	2	0	0	9	22.2
Support Staff	49	128	15	32	45	4	273	69.9	22	48	6	14	35	2	127	71.7
Maintenance & Security	2	3	0	31	53	4	93	64.5	0	0	0	0	0	0	0	0
Pages	0	0	0	0	0	0	0	0	27	52	13	22	59	6	180	72.2
<b>Total</b>	<b>124</b>	<b>165</b>	<b>20</b>	<b>106</b>	<b>107</b>	<b>11</b>	<b>533</b>	<b>56.8</b>	<b>54</b>	<b>102</b>	<b>19</b>	<b>39</b>	<b>94</b>	<b>8</b>	<b>316</b>	<b>70.6</b>

821

FULL TIME EQUIVALENT (FTE): 534

FULL TIME EQUIVALENT (FTE) FOR PART TIME: 158.06

FULL TIME TURNOVER RATE: 4.1%

PART TIME TURNOVER RATE: 10.1%

**\*INCLUDES  
4 LEAVES OF ABSENCE**

<sup>1</sup> Includes 70 Librarians

<sup>2</sup> Includes 87 Librarians



**INSURANCE REPORT  
FOR THE MONTH OF  
JUNE  
2008**

Human Resources Committee Report  
September 18, 2008

**Staff Enrollments-Health Care/Dental**

---

	<b>Single</b>	<b>Family</b>	<b>Total</b>
<b>United Healthcare</b>	115	90	205
<b>Kaiser</b>	221	106	327
<b>Delta Dental</b>	261	195	456

**Workers' Compensation Lost Time Report**

<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed this month</i>
Maint Mechanic	Main	04/04/08	30

**INSURANCE REPORT  
FOR THE MONTH OF  
JULY  
2008**

Human Resources Committee Report  
September 18, 2008

**Staff Enrollments-Health Care/Dental**

	<b>Single</b>	<b>Family</b>	<b>Total</b>
<b>United Healthcare</b>	115	90	205
<b>Kaiser</b>	224	109	333
<b>Delta Dental</b>	259	194	453

**Workers' Compensation Lost Time Report**

<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed this month</i>
Maint Mechanic	Main	04/04/08	28

**INSURANCE REPORT  
FOR THE MONTH OF  
AUGUST  
2008**

Human Resources Committee Report  
September 18, 2008

**Staff Enrollments-Health Care/Dental**

	<b>Single</b>	<b>Family</b>	<b>Total</b>
<b>United Healthcare</b>	112	90	202
<b>Kaiser</b>	224	110	334
<b>Delta Dental</b>	257	199	456

**Workers' Compensation Lost Time Report**

<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed this month</i>
Painter	Main	08/01/08	30

**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR JUNE 2008**

CIRCULATION ACTIVITY	Monthly Total		Average Daily		Year-to-Date		YTD Gain/Loss
	2008	2007	2008	2007	2008	2007	
Main Library	158,513	139,295	6,341	5,358	950,758	849,465	11.9%
Branches & Mobile Units	337,345	308,038	13,494	11,848	2,021,502	1,808,940	11.8%
Library for the Blind	42,648	46,537	2,031	2,216	257,884	268,811	-4.1%
<b>TOTAL CIRCULATION</b>	<b>538,506</b>	<b>493,870</b>			<b>3,230,144</b>	<b>2,927,216</b>	<b>10.3%</b>

REFERENCE TRANSACTIONS	Reference		Average Daily		Year-to-Date		YTD Gain/Loss
	2008	2007	2008	2007	2008	2007	
Main Library	30,486	33,661	1,219	1,295	224,222	253,882	-11.7%
Branches & Mobile Unit	50,467	51,412	2,019	1,977	298,348	303,985	-1.9%
Library for the Blind	1,505	1,282	72	61	9,110	7,417	22.8%
<b>TOTAL QUESTIONS</b>	<b>82,458</b>	<b>86,355</b>			<b>531,680</b>	<b>565,284</b>	<b>-5.9%</b>

COMPUTER USAGE	Number of	Number of	Total Hours	Avg Session
	Computers	Sessions	In Use	in Minutes
Main Library	69	13,647	10,579	46.51
Branches	213	73,517	35,954	29.34
<b>TOTAL USAGE</b>	<b>282</b>	<b>87,164</b>	<b>46,533</b>	

Sessions less than 5 minutes excluded. Hours in use does not include grace periods computers are held for patrons.

WALK-IN COUNT	Monthly Total		Average Daily		Year-to-Date		YTD Gain/Loss
	2008	2007	2008	2007	2008	2007	
Main Library	58,336	57,763	2,333	2,222	352,161	357,187	-1.4%
Branches	302,029	270,363	12,081	10,399	1,711,153	1,609,507	6.3%
Mobile Unit	876	961			4,736	4,727	0.2%
<b>TOTAL VISITS</b>	<b>361,241</b>	<b>329,087</b>			<b>2,068,050</b>	<b>1,971,421</b>	<b>4.9%</b>

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REPORT 3

**CLEVELAND PUBLIC LIBRARY  
BRANCH AND MOBILE UNIT DIRECT & TOTAL CIRCULATION FOR JUNE 2008**

	a	b	c	d	e	f	g	h
<b>BRANCH</b>	<b>Branch Circulation</b>	<b>Sent from Other Branches</b>	<b>Sent from Main</b>	<b>Sent from Other CLEVNET Systems</b>	<b>Manual Circulation</b>	<b>Total Direct Circulation (a+b+c+d+e)</b>	<b>Sent to Other CLEVNET Systems</b>	<b>Total Circulation (f+g)</b>
Addison	10,778	883	614	1,053	0	13,328	1,248	14,576
Broadway	3,814	114	87	111	20	4,146	241	4,387
Brooklyn	7,413	556	393	616	0	8,978	796	9,774
Carnegie West	8,006	643	751	967	0	10,367	839	11,206
Collinwood	9,658	541	454	713	0	11,366	1,238	12,604
East 131st	4,280	253	158	299	0	4,990	385	5,375
Eastman	12,271	1,073	1,147	1,669	0	16,160	903	17,063
Fleet	8,694	675	712	1,000	0	11,081	893	11,974
Fulton	8,343	616	516	665	0	10,140	756	10,896
Garden Valley	4,315	231	78	120	0	4,744	370	5,114
Glenville	5,896	599	384	896	175	7,950	634	8,584
Harvard-Lee	7,616	450	496	793	0	9,355	699	10,054
Hough	5,237	554	338	644	0	6,773	390	7,163
Jefferson	8,400	466	637	924	0	10,427	811	11,238
Langston Hughes	6,210	441	238	447	91	7,427	573	8,000
Lorain	9,973	593	396	925	408	12,295	1,090	13,385
Martin Luther King, Jr. Memorial-Nottingham	6,107	465	839	1,097	265	8,773	799	9,572
Mt. Pleasant	14,097	692	1,123	2,006	588	18,506	1,556	20,062
Rice	6,699	437	269	606	0	8,011	603	8,614
Rockport	7,542	401	251	624	0	8,818	799	9,617
South	15,585	1,296	965	1,783	0	19,629	1,929	21,558
South Brooklyn	7,657	382	106	369	0	8,514	812	9,326
Sterling	17,185	1,005	1,321	2,457	0	21,968	2,134	24,102
Union	4,413	360	303	427	0	5,503	386	5,889
Walz	5,277	490	289	505	0	6,561	605	7,166
West Park	10,472	765	936	1,313	0	13,486	1,131	14,617
Woodland	19,599	1,314	2,294	2,986	114	26,307	2,525	28,832
	8,318	486	245	542	0	9,591	971	10,562
<b>BRANCH TOTAL</b>	<b>243,855</b>	<b>16,781</b>	<b>16,340</b>	<b>26,557</b>	<b>1,661</b>	<b>305,194</b>	<b>26,116</b>	<b>331,310</b>
<b>Mobile Units</b>	<b>4,586</b>	<b>254</b>	<b>530</b>	<b>568</b>	<b>0</b>	<b>5,938</b>	<b>97</b>	<b>6,035</b>
<b>TOTAL</b>	<b>248,441</b>	<b>17,035</b>	<b>16,870</b>	<b>27,125</b>	<b>1,661</b>	<b>311,132</b>	<b>26,213</b>	<b>337,345</b>

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**CLEVELAND PUBLIC LIBRARY  
BRANCH AND MOBILE UNIT TOTAL CIRCULATION COMPARATIVE FOR JUNE 2008**

BRANCH	Monthly Total		Year-to-Date		YTD	YTD
	2008	2007	2008	2007	Gain/Loss	%G/L
Addison	14,576	13,874	91,294	78,947	12,347	15.6%
Broadway	4,387	3,124	23,379	17,311	6,068	35.1%
Brooklyn	9,774	9,701	53,981	52,325	1,656	3.2%
Carnegie West	11,206	11,683	69,599	64,206	5,393	8.4%
Collinwood	12,604	9,339	74,257	52,830	21,427	40.6%
East 131st	5,375	4,418	29,335	26,743	2,592	9.7%
Eastman	17,063	17,353	104,712	99,933	4,779	4.8%
Fleet	11,974	11,962	69,564	73,353	-3,789	-5.2%
Fulton	10,896	9,467	59,655	56,076	3,579	6.4%
Garden Valley	5,114	1,129	26,646	6,265	20,381	325.3%
Glenville	8,584	6,465	51,360	39,900	11,460	28.7%
Harvard-Lee	10,054	8,343	60,844	51,493	9,351	18.2%
Hough	7,163	6,328	41,351	35,677	5,674	15.9%
Jefferson	11,238	9,650	70,046	55,435	14,611	26.4%
Langston Hughes	8,000	7,633	47,840	46,434	1,406	3.0%
Lorain	13,385	12,056	82,611	68,235	14,376	21.1%
Martin Luther King, Jr.	9,572	8,454	57,335	53,186	4,149	7.8%
Memorial-Nottingham	20,062	19,398	116,218	111,515	4,703	4.2%
Mt. Pleasant	8,614	6,494	47,518	37,521	9,997	26.6%
Rice	9,617	8,560	53,410	47,082	6,328	13.4%
Rockport	21,558	22,087	135,765	132,756	3,009	2.3%
South	9,326	8,502	56,181	50,671	5,510	10.9%
South Brooklyn	24,102	23,157	149,495	140,622	8,873	6.3%
Sterling	5,889	6,138	33,225	36,494	-3,269	-9.0%
Union	7,166	7,247	46,993	41,794	5,199	12.4%
Walz	14,617	13,705	92,456	81,369	11,087	13.6%
West Park	28,832	28,770	175,770	166,562	9,208	5.5%
Woodland	10,562	8,924	61,078	55,359	5,719	10.3%
<b>BRANCH TOTAL</b>	<b>331,310</b>	<b>303,961</b>	<b>1,981,918</b>	<b>1,780,094</b>	<b>201,824</b>	<b>11.3%</b>
<b>Mobile Units</b>	<b>6,035</b>	<b>4,077</b>	<b>39,584</b>	<b>28,846</b>	<b>10,738</b>	<b>37.2%</b>
<b>TOTAL</b>	<b>337,345</b>	<b>308,038</b>	<b>2,021,502</b>	<b>1,808,940</b>	<b>212,562</b>	<b>11.8%</b>

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**CLEVELAND PUBLIC LIBRARY  
BRANCH AND MOBILE UNIT ATTENDANCE JUNE 2008**

BRANCH	Monthly Total		Year-to-Date		YTD	YTD
	2008	2007	2008	2007	Gain/Loss	%G/L
Addison	11,130	11,316	66,000	59,776	6,224	10.4%
Broadway	1,832	1,526	9,513	7,100	2,413	34.0%
Brooklyn	6,154	6,264	32,621	35,963	-3,342	-9.3%
Carnegie West	20,381	14,142	88,950	83,884	5,066	6.0%
Collinwood	9,307	8,564	58,239	56,663	1,576	2.8%
East 131st	8,507	6,082	43,703	39,442	4,261	10.8%
Eastman	13,178	12,251	74,394	64,892	9,502	14.6%
Fleet	10,719	11,207	68,786	70,107	-1,321	-1.9%
Fulton	7,804	7,962	43,141	55,663	-12,522	-22.5%
Garden Valley	8,953	1,108	36,162	5,286	30,876	584.1%
Glenville	9,111	8,047	52,102	53,216	-1,114	-2.1%
Harvard-Lee	15,116	14,777	79,884	84,187	-4,303	-5.1%
Hough	19,376	17,781	112,506	86,089	26,417	30.7%
Jefferson	9,915	9,898	57,431	54,946	2,485	4.5%
Langston Hughes	8,687	8,544	47,102	50,820	-3,718	-7.3%
Lorain	11,193	10,652	69,043	60,155	8,888	14.8%
Martin Luther King, Jr.	7,014	8,051	50,134	54,510	-4,376	-8.0%
Memorial-Nottingham	11,560	12,696	63,400	64,004	-604	-0.9%
Mt. Pleasant	13,231	7,813	57,850	48,405	9,445	19.5%
Rice	7,362	5,794	44,409	41,990	2,419	5.8%
Rockport	11,400	12,631	75,302	74,374	928	1.2%
South	9,103	7,838	58,422	55,083	3,339	6.1%
South Brooklyn	15,101	15,643	99,955	102,108	-2,153	-2.1%
Sterling	14,663	8,988	80,331	56,274	24,057	42.7%
Union	9,633	8,756	58,496	62,848	-4,352	-6.9%
Walz	9,903	10,401	57,289	56,010	1,279	2.3%
West Park	12,534	11,319	71,967	64,597	7,370	11.4%
Woodland	9,162	10,312	54,021	61,115	-7,094	-11.6%
<b>BRANCH TOTAL</b>	<b>302,029</b>	<b>270,363</b>	<b>1,711,153</b>	<b>1,609,507</b>	<b>101,646</b>	<b>6.3%</b>
<b>Mobile Unit</b>	<b>876</b>	<b>961</b>	<b>4,736</b>	<b>4,727</b>	<b>9</b>	<b>0.2%</b>
<b>TOTAL</b>	<b>302,905</b>	<b>271,324</b>	<b>1,715,889</b>	<b>1,614,234</b>	<b>101,655</b>	<b>6.3%</b>

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**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR JUNE 2008**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD	*Totals included in Main Library and Branch circulation counts.
	2008	2007	2008	2007	Gain/Loss	
CLEVNET	60,793	51,049	361,696	323,005	12.0%	
MORE	1,183	1,208	7,494	6,581	13.9%	
Other Libraries	596	630	4,186	4,191	-0.1%	
<b>TOTAL</b>	<b>62,572</b>	<b>52,887</b>	<b>373,376</b>	<b>333,777</b>	<b>11.9%</b>	

PHOTODUPLICATION	Monthly Total		Year-to-Date		YTD
	2008	2007	2008	2007	Gain/Loss
Items copied	541	194	1,599	1,328	20.4%
Prints	3,427	2,218	19,605	20,379	-3.8%

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD
	2008	2007	2008	2007	Gain/Loss
Projected (Mon - Sat)	23,118	26,929	154,407	190,326	-18.9%
KnowItNow Web Reference*	1,026	1,458	23,005	24,266	-5.2%
Research Correspondence**	1,369	266	7,887	2,003	293.8%
Interlibrary Loan Requests	4,973	5,008	33,654	30,371	10.8%
Sunday Count	0	0	5,269	6,916	-23.8%
<b>TOTAL</b>	<b>30,486</b>	<b>33,661</b>	<b>224,222</b>	<b>253,882</b>	<b>-11.7%</b>

\*Questions taken by CPL staff.

\*\*Research correspondence underreported prior to Nov-07 when reporting procedures were revised.

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD
	2008	2007	2008	2007	Gain/Loss
New Titles Added	8,943	5,805	55,438	40,991	35.2%
Total Items Added	33,479	33,344	203,873	226,350	-9.9%

PERMANENT CARDS ISSUED	Monthly Total		Year-to-Date		YTD	DAYS OPEN	2008	2007
	2008	2007	2008	2007	Gain/Loss			
	7,580	7,173	41,010	37,283	10.0%	Main Library	25.0	26.0
						Branches	25.0	26.0

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**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS JUNE 2008**

Branch	Total Circulation
1 West Park	28,832
2 South Brooklyn	24,102
3 Rockport	21,558
4 Memorial-Nottingham	20,062
5 Eastman	17,063
6 Walz	14,617
7 Addison	14,576
8 Lorain	13,385
9 Collinwood	12,604
10 Fleet	11,974
11 Jefferson	11,238
12 Carnegie West	11,206
13 Fulton	10,896
14 Woodland	10,562
15 Harvard-Lee	10,054
16 Brooklyn	9,774
17 Rice	9,617
18 Martin Luther King, Jr.	9,572
19 South	9,326
20 Mt. Pleasant	8,614
21 Glenville	8,584
22 Langston Hughes	8,000
23 Union	7,166
24 Hough	7,163
25 Sterling	5,889
26 East 131st	5,375
27 Garden Valley	5,114
28 Broadway	4,387
<b>331,310</b>	

Branch	Attendance
1 Carnegie West	20,381
2 Hough	19,376
3 Harvard-Lee	15,116
4 South Brooklyn	15,101
5 Sterling	14,663
6 Mt. Pleasant	13,231
7 Eastman	13,178
8 West Park	12,534
9 Memorial-Nottingham	11,560
10 Rockport	11,400
11 Lorain	11,193
12 Addison	11,130
13 Fleet	10,719
14 Jefferson	9,915
15 Walz	9,903
16 Union	9,633
17 Collinwood	9,307
18 Woodland	9,162
19 Glenville	9,111
20 South	9,103
21 Garden Valley	8,953
22 Langston Hughes	8,687
23 East 131st	8,507
24 Fulton	7,804
25 Rice	7,362
26 Martin Luther King, Jr.	7,014
27 Brooklyn	6,154
28 Broadway	1,832
<b>302,029</b>	

Branch	Population*
1 Fleet	33,842
2 South Brooklyn	32,393
3 West Park	27,835
4 Rice	26,130
5 Eastman	25,262
6 Fulton	22,366
7 Memorial-Nottingham	21,670
8 Langston Hughes	21,014
9 Rockport	20,531
10 Glenville	20,174
11 Harvard-Lee	20,116
12 Collinwood	19,630
13 Addison	19,282
14 Walz	18,101
15 East 131st	17,848
16 Mt. Pleasant	17,085
17 Martin Luther King, Jr.	15,262
18 Lorain	14,499
19 Union	12,684
20 Carnegie West	11,552
21 Sterling	9,255
22 Hough	7,747
23 South	7,679
24 Woodland	7,391
25 Brooklyn	6,345
26 Jefferson	3,957
27 Garden Valley	3,490
28 Broadway	1,922
<b>465,062</b>	

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\*Prepared By: Northern Ohio Data and Information Service – NODIS, Maxine Goodman Levin College of Urban Affairs, Cleveland State University. Source: 2006 Estimates Standard Edition , GeoLytics, Inc.

**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR JULY 2008**

CIRCULATION ACTIVITY	Monthly Total		Average Daily		Year-to-Date		YTD Gain/Loss
	2008	2007	2008	2007	2008	2007	
Main Library	167,663	146,065	6,449	5,843	1,118,421	995,530	12.3%
Branches & Mobile Units	356,637	330,123	13,717	13,205	2,378,139	2,139,063	11.2%
Library for the Blind	42,548	43,504	1,934	2,072	300,432	312,315	-3.8%
<b>TOTAL CIRCULATION</b>	<b>566,848</b>	<b>519,692</b>			<b>3,796,992</b>	<b>3,446,908</b>	<b>10.2%</b>

REFERENCE TRANSACTIONS	Reference		Average Daily		Year-to-Date		YTD Gain/Loss
	2008	2007	2008	2007	2008	2007	
Main Library	36,182	39,819	1,392	1,593	260,405	293,702	-11.3%
Branches & Mobile Unit	51,289	58,102	1,973	2,324	349,637	362,087	-3.4%
Library for the Blind	1,821	1,449	83	69	10,931	8,866	23.3%
<b>TOTAL QUESTIONS</b>	<b>89,292</b>	<b>99,370</b>			<b>620,973</b>	<b>664,655</b>	<b>-6.6%</b>

COMPUTER USAGE	Number of Computers	Number of Sessions	Total Hours In Use	Avg Session in Minutes
Main Library	67	14,090	10,777	45.89
Branches	213	78,047	38,037	29.24
<b>TOTAL USAGE</b>	<b>280</b>	<b>92,137</b>	<b>48,814</b>	

Sessions less than 5 minutes excluded. Hours in use does not include grace periods computers are held for patrons.

WALK-IN COUNT	Monthly Total		Average Daily		Year-to-Date		YTD Gain/Loss
	2008	2007	2008	2007	2008	2007	
Main Library	63,441	60,085	2,440	2,403	415,602	417,272	-0.4%
Branches	294,942	268,346	11,344	10,734	2,006,095	1,877,853	6.8%
Mobile Unit*	959	1,211			5,695	5,938	-4.1%
<b>TOTAL VISITS</b>	<b>359,342</b>	<b>329,642</b>			<b>2,427,392</b>	<b>2,301,063</b>	<b>5.5%</b>

\*Mobile Unit was out of service 7/9-7/18/08 for engine repair.

**CLEVELAND PUBLIC LIBRARY  
BRANCH AND MOBILE UNIT DIRECT & TOTAL CIRCULATION FOR JULY 2008**

	a	b	c	d	e	f	g	h
<b>BRANCH</b>	<b>Branch Circulation</b>	<b>Sent from Other Branches</b>	<b>Sent from Main</b>	<b>Sent from Other CLEVNET Systems</b>	<b>Manual Circulation</b>	<b>Total Direct Circulation (a+b+c+d+e)</b>	<b>Sent to Other CLEVNET Systems</b>	<b>Total Circulation (f+g)</b>
Addison	11,805	823	680	1,093	0	14,401	1,308	15,709
Broadway	3,456	133	97	115	10	3,811	306	4,117
Brooklyn	7,807	657	467	723	113	9,767	947	10,714
Carnegie West	8,746	712	866	1,119	0	11,443	1,016	12,459
Collinwood	10,374	546	385	791	0	12,096	1,272	13,368
East 131st	3,936	217	165	297	0	4,615	453	5,068
Eastman	12,704	1,234	1,088	2,070	0	17,096	1,005	18,101
Fleet	9,045	785	664	1,076	0	11,570	858	12,428
Fulton	8,484	576	448	692	0	10,200	815	11,015
Garden Valley	4,752	231	125	134	0	5,242	478	5,720
Glenville	6,453	886	495	981	76	8,891	636	9,527
Harvard-Lee	8,242	554	535	846	135	10,312	754	11,066
Hough	5,668	561	350	757	0	7,336	391	7,727
Jefferson	8,536	611	628	1,060	0	10,835	835	11,670
Langston Hughes	5,900	475	277	539	83	7,274	600	7,874
Lorain	10,494	571	450	746	391	12,652	1,134	13,786
Martin Luther King, Jr. Memorial-Nottingham	6,135	460	785	1,207	183	8,770	1,084	9,854
Mt. Pleasant	13,984	827	1,137	2,063	400	18,411	1,790	20,201
Rice	6,784	404	226	518	0	7,932	679	8,611
Rice	7,600	407	278	682	0	8,967	941	9,908
Rockport	16,549	1,383	1,042	2,053	210	21,237	2,049	23,286
South	8,834	472	170	319	0	9,795	883	10,678
South Brooklyn	18,264	1,059	1,405	2,643	0	23,371	2,319	25,690
Sterling	5,082	378	268	671	0	6,399	505	6,904
Union	5,616	673	332	586		7,207	619	7,826
Walz	11,636	798	998	1,509	0	14,941	1,385	16,326
West Park	20,204	1,499	2,177	3,523	61	27,464	2,959	30,423
Woodland	9,284	589	292	681	0	10,846	1,048	11,894
<b>BRANCH TOTAL</b>	<b>256,374</b>	<b>18,521</b>	<b>16,830</b>	<b>29,494</b>	<b>1,662</b>	<b>322,881</b>	<b>29,069</b>	<b>351,950</b>
<b>Mobile Units</b>	<b>3,669</b>	<b>157</b>	<b>324</b>	<b>354</b>	<b>0</b>	<b>4,504</b>	<b>183</b>	<b>4,687</b>
<b>TOTAL</b>	<b>260,043</b>	<b>18,678</b>	<b>17,154</b>	<b>29,848</b>	<b>1,662</b>	<b>327,385</b>	<b>29,252</b>	<b>356,637</b>

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**CLEVELAND PUBLIC LIBRARY  
BRANCH AND MOBILE UNIT TOTAL CIRCULATION COMPARATIVE FOR JULY 2008**

BRANCH	Monthly Total		Year-to-Date		YTD	YTD
	2008	2007	2008	2007	Gain/Loss	%G/L
Addison	15,709	14,349	107,003	93,296	13,707	14.7%
Broadway	4,117	3,299	27,496	20,610	6,886	33.4%
Brooklyn	10,714	10,018	64,695	62,343	2,352	3.8%
Carnegie West	12,459	12,652	82,058	76,858	5,200	6.8%
Collinwood	13,368	11,028	87,625	63,858	23,767	37.2%
East 131st	5,068	4,448	34,403	31,191	3,212	10.3%
Eastman	18,101	17,878	122,813	117,811	5,002	4.2%
Fleet	12,428	12,169	81,992	85,522	-3,530	-4.1%
Fulton	11,015	10,255	70,670	66,331	4,339	6.5%
Garden Valley	5,720	1,147	32,366	7,412	24,954	336.7%
Glenville	9,527	7,199	60,887	47,099	13,788	29.3%
Harvard-Lee	11,066	9,207	71,910	60,700	11,210	18.5%
Hough	7,727	7,071	49,078	42,748	6,330	14.8%
Jefferson	11,670	10,233	81,716	65,668	16,048	24.4%
Langston Hughes	7,874	7,629	55,714	54,063	1,651	3.1%
Lorain	13,786	12,748	96,397	80,983	15,414	19.0%
Martin Luther King, Jr.	9,854	9,544	67,189	62,730	4,459	7.1%
Memorial-Nottingham	20,201	20,518	136,419	132,033	4,386	3.3%
Mt. Pleasant	8,611	7,523	56,129	45,044	11,085	24.6%
Rice	9,908	9,275	63,318	56,357	6,961	12.4%
Rockport	23,286	22,682	159,051	155,438	3,613	2.3%
South	10,678	9,549	66,859	60,220	6,639	11.0%
South Brooklyn	25,690	24,134	175,185	164,756	10,429	6.3%
Sterling	6,904	6,122	40,129	42,616	-2,487	-5.8%
Union	7,826	8,341	54,819	50,135	4,684	9.3%
Walz	16,326	15,687	108,782	97,056	11,726	12.1%
West Park	30,423	30,462	206,193	197,024	9,169	4.7%
Woodland	11,894	9,613	72,972	64,972	8,000	12.3%
<b>BRANCH TOTAL</b>	<b>351,950</b>	<b>324,780</b>	<b>2,333,868</b>	<b>2,104,874</b>	<b>228,994</b>	<b>10.9%</b>
<b>Mobile Units</b>	<b>4,687</b>	<b>5,343</b>	<b>44,271</b>	<b>34,189</b>	<b>10,082</b>	<b>29.5%</b>
<b>TOTAL</b>	<b>356,637</b>	<b>330,123</b>	<b>2,378,139</b>	<b>2,139,063</b>	<b>239,076</b>	<b>11.2%</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH AND MOBILE UNIT ATTENDANCE JULY 2008**

BRANCH	Monthly Total		Year-to-Date		YTD	YTD
	2008	2007	2008	2007	Gain/Loss	%G/L
Addison	13,068	12,499	79,068	72,275	6,793	9.4%
Broadway	2,703	1,359	12,216	8,459	3,757	44.4%
Brooklyn	5,470	6,514	38,091	42,477	-4,386	-10.3%
Carnegie West	19,275	10,718	108,225	94,602	13,623	14.4%
Collinwood	9,896	9,677	68,135	66,340	1,795	2.7%
East 131st	7,713	7,280	51,416	46,722	4,694	10.0%
Eastman	13,330	12,692	87,724	77,584	10,140	13.1%
Fleet	11,414	12,287	80,200	82,394	-2,194	-2.7%
Fulton	7,717	8,244	50,858	63,907	-13,049	-20.4%
Garden Valley	7,939	971	44,101	6,257	37,844	604.8%
Glenville	9,770	8,641	61,872	61,857	15	0.0%
Harvard-Lee	12,796	5,922	92,680	90,109	2,571	2.9%
Hough	19,476	18,008	131,982	104,097	27,885	26.8%
Jefferson	10,172	11,260	67,603	66,206	1,397	2.1%
Langston Hughes	7,051	9,249	54,153	60,069	-5,916	-9.8%
Lorain	9,203	11,383	78,246	71,538	6,708	9.4%
Martin Luther King, Jr.	6,178	6,744	56,312	61,254	-4,942	-8.1%
Memorial-Nottingham	10,621	11,013	74,021	75,017	-996	-1.3%
Mt. Pleasant	10,101	7,789	67,951	56,194	11,757	20.9%
Rice	7,073	7,268	51,482	49,258	2,224	4.5%
Rockport	11,242	10,783	86,544	85,157	1,387	1.6%
South	9,753	8,559	68,175	63,642	4,533	7.1%
South Brooklyn	15,587	16,004	115,542	118,112	-2,570	-2.2%
Sterling	12,715	12,277	93,046	68,551	24,495	35.7%
Union	9,655	8,178	68,151	71,026	-2,875	-4.0%
Walz	11,209	10,606	68,498	66,616	1,882	2.8%
West Park	13,167	11,590	85,134	76,187	8,947	11.7%
Woodland	10,648	10,831	64,669	71,946	-7,277	-10.1%
<b>BRANCH TOTAL</b>	<b>294,942</b>	<b>268,346</b>	<b>2,006,095</b>	<b>1,877,853</b>	<b>128,242</b>	<b>6.8%</b>
<b>Mobile Unit</b>	<b>959</b>	<b>1,211</b>	<b>5,695</b>	<b>5,938</b>	<b>-243</b>	<b>-4.1%</b>
<b>TOTAL</b>	<b>295,901</b>	<b>269,557</b>	<b>2,011,790</b>	<b>1,883,791</b>	<b>127,999</b>	<b>6.8%</b>

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**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS JULY 2008**

Branch	Total Circulation
1 West Park	30,423
2 South Brooklyn	25,690
3 Rockport	23,286
4 Memorial-Nottingham	20,201
5 Eastman	18,101
6 Walz	16,326
7 Addison	15,709
8 Lorain	13,786
9 Collinwood	13,368
10 Carnegie West	12,459
11 Fleet	12,428
12 Woodland	11,894
13 Jefferson	11,670
14 Harvard-Lee	11,066
15 Fulton	11,015
16 Brooklyn	10,714
17 South	10,678
18 Rice	9,908
19 Martin Luther King, Jr.	9,854
20 Glenville	9,527
21 Mt. Pleasant	8,611
22 Langston Hughes	7,874
23 Union	7,826
24 Hough	7,727
25 Sterling	6,904
26 Garden Valley	5,720
27 East 131st	5,068
28 Broadway	4,117
	<b>351,950</b>

Branch	Attendance
1 Hough	19,476
2 Carnegie West	19,275
3 South Brooklyn	15,587
4 Eastman	13,330
5 West Park	13,167
6 Addison	13,068
7 Harvard-Lee	12,796
8 Sterling	12,715
9 Fleet	11,414
10 Rockport	11,242
11 Walz	11,209
12 Woodland	10,648
13 Memorial-Nottingham	10,621
14 Jefferson	10,172
15 Mt. Pleasant	10,101
16 Collinwood	9,896
17 Glenville	9,770
18 South	9,753
19 Union	9,655
20 Lorain	9,203
21 Garden Valley	7,939
22 Fulton	7,717
23 East 131st	7,713
24 Rice	7,073
25 Langston Hughes	7,051
26 Martin Luther King, Jr.	6,178
27 Brooklyn	5,470
28 Broadway	2,703
	<b>294,942</b>

Branch	Population*
1 Fleet	33,842
2 South Brooklyn	32,393
3 West Park	27,835
4 Rice	26,130
5 Eastman	25,262
6 Fulton	22,366
7 Memorial-Nottingham	21,670
8 Langston Hughes	21,014
9 Rockport	20,531
10 Glenville	20,174
11 Harvard-Lee	20,116
12 Collinwood	19,630
13 Addison	19,282
14 Walz	18,101
15 East 131st	17,848
16 Mt. Pleasant	17,085
17 Martin Luther King, Jr.	15,262
18 Lorain	14,499
19 Union	12,684
20 Carnegie West	11,552
21 Sterling	9,255
22 Hough	7,747
23 South	7,679
24 Woodland	7,391
25 Brooklyn	6,345
26 Jefferson	3,957
27 Garden Valley	3,490
28 Broadway	1,922
	<b>465,062</b>

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\*Prepared By: Northern Ohio Data and Information Service – NODIS,  
Maxine Goodman Levin College of Urban Affairs, Cleveland State  
University. Source: 2006 Estimates Standard Edition , GeoLytics, Inc.

**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR JULY 2008**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD	*Totals included in Main Library and Branch circulation counts.
	2008	2007	2008	2007	Gain/Loss	
CLEVNET	66,094	53,176	427,790	376,181	13.7%	
MORE	1,294	1,340	8,788	7,921	10.9%	
Other Libraries	700	670	4,886	4,861	0.5%	
<b>TOTAL</b>	<b>68,088</b>	<b>55,186</b>	<b>441,464</b>	<b>388,963</b>	<b>13.5%</b>	

PHOTODUPLICATION Items copied Prints	Monthly Total		Year-to-Date		YTD
	2008	2007	2008	2007	Gain/Loss
Items copied	647	196	1,705	1,524	11.9%
Prints	3,463	3,816	19,641	24,195	-18.8%

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD
	2008	2007	2008	2007	Gain/Loss
Projected (Mon - Sat)	28,060	33,318	182,468	223,645	-18.4%
KnowItNow Web Reference*	831	906	23,836	25,172	-5.3%
Research Correspondence**	1,360	323	9,247	2,326	297.5%
Interlibrary Loan Requests	5,931	5,272	39,585	35,643	11.1%
Sunday Count	0	0	5,269	6,916	-23.8%
<b>TOTAL</b>	<b>36,182</b>	<b>39,819</b>	<b>260,405</b>	<b>293,702</b>	<b>-11.3%</b>

\*Questions taken by CPL staff.

\*\*Research correspondence underreported prior to Nov-07 when reporting procedures were revised.

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD
	2008	2007	2008	2007	Gain/Loss
New Titles Added	7,736	10,173	63,174	51,164	23.5%
Total Items Added	29,602	33,989	233,475	260,339	-10.3%

PERMANENT CARDS ISSUED	Monthly Total		Year-to-Date		YTD	DAYS OPEN	2008	2007
	2008	2007	2008	2007	Gain/Loss			
	8,455	7,172	49,465	44,455	11.3%	Main Library	26.0	25.0
						Branches	26.0	25.0

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**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR AUGUST 2008**

CIRCULATION ACTIVITY	Monthly Total		Average Daily		Year-to-Date		YTD Gain/Loss
	2008	2007	2008	2007	2008	2007	
Main Library	165,355	145,519	6,360	5,390	1,283,776	1,141,049	12.5%
Branches & Mobile Units	345,768	323,612	13,299	11,986	2,723,907	2,462,675	10.6%
Library for the Blind	38,290	49,373	1,868	2,147	338,722	361,688	-6.3%
<b>TOTAL CIRCULATION</b>	<b>549,413</b>	<b>518,504</b>			<b>4,346,405</b>	<b>3,965,412</b>	<b>9.6%</b>

REFERENCE TRANSACTIONS	Reference		Average Daily		Year-to-Date		YTD Gain/Loss
	2008	2007	2008	2007	2008	2007	
Main Library	33,917	38,714	1,305	1,434	294,323	332,417	-11.5%
Branches & Mobile Unit	46,334	46,032	1,782	1,705	395,971	408,119	-3.0%
Library for the Blind	1,760	1,619	86	70	12,691	10,485	21.0%
<b>TOTAL QUESTIONS</b>	<b>82,011</b>	<b>86,365</b>			<b>702,985</b>	<b>751,021</b>	<b>-6.4%</b>

COMPUTER USAGE	Number of	Number of	Total Hours	Avg Session
	Computers	Sessions	In Use	in Minutes
Main Library	67	14,074	10,937	46.63
Branches	212	77,236	37,931	29.47
<b>TOTAL USAGE</b>	<b>279</b>	<b>91,310</b>	<b>48,868</b>	

Sessions less than 5 minutes excluded. Hours in use does not include grace periods computers are held for patrons.

WALK-IN COUNT	Monthly Total		Average Daily		Year-to-Date		YTD Gain/Loss
	2008	2007	2008	2007	2008	2007	
Main Library	62,211	57,129	2,393	2,116	477,813	474,401	0.7%
Branches	278,839	285,415	10,725	10,571	2,284,934	2,163,268	5.6%
Mobile Unit	844	765			6,539	6,703	-2.4%
<b>TOTAL VISITS</b>	<b>341,894</b>	<b>343,309</b>			<b>2,769,286</b>	<b>2,644,372</b>	<b>4.7%</b>

Lake Shore Facility, including Memorial-Nottingham Branch and Library for the Blind & Physically Handicapped, closed 8/21/08 at 4:30 PM and 8/22/08 at 12 PM due to AC failure. Lorain Branch closed 8/22/08 at 5:30 PM for roof inspection and remained closed 8/23/08.



**CLEVELAND PUBLIC LIBRARY  
BRANCH AND MOBILE UNIT DIRECT & TOTAL CIRCULATION FOR AUGUST 2008**

	a	b	c	d	e	f	g	h
<b>BRANCH</b>	<b>Branch Circulation</b>	<b>Sent from Other Branches</b>	<b>Sent from Main</b>	<b>Sent from Other CLEVNET Systems</b>	<b>Manual Circulation</b>	<b>Total Direct Circulation (a+b+c+d+e)</b>	<b>Sent to Other CLEVNET Systems</b>	<b>Total Circulation (f+g)</b>
Addison	12,100	951	874	1,278	0	15,203	1,142	16,345
Broadway	3,533	117	74	130	0	3,854	283	4,137
Brooklyn	7,129	503	380	576	0	8,588	945	9,533
Carnegie West	8,638	748	810	1,086	0	11,282	854	12,136
Collinwood	9,997	609	408	821	0	11,835	1,135	12,970
East 131st	4,269	280	154	303	0	5,006	409	5,415
Eastman	12,895	1,039	1,026	1,578	0	16,538	909	17,447
Fleet	9,016	636	602	1,047	0	11,301	794	12,095
Fulton	7,797	487	562	665	0	9,511	762	10,273
Garden Valley	4,942	254	110	148	0	5,454	491	5,945
Glenville	6,124	687	484	892	71	8,258	527	8,785
Harvard-Lee	7,841	548	649	944	0	9,982	732	10,714
Hough	5,435	534	354	621	0	6,944	378	7,322
Jefferson	8,145	541	675	1,035	150	10,546	755	11,301
Langston Hughes	5,370	461	199	580	0	6,610	508	7,118
Lorain	9,938	693	403	771	457	12,262	1,067	13,329
Martin Luther King, Jr.	5,659	390	717	1,128	150	8,044	879	8,923
Memorial-Nottingham	13,428	717	1,165	2,003	541	17,854	1,709	19,563
Mt. Pleasant	6,908	545	278	543	0	8,274	572	8,846
Rice	7,909	390	299	652	0	9,250	865	10,115
Rockport	16,305	1,228	1,026	2,115	0	20,674	1,945	22,619
South	7,820	490	291	394	0	8,995	814	9,809
South Brooklyn	17,835	954	1,219	2,368	0	22,376	2,055	24,431
Sterling	4,861	370	290	622	0	6,143	468	6,611
Union	5,940	627	295	648	80	7,590	544	8,134
Walz	11,036	905	1,006	1,315	0	14,262	1,312	15,574
West Park	19,256	1,317	2,383	3,316	489	26,761	2,815	29,576
Woodland	8,592	535	310	705	0	10,142	885	11,027
<b>BRANCH TOTAL</b>	<b>248,718</b>	<b>17,556</b>	<b>17,043</b>	<b>28,284</b>	<b>1,938</b>	<b>313,539</b>	<b>26,554</b>	<b>340,093</b>
<b>Mobile Units</b>	<b>4,456</b>	<b>249</b>	<b>441</b>	<b>459</b>	<b>0</b>	<b>5,605</b>	<b>70</b>	<b>5,675</b>
<b>TOTAL</b>	<b>253,174</b>	<b>17,805</b>	<b>17,484</b>	<b>28,743</b>	<b>1,938</b>	<b>319,144</b>	<b>26,624</b>	<b>345,768</b>

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**CLEVELAND PUBLIC LIBRARY  
BRANCH AND MOBILE UNIT TOTAL CIRCULATION COMPARATIVE FOR AUGUST 2008**

BRANCH	Monthly Total		Year-to-Date		YTD	YTD
	2008	2007	2008	2007	Gain/Loss	%G/L
Addison	16,345	14,761	123,348	108,057	15,291	14.2%
Broadway	4,137	3,162	31,633	23,772	7,861	33.1%
Brooklyn	9,533	8,817	74,228	71,160	3,068	4.3%
Carnegie West	12,136	12,128	94,194	88,986	5,208	5.9%
Collinwood	12,970	11,615	100,595	75,473	25,122	33.3%
East 131st	5,415	4,586	39,818	35,777	4,041	11.3%
Eastman	17,447	16,366	140,260	134,177	6,083	4.5%
Fleet	12,095	12,348	94,087	97,870	-3,783	-3.9%
Fulton	10,273	10,272	80,943	76,603	4,340	5.7%
Garden Valley	5,945	1,240	38,311	8,652	29,659	342.8%
Glenville	8,785	7,944	69,672	55,043	14,629	26.6%
Harvard-Lee	10,714	9,857	82,624	70,557	12,067	17.1%
Hough	7,322	6,797	56,400	49,545	6,855	13.8%
Jefferson	11,301	9,620	93,017	75,288	17,729	23.5%
Langston Hughes	7,118	7,906	62,832	61,969	863	1.4%
Lorain	13,329	11,712	109,726	92,695	17,031	18.4%
Martin Luther King, Jr.	8,923	9,393	76,112	72,123	3,989	5.5%
Memorial-Nottingham	19,563	19,848	155,982	151,881	4,101	2.7%
Mt. Pleasant	8,846	7,649	64,975	52,693	12,282	23.3%
Rice	10,115	9,016	73,433	65,373	8,060	12.3%
Rockport	22,619	22,702	181,670	178,140	3,530	2.0%
South	9,809	9,214	76,668	69,434	7,234	10.4%
South Brooklyn	24,431	24,361	199,616	189,117	10,499	5.6%
Sterling	6,611	6,508	46,740	49,124	-2,384	-4.9%
Union	8,134	7,664	62,953	57,799	5,154	8.9%
Walz	15,574	15,158	124,356	112,214	12,142	10.8%
West Park	29,576	29,307	235,769	226,331	9,438	4.2%
Woodland	11,027	8,736	83,999	73,708	10,291	14.0%
<b>BRANCH TOTAL</b>	<b>340,093</b>	<b>318,687</b>	<b>2,673,961</b>	<b>2,423,561</b>	<b>250,400</b>	<b>10.3%</b>
<b>Mobile Units</b>	<b>5,675</b>	<b>4,925</b>	<b>49,946</b>	<b>39,114</b>	<b>10,832</b>	<b>27.7%</b>
<b>TOTAL</b>	<b>345,768</b>	<b>323,612</b>	<b>2,723,907</b>	<b>2,462,675</b>	<b>261,232</b>	<b>10.6%</b>

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**CLEVELAND PUBLIC LIBRARY  
BRANCH AND MOBILE UNIT ATTENDANCE AUGUST 2008**

BRANCH	Monthly Total		Year-to-Date		YTD	YTD
	2008	2007	2008	2007	Gain/Loss	%G/L
Addison	11,736	12,488	90,804	84,763	6,041	7.1%
Broadway	2,589	1,485	14,805	9,944	4,861	48.9%
Brooklyn	5,413	6,240	43,504	48,717	-5,213	-10.7%
Carnegie West	14,048	16,219	122,273	110,821	11,452	10.3%
Collinwood	10,048	10,784	78,183	77,124	1,059	1.4%
East 131st	7,573	7,925	58,989	54,647	4,342	7.9%
Eastman	12,872	12,503	100,596	90,087	10,509	11.7%
Fleet	10,662	12,697	90,862	95,091	-4,229	-4.4%
Fulton	8,430	8,970	59,288	72,877	-13,589	-18.6%
Garden Valley	8,549	729	52,650	6,986	45,664	653.7%
Glenville	9,194	8,866	71,066	70,723	343	0.5%
Harvard-Lee	11,988	10,344	104,668	100,453	4,215	4.2%
Hough	17,716	14,696	149,698	118,793	30,905	26.0%
Jefferson	9,019	10,699	76,622	76,905	-283	-0.4%
Langston Hughes	7,489	9,864	61,642	69,933	-8,291	-11.9%
Lorain	10,302	11,269	88,548	82,807	5,741	6.9%
Martin Luther King, Jr.	6,680	8,234	62,992	69,488	-6,496	-9.3%
Memorial-Nottingham	9,842	10,370	83,863	85,387	-1,524	-1.8%
Mt. Pleasant	9,261	9,734	77,212	65,928	11,284	17.1%
Rice	7,101	8,552	58,583	57,810	773	1.3%
Rockport	11,726	11,724	98,270	96,881	1,389	1.4%
South	5,167	11,283	73,342	74,925	-1,583	-2.1%
South Brooklyn	16,538	17,171	132,080	135,283	-3,203	-2.4%
Sterling	12,032	10,652	105,078	79,203	25,875	32.7%
Union	9,880	8,658	78,031	79,684	-1,653	-2.1%
Walz	10,703	10,458	79,201	77,074	2,127	2.8%
West Park	12,055	12,379	97,189	88,566	8,623	9.7%
Woodland	10,226	10,422	74,895	82,368	-7,473	-9.1%
<b>BRANCH TOTAL</b>	<b>278,839</b>	<b>285,415</b>	<b>2,284,934</b>	<b>2,163,268</b>	<b>121,666</b>	<b>5.6%</b>
<b>Mobile Unit</b>	<b>844</b>	<b>765</b>	<b>6,539</b>	<b>6,703</b>	<b>-164</b>	<b>-2.4%</b>
<b>TOTAL</b>	<b>279,683</b>	<b>286,180</b>	<b>2,291,473</b>	<b>2,169,971</b>	<b>121,502</b>	<b>5.6%</b>

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**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS AUGUST 2008**

Branch	Total Circulation
1 West Park	29,576
2 South Brooklyn	24,431
3 Rockport	22,619
4 Memorial-Nottingham	19,563
5 Eastman	17,447
6 Addison	16,345
7 Walz	15,574
8 Lorain	13,329
9 Collinwood	12,970
10 Carnegie West	12,136
11 Fleet	12,095
12 Jefferson	11,301
13 Woodland	11,027
14 Harvard-Lee	10,714
15 Fulton	10,273
16 Rice	10,115
17 South	9,809
18 Brooklyn	9,533
19 Martin Luther King, Jr.	8,923
20 Mt. Pleasant	8,846
21 Glenville	8,785
22 Union	8,134
23 Hough	7,322
24 Langston Hughes	7,118
25 Sterling	6,611
26 Garden Valley	5,945
27 East 131st	5,415
28 Broadway	4,137
	<b>340,093</b>

Branch	Attendance
1 Hough	17,716
2 South Brooklyn	16,538
3 Carnegie West	14,048
4 Eastman	12,872
5 West Park	12,055
6 Sterling	12,032
7 Harvard-Lee	11,988
8 Addison	11,736
9 Rockport	11,726
10 Walz	10,703
11 Fleet	10,662
12 Lorain	10,302
13 Woodland	10,226
14 Collinwood	10,048
15 Union	9,880
16 Memorial-Nottingham	9,842
17 Mt. Pleasant	9,261
18 Glenville	9,194
19 Jefferson	9,019
20 Garden Valley	8,549
21 Fulton	8,430
22 East 131st	7,573
23 Langston Hughes	7,489
24 Rice	7,101
25 Martin Luther King, Jr.	6,680
26 Brooklyn	5,413
27 South	5,167
28 Broadway	2,589
	<b>278,839</b>

Branch	Population*
1 Fleet	33,842
2 South Brooklyn	32,393
3 West Park	27,835
4 Rice	26,130
5 Eastman	25,262
6 Fulton	22,366
7 Memorial-Nottingham	21,670
8 Langston Hughes	21,014
9 Rockport	20,531
10 Glenville	20,174
11 Harvard-Lee	20,116
12 Collinwood	19,630
13 Addison	19,282
14 Walz	18,101
15 East 131st	17,848
16 Mt. Pleasant	17,085
17 Martin Luther King, Jr.	15,262
18 Lorain	14,499
19 Union	12,684
20 Carnegie West	11,552
21 Sterling	9,255
22 Hough	7,747
23 South	7,679
24 Woodland	7,391
25 Brooklyn	6,345
26 Jefferson	3,957
27 Garden Valley	3,490
28 Broadway	1,922
	<b>465,062</b>

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\*Prepared By: Northern Ohio Data and Information Service – NODIS.  
Maxine Goodman Levin College of Urban Affairs, Cleveland State  
University. Source: 2006 Estimates Standard Edition, GeoLytics, Inc.

**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR AUGUST 2008**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD	*Totals included in Main Library and Branch circulation counts.
	2008	2007	2008	2007	Gain/Loss	
CLEVNET	62,963	54,095	490,753	430,276	14.1%	
MORE	1,435	1,496	10,223	9,417	8.6%	
Other Libraries	703	710	5,589	5,571	0.3%	
<b>TOTAL</b>	<b>65,101</b>	<b>56,301</b>	<b>506,565</b>	<b>445,264</b>	<b>13.8%</b>	

PHOTODUPLICATION Items copied Prints	Monthly Total		Year-to-Date		YTD
	2008	2007	2008	2007	Gain/Loss
Items copied	514	260	2,760	1,784	54.7%
Prints	2,478	4,176	25,546	28,371	-10.0%

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD
	2008	2007	2008	2007	Gain/Loss
Projected (Mon - Sat)	25,895	31,326	208,364	254,972	-18.3%
KnowItNow Web Reference*	944	1,079	24,780	26,251	-5.6%
Research Correspondence**	1,566	454	10,813	2,780	289.0%
Interlibrary Loan Requests	5,512	5,855	45,097	41,498	8.7%
Sunday Count	0	0	5,269	6,916	-23.8%
<b>TOTAL</b>	<b>33,917</b>	<b>38,714</b>	<b>294,323</b>	<b>332,417</b>	<b>-11.5%</b>

\*Questions taken by CPL staff.

\*\*Research correspondence underreported prior to Nov-07 when reporting procedures were revised.

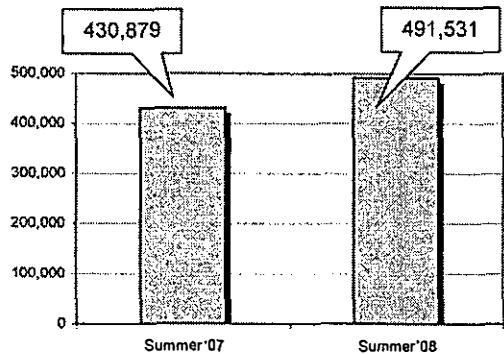
CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD
	2008	2007	2008	2007	Gain/Loss
New Titles Added	7,653	5,892	70,827	57,056	24.1%
Total Items Added	25,023	36,394	258,498	296,733	-12.9%

PERMANENT CARDS ISSUED	Monthly Total		Year-to-Date		YTD	DAYS OPEN	2008	2007
	2008	2007	2008	2007	Gain/Loss			
	6,581	7,591	56,046	52,046	7.7%	Main Library	26.0	27.0
						Branches	26.0	27.0

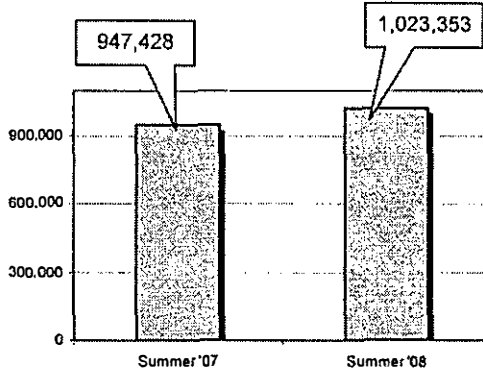
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**CLEVELAND PUBLIC LIBRARY  
ANALYSIS OF OUTPUT MEASURES SUMMER 2008**

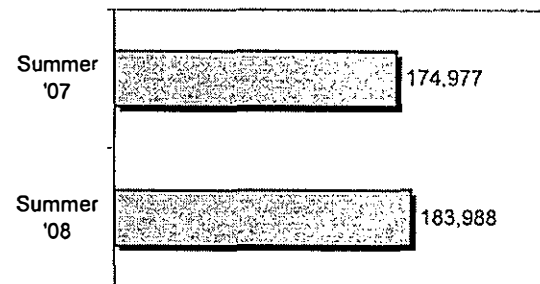
**Main Library's circulation for June, July and August was up 14% over last summer.**



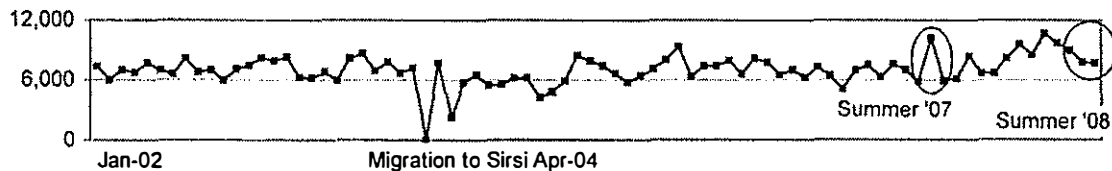
**Branch circulation exceeded last summer's figures by 8%.**



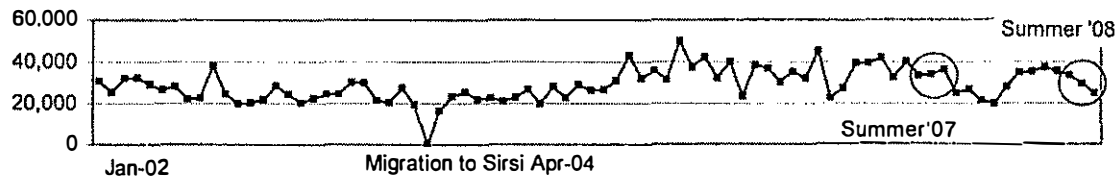
**Visits to Main Library during June, July and August were up 5% compared to last summer's attendance.**



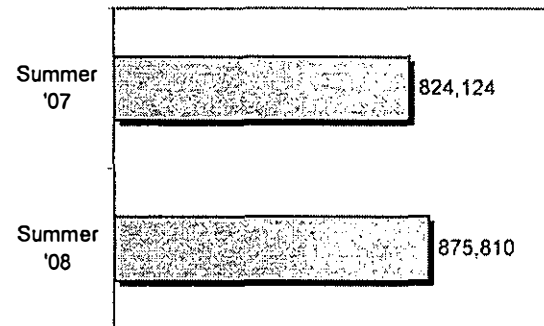
**The total number of new titles added this summer was up 11.2% compared to last year.**



**There were fewer new items added during the summer of 2008: 15% less than 2007.**



**Visits to the 28 Branches during the summer of 2008 were up 6% over last summer.**



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