

CLEVELAND PUBLIC LIBRARY  
 Minutes of the Regular Board Meeting  
 January 22, 2009  
 Trustees Room                      Louis Stokes Wing  
 12:00 Noon

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

Absent: None

Ms. Butts called the meeting to order at 12:11 p.m.

**Approval of the Minutes**

Mr. Corrigan moved approval of the minutes for the 12/18/08 Regular Board Meeting and the 12/16/08 Joint Finance and Human Resources Committee Meeting. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

**COMMUNICATIONS**

Ms. Carroll acknowledged the following letter from Missy Lodge, Head of Library Programs and Development, State Library of Ohio, providing notification that the KnowItNow 24x7 Virtual Reference Project was selected as an exemplary project for fiscal year 2008.

**FINANCE COMMITTEE REPORT**

Mr. Corrigan presented the following report.

Gift Report (See page 34)

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

REG. BRD. MTG. OF  
 12/18/08; JOINT  
 FINANCE & HUMAN  
 RESOURCES COM.  
 MTG. OF 12/16/08  
 Approved

LTR. FROM: MISSY  
 LODGE, STATE  
 LIBRARY OF OHIO  
 Acknowledged

GIFT REPORT  
 Approved

**RESOLUTION  
REGARDING  
DECEMBER 31,  
2008 GENERAL  
FUND BALANCE**  
Approved

Resolution Regarding December 31, 2008 General Fund  
Balance

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 3375.40 (K) provides for the set aside of unencumbered General Fund balances at the end of each fiscal year; and

WHEREAS, *Ohio Revised Code* Section 5705.14 provides for the transfer and advance of funds from the General Fund to other funds; and

WHEREAS, The December 31, 2008 General Fund cash balance is as follows:

|   |                  |
|---|------------------|
| General Fund Balance - Dec. 31, 2008    | \$ 29,169,110.06 |
| Transfer - Building and Repair Fund     | -0-              |
| Temporary Advance - Schweinfurth Fund   | 20,000.00        |
| Temporary Advance - LSTA KnowItNow Fund | 75,000.00        |
| Carry Forward for 2009 Operations       | \$ 29,074,110.06 |
| Reserve for Encumbrances                | - 4,178,900.08   |
| Unencumbered Balance                    | \$ 24,895,209.98 |

BE IT RESOLVED, That the Unencumbered General Fund Balance of \$24,895,209.98 be carried forward for 2009 operating expenses, that the final annual set aside of \$3,000,000 for Capital Strategic Plan Initiatives not be transferred to the Building and Repair Fund at this year-end, that \$20,000.00 be temporarily advanced to the Schweinfurth Fund, and that \$75,000.00 be temporarily advanced to the LSTA-KnowItNow Fund.

Mr. Corrigan stated that this is customary housekeeping at the start of each year and this resolution reflects the decision not to transfer funds into the Building and Repair Fund with temporary advances into the Schweinfurth Fund and LSTA KnowItNow Fund to be repaid to the General Fund in subsequent resolutions later in the year.

First Amendment to the Year 2009 Appropriation

(See pages 35-39)

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 2009 Appropriation Measure to comply with the attached December 31, 2008 (2009 PLF Entitlement Reduction) and January 15, 2009 Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission; and

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

RESOLVED, That the sums indicated on the attached First Amendment to the Year 2009 Appropriation Schedule be approved.

Mr. Corrigan stated that this resolution reflects a savings from the last quarter of 2008 and further reductions from the Public Library Fund and from property taxes.

Resolution for Agreement for Telecommunications Services

(See pages 40-52)

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

WHEREAS, Cleveland Public Library is eligible to participate in the Schools and Libraries Universal Service Discount Program which provides reimbursement

**FIRST AMENDMENT  
TO THE YEAR 2009  
APPROPRIATION**  
Approved

**RESOLUTION FOR  
AGREEMENT FOR  
TELECOMMUNI-  
CATIONS  
SERVICES**  
Approved

for selected telecommunication costs; and

WHEREAS, Cleveland Public Library filed FCC Form 470: Description of Telecommunication Services Requested as required for participation in the discount program; and

WHEREAS, The following vendor presented a proposal for needed services:

| <u>Vendor</u> | <u>Item</u>  | <u>Term</u>                             | Est. Annual Cost |
|---------------|--|---|------------------|
| AT&T          | ISDN Primes  | 36 Months<br>Commencing<br>July 1, 2009 | \$ 42,232.80     |
|               | Trunk lines for voice communications thru the<br>AT&T Central Office |   |                  |

BE IT RESOLVED, That the Board of Library Trustees authorizes the Director or his designee to execute agreements for telecommunication services and to pursue all possible discounts available through the School and Libraries Universal Service Discount Program with the expenditure of \$42,232.80 being charged to General Fund Account: 13010053-53210.

Mr. Corrigan stated that this resolution solidifies a contract rate that will result in significant savings over the next 3 years and commended the Automations Department for their work.

Change Order #1: New Rice Branch Library Project

(See page 53)

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

WHEREAS, On September 18, 2008, the Board of Library Trustees awarded the General Trades contract for the New Rice Branch Project to East-West Construction Co. Inc.; and

WHEREAS, On December 18, 2008, the Board of Library Trustees awarded the Electrical contract for the New Rice Branch Project to Doan/Pyramid, LLC; and

**CHANGE ORDER  
#1: NEWRICE  
BRANCH LIBRARY  
PROJECT**  
Approved



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

WHEREAS, Bostwick Design Partnership has reviewed the necessity of the following and recommends acceptance as detailed in the attached:

| <u>Contractor</u>                      | <u>Change</u> | <u>Amount</u> | <u>Description</u>   |
|--|---------------|---------------|--|
| East-West.<br>Construction<br>Co. Inc. | CO-1          | \$+ 4,046.43  | Labor and material to provide temporary power to the construction job trailer. |
| Doan/Pyramid,<br>LLC                   | CO-1          | - 4,046.43    |  |
| TOTAL                                  |               | \$ -0-        |  |

BE IT RESOLVED, That Change Order #1: New Rice Branch Library Project with East-West Construction Co. Inc. be approved with the \$4,046.43 increase and Change Order #1: New Rice Branch Library Project with Doan/Pyramid, LLC be approved with the \$4,046.43 decrease both being charged to the Building and Repair Fund: 40177605-55300-10776.

Mr. Corrigan stated this change order provides temporary power to the construction job trailer with the amount being deducted from the electrical contract.

Mr. Corrigan submitted the following reports.

Clerk-Treasurer's Report

(See pages 54-98)

Special Report on Income and Expenditures

(See pages 99-103)

**CLERK-TREAS.  
REPORT**  
Submitted

**SPECIAL REPORT  
ON INCOME &  
EXPENDITURES**  
Submitted

**REPORT ON  
INVESTMENTS**  
Submitted

Report on Investments

(See page 104)

**REPORT ON  
CONFER. &  
TRAVEL  
EXPENDITURES**  
Submitted

Report on Conference and Travel Expenditures

(See pages 105-106)

**PURCHANS FROM  
\$5,000 TO \$25,000 ,  
10/1/08-12/31/08**  
Submitted

Purchases from \$5,000 to \$25,000 for the period  
10/1/08-12/31/08

(See page 107)

**PURCHANS  
EXCEEDING  
\$25,000 , 10/1/08-  
12/31/08**  
Submitted

Purchases Exceeding \$25,000 for the period, 10/1/08-  
12/31/08

(See pages 108-109)

**HUMAN RESOURCES COMMITTEE REPORT**

Mr. Seifullah presented the following report.

**REGULAR  
EMPLOYMENT  
REPORT**  
Approved

Regular Employee Report (See pages 110-111)

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

**RETIREMENT  
RECOGNITION  
CITATION**  
Approved

Retirement Recognition Citation

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

A citation has been issued for the following staff member on the occasion of her retirement:

Clara Parker (17 years of service), Children's Library, Grade H, East 131<sup>st</sup> Street Branch, retires 1/31/09

BE IT RESOLVED, That the citation for the above staff member be presented by the Board of Trustees in appreciation of the loyal, faithful and dedicated

service given to the Library by her, be recorded in the minutes of this meeting, and

BE IT FURTHER RESOLVED, That the citation be sent to her forthwith if she is not present at this meeting of the Board of Trustees.

Ms. Parker stated that she will rest for a couple of weeks and then devote time working with her pastor and traveling. She also stated that she enjoyed her work with the teens at the Branch and quoted a poem entitled *The Task*.

Janice Ridgeway, Branches and Outreach Services Administrator congratulated Ms. Parker and stated that she will be missed by Cleveland Public Library and the teens at East 131<sup>st</sup> Street Branch.

Sharon Tufts, Human Resources Administrator, thanked Ms. Parker for her smile, dedication, competence and example to the teens and library patrons.

Mr. Seifullah submitted the following reports.

Staff Salary Changes for Bargaining Unit Employees Effective December 21, 2008

(See pages 112-127)

**STAFF SALARY  
CHANGES  
EFFECTIVE  
12/21/08  
Submitted**

Report on Paid Sick Time Used by the Month

(See page 128)

**REPORT ON  
PAID SICK TIME  
Submitted**

Affirmative Action Plan Report

(See page 129)

**AFFIRMATIVE  
ACTION PLAN  
REPORT  
Submitted**

Insurance Summary Report

(See page 130)

**INSURANCE  
SUMMARY  
REPORT  
Submitted**

**COMMUNITY SERVICES**

Ms. Rodriguez submitted the following reports.

Monthly Activity Report

(See pages 131-137)

Ms. Rodriguez stated that some members of the Board attended a meeting with community officials and Ohio City residents to discuss concerns relative to Novak Park located near the Carnegie West Branch Library. Ms. Rodriguez stated that Novak Park is not the property of Cleveland Public Library but this is an opportunity to join with the neighborhood to make the area a positive and safe environment. Ms. Rodriguez will continue to update the Board.

Mr. Werner thanked Ms. Rodriguez for her leadership at the meeting and looks forward to a positive outcome as a result.

Ms. Rodriguez informed the Board that she recently attended a funeral of a library patron and was impressed by the obituary reflecting her love of information and especially her love for the library.

**NEW BUSINESS**

Mr. Corrigan presented the following item of new business.

Resolution Ratifying Employment Agreement with the New Director of the Cleveland Public Library and Establishing Salaries for Director and Deputy Director

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

WHEREAS, The Board of the Cleveland Public Library unanimously and proudly selected Felton Thomas as its choice for the next Director of the Cleveland Public Library and indicated that selection in its resolution of December 18, 2008, authorizing the Board President to work with legal counsel to finalize a contract to employ

**MONTHLY  
ACTIVITY REPORT**  
Submitted

**RESOLUTION  
RATIFYING  
EMPLOYMENT  
AGREEMENT WITH  
THE NEW  
DIRECTOR OF THE  
CLEVELAND  
PUBLIC LIBRARY  
AND  
ESTABLISHING  
SALARIES FOR  
DIRECTOR AND  
DEPUTY DIRECTOR**  
Approved

Mr. Thomas in that capacity;

WHEREAS, The Board is informed that such an agreement for employment has been successfully negotiated and a contract finalized that the Board has reviewed, and the Board now wishes to ratify and adopt that agreement and its establishment of a three (3) year term, with annual renewal options, commencing January 19, 2009;

WHEREAS, The Board is enthused and looking forward to the leadership and energy that Felton Thomas will bring to the Cleveland Public Library as its new Director and commends the Library's superb staff to give Mr. Thomas every support and assistance to continue the mission of the Library;

WHEREAS, The comprehensive national search for candidates for Director resulted in finalists who were of excellent caliber and included the interim Director of the Cleveland Public Library, Holly Carroll;

WHEREAS, The Board, working with the new Director's consent, endeavored to seek to retain Holly Carroll as Deputy Director; and has insisted that she accept a raise in salary that acknowledges her excellent service as interim Director and her strong supporting role to the new Director;

WHEREAS, Based upon all the foregoing, the proposed salaries for Director and Deputy Director, pursuant to this resolution, will be in accord with the scale and considerations recommended in the recent Hay Group study of all library positions and similar professional salaries in the library profession and other non-profit cultural institutions in the Cleveland area, completed at the Board's direction and used by the Board for guidance on these issues; in fact, the proposed salaries are near or below the mid-point on those scales; and now therefore be it

RESOLVED, That Cleveland Public Library ratifies the employment agreement with Felton Thomas to be the next Director of the Cleveland Public Library; and be it further

RESOLVED, That the Board hereby authorizes the annual salary of One Hundred Sixty-five Thousand Dollars (\$165,000.00) for the Director, effective January 18,

2009; the full amount of the statutorily required employee contributions to OPERS shall be picked up and paid as a fringe benefit by the Library for Felton Thomas during the time that he serves as Director of the Library pursuant to a "pick-up" plan; and be it further

RESOLVED, That the Board authorizes the annual salary of One Hundred Sixty-two Thousand Dollars (\$162,000.00) for the Deputy Director, effective January 18, 2009; the full amount of the statutorily required employee contributions to OPERS shall be picked up and paid as a fringe benefit by the Library for Holly Carroll during the time that she serves as Deputy Director of the Library pursuant to a "pick-up" plan; and be it further

RESOLVED, That the pick up contributions, although designated as employee contributions, are being paid by the Library in lieu of contributions by Mr. Thomas and Ms. Carroll, such contributions are not included as federally taxable wages and Mr. Thomas and Ms. Carroll do not have the option of choosing to receive such amounts directly rather than having them paid by the Library directly to OPERS.

Mr. Corrigan stated the Board is happy to have Mr. Thomas as director and is glad that Ms. Carroll has agreed to reassume her role as deputy director. Mr. Corrigan stated that Ms. Carroll was inclined not to receive the salary adjustment but was overridden by the Board to accept it.

Director Thomas thanked the Board and staff for the warm welcome and thanked Ms. Carroll for her work as interim director.

**DIRECTOR'S  
REPORT**  
Presented

**DIRECTOR'S REPORT**

Before presenting her report, Ms. Carroll thanked the Board and staff for allowing her to serve as interim director.

**Facilities**

Construction of the new Rice Branch continues. At this point in time, construction meetings are scheduled every 2 weeks with Myron Scruggs and Dennis Niedermeyer in attendance and architects, Rich Ortmeyer and Brian Wahl.

Selection of furnishings, finishings and equipment is being finalized for bidding purposes. Kacie Armstrong, Rice Branch Manager, and Larry Finnegan, Automation, are working with Neighborhood Progress Inc and Buckeye Area Development Corporation to develop the information Kiosks for the library. Funding for this project is from the St. Luke's foundation and was awarded to NPI.

The Woodland Branch improvements and construction of the Mobile Services Office will be re-bid this month. The Library will work with Minority Business Solutions to advertise the project to builders in the community.

A meeting to discuss the repairs to and upkeep of Novak Park has been scheduled for January 21, 2009 at the Carnegie West Branch. The meeting has been organized by the Ohio City Near West Development Corporation and Councilman Joe Cimperman and Parks Maintenance Director, Darnell Brown, will be in attendance. In preparation for this meeting board members Alice Butts and Maritza Rodriguez, Michael Janero and Mel Abrams, Security Department, Myron Scruggs, Facilities Department and Holly Carroll met on January 9<sup>th</sup> to discuss the Library's concerns.

### 2009 Budget

On December 18, Holly Carroll announced to non-bargaining personnel the board's decision to rescind across-the-board increases for 2009 due to decreases in both state and local levels. The Public Library Fund was recertified for 2009 at \$24,625,427, presenting a 8% decrease from earlier certifications. The revenue from local property taxes was certified at \$31,400,248, approximately \$1,000,000 less than had been anticipated the week before. The 2009 budget has adopted by the board reflects these decreases.

### Other Updates

Contract negotiations with Tyler Technologies for the human resources management and payroll systems is close to completions. Joyce Dodrill, County Prosecutors Office is working directly with legal counsel for Tyler Technologies to finalize the language.

Meetings and Professional Activities  
December 19, 2008 - January 17, 2009

|          |    |  |
|----------|----|--|
| December | 23 | Museum Pass Project meeting, Great Lakes Science Center                                |
| January  | 8  | Rich Ortmeier, Bostwick Design Partnership concerning additional services, Rice Branch |
|          | 9  | City Club lunch<br>Library meeting to discuss Novak Park                               |
|          | 14 | Glenda Thornton, meeting to discuss CSU/CPL cooperation                                |
|          | 16 | MLK Breakfast and program , Cleveland Clinic   |

**BRANCHES AND OUTREACH SERVICES**

As 2008 drew to a close, the Library found much of its energies mirroring that of cities, counties and states across the country as we worked to respond to an economy in crisis and the need to develop and implement budget reduction strategies, many in preparation for a reduced 2009 operating budget:

- Cost of living freezes for 2009 for managers and other non-bargaining unit staff;
- The finalization of reductions for the 2009 operating budget in preparation for Board approval; and,
- The continuation of a freeze for selected vacancies.

On the public front, more and more patrons sought assistance in our neighborhood facilities as they faced personal economic challenges:

- Requesting more one-on-one computer assistance for online job searches and submission of job applications, resume preparation, and training to improve technology skills.
- Attending foreclosure and financial planning programs;
- Seeking temporary employment and job training through Library supported programs such as the



United States Bureau of Census Services for the 2010 Census, being held in many of our branches; and,

- A continuing increase in circulation as patrons turn to their branches for help and respite.

Branches still provided daily services and programs as they also met increased demands. Read, Baby, Read! Book Club; Youth Opportunities Unlimited's Prime Time; America Reads (40 tutorials at South Brooklyn in December); story times and Play and Learn; and, teen centers at Collinwood and East 131<sup>st</sup> all continued as we provided stable and consistent programs for our youth. Union increased their engagement of neighborhood youth - welcoming 40 classes to the branch even with the two-week holiday break. After school programs were offered at Rockport as one of seven Cleveland neighborhoods selected to participate in Mycomm.Mycomm, a community program designed to help Cleveland youth become productive, self-sustaining adults.

Holiday displays and events provided positive experiences for patrons throughout the system. Sterling and Union presented Patron Appreciation Days, with 85 children at Union enjoying a magic show. Garden Valley sponsored a community Kwanzaa; 112 attended the evening event. Youth Services Department sponsored a community Kwanzaa at Martin L. King, Jr. Branch the day after Christmas to highlight James Ransome's Visual Stories Exhibition. About 55 attended, enjoying show and tell by program partners The Cleveland Association of Black Storytellers and the African American Quilt and Doll Guild.

A Red Cross Blood Drive at Rockport; a Russian Book Discussion at Memorial Nottingham (led by Foreign-Literature's Ms. Nabo); senior literacy volunteers from Experience Corps and All About Learning at Jefferson; yoga at Woodland; a Cleveland Scholarship Program at Fleet; bilingual story programs at Garden Valley; and, teen book discussion at Sterling and Union all helped to make branches true community centers and a destination for residents young and old.

Lorain and Rice reopened after major roof repairs. Lorain closed September 23 and reopened December 10 and

Rice closed October 22 and reopened December 15. Both branches were fully operational thanks to assistance from Automation, Buildings and the Shelf Division. Shelf helped staff to process 160 telescopes of library materials at Lorain, and 45 telescopes of new materials and 65 telescopes of returned materials at Rice. Thanks to all departments who helped during these emergency closures. Mobile Services, Woodland, Walz, Eastman, Union, Mt. Pleasant and Martin L. King, Jr. all helped to provide seamless service to displaced users.

Library for the Blind and Physically Handicapped continued to prepare for the transition of statewide service to Cleveland Public Library. Staff shortages are being felt even more with the recent retirement of long time employee Kathy Webster and additional staff illnesses and scheduled vacations. Students from the Ohio School for the Blind met with students from the Mississippi School for the Blind and the staff of Library for the Blind and Physically Handicapped to discuss the book *A Memory Project*, using Voiceover Internet Protocol.

Mobile Services made 55 stops this month, with 725 persons on board. Holds continued to be high with staff filling 1048 requests. On the Road to Reading continued to evolve. The van visited 12 pediatric and WIC sites, making contact with 64 people. Forty Four day care classes were visited with a total of 455 in attendance. Forty-three kits were deposited at centers and a total of 1244 items circulated.

Youth Services Department (YSD) is to be commended for the 102<sup>nd</sup> edition of *Celebrate with Books*. Appreciation is extended to Graphics Department for their amazing work. YRead? continued to be popular with 224 titles circulating in December. In addition to the Community Kwanzaa program, YSD sponsored Porquoi Tales at Martin L. King branch to supplement the Ransome exhibition; 63 attended. The Annual Mock Caldecott and Mock Coretta Scott King Award Elections were held during December's Youth Service meeting. Literacy Coordinator Merce Robinson and Jan Ridgeway (Branches and Outreach Administrator) joined Youth Service staff in presenting selected titles.

Staff throughout Branches and Outreach Services participated in the Annual Holiday Concert. Donna

Willingham (Youth Services Department) received her Masters in Education (Early Childhood) in December; she continues to pursue the MLIS at Kent State University. Sandra Nosse (Woodland) participated in her first workshop as a Case Western Reserve University Treu-Mart Youth Development Fellowship Program participant.

Staff continued to plan for the annual Martin L. King, Jr. Commemorative Program; African American History Month programming; Winter Reading Club; Women's History Month; and, the yearlong Fit for Life initiative.

Lindy Wheeler, long time Secretary and Administrative Assistant for Branches and Outreach Services retired this month. We welcomed Heidi Strickland and Yarimilka Beavers who are temporarily assuming the mantel. We are also looking forward to the arrival of new Library Director Felton Thomas.

#### MAIN LIBRARY

Programs/Exhibits: Special Collections hosted the *Friends of the Library Annual Meeting*, featuring a presentation by Cleveland Museum of Art curator Stephen Harrison. Michael Dalby posted pod casts from the Nathan Carterette and Nancy Redd programs on the department blog.

Foreign Literature presented two programs on December 6. Caroline Han organized and presented a "Getting to Know China" program in LSW Auditorium and Victoria Kabo conducted a Russian Book Club meeting at Memorial-Nottingham Branch.

The Main Library Discussion Group, led by Richard Fox, discussed *The Brief Wondrous Life of Oscar Wao* by Junot Diaz. April Lancaster created a display promoting the hottest new titles due to arrive in early 2009.

Science and Technology Library Assistant Debbie Hajzak is gathering materials for four of the display cases in the Main Library that will focus on the Charles Dickens exhibit scheduled to open in the spring. Science and Technology displays will include transportation, needlecrafts, fashion, and the birth of photography in the Victorian era.

In the Social Sciences Department Mark Moore completed assembling the visual/textual materials for an exhibit exploring urban/rural, racial, and Ohio related issues in the 2004 and 2008 presidential elections. Helena Travka attended the CPL Chorus Holiday Concert where she displayed holiday books for the program on the table outside the auditorium.

Outreach: Ms. Kraus established an email contact with Bill Martin and Sandra Mason (England) regarding the **2009 Celebration of the Rubaiyat of Omar Khayyam**. Bruce Biddle assisted Youth Services with the James Ransome Exhibit that gave tours for the YOU Program at MLK. Michael Dalby contacted guests for the Music at Main series for 2009 and began to coordinate the CPL attendance at the Kent Career Night in March 2009. Pamela Eyerdam met with free-lance writer, Kristen Ohlson about the JGW Chess Collection, which will be featured in a 2009 Smithsonian publication about great library collections.

Cleveland State University expanded its long loan arrangement with Foreign Literature. Asian Studies Department staff visited the department and selected material in Chinese and Japanese for the duration of the semester.

Thirty-five students from Independence High School visited the History Department to work on their History Day research projects.

The Northeast Pre-release Center picked up over 200 paperback books for their population.

Literature Department staff members completed Frost-Nixon bookmarks for Playhouse Square and also finished Phase One of a major book-shift.

Social Sciences employees Harriette Parks and Helena Travka taught a Legal Resources Workshop at the Addison Branch.

Collections/Reference: Bill Anderson from Fine Arts contacted the Artist Foundation for various exhibition catalogs. Mr. Anderson evaluated book ordering utilizing the Baker & Taylor system. Michael Dalby delivered a podcast proposal to Amy Pawlowski (Webware) requesting

server space. Pam Eyerdam worked with Preservation to gather research material on a sculpture piece (Jan Palach Memorial statue) in the Fine Arts Department. Pam Eyerdam sent a DEED OF GIFT proposal to David Ellison, pertaining to photographs of architectural homes by architects Bohnard & Parsson.

Amy Dawson prepared 13 boxes of duplicate Szabo material to send to Brandreth. This completes the shipments as of this December 2008. She also reviewed the possibility of using spine illustrations from a 40 volume set of the Works of Charles Dickens for creating bookmarks with Jean Collins, Kathy Broz, Cathy Poilpre, Amanda Hunt, and Mary of the Friends Office.

The Foreign Literature Department received a handwritten message in Chinese written by Dr. Zongze Wang, a visiting scholar from China. During his stay in Cleveland, Dr. Wang made frequent visits to this department and was excited to read many books that previously were not accessible to him.

On Tuesday, December 9, Ellen Leavitt, Science and Technology, conducted the first organizational meeting on the major weeding project that the Department will start in January 2009.

Approximately one-third of the new car manuals that were ordered in the fall are now available for check-out in the Department. This represents an extraordinary effort and cooperation on the part of staff in the Science and Technology Department and Technical Services.

Staff/Professional Development: Several department managers attended the meeting about Google books and Copyright given by Mark Avsec, a local attorney.

Department managers attended a meeting with Mike Janero, Chief of Security, and Mel Abrams, Assistant Chief of Security, to discuss security issues that were problematic in their departments.

Fine Arts & Special Collections had a department staff meeting to discuss statistics, budget, customer service, when media visits the library, security. Kent State University Intern, Carrie Williams, attended the HR Orientation. Her practicum begins in January 2009.

Daniel Oreskovic, Lending Supervisor, attended a SAM committee meeting on December 17. The meeting was held to resolve any long standing issues with the SAM product.

Several Main Managers attended a KnowItNow24x7 brainstorming meeting to discuss the issues that staff are encountering while answering KnowItNow24x7 questions. The volume of questions, the frequently problematic software issues, and staffing, were all discussed at the meeting. Don Boozer, KnowItNow24x7 Coordinator, conducted the meeting.

#### **TECHNICAL SERVICES**

Patricia Lowrey attended the Holiday Concert and the Staff Holiday Party. She participated in the Administrative interviews of the candidates for the Director's position. There were 11 meetings at the Lake Shore facility. Technical Services Managers attended the budget meeting.

Collection Management: Bonnie Bolton and Laura Mommers continued their visits to branches and gathering information that will assist them in ordering materials for the branches in 2009. Cheryl Fedorcio attended the meeting of Non-Bargaining Unit Members of CPL about funding concerns for 2009. Ms. Fedorcio and Rollie Welch attended the Holiday Staff Party. Mr. Welch, along with Ann Olszewski, offered tours of Technical Services to three finalists for the position of Director of Cleveland Public Library.

Mr. Welch published a review in the book section of the Cleveland Plain Dealer and had his bi-monthly online column, "The Word on Street Lit," appear in *Library Journal's* online newsletter, BookSmack. Mr. Welch presented a NEO-RLS workshop on Young Adult books that was attended by 59 teen librarians.

Catalog: Staff cataloged 5,854 titles and added 15,836 items.

High Demand: The department ordered 608 new titles and 8,528 items, added 713 titles and 16,967 items, and paid 374 invoices.

Carole Brachna, High Demand Manager, presented 9xx/EDI training to several CLEVNET libraries, as part of an Automation training program on Acquisitions in the Java Client. The 9xx/EDI process was successfully tested (in part) with a new vendor.

Preservation: Facsimile copies of the 1938 and 1942 Cleveland City Directories were completed. Custom boxes for photographs in the Clarence Mack Architecture Collection were received. Call number records were created for each box, and the collection was shipped to Special Collections. Digital projects for the month included the Cleveland Group Plan, Description of the Estates and the Academy of Music program collection.

In preparation for the upcoming family leave of Preservation Technician Lyla Chilkcutt, staff created new manuals with instructions and photo-documentation for making phase boxes and for preparing books for the digicover rebinding. College of Wooster student Caitlin Ament visited the department to view prints from the New Deal art collection for her independent study.

Shelf/Shipping: A total of 297 items were sent to Main for requests and hundreds of items were sent to Lorain and Rice branches that had been stored during their renovations. A total of 1,585 telescopes of new materials were sent to the Main Library and Branches. Receiving/Distribution Technicians received, sorted, and labeled 28,878 items.

Diane Mathews and Debbie Hajzak of Science and Technology department worked on processing new incoming car manuals at the Lake Shore facility. Juanita Turner attended the Greater Cleveland Safety Council luncheon.

Acquisitions: Acquisitions staff finished ordering and receiving for the year and completed several end-of-the-year projects such as manually cancelling old orders, managing partial receipts, and filing all closed purchase orders. Acquisitions staff ordered a total of 6,363 titles and 139,408 items, received 22,082 items, and processed a total of 3,124 invoices. Serials staff added 513 items and processed 615 periodical and serial claims.

Sandy Jelar Elwell, Acquisitions Manager, returned from a leave of absence on December 8th.

## PUBLIC RELATIONS

During the holiday season of 2008, Cleveland Public Library continued the tradition of giving a gift to the community: a free Holiday Concert. The newly-named staff choir, the Andrew Venable Celebration Library Chorus, sang to a full auditorium and very special guest, Andrew Venable, Jr. Performances by Cleveland Orchestra violist Eilesha Nelson were a beautiful addition to the program.

Colorful street banners along Superior Avenue were on display in December. Twinkling lights adorned the trees in the Eastman Garden to add to the festive atmosphere of the season. Another tradition continued at Cleveland Public Library: bright red poinsettia plants added holiday cheer to all public buildings in the Library system.

On the snowy evening of December 12, 170 library staff members and guests gathered at The City Club to celebrate the holidays at the Annual Staff Holiday Reception. During the evening, eight new staff members were inducted into the 30 PLUS Club, which honors members with 30 or more years of service to the Library. Good food and drink, great dance music provided again by CPL's Eric Eubanks, fun and fellowship dominated the evening. The event was sponsored in part by the Friends of the Library.

These programs were featured in December: 12<sup>th</sup> Annual Holiday Concert, featuring the Andrew Venable Celebration Library Chorus; Getting to Know China Series; Foreclosure Information Workshops, Neighborhood Assistance Corp of America and NID-Housing Counseling Agency; Friends of the Library 51<sup>st</sup> Annual Meeting with Stephen Harrison, Cleveland Museum of Art; A Kwanzaa Event of Quilting Stories entitled "Patterns and Promises"; as well as big-screen showings of Sunday afternoon Cleveland Browns games in the Louis Stokes Wing Auditorium.

Press releases were sent during December for the following events: Library Board of Trustee meetings, including Finance Committee, Special and Executive Sessions; and the announcement of the new library director, Felton Thomas.



The Graphics Department designed and/or produced 87 printed pieces including banners, signs, flyers, booklets, programs, and business cards. Printed pieces for the Winter Reading Club were begun and three staff newsletters were produced during the month of December. "Celebrate with Books" was completed and distributed at the December 5 Staff Holiday Concert.

In an effort to promote the Holiday Concert, ads were produced and placed in *The Plain Dealer* and *Call & Post* newspapers, as well as *Cleveland Magazine*. Advertising spots were run on WDOK, WERE, WJMO, WZAK and WCPN. Also to promote the Holiday Concert, special guest Andrew Venable, Jr., along with Merce Robinson and Tena Wilson, appeared live on the NewsTalk 1490 radio show, "Basheer Jones and Company." The hour long program was video taped by Classic Teleproductions and distributed to Time Warner Cable, Cox Cable and City of Cleveland Channel 23 for rebroadcast throughout the season.

In December, Tena Wilson attended and/or participated in the following meetings: weekly Administration meetings, Library Board and Finance Committee meetings of the Board of Library Trustees, Friends of the Library Annual Meeting, Friends Board Meeting, City Club Annual Meeting & Open House, Holiday Chorus program, Automation meeting, Director candidate interviews, Urban Library Council audio conference, Kent State University Marantz Picturebook Collection Dedication of Reinberger Children Library Center, two special informational meetings for non-Union staff, presentation on Google Settlement by Mark Avsec, marketing meeting at Cuyahoga County Public Library with Madeline Brookshire, and Fit for Life meeting with Sharon Jefferson.

Graphics Manager, Cathy Poilpré, attended the following meetings in December: Friends of the Library Annual Meeting, Library Board and Finance Committee meetings of the Board of Library Trustees, and a special informational meeting for non-Union staff.

Meeting rooms in the Louis Stokes Wing and the Main Library continued to be in demand as a venue for non-profit groups, organizations and library departments. A total of 48 meetings were held during the month of December.

The Library was featured in the following media during the month of December 2008: *Cleveland Plain Dealer*, *LibraryJournal.com*, *Cleveland.com (Cleveland Plain Dealer online)*, *Cleveland Magazine*, *The Neighborhood News*, *The Call and Post Newspaper*, WZAK Radio One 1490, WCPN 90.3 *Ideastream*, City of Cleveland Channel 23, and Time Warner and Cox Cable networks.

#### **BUILDINGS SERVICES**

Buildings Office: Made numerous branch inspections.

Monitoring utilities usage.

Attended construction meeting for Rice Branch.

Monitoring roof replacement at Lorain Branch.

Carpenters/Painters: Assisted contractor working on Lorain's roof, also repaired walls, installed ceiling grid, and painted several areas.

Prepared Rice Branch for ceiling repairs.

Prepped floor for painting at the Lake Shore facility.

Maintenance Mechanics: Installed new LED lighting for test in display case for J. G. White Department.

Worked on dampers for the auditorium air handling unit in the Louis Stokes Wing.

Continue running control wiring and mounting of new controls for HVAC system at the Lake Shore Facility.

Replaced flush valve on toilet in ladies' staff restroom, 5<sup>th</sup> floor Main.

Recalibrated controls for HVAC, also replaced 3-way heating valves and valve actuators on air handling units at Brooklyn Branch.

Cleaned heat exchangers on both boilers also replaced the ignition control and operating control for Fleet Branch.

Replaced exhaust fan for public restrooms at Fulton Branch.

Replaced defective motor starter coil for air handling unit #3 at Harvard-Lee Branch.

Reconnected wiring for lights for renovation project at Lorain Branch, also replaced lighting ballast and installed additional lights were needed.

Replaced auxiliary contacts and damper actuator for outside air damper in boiler room at Martin L. King, Jr. Branch.

Reviewed sewer pumps system with contractor for renovation project at Mt. Pleasant Branch.

Repaired custodial sink drain at Rice Branch.

Upgraded control for heating pumps at West Park Branch.

Ran new power supply to separate power feeds at 2 public computer stations at Woodland Branch to eliminate breaker tripping.

Garage: Installed light on vehicle #18.

Repaired taillight on delivery truck #5.

Replaced hose and thermostat on truck #6.

### **SECURITY OPERATIONS**

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

Security Systems: The closed circuit television cameras in the Main Library complex and Branches are fully operational with the exception of a few cameras not working, arrangements are being made to have the cameras repaired. The access system in the Main Library complex, Lakeshore, Memorial-Nottingham and Garden Valley are installed and operational.

Alarm Systems: Burglar and fire alarm systems at all branches are fully operational. Burglar and no close alarms are documented in the Security Operations Alarm Log book and followed-up by a Security Supervisor on a daily basis. Reports are also produced by Security Operations tallying the alarms and types for each branch for follow-up and training purposes. Branch staff caused 8 alarms that Cuyahoga Valley Patrol responded to.

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

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

Identification Cards: Security Operations issues photo identification cards to new staff members and replaces lost ID cards and issues access cards and replaces lost cards for the security access system.

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

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

Lost and Found: 3 items were returned to their owners by Security Operations.

Branch Security: To temporarily provide a higher level of security, two tenable guards are assigned to the Carnegie West Branch; Security Operations meets with Tenable management on a regular basis to discuss issues at the branches.

Branch Patrol: The three units of the Security Operations Branch Patrol made a total of 450 visits to branch libraries.

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

Branch Patrol supervisors are continuing to investigate Security Irregularity reports from the branches. Security Operations produces reports each month summarizing branch location, type of incident, and time of the incident to ensure coverage at the branches is adequate. Branch Patrol Supervisors conducted 27 branch investigations the remaining investigations and security reports were completed by security officers working in the Main Library Complex.

| SUMMARY OF IRREGULARITY REPORTS RECEIVED |      |      |        |
|--|------|------|--------|
| MONTH                                    | 2007 | 2008 | CHANGE |
| January                                  | 71   | 102  | +31    |
| February                                 | 53   | 90   | +37    |
| March                                    | 64   | 119  | +55    |
| April                                    | 50   | 79   | +29    |
| May                                      | 55   | 59   | +04    |
| June                                     | 44   | 56   | +12    |
| July                                     | 52   | 61   | +09    |
| August                                   | 56   | 56   | 0      |
| September                                | 45   | 53   | +08    |
| October                                  | 37   | 61   | +24    |
| November                                 | 51   | 50   | -01    |
| December                                 | 64   | 64   | 0      |
| Year to Date                             | 641  | 850  | +209   |

#### **AUTOMATION SERVICES**

**Authority Control project completed:** In 2008, Backstage Library Works updated our bibliographic records with corrected heading, updated obsolete practices, and provided authority records. In December the final step was taken by loading the new authority records and reindexing the database. Extensive data cleanup was also done as part of the process: uncataloged items not

circulated in more than two years, items discarded over 45 days ago, items that were never returned and were checked out over 7 years ago, and old order items were deleted. A total of 1,379,332 obsolete items and 228,912 title records were deleted before the reindexing began. 1,301,002 new authority records were loaded and, over the course of several days, the browsing indexes and the keyword indexes were rebuilt. 44,229 long expired user records were also purged, once items associated with their records had been deleted.

On December 19, Mark Avsec, Partner and Vice-Chair of the Intellectual Property Practice Group of Benesch, gave a presentation to Library staff on the Google Books settlement. While the effects on the library community will not be felt for some time, Mr. Avsec thoroughly described the legal issues involved and the general nature of the settlement Google reached with publishers.

The Board of Directors of the Barberton Public Library passed a resolution to join CLEVNET. Automation Services staff will begin working on a migration plan in January. Barberton currently uses the open source Koha system.

#### **Other CPL Projects**

Branch public computer information for a new Gates Grant application has been collected, prepared and sent to the State Library of Ohio. The branches surveyed include: Broadway, Carnegie-West, Collinwood, East 131, Fleet, Fulton, Glenville, Harvard-Lee, Hough, Langston Hughes, Martin Luther King, Walz, and Woodland.

The following branches were moved to the new voice over IP phone system: Harvard-Lee, Collinwood, East 131, Jefferson, Eastman, Fleet, Fulton, Carnegie West, Hough, Mt. Pleasant, and Hough. The only agency not on the new system is the Public Administration Library. Their phone is also connected to the City Hall system and several technical issues have to be worked out.

Working with Tonya Jenkins from General Reference, George Lenzer compiled a number of issues regarding the operation of the Comprise SAM PC management system. Tricia Curtin of Comprise visited the Library and met with staff to clarify issues.

Ann Palomo and Jim Benson met with Ellen Leavitt and staff from Science and Technology to develop a weeding report that could be used by all departments in Main Library.

Four hands-on Java Client training sessions were held at Main Library. Thirty-three staff attended.

Software staff assisted in the re-opening of Lorain and Rice branches by globally transiting in all items in transit to the branch, and globally modifying hold records to set the pickup location.

### **Other CLEVNET Projects**

The CLEVNET Director's panel met on December 12. Items discussed included: system performance; the reindexing project; the Java client rollout; the anticipated new Epub format being implemented by OverDrive; the design of the new public CLEVNET web site and a redesign of the CLEVNET members site; GAC cards; procedures for SIG co-chairs; and SIG updates. The preliminary agenda for the January CLEVNET Director's Meeting was set.

Automation staff participated in a tightly scheduled beta testing of version 2.0 of SirsiDynix's new Enterprise product.

The network infrastructure was upgraded at the Main branch of East Cleveland Public Library, replacing all routers and switches with new equipment. A water pipe broke at the Lorain Public Library Domonkas branch, and the networking equipment was replaced.

Stitts Parker & Associates analyzed and optimized the production Oracle server.

The Zimbra email server was tuned to improve overall performance.

Procedures were finalized and tested for the migration to the Java Client on January 1.

The final WebEx Java Client session was held, attended by four staff members in CLEVNET.

The second of a two-part acquisitions training class was held at Lake Shore for libraries that will begin using

the acquisitions module in 2009.

The Flowan HelpDesk software was upgraded to improve performance.

#### **KnowItNow**

On December 5, Don Boozer held two training sessions for KIN24x7 agents attended by twenty-one librarians. On December 9, Portsmouth Public Library staff were trained on answering email messages.

Mr. Boozer and Brian Leszcz met with CPL subject department staff to discuss a variety of issues. Mr. Boozer will attend monthly Subject Department manager meetings to continue the dialog and will provide Cindy Lombardo, Main Library Administrator, with detailed activity reports. Mr. Boozer and Ms. Lombardo will work together to increase the participation of other Ohio Metro libraries to help reduce the question load handled by Main Library staff.

Mr. Boozer and Mr. Leszcz began monthly phone conferences with NEO-RLS to improve communications and obtain activity reports to serve as input to the next grant application for the continuation of KnowItNow.

Don Yarman (Director, Delaware County District Library) contacted Don about statistics for their library and KIN24x7. DCDL has seen a marked increase in the number of patrons entering KIN24x7 from its zip code.

#### **Meetings/Professional Development**

Mr. Carterette attended the December Labor Management Committee meeting. Major issues discussed included the financial issues facing Ohio libraries and the implementation of the new Human Resources management system.

On December 6th and 13th, Amy Pawlowski and David Reynolds attended "Advanced PHP" training through Cleveland State University's Continuing Education Program for professional development.



**Statistics**

December's total OverDrive/CLEVNET eMedia Collection circulation was 9,648 downloads, up from 9,404 in November. SecondLife is currently displaying 3,160 total visitors to-date, up from 2,911 as reported in November. We currently have 306 followers on Twitter, up from 286 in November.

## Automation Services Statistics, 12/2008

|                    | # Cases<br>Opened | # Cases<br>Closed | Site<br>Visits | TOTAL      |
|--------------------|-------------------|-------------------|----------------|------------|
| <b>HARDWARE</b>    |                   |                   |                |            |
| CPL Main           | 75                | 64                | 32             | 171        |
| CPL Branch         | 70                | 60                | 17             | 147        |
| CPL Lake           |                   |                   |                |            |
| Shore              | 21                | 19                | 3              | 43         |
| CLEVNET            | 17                | 13                | 22             | 52         |
| PUBLIC             |                   |                   |                | 0          |
| <b>HARDWARE</b>    |                   |                   |                |            |
| <b>TOTAL</b>       | <b>183</b>        | <b>156</b>        | <b>74</b>      | <b>413</b> |
| <b>SOFTWARE</b>    |                   |                   |                |            |
| CPL Main           | 21                | 20                |                | 41         |
| CPL Branch         | 15                | 15                |                | 30         |
| CPL Lake           |                   |                   |                |            |
| Shore              | 17                | 17                |                | 34         |
| CLEVNET            | 57                | 56                |                | 113        |
| PUBLIC             | 11                | 11                |                | 22         |
| <b>SOFTWARE</b>    |                   |                   |                |            |
| <b>TOTAL</b>       | <b>100</b>        | <b>99</b>         | <b>0</b>       | <b>240</b> |
| <b>WEBWARE</b>     |                   |                   |                |            |
| CPL Main           | 7                 | 7                 |                | 14         |
| CPL Branch         | 3                 | 3                 |                | 6          |
| CPL Lake           |                   |                   |                |            |
| Shore              |                   |                   |                | 0          |
| CLEVNET            | 2                 | 1                 |                | 3          |
| PUBLIC             | 24                | 22                |                | 46         |
| <b>WEBWARE</b>     |                   |                   |                |            |
| <b>TOTAL</b>       | <b>36</b>         | <b>33</b>         | <b>0</b>       | <b>69</b>  |
| <b>KIN</b>         |                   |                   |                |            |
| CPL Main           | 5                 | 5                 | 0              | 10         |
| CPL Branch         | 2                 | 2                 | 0              | 4          |
| CLEVNET            |                   |                   | 0              | 0          |
| PUBLIC             |                   |                   | 0              | 0          |
| KIN Library        | 9                 | 9                 | 0              | 18         |
| OHIOLink           |                   |                   |                |            |
| Library            | 2                 | 2                 | 0              | 4          |
| After Dark         |                   |                   | 0              | 0          |
| <b>KIN TOTAL</b>   |                   |                   |                |            |
| <b>TOTAL</b>       | <b>18</b>         | <b>18</b>         | <b>0</b>       | <b>36</b>  |
| <b>GRAND TOTAL</b> | <b>337</b>        | <b>306</b>        | <b>74</b>      | <b>758</b> |

Ms. Butts adjourned to the Organizational Meeting at  
1:01 p.m.

Alice G. Butts  
President

Maritza Rodriguez  
Secretary

2009 ORGANIZATIONAL MEETING OF THE LIBRARY BOARD

Ms. Butts called the meeting to order at 1:02 p.m.

**OFFICERS**  
Elected

Election of Officers

Ms. Rodriguez, Chair of the Nominating Committee, presented the following report on behalf of the Committee which was comprised of herself, Alan Seifullah and Lori McClung.

President-----Alice G. Butts  
Vice President-----Thomas C. Corrigan  
Secretary-----Maritza Rodriguez

Mr. Seifullah stated that keeping the same officers would provide continuity as the selection of a new director has been made.

Mr. Werner moved that the nominations be closed. Ms. McClung second the motion, which passed unanimously by roll call vote.

The Nominating Committee's report was approved unanimously by voice vote.

**FISCAL OFFICER**  
Elected

Election of Fiscal Officer & Appointment of Deputy Fiscal Officers

**DEPUTY FISCAL OFFICERS**  
Appointed

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

BE IT RESOLVED, That H. Sandra Kuban\_ be elected to serve as Fiscal Officer from the Year 2009 Organizational Meeting through the Year 2010 Organizational Meeting and that a stipend of \$ 400.00 per month be paid for the duties as Fiscal Officer; and

BE IT RESOLVED, That Carolyn Krenicky and Lawrence J. Novotny be appointed to serve as First and Second Deputy Fiscal Officer from the Year 2009 Organizational Meeting through the Year 2010 Organizational Meeting and that a stipend of \$ 250.00 per month be paid to each for

the duties as First and Second Deputy Fiscal Officer.

Mr. Corrigan jokingly stated that these are the three individuals who can go to jail.

Renewal of Surety Bonds on Fiscal Officers

**SURETY BOND ON  
FISCAL OFFICERS**  
Approved

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

BE IT RESOLVED, That the Public Official  
Surety Bond on the Fiscal Officer and Deputy  
Fiscal Officers for coverage of \$250,000 be  
renewed through the next Organizational  
Meeting in 2010.

The Organizational Meeting was adjourned at 1:09 p.m.

Alice G. Butts  
President

Maritza Rodriguez  
Secretary

## CLEVELAND PUBLIC LIBRARY

**Finance Committee  
January 22, 2009**

### GIFT REPORT FOR DECEMBER 2008

#### LIBRARY SERVICE MATERIALS

| DESCRIPTION                            | QUANTITY     |
|--|--------------|
| Books                                  | 766          |
| Periodicals                            | 5            |
| Publishers Gifts                       | 273          |
| Non-Print Materials                    | 64           |
| Miscellaneous                          | <u>46</u>    |
| <b>TOTAL LIBRARY SERVICE MATERIALS</b> | <b>1,154</b> |

#### MONEY GIFTS

| FUND                     | PURPOSE      | AMOUNT            |
|--------------------------|--------------|-------------------|
| Library Fund             | Unrestricted | \$ 50             |
| Library Fund             | Restricted   | 14,466            |
| Judd Fund                | Restricted   | 54,733            |
| Founders Fund            | Restricted   | 12,500            |
| Lockwood Thompson Fund   | Restricted   | 84,032            |
| Friends Fund             | Restricted   | <u>6,000</u>      |
| <b>TOTAL MONEY GIFTS</b> |              | <b>\$ 171,781</b> |

#### SUMMARY

| CATEGORY                  | DONORS    | QUANTITY     |
|---------------------------|-----------|--------------|
| Library Service Materials | 46        | 1,154        |
| Money Gifts               | <u>19</u> | <u>19</u>    |
| <b>TOTAL GIFTS</b>        | <b>65</b> | <b>1,173</b> |

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

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 84.57% current collection of current levy for previous tax year.  
Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

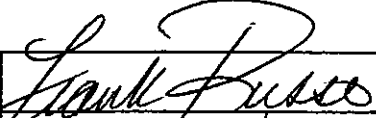

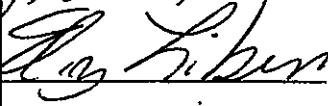
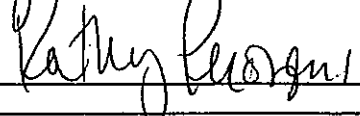
Cleveland, Ohio

December 31, 2008  
(2009 PLF Entitlement Reduction)

Primary Trustees of the: Cleveland Library

The following is the amended official certificate of estimated resources for the fiscal year  
2009, as revised by the Budget Commission of said County, which shall govern the total of appropriations  
made at any time during such fiscal year:

|               | Unencumbered<br>Balance Jan. 1, 2009 | General Property Tax | PLF                  | Other<br>Sources     | Total                 |
|---------------|--------------------------------------|----------------------|----------------------|----------------------|-----------------------|
|               | 23,600,000.00                        | 31,400,248.16        | 24,625,427.62        | 10,582,923.00        | 90,208,598.78         |
|               | 5,762,300.00                         |                      |                      | 926,851.00           | 6,689,151.00          |
|               | 5,400,000.00                         |                      |                      | 0.00                 | 5,400,000.00          |
|               | 1,320,000.00                         |                      |                      | 53,500.00            | 1,373,500.00          |
| <b>Totals</b> | <b>36,082,300.00</b>                 | <b>31,400,248.16</b> | <b>24,625,427.62</b> | <b>11,563,274.00</b> | <b>103,671,249.78</b> |

|   |  |                   |   |
|---|--|-------------------|---|
|  |  | <b>Budget</b>     |  |
|  |  | <b>Commission</b> |  |

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 84.57% current collection of current levy for previous tax year.  
Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

January 15, 2009

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, 2009, as revised by the Budget Commission of said County, which shall govern the total of appropriations appropriations made at any time during such fiscal year:

| Fund                    | Unencumbered<br>Balance Jan. 1, 2009 | General Property Tax | PLF                  | Other<br>Sources     | Total                 |
|-------------------------|--------------------------------------|----------------------|----------------------|----------------------|-----------------------|
| General Fund            | 24,895,209.98                        | 31,400,248.16        | 24,625,427.62        | 10,582,923.00        | 91,503,808.76         |
| Special Revenue         | 9,852,471.02                         |                      |                      | 926,851.00           | 10,779,322.02         |
| Capital                 | 4,966,159.71                         |                      |                      | 0.00                 | 4,966,159.71          |
| Permanent               | 1,815,212.46                         |                      |                      | 53,500.00            | 1,868,712.46          |
| <b>Totals/Subtotals</b> | <b>41,529,053.17</b>                 | <b>31,400,248.16</b> | <b>24,625,427.62</b> | <b>11,563,274.00</b> | <b>109,118,002.95</b> |

Frank Russo  
Elizabeth Libens

Budget  
Commission

Jim Costello  
Kathy Crozier



**CLEVELAND PUBLIC LIBRARY  
2009 APPROPRIATION: FIRST AMENDMENT  
JANUARY 22, 2009**

| GENERAL FUND<br>CERTIFIED REVENUE | Prior<br>Certificate (1) | Increase/<br>Decrease   | Amended<br>Certificate (2) |
|-----------------------------------|--------------------------|-------------------------|----------------------------|
| Cash January 1                    | 23,600,000.00            | 1,295,209.98            | 24,895,209.98 (3)          |
| Taxes - General Property          | 29,400,248.16            | 0.00                    | 29,400,248.16              |
| Public Library Fund (PLF)         | 27,491,756.86            | -2,866,329.24           | 24,625,427.62              |
| State Rollbacks/CAT               | 6,489,423.00             | 0.00                    | 6,489,423.00               |
| Federal Aid                       | 0.00                     | 0.00                    | 0.00                       |
| State Aid                         | 960,000.00               | 0.00                    | 960,000.00                 |
| Fines and Fees                    | 323,500.00               | 0.00                    | 323,500.00                 |
| Earned Interest                   | 1,600,000.00             | 0.00                    | 1,600,000.00               |
| Services                          | 2,800,000.00             | 0.00                    | 2,800,000.00               |
| Miscellaneous                     | 410,000.00               | 0.00                    | 410,000.00                 |
| Return of Advances                | 0.00                     | 0.00                    | 0.00                       |
| <b>[TOTAL RESOURCES</b>           | <b>[ 93,074,928.02]</b>  | <b>[ -1,571,119.26]</b> | <b>[ 91,503,808.76]</b>    |

| GENERAL FUND<br>APPROPRIATION     | Prior<br>Appropriation  | Increase/<br>Decrease   | Amended<br>Appropriation |
|-----------------------------------|-------------------------|-------------------------|--------------------------|
| Salaries/Benefits                 | 45,135,224.00           | 0.00                    | 45,135,224.00            |
| Supplies                          | 1,567,055.00            | -166,770.00             | 1,400,285.00             |
| Purchased/Contracted<br>Services  | 11,303,398.00           | -1,000,000.00           | 10,303,398.00            |
| Library Materials/<br>Information | 12,835,292.00           | -1,000,000.00           | 11,835,292.00            |
| Capital Outlay                    | 1,211,994.00            | 0.00                    | 1,211,994.00             |
| Other Objects                     | 83,280.00               | 0.00                    | 83,280.00                |
| <b>[SUBTOTAL OPERATING</b>        | <b>[ 72,136,243.00]</b> | <b>[ -2,166,770.00]</b> | <b>[ 69,969,473.00]</b>  |
| Transfers/Advances                | 3,000,000.00            | 0.00                    | 3,000,000.00             |
| <b>[TOTAL APPROPRIATION</b>       | <b>[ 75,136,243.00]</b> | <b>[ -2,166,770.00]</b> | <b>[ 72,969,473.00]</b>  |

(1) Certificate dated December 11, 2008

(2) Certificate dated January 15, 2009

(3) \$24,895,210 unencumbered cash carried forward (plus \$4,178,900 encumbered cash.)

**CLEVELAND PUBLIC LIBRARY  
2009 APPROPRIATION: FIRST AMENDMENT  
JANUARY 22, 2009**

| SPECIAL REVENUE<br>FUNDS     | Prior Fund<br>Balance | Increase/<br>Decrease | Amended<br>Fund Balance |
|------------------------------|-----------------------|-----------------------|-------------------------|
| Anderson                     | 139,500.00            | 33,036.47             | 172,536.47              |
| Endowment for the Blind      | 1,232,800.00          | 124,960.22            | 1,357,760.22            |
| Founders                     | 1,291,000.00          | 537,551.19            | 1,828,551.19            |
| Kaiser                       | 25,900.00             | 14,244.59             | 40,144.59               |
| Kraley                       | 102,700.00            | 39,209.99             | 141,909.99              |
| Library                      | 111,800.00            | 58,268.50             | 170,068.50              |
| Pepke                        | 66,000.00             | 20,789.54             | 86,789.54               |
| Wickwire                     | 798,700.00            | 208,063.80            | 1,006,763.80            |
| Wittke                       | 46,400.00             | 14,160.11             | 60,560.11               |
| Young                        | 2,060,000.00          | 571,940.87            | 2,631,940.87            |
| Friends                      | 14,000.00             | 7,540.13              | 21,540.13               |
| Judd                         | 190,000.00            | -30,000.00            | 160,000.00              |
| Lockwood Thompson            | 180,000.00            | 31,483.26             | 211,483.26              |
| Ohio Center for the Book     | 1,900.00              | 0.00                  | 1,900.00                |
| Schweinfurth                 | 50,000.00             | 3,040.53              | 53,040.53               |
| Cleveland NCA Kiosks         | 14,300.00             | 69.66                 | 14,369.66               |
| Bill & Melinda Gates         | 0.00                  | 0.00                  | 0.00                    |
| Harvard Kiosk                | 8,700.00              | 56.23                 | 8,756.23                |
| MetLife-Fit for Life         | 23,800.00             | 0.00                  | 23,800.00               |
| LSTA-LBPH                    | 0.00                  | 0.00                  | 0.00                    |
| LSTA-Know It Now             | 331,651.00            | -36,301.57            | 295,349.43              |
| <b>TOTAL SPECIAL REVENUE</b> | <b>6,689,151.00</b>   | <b>1,598,113.52</b>   | <b>8,287,264.52</b> (5) |

| CAPITAL PROJECTS<br>FUNDS     | Prior Fund<br>Balance | Increase/<br>Decrease | Amended<br>Fund Balance |
|-------------------------------|-----------------------|-----------------------|-------------------------|
| <b>(BUILDING &amp; REPAIR</b> | <b>5,400,000.00</b>   | <b>-433,840.29</b>    | <b>4,966,159.71</b> (6) |

(5) \$9,852,471 unencumbered cash carried forward (plus \$368,554 encumbered cash.) \$926,851 additional revenue. Non-expendable principal amounts of \$2,492,058 in Anderson, Founders and Wickwire Funds are included in the certified fund balances but are not included in appropriated amounts.

(6) \$4,966,160 unencumbered cash carried forward (plus \$4,533,011 encumbered cash.) \$-0- additional revenue.

**CLEVELAND PUBLIC LIBRARY  
2009 APPROPRIATION: FIRST AMENDMENT  
JANUARY 22, 2009**

| PERMANENT FUNDS        | Prior Fund<br>Balance | Increase/<br>Decrease | Amended<br>Fund Balance |
|------------------------|-----------------------|-----------------------|-------------------------|
| Abel                   | 103,800.00            | 51,156.88             | 154,956.88              |
| Ambler                 | 1,000.00              | 296.65                | 1,296.65                |
| Beard                  | 77,500.00             | 21,780.92             | 99,280.92               |
| Klein                  | 2,000.00              | 1,047.98              | 3,047.98                |
| Malon/Schroeder        | 79,200.00             | 20,747.62             | 99,947.62               |
| McDonald               | 92,900.00             | 23,381.43             | 116,281.43              |
| Ratner                 | 40,000.00             | 14,798.47             | 54,798.47               |
| Root                   | 10,600.00             | 10,401.27             | 21,001.27               |
| Sugarman               | 10,000.00             | 4,292.88              | 14,292.88               |
| Thompson               | 17,500.00             | 55,481.93             | 72,981.93               |
| Weidenthal             | 2,000.00              | 1,913.61              | 3,913.61                |
| White                  | 937,000.00            | 289,912.82            | 1,226,912.82            |
| <b>TOTAL PERMANENT</b> | <b>1,373,500.00</b>   | <b>495,212.46</b>     | <b>1,868,712.46</b> (7) |

(7) \$2,532,247 unencumbered cash carried forward (plus \$17,996 encumbered cash.) \$53,500 additional revenue. Non-expendable principal amounts (\$717,035) are not included in either the certified fund balances or the appropriated amounts.

152 T1ZFCLEVOH62DCO CLEWOHOWJOO 5 primes

Pricing for the flat rate prime will remain the same at \$695 per prime, per month.

ISDN PRIME pricing - Unlimited 36

|  |   |     |           |                           |
|--|---|-----|-----------|---------------------------|
| Port, Switch 5ESS / ZPAZD/ZPQZD          | - | 5   | \$        | 1,440.00                  |
| Unlimited Local Calling on PRI / UTW     | - | 5   | \$        | 1,475.00                  |
| DID - each individual number / NHN       | - | 296 | \$        | 44.40                     |
| LDC Transport - Zone 1 (for PRI) / TZ4X1 | - | 5   | \$        | 560.00                    |
| <b>Total</b>                             |   |     | <b>\$</b> | <b>3,519.40 Per month</b> |

ISDN PRIME pricing - Unlimited 60

|  |   |     |           |                           |
|--|---|-----|-----------|---------------------------|
| Port, Switch 5ESS / ZPAZD/ZPQZD          | - | 5   | \$        | 1,440.00                  |
| Unlimited Local Calling on PRI / UTW     | - | 5   | \$        | 1,475.00                  |
| DID - each individual number / NHN       | - | 296 | \$        | 44.40                     |
| LDC Transport - Zone 1 (for PRI) / TZ4X1 | - | 5   | \$        | 560.00                    |
| <b>Total</b>                             |   |     | <b>\$</b> | <b>3,519.40 Per month</b> |

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3,519.40 x

12.00 =

42,232.80 +

JAN 05 2009



AT&T ILEC ISDN Prime (PRI) with DS1 Service ("Service")

Service Agreement Provided Pursuant to Custom Terms

20090107-0177

Customer ("Customer") \_\_\_\_\_

CLEVELAND PUBLIC LIBRARY  
325 SUPERIOR AVE  
CLEVELAND OHIO 44114 USA

Customer Contact (for notices)

Name: Larry Finnigan

Title: Director of IT

Telephone: 216-623-2811 Fax:

E-mail: larry.finnigan@cpl.org

Address, if different from above:

Street Address

City

State Zip Code

USA

AT&T ("AT&T")

For purposes of this Service Agreement, AT&T means the Service Provider specifically identified herein.

AT&T Contact (for notices)

Account Rep Name: ANDREA PHILLIPS

Title:

Street Address: 208 PORTAGE TRAIL 3RD FLOOR

City: CUYAHOGA FALLS State: OH Zip Code: 44221

Telephone: 3304056970 Fax: 3304055027 Email: ap1825@sbc.com

With a copy to:

AT&T Corp.

One AT&T Way, Bedminster, NJ 07921-0752

Attn: Master Agreement Support Team

E-mail: mast@att.com

AT&T Authorized Agent or Representative Information if applicable)  Primary Sales Contact

Name: Company Name:

Agent Street Address: City: State: Zip Code:

Telephone: Fax: Email: Agent Code

Customer agrees to purchase AT&T ILEC ISDN Prime with DS1 Service in the quantities and according to the prices and terms and conditions set forth in this Service Agreement ("Agreement") and in the applicable Tariffs and/or Guidebooks. In states where the state commission no longer requires a tariff for this Service, Customer agrees to purchase the Service in the quantities and according to the prices and terms and conditions of this Agreement and AT&T's Business Service Agreement (BSA). If there is a conflict between this document and the Tariff, Guidebook or BSA, this document will take priority. The Parties acknowledge and agree that this Agreement represents individual case pricing that is offered to Customer because of the unique or specialized conditions of the AT&T business services purchased by Customer, and, where required, that this Agreement will be filed with the state public utilities commission with competent jurisdiction over the service offering provided hereunder. Service is provided by the AT&T Incumbent Local Exchange Carrier (ILEC) Affiliate identified below as the Service Provider. References to "Agreement" refer to this Agreement and any attachment attached hereto, and incorporated by reference herein.

This Agreement is effective on the date this Agreement is last signed, unless a later date is required by law or regulation, ("Effective Date") and shall remain in full force and effect for the Term of the Agreement as identified below.

Customer (by its authorized representative)

By:  
Printed or Typed  
Name:

Title:

Date:

AT&T (by its authorized representative)

By:   
Printed or Typed  
Name:

GABRIELA RATULOWSKI  
Contract Management

Title:

Date: 1-7-2009



## AT&amp;T ILEC ISDN Prime (PRI) with DS1 Service ("Service")

Service Agreement Provided Pursuant to Custom Terms

This Agreement is for (Select one of the first four check boxes):

New Install (Check this if no current ISDN PRI Service exists at this location, or if adding ISDN PRI(s) with its own contract term.)

Conversion from Month-to-Month

Upgrade from Measured ISDN PRI to Unlimited ISDN PRI

**Renewal/Additional Service** - This Agreement supersedes and replaces existing contract which expires approximately [Enter date existing contract for these services expires] without any liability for early termination charges for the following reason: (For Renewal/Additional Service, also check one of the boxes below.)

Current contract expires within 60 days after execution of this Agreement, and term for existing Service is being extended for the Term of this Agreement.

Customer requests additional ISDN PRI Unlimited Local and DS1 Service within the same state as the Service Provider checked below, and the term for the existing service is being converted to be coterminous with the Term of this Agreement and the following criteria are met: (i) the term remaining for existing service is equal to or less than the Term of this Agreement, (ii) the quantity of Service in this Agreement will be greater than the existing contract, and (iii) the Service Element rates in this Agreement are equal to or more than the rates of the existing Services.

**Service Provider and Tariff or Guidebook: (Check only one.)** To purchase services from more than one Provider/State, complete additional order form(s):

Illinois Bell Telephone Company d/b/a AT&T Illinois – Tariff No. 19, Part 15 and Part 17

Indiana Bell Telephone Company, Incorporated d/b/a AT&T Indiana – AT&T Indiana Guidebook

Michigan Bell Telephone Company d/b/a AT&T Michigan – Retail Catalog/Guidebook, Part 15 and Part 17

The Ohio Bell Telephone Company d/b/a AT&T Ohio – AT&T Ohio Guidebook, Part 15 and Part 17

Wisconsin Bell, Inc. d/b/a AT&T Wisconsin - Tariff No. 20, Part 15 and Part 17

**Order information:**

I. **Services:** ISDN Prime ("ISDN PRI") Service and 1.544 MBPS High Capacity Digital Service Channels ("DS1 Service") (individually and collectively referred to as "Service").

II. **Service Term ("Term" or "Minimum Payment Period"):** 36 months

III. **Existing Circuit ID, if applicable:** 108 T1ZF CLEVOH62DCO CLEWOHOWH00 BTN 216 R01-8556

109 T1ZF CLEVOH62DCO CLEWOHOWH00 BTN 216 R01-8556

110 T1ZF CLEVOH62DCO CLEWOHOWH00 BTN 216 R01-8556

112 T1ZF CLEVOH62DCO CLEWOHOWH00 BTN 216 R01-8556

112 T1ZF CLEVOH62DCO CLEWOHOWH00 BTN 216 R01-8335

IV. **Requested Installation Date:**

V. **Host/Remote or Service Number Portability or FX?**  Yes\*  No

\*If Yes, Central Office CLLI Serving the Circuit Location Address: CLEVOH6262F

\*If Yes is checked, then DS1 Channel Mileage Terminations and DS1 Channel Mileage (per mile) as listed in Section VII.A and C below must apply.

VI. **Service Location Addresses and Quantity:** AT&T shall furnish and Customer shall subscribe to and pay for ISDN PRI with DS1 Service(s) provided to Customer at the following Customer location(s) within the state of Ohio:

| Quantity of Circuits per Customer location (each Circuit includes ISDN PRI, Unlimited Local Usage and DS1 Local Distribution Channel(s)) | Customer Service Location Street Address* | City*            |
|--|---|------------------|
| 5  | 325 Superior ave                          | Cleveland        |
| 0  | [Not applicable]                          | [Not applicable] |

AT&amp;T and Customer Confidential Information

SDA S Telco


**AT&T ILEC ISDN Prime (PRI) with DS1 Service ("Service")**
**Service Agreement Provided Pursuant to Custom Terms**
**Quantity of Circuits per Customer**

location (each Circuit includes ISDN PRI, Unlimited Local Usage and DS1 Local Distribution Channel(s))

| Customer Service Location | Street Address*  | City*            |
|---------------------------|------------------|------------------|
| 0                         | [Not applicable] | [Not applicable] |
| 0                         | [Not applicable] | [Not applicable] |
| 0                         | [Not applicable] | [Not applicable] |

(If additional locations are included, please list on a separate page.)

**VII. Service Elements and Charges:** AT&T shall provide ISDN PRI Service and DS1 Service at the Customer location(s) listed above (or on an attachment) at the rates and quantities designated below. Optional features available on month-to-month rates are not included under this Agreement (Section VII.B. below), except Calling Name ID (in Section VII.A. below) which may be purchased under this Agreement or on month-to-month Tariff or Guidebook rates. In the event that any extended or total amounts conflict with any per-unit rates in the table below, the per-unit rates shall control.

**A. Monthly Charges – ISDN PRI and DS1 Service**

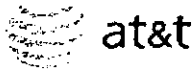
| Service Element  | USOC                   | Total Quantity | Unit Monthly Charge | Extended Monthly Charge |
|--|------------------------|----------------|---------------------|-------------------------|
| ISDN PRI   | ZPQZD                  | 5              | \$288.00            | \$1,440.00              |
| - Unlimited Local Usage (Switch Utilization)                 | UTW                    | 5              | \$295.00            | \$1,475.00              |
| - Calling Name ID  | Not Applicable         | 0              | \$10.00             | \$0.00                  |
| DS1 Local Distribution Channels (LDCs)                       | TZ4X1 - IN, MI, OH, WI | 5              | \$112.00            | \$560.00                |
| DS1 Channel Mileage Terminations, (2 per LDC), if applicable | [Select One]           | 0              | \$34.00             | \$0.00                  |
| DS1 Channel Mileage (per mile), if applicable                | [Select One]           | 0              | [Select One]        | \$0.00                  |
| <b>Total Monthly Charge .</b>                                |                        |                |                     | <b>\$3,475.00</b>       |

**B. Monthly Charges – Optional Features - Optional features available on month-to-month rates.**

| Service Element             | USOC           | Total Quantity | Unit Monthly Charge | Extended Monthly Charge |
|-----------------------------|----------------|----------------|---------------------|-------------------------|
| Back Up D Channel           | Not Applicable | 0              | \$0.00              | \$0.00                  |
| Call By Call for FX         | Not Applicable | 0              | \$0.00              | \$0.00                  |
| Call By Call for Tie Lines  | Not Applicable | 0              | \$0.00              | \$0.00                  |
| Network Ring Again          | [Select One]   | 0              | \$0.00              | \$0.00                  |
| Network Name Display        | [Select One]   | 0              | \$0.00              | \$0.00                  |
| <b>Total Monthly Charge</b> |                |                |                     | <b>\$0.00</b>           |

**C. Non-recurring Charges**

| Service Element | USOC | Total Quantity | Unit Non-Recurring Charge | Extended Non-recurring Charge |
|-----------------|------|----------------|---------------------------|-------------------------------|
|                 |      |                |                           |                               |



## AT&amp;T ILEC ISDN Prime (PRI) with DS1 Service ("Service")

Service Agreement Provided Pursuant to Custom Terms

| Service Element                                 | USOC                   | Total Quantity | Unit Non-Recurring Charge | Extended Non-recurring Charge |
|---|------------------------|----------------|---------------------------|-------------------------------|
| ISDN PRI  | ZPQZD                  | 5              | \$0.00                    | \$0.00                        |
| - Unlimited Local Usage<br>(Switch Utilization) | UTW                    | 5              | \$0.00                    | \$0.00                        |
| - Calling Name ID                               | Not Applicable         | 0              | \$0.00                    | \$0.00                        |
| DS1 Local Distribution Channels (LDCs)          | TZ4X1 - IN, MI, OH, WI | 5              | \$0.00                    | \$0.00                        |
| DS1 Channel Mileage Terminations                | [Select One]           | 0              | \$0.00                    | \$0.00                        |
| DS1 Channel Mileage (per mile)                  | [Select One]           | 0              | N/A                       | \$0.00                        |
| <b>Optional Month-to-Month Features below</b>   |                        |                |                           |                               |
| ISDN PRI - Back Up D Channel                    | Not Applicable         | 0              | \$0.00                    | \$0.00                        |
| ISDN PRI - Call By Call for FX                  | Not Applicable         | 0              | \$0.00                    | \$0.00                        |
| ISDN PRI - Call By Call for Tie Lines           | Not Applicable         | 0              | \$0.00                    | \$0.00                        |
| ISDN PRI - Network Ring Again                   | [Select One]           | 0              | [Select One]              | \$0.00                        |
| ISDN PRI - Network Name Display                 | [Select One]           | 0              | [Select One]              | \$0.00                        |
| <b>Total Non-recurring Charge</b>               |                        |                |                           | <b>\$0.00</b>                 |

\*If Yes is checked in Section V above, then DS1 Channel Mileage Terminations and DS1 Channel Mileage (per mile) as listed in this Section VII A and C must apply.

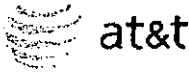
**VIII. Terms and Conditions:** The Terms and Conditions for Service are attached hereto and incorporated herein by this reference.

***This section for internal use only***

Billing Telephone Number for Existing service, if applicable: 216-r01-8556,216r018335

Program Code: PRIULICB





AT&T ILEC ISDN Prime (PRI) with DS1 Service ("Service")  
Service Agreement Provided Pursuant to Custom Terms

TERMS AND CONDITIONS

The following terms and conditions apply to the Services subscribed to by Customer under this Agreement.

1. Definitions

"Term Start Date" is when the Service is first provisioned or otherwise available for Customer's use at any single Site pursuant to this Agreement.

"Service Component" means an individual component of a Service provided under this Agreement.

Tariffs, Guidebooks and AT&T Business Service Agreement (BSA). "Tariffs" are documents containing the standard descriptions, pricing, and other terms and conditions for a Service that AT&T files with regulatory commissions. "AT&T Business Service Agreement" and "Guidebooks" are documents containing the standard descriptions, pricing, and other terms and conditions for a Service that were, but no longer are, filed with regulatory commissions. In some states, the "AT&T Guidebook" and "AT&T Business Service Agreement" constitutes the "Guidebook" applicable to the Service(s) and the AT&T Business Service Agreement and AT&T Guidebook shall be treated as a "Guidebook" for purposes of this Agreement. Tariffs, Guidebooks and the BSA can be found at [www.att.com/servicepublications](http://www.att.com/servicepublications).

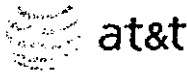
2. Description of Service. The Services described below are provided solely by the AT&T entity identified above and are not jointly provided with any other carrier. Service(s) are provided pursuant to the terms and conditions set forth in the appropriate Tariff, Guidebook, or BSA.

A. ISDN Prime (PRI) ("Service").

1. AT&T shall provide Service to Customer between the local AT&T Serving Central Office and each circuit location address within AT&T's in-region territory designated in this Agreement. The circuit location must be at a valid customer premises address. A customer premises address may not be a location at a Carrier Hotel or a Co-location cage within an AT&T Central Office. ISDN PRI Service provides a multi-purpose high speed, multiplexed digital interface based on International Telecommunication Union (ITU) ISDN standards. Service uses Primary Rate Interface (PRI) technology. Service is provided where facilities are available from Customer's premises to AT&T's circuit-switched voice and circuit-switched data services via 1.544 Megabits per second (Mbps) central office (CO) termination. The CO termination connects by way of 23 64Kbps "B" channels and one 64Kbps "D" channel. The "D" channel performs out-of-band signaling and controls the "B" channels. The transmission characteristics of this Service support 64Kbps clear channel capability and Extended Superframe Format (ESF).
2. Calling Name ID ("Service"): (Optional) Allows the name of the calling party to be delivered to the called party.
3. If Customer obtains the Service utilizing the Service Portability option, Customer's telephone number is ported to an ISDN capable switch designated by AT&T in order to provide the Service without a telephone number change. Special Assembly/Special Authority charges will be applicable to subsequent porting of the number back to Customer's serving central office.
4. Use of Service. Customer agrees that the Service will only be used to transport the voice and/or data traffic of Customer and its Affiliates, and not to originate or terminate voice traffic to bypass switched access charges as defined by applicable state and federal telecommunications law. Customer understands that this covenant is an essential part of the undertaking by AT&T herein, and that AT&T is relying upon Customer's covenant as an inducement to sell the Service. Customer agrees to compensate AT&T for any switched access charges that AT&T is obligated to pay, or entitled to collect, as a result of Customer's use of the Services, and Customer further agrees that this obligation to compensate AT&T shall not be capped or limited. *As used herein the term Switched Access, generally speaking, means the charges that a long distance company is required to pay to a local telecommunications company for the termination or origination of long distance calls to or from a customer whose phone is connected to the local telecommunications company's local switching network.*

B. 1.544 MBPS High Capacity Digital Service Channels ("DS1 Service" or "Service") at location(s) designated on page 1 and attachments, if applicable.

3. Term. For the Service(s) offered under this Agreement, the Term Start Date for all Services shall begin on the later of (1) if this Agreement is only for "New Install" as checked above, on the date when the first Service at the first Customer Site is installed and available for use by Customer pursuant to this Agreement, or (2) if this Agreement is for "Conversion from Month-to-Month", "Upgrade from Measured ISDN PRI to Unlimited ISDN PRI" or "Renewal/Additional Service" as checked above, the last date on which this Agreement is signed by a party as indicated in the signature block above, or (3) the date of approval of this Agreement by an appropriate regulatory body, if regulatory approval is required for this Agreement for the Service(s), and will continue for the Term as selected by Customer above. No rates or discounts shall be applied prior to the



AT&T ILEC ISDN Prime (PRI) with DS1 Service ("Service")  
Service Agreement Provided Pursuant to Custom Terms

**Term Start Date.** Upon the expiration of the Term, no rates or discounts provided under this Agreement will apply to such Service. For any Service provided under this Agreement, upon expiration of the Term, Customer will have the option to either (a) notify AT&T as per contract notice information on page 1 of this Agreement of Customer's desire to terminate the Service or (b) continue using the Service on a month-to-month basis until the Service is terminated by either party on thirty days' notice. Unless otherwise agreed by the parties in writing, during the month-to-month extension period following the expiration of this Agreement, the prices for the Service provided under this Agreement will automatically be the then-current month-to-month rates set forth in the applicable Tariff or Guidebook. After expiration of the Term of this Agreement, AT&T may modify rates, terms and conditions applicable to the Service(s) on thirty days' notice.

This Agreement will expire when Service(s) or Service Component(s) are no longer provided under this Agreement.

**4. Pricing.** The rates and charges stated in this Agreement are stabilized until the end of the Term of this Agreement, and apply in lieu of the corresponding rates and charges set forth in the applicable Tariff or Guidebook. Except as otherwise provided herein, no other discount, promotion, credit or waiver set forth in a Tariff, Guidebook or BSA will apply. Prices in this Agreement are exclusive of, and Customer will pay, all current or future taxes, regulatory surcharges, recovery fees, and other similar charges specified or allowed by any governmental entity relating to the sale, use or provision of the Services.

**5. Billing and Payments.** Customer will pay AT&T the Monthly Charges and Non-recurring Charges set forth herein. Customer's obligation to pay for all Services will begin upon the Term Start Date. AT&T will invoice Customer for the Services on a monthly basis. AT&T may require Customer to tender a deposit if AT&T determines, in its reasonable judgment, that Customer is not creditworthy.

Payment is due within 30 days after the date of the invoice and must refer to the invoice number. Charges will be quoted and must be paid in the currency specified in the invoice. Restrictive endorsements or other statements on checks are void. Customer will reimburse AT&T for all costs associated with collecting delinquent or dishonored payments, including reasonable attorney's fees. AT&T may charge late payment fees as specified in the applicable Tariff or Guidebook, at the rate specified therein.

**6. Termination for Convenience.** The following termination provisions are only applicable to Services provided pursuant to this Agreement.

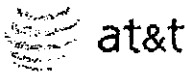
- 6.1. If Customer cancels this Agreement prior to the Term Start Date, Customer will reimburse AT&T for time and materials incurred prior to the effective date of termination, plus any third-party charges resulting from the termination.
- 6.2. If Customer terminates Service(s) before expiration of the Term, in whole or in part, for any reason other than default by AT&T, or AT&T terminates for Customer's default, on or after the Cutover Date but before the scheduled completion of the Term, Customer shall pay a termination liability of an amount equal to (a) all unpaid non-recurring charges (excluding non-recurring charges that were waived or incorporated into the monthly recurring rates), (b) fifty percent (50%) of the recurring monthly charges rate for the terminated Service(s) as set forth in this Agreement, multiplied by the number of months remaining in the term for the applicable Service at the point of termination, and (c) any special construction liabilities.

**7. Tariff and Regulations.**

This Agreement may be subject to the jurisdiction of a regulatory commission and will be subject to changes or modifications as the controlling commission may direct from time to time in the exercise of its jurisdiction. Therefore, for this purpose, this Agreement will be deemed to be a separate agreement with respect to the Service offered in a particular jurisdiction.

AT&T will, subject to the availability and operational limitations of the necessary systems, facilities, and equipment, provide the Service pursuant to the terms and conditions in the applicable Tariff, Guidebook or BSA. This Agreement may be filed with the appropriate state commission. If approval is required and not obtained, then this Agreement will immediately terminate, and Customer shall receive a refund of any non-recurring charge paid and pre-paid amounts for Service not received. These charges shall become due and immediately payable upon termination.

**8. Service Upgrade.** Customer may upgrade the DS1 Service to a higher speed service provided by the same AT&T Service Provider as designated above (the "Upgraded Service") without incurring early termination charges; provided that the Upgraded Service is under a term plan that is equal to or greater in length than the number of months remaining in the term plan ordered herein and is installed between the same locations as the applicable DS1 Service. Non-recurring charges will apply to the Upgraded Service.



AT&T ILEC ISDN Prime (PRI) with DS1 Service ("Service")  
Service Agreement Provided Pursuant to Custom Terms

9. **Publicity and Trademarks.** Neither party may issue any public statements or announcements relating to the terms of this Agreement or the provision of Services without the prior written consent of the other party. Each party agrees not to display or use, in advertising or otherwise, any of the other party's trade names, logos, trademarks, service marks or other indicia of origin without the other party's prior written consent, which consent may be revoked at any time by notice.

10. **Governing Law.** This Agreement and any claims arising hereunder or related hereto, whether in contract or tort, shall be governed by the domestic laws of the State in which the Services are provided.

11. **Severability.** If any portion of this Agreement is found to be invalid or unenforceable, or if applicable law mandates a different interpretation or result, the remaining provisions will remain in effect and the parties will negotiate in good faith to substitute for such invalid, illegal, or unenforceable provision a mutually acceptable provision consistent with the original intention of the parties.

12. **Amendments and Waivers.** Any supplement to or modification or waiver of any provision of this Agreement must be in writing and signed by authorized representatives of both parties. A waiver by either party of any breach of this Agreement will not operate as a waiver of any other breach of this Agreement.

13. **Notices.** All notices required under this Agreement will be delivered in writing to the recipient's contact designated on the first page of this Agreement, or to such other contact as designated in writing from time to time. Notices shall be by internationally recognized overnight courier, certified or registered mail, email, or facsimile and will be effective upon receipt or when delivery is refused, whichever occurs sooner.

14. **Confidentiality.** This Agreement and any pricing or other proposals are confidential to Customer and AT&T. Neither party may publicly disclose any confidential information without the prior written consent of the other, unless authorized by applicable law, regulation or court order. Until directed otherwise by Customer in writing, if AT&T designates a dedicated account representative as Customer's primary contact with AT&T, Customer authorizes that representative to discuss and disclose Customer's customer proprietary network information to any employee or agent of Customer without a need for further authentication or authorization.

15. **Ohio Terms and Conditions.**

To the extent this Agreement relates to regulated Services provided in Ohio:

15.1 Inclusion of termination liability in this Agreement does not constitute a determination by the Public Utilities Commission of Ohio (PUCO) that the termination liability is approved or sanctioned. The Customer is free to pursue its legal remedies should a dispute arise.

15.2 Approval of limitation of liability language by the PUCO does not constitute a determination by the Commission that the limitation of liability imposed by AT&T should be upheld in a court of law. Approval by the Commission merely recognizes that since it is a court's responsibility to adjudicate negligence and consequential damage claims, it is also the court's responsibility to determine the validity of the exculpatory clause.

15.3 In Ohio, Customer is not precluded from disclosing the terms and conditions of this or any Ohio agreement to another entity.

16. **Entire Agreement.** This Agreement and the applicable Tariff(s) or Guidebook(s) constitute the entire agreement between the parties with respect to the Services provided under this Agreement, and supersedes all other agreements, proposals, representations, statements or understandings, whether written or oral, concerning the Services or the rights and obligations relating to the Services, and the parties disclaim any reliance thereon. This Agreement will not be modified or supplemented by any written or oral statements, proposals, representations, advertisements, service descriptions or purchase order forms not expressly set forth in this Agreement.

End of Document

## MW ISDN PRI Competitive Verification Form

This form must be completed &amp; returned to Contract Management (CM) along with the signed contract &amp; Quick Quote

**Customer Section**Customer Name **CLEVELAND PUBLIC LIBRARY**Customer Address **325 Superior Ave**City **Cleveland**State **OH**

Opportunity Type

New  Retention  Winback  Renewal (Existing CN)  Existing PRI BTNQuantity of ISDN PRI Circuits requested **5** Serving Central Office CLLI **CLEVOH6262F** NPA NXX **216-623**DS1 Needed?  YES, Qualifies for DS1 Metro Blitz?  YES  NO\* FX or Host/Remote?  YES (Note: DS1 Mileage Chrgs apply)  NO**Competitive Information Section**

NOTE: IF USING \$150 AS SAVE OFFER, MUST ATTACH COMPETITIVE QUOTE OR CUSTOMER LETTER/EMAIL

Competitor Name: **xo**Competitor Type: **Reseller**Cust. Contact (who indicated competitive threat) **Larry Finnigan**Title **Director Of IT**Phone **330-623-2811**Competitor Quoted Rates: Attach supporting documentation - Actual quote or evidence of competitive rates in specific area. **REQUIRED.** PRI Rate **\$ 700** DS1 Rate **\$ incl**Contract Term **36** Installation **\$ 0**Contract Term  Installation **\$****Pricing Approval Section - May combine one (1) PRI Program & one (1) DS1 Program per customer order.****NOTICE: May NOT combine programs with ISDN PRI Unlimited Local ICB Lite as both PRI & DS1 already included.**

| ISDN PRI Program Name                        | Program Code | Click One                | Sales Authorizing Signature                        |
|--|--------------|--------------------------|--|
| SDA 3277, 3279                               | [Select One] | <input type="checkbox"/> | Sales RVP (3 <sup>rd</sup> /4 <sup>th</sup> Level) |
| Primary Rate ISDN Fire Sale (IL, MI, OH, WI) | [Select One] | <input type="checkbox"/> | Sales RVP (3 <sup>rd</sup> /4 <sup>th</sup> Level) |
| Primary Rate ISDN Fire Sale IN               | [Select One] | <input type="checkbox"/> | Sales RVP (3 <sup>rd</sup> /4 <sup>th</sup> Level) |
| Indiana Program 1, Program 2                 | [Select One] | <input type="checkbox"/> | Sales RVP (3 <sup>rd</sup> /4 <sup>th</sup> Level) |
| ISDN PRI Winback SDA                         | PRIWB        | <input type="checkbox"/> | Sales RVP (3 <sup>rd</sup> /4 <sup>th</sup> Level) |

| DS1 Program Name                           | Program Code | Click One                           | Authorizing Signature                              | Additional Signature    |
|--|--------------|-------------------------------------|--|-------------------------|
| SDA 4444, 4445 (PRI Host/Remote)           | [Select One] | <input type="checkbox"/>            | Sales RVP (3 <sup>rd</sup> /4 <sup>th</sup> Level) | None                    |
| Metro Blitz                                | MB36         | <input checked="" type="checkbox"/> | Sales RVP (3 <sup>rd</sup> /4 <sup>th</sup> Level) | None                    |
| Metro Blitz - Winback                      | [Select One] | <input type="checkbox"/>            | Sales RVP (3 <sup>rd</sup> /4 <sup>th</sup> Level) | None                    |
| Metro Blitz - Lite (Loop length <25K feet) | [Select One] | <input type="checkbox"/>            | Sales RVP (3 <sup>rd</sup> /4 <sup>th</sup> Level) | Technical Sales Manager |

**ISDN PRI UNLIMITED LOCAL (f.k.a. ICB Lite) - Includes BOTH the PRI & DS1. Same rules for DS1 Metro Blitz & MB Lite apply.**

| Program Code = PRIULICB                 | Authorizing Signature                         | Additional Signature |
|---|---|----------------------|
| Offer Level (PRI+DS1 w/o DS1 Mlg) \$695 | Sales RVP (3 <sup>rd</sup> /4 <sup>th</sup> ) | None                 |

Form Prepared By:

Name **ANDREA PHILLIPS**

Title

Account manager

ATTUID **A543144**

Phone #

3304056970

Date

Sales RVP Name **Ron Hoots**

Title

RVP

Sales RVP Signature\* (3<sup>rd</sup>/4<sup>th</sup> level)

Phone #

216-263-6550

Date **1-25-09****\* DS1 Metro Blitz Lite Validation and Approval Section - For locations that do not qualify for Metro Blitz***My signature below acknowledges I have reviewed documentation from the account team that validates the DS1 loop length is <25,000 feet from the serving Central Office to the Customer's premises.*

Technical Sales Manager Name

ATTUID

Date

Signature\*

Electronic Signature Here:



## E-rate Rider

### ATTACHMENT TO ISDN PRIME ("Agreement") FOR SERVICES AND/OR PRODUCTS SUBJECT TO UNIVERSAL SERVICES ("E-RATE") FUNDING

This Attachment ("Attachment"), entered into by ("AT&T") and Cleveland Pubic Library ("Customer") and effective as of the date last signed below ("Effective Date"), is an attachment to the Agreement. This Attachment shall have the same term as the Agreement. If there are any inconsistencies between the Agreement and this Attachment with respect to the Service for which E-rate funding is sought, the terms and conditions of this Attachment shall control.

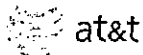
#### TERMS AND CONDITIONS APPLICABLE TO E-RATE FUNDED PRODUCTS AND SERVICES

Customer has represented that it intends to seek funding through the Federal Universal Service Fund program known as "E-Rate" for some or all of the Services or Service Components purchased under the Agreement. E-Rate is administered by the Schools and Libraries Division ("SLD") of the Universal Service Fund Administrative Company ("USAC") (Sometimes collectively or individually referred to herein as "USAC/SLD"). The Federal Communications Commission ("FCC") has promulgated regulations that govern the participation in the E-Rate program. Both Parties agree to adhere to FCC regulations as well as the rules established by SLD and USAC regarding participation in the E-Rate program. The Parties further agree:

1. Reimbursement of USAC/SLD. If USAC/SLD seeks reimbursement from AT&T of E-Rate funds as a result of Customer's failure to comply with the E-Rate rules or regulations, including Customer delays in submitting required forms or contracts; or, if USAC/SLD determines that Services which it had previously approved for discounts are not eligible and funds must be returned (a "ComAd") (other than as the result of AT&T's failure to comply with the E-Rate requirements), then Customer shall reimburse AT&T for any such funds AT&T must return to USAC/SLD within ninety (90) days of notice from USAC/SLD seeking reimbursement. In addition, Customer agrees and acknowledges that a determination of ineligibility does not affect the obligations set forth in the Agreement, including those obligations related to payments and early termination fees.
2. Eligibility of Products and Services. The eligibility or ineligibility of products or services for E-Rate funding is solely the responsibility of the USAC/SLD and/or the FCC. AT&T makes no representations or warranties regarding such eligibility.
3. Service Substitutions. Customer acknowledges that USAC/SLD funding commitments are based upon the products, services and locations set forth in the Form 471 and that any modification to the products and services and/or the locations at which the products or services are to be installed and/or provided, requires Customer to file a service substitution with USAC/SLD, seeking permission to receive alternative service or receive the service to an alternative location. If Customer intends to make any such service substitutions, then Customer agrees to pursue them, and file any and all requisite documentation, diligently. AT&T will provide Services and Service Components only as approved by the SLD and may suspend activities pending approval of service substitution requests.
4. Requested Information. If requested, Customer will promptly provide AT&T with final copies of the following E-Rate-related materials (including all attachments) prepared by or for Customer: (i) Form 471 and Item 21 Attachment; if appropriate, (ii) Form 486; (iii) Form 500; (iv) Service Substitution Request; (v) Service Certification Form; and, (vi) Form 472-BEAR. If the Customer issues purchase orders, Customer shall clearly delineate between eligible and non-eligible Services on those orders.
5. Representations, Warranties and Indemnities. Each Party represents and warrants that it has and will comply with all laws and the requirements applicable to the E-Rate Program. In addition to any indemnification obligations set forth in the Agreement and to the extent permitted by law, each Party agrees to indemnify and hold harmless the other Party (its employees, officers, directors and agents, and its parents and affiliates under common control) from and against all third party claims (including FCC or USAC/SLD claims) and related loss, liability, damage and expense (including reasonable attorney's fees) arising out of the indemnifying Party's violation of the E-Rate Requirements or breach of the representations, warranties, and terms contained in this Attachment.

#### CONFIDENTIAL INFORMATION

*This agreement is for use by the authorized employees of the parties hereto only  
and is not for general distribution within or outside the companies.*



## E-rate Rider

### Customer Must Choose A or B

A.)  [OPTION "A" IS AVAILABLE FOR NEW OR EXISTING SERVICES]

**CUSTOMER DIRECTS AT&T TO COMMENCE OR CONTINUE SERVICES EVEN IF FUNDING COMMITMENT DECISION LETTER ("FCDL") HAS NOT BEEN RECEIVED FROM USAC/SLD. CUSTOMER ACKNOWLEDGES ITS OBLIGATION TO PAY FOR THE SERVICE IF FUNDING IS DENIED OR USAC/SLD COMMITMENT IS NOT RECEIVED.**

1. Scope: Customer desires that Services commence on or about     (insert date)    . Customer intends to seek funding from the USAC/SLD, but acknowledges that it may not receive an FCDL prior to this date and that it is possible that USAC/SLD may not approve funding or may delay its decision.

2. Funding Denial Agreement Termination: CUSTOMER ACKNOWLEDGES THAT THERE IS NO RIGHT TO TERMINATE THE SERVICES OR SERVICE COMPONENTS MADE THE BASIS OF THIS ATTACHMENT IF E-RATE FUNDING IS DELAYED OR DENIED.

Customer should refer to the E-Rate Rules and Regulations regarding USAC/SLD payments for eligible services delivered after the beginning of the E-Rate year (July 1<sup>st</sup>) but before receipt of an FCDL.

B.)  [OPTION "B" IS APPROPRIATE FOR NEW SERVICES]

**SERVICES WILL NOT COMMENCE UNTIL AT&T RECEIVES NOTIFICATION THAT E-RATE FUNDS HAVE BEEN COMMITTED; IF E-RATE FUNDING FOR SERVICES IS DENIED, AGREEMENT WILL TERMINATE AS TO THOSE SERVICES UNLESS AND UNTIL A NEW ATTACHMENT (REPLACING THIS ATTACHMENT) IS EXECUTED.**

1. Scope: Customer agrees to use best efforts to obtain funding from the USAC/SLD. AT&T will not begin work related to the Services and/or equipment (including, without limitation, construction, installation or activation activities) until after AT&T receives Customer notification to proceed with the order, and verification of funding approval, and, for Internal Connections (IC), a verification of Form 486 approval by the USAC/SLD. AT&T will commence Service(s) as soon as is practical following the receipt of the appropriate documentation.

2. Funding Denial Agreement Termination: if a funding request is denied by the USAC/SLD, the Agreement, with respect to such Service(s), shall terminate sixty (60) days from the date of the FCDL in which E-Rate funding is denied or on the 30<sup>th</sup> day following the final appeal of such denial, and Customer will not incur termination liability. In the event Services are to be provided pursuant to a multi-year arrangement (whether by contract or tariff), this termination right applies only to the first year of the multi-year agreement.

3. IF CUSTOMER WISHES TO CHANGE ITS SELECTION AND WISHES AT&T TO COMMENCE SERVICES REGARDLESS OF FUNDING COMMITMENT FROM THE USAC/SLD, CUSTOMER WILL EXECUTE A NEW (REPLACEMENT) ATTACHMENT, AND AGREE TO THE TERMS SET FORTH IN "A" ABOVE. Upon execution of the Replacement Attachment, the Parties will mutually agree upon a Service Commencement Date.

This provision does not apply to Services that were initially approved for funding and subsequently deemed ineligible by USAC/SLD after commencement of Service.

### CONFIDENTIAL INFORMATION

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### E-rate Rider

Customer acknowledges its obligation to designate the method by which it will receive E-Rate discounts. With respect to each discount method, Customer agrees as follows:

Billed Entity Application Reimbursement ("BEAR") – Form 472:

Customer agrees to submit to AT&T complete and accurate BEAR – Form 472 requests for certification at least five (5) business days prior to the FCC Invoice Deadline date for the Funding Request Number(s) ("FRN") being submitted on that Form 472. AT&T cannot ensure that the Form 472 will be reviewed prior to the deadline if not received at least five (5) business days prior. Upon receipt of USAC/SLD check in the amount of the certified Form 472, AT&T will remit payment to Customer within twenty (20) business days after receipt of payment from USAC/SLD. It is solely Customer's responsibility to ensure the accuracy of this submission and the amounts sought to be recovered through the E-Rate program.

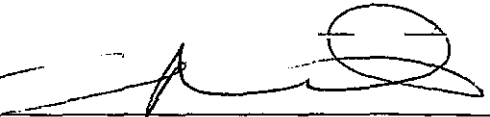
Service Provider Invoice form - ("SPI") – Form 474:

After AT&T has received notification of approved funding, an approved Form 486, and Customer has confirmed the appropriate Billed Accounts to be discounted per Funding Request Number, AT&T will then provide E-rate program discounts and will file a Form 474 SPI. Customer agrees to promptly submit any AT&T or USAC/SLD Forms needed to support requests for payment of Services rendered. In the event SLD denies payment, Customer will be responsible for repayment of all funds provided to Customer by AT&T associated with this process.

**FCC RULES REQUIRE THAT PRIOR TO SUBMISSION OF A FORM 471 APPLICATION FOR FUNDING THE PARTIES MUST HAVE ENTERED INTO A BINDING CONTRACT FOR THE SERVICES MADE THE SUBJECT OF THE APPLICATION. IT IS THE CUSTOMER'S RESPONSIBILITY TO ENSURE THAT STATE LAW REQUIREMENTS FOR A BINDING CONTRACT HAVE BEEN MET PRIOR TO THE SUBMISSION OF A FORM 471.**

THIS ATTACHMENT REPLACES THE ATTACHMENT BETWEEN THE PARTIES DATED *<Date or Original Attachment>*

SO AGREED by the Parties' respective authorized signatories:

|                          |  |
|--------------------------|--|
| Cleveland Public Library | ("AT&T")  |
| Customer Signature:      | AT&T Signature:  |
| Print Name:              | Print Name: <b>GABRIELA RATULOWSKI</b>   |
| Title:                   | Title: <b>Contract Management</b>  |
| Date:                    | Date: <u>1-7-2009</u>  |

**CONFIDENTIAL INFORMATION**

*This agreement is for use by the authorized employees of the parties hereto only and is not for general distribution within or outside the companies.*

## Pre-signature Authorization Form

Required documentation for **Contract Management** when submitting contracts for customers requiring SBC Pre-signature.

**Provide Legitimate Business Reason:**

Cleveland Public Library Requires Pre-signature of contracts for erate.

**Sales Director Approval Signature:**

Ron Hoots *RH*  
1-5-09

**Printed Name:**

          Ron Hoots          

\*\*\*Note: Contract must be returned to CM within 3 days of customer signatures to meet strict regulatory filing deadlines\*\*\*



## Cleveland Public Library

**To** Sandy Kuban  
**From** Myron Scruggs  
**Date** January 15, 2009  
**Subject** Change Order #1

I am requesting a change order be made to East-West Construction Company's contract in the amount of \$ 4,046.43.

This change order is to provide temporary power to the construction job trailer; this work was to be part of the electrical contractor's contract. In order to keep this job on schedule East-West will provide this service and the amount will be deducted from the electrical contract.

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

  
**FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES**

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

|   | <u>General Fund</u>     | <u>Special Revenue</u>  | <u>Capital Projects</u> | <u>Permanent</u>       | <u>Total</u>            |
|---|-------------------------|-------------------------|-------------------------|------------------------|-------------------------|
| 41 Taxes  | 27,930,750.52           | 0.00                    | 0.00                    | 0.00                   | 27,930,750.52           |
| 42 Intergovernmental  | 33,078,067.07           | 853,218.67              | 0.00                    | 0.00                   | 33,931,285.74           |
| 43 Fines & Fees   | 318,557.28              | 0.00                    | 0.00                    | 0.00                   | 318,557.28              |
| 44 Investment Earnings  | 1,569,180.27            | (552,366.68)            | 0.00                    | (147,994.13)           | 868,819.46              |
| 45 Charges for Services   | 3,159,938.22            | 0.00                    | 0.00                    | 0.00                   | 3,159,938.22            |
| 46 Contributions & Donations  | 0.00                    | 601,529.80              | 0.00                    | 0.00                   | 601,529.80              |
| 48 Miscellaneous Revenue  | 490,587.42              | 338.00                  | 0.00                    | 0.00                   | 490,925.42              |
| <b>Total Revenues</b>   | <b>\$ 66,547,080.78</b> | <b>\$ 902,719.79</b>    | <b>\$ 0.00</b>          | <b>\$(147,994.13)</b>  | <b>\$ 67,301,806.44</b> |
| 51 Salaries/Benefits  | 42,752,368.54           | 462,531.10              | 0.00                    | 0.00                   | 43,214,899.64           |
| 52 Supplies   | 1,303,624.52            | 11,100.00               | 0.00                    | 7,144.31               | 1,321,868.83            |
| 53 Purchased/Contracted Services  | 10,172,257.79           | 753,244.47              | 0.00                    | 11,460.79              | 10,936,963.05           |
| 54 Library Materials  | 12,375,080.67           | 190,031.65              | 0.00                    | 36,011.41              | 12,601,123.73           |
| 55 Capital Outlay   | 273,973.72              | 49,831.46               | 1,947,654.95            | 2,953.80               | 2,274,413.93            |
| 57 Miscellaneous Expenses   | 79,880.32               | 43,299.34               | 0.00                    | 0.00                   | 123,179.66              |
| <b>Total Expenditures</b>   | <b>\$ 66,957,185.56</b> | <b>\$ 1,510,038.02</b>  | <b>\$ 1,947,654.95</b>  | <b>\$ 57,570.31</b>    | <b>\$ 70,472,448.84</b> |
| <b>Revenue Over/(Under) Expenditures</b>                                      | <b>\$(410,104.78)</b>   | <b>\$(607,318.23)</b>   | <b>\$(1,947,654.95)</b> | <b>\$(205,564.44)</b>  | <b>\$(3,170,642.40)</b> |
| 91 Sale of Capital Assets   | 0.00                    | 0.00                    | 0.00                    | 0.00                   | 0.00                    |
| 98 Advances   | 94,500.00               | (94,500.00)             | 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>\$ 94,500.00</b>     | <b>\$(94,500.00)</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>\$(315,604.78)</b>   | <b>\$(701,818.23)</b>   | <b>\$(1,947,654.95)</b> | <b>\$(205,564.44)</b>  | <b>\$(3,170,642.40)</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>\$ 29,074,110.06</b> | <b>\$ 10,221,024.55</b> | <b>\$ 9,499,170.43</b>  | <b>\$ 2,550,244.08</b> | <b>\$ 51,344,549.12</b> |

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

|       |                           | Current<br>Year<br>Appropriation | Total<br>Appropriated<br>Funds | Current<br>Year<br>Expenditures | Encumbered<br>and<br>Unpaid | Unencumbered<br>Balance |
|-------|---------------------------|----------------------------------|--------------------------------|---------------------------------|-----------------------------|-------------------------|
| 51110 | Professional Salaries     | 12,699,276.50                    | 12,699,276.50                  | 12,351,664.12                   | 0.00                        | 347,612.38              |
| 51120 | Clerical Salaries         | 12,675,450.50                    | 12,675,450.50                  | 12,719,547.48                   | 0.00                        | (44,096.98)             |
| 51130 | Non-Clerical Salaries     | 1,637,189.00                     | 1,637,189.00                   | 1,628,108.51                    | 0.00                        | 9,080.49                |
| 51140 | Buildings Salaries        | 5,098,771.00                     | 5,098,771.00                   | 4,870,113.51                    | 0.00                        | 228,657.49              |
| 51150 | Other Salaries            | 1,926,505.00                     | 1,926,505.00                   | 1,549,931.53                    | 0.00                        | 376,573.47              |
| 51400 | OPERS                     | 4,779,269.92                     | 5,127,731.45                   | 5,016,257.49                    | 140,688.08                  | (29,214.12)             |
| 51610 | Health Insurance          | 4,143,798.00                     | 4,163,560.05                   | 3,834,156.56                    | 314,445.86                  | 14,957.63               |
| 51620 | Life Insurance            | 72,868.00                        | 76,991.37                      | 45,090.64                       | 23,285.99                   | 8,614.74                |
| 51630 | Workers Compensation      | 460,235.00                       | 460,235.00                     | 368,342.24                      | 0.00                        | 91,892.76               |
| 51640 | Unemployment Compensation | 25,000.00                        | 32,685.46                      | 7,453.27                        | 25,232.19                   | 0.00                    |
| 51900 | Other Benefits            | 353,265.00                       | 387,772.02                     | 361,703.19                      | 94,718.36                   | (68,649.53)             |
|       | <b>Salaries/Benefits</b>  | <b>43,871,627.92</b>             | <b>\$ 44,286,167.35</b>        | <b>\$ 42,752,368.54</b>         | <b>\$ 598,370.48</b>        | <b>\$ 935,428.33</b>    |
| 52110 | Office Supplies           | 112,400.00                       | 113,676.55                     | 83,252.01                       | 5,117.10                    | 25,307.44               |
| 52120 | Stationery                | 149,500.00                       | 205,618.25                     | 178,952.68                      | 41,547.55                   | (14,881.98)             |
| 52130 | Duplication Supplies      | 160,500.00                       | 167,072.08                     | 104,957.58                      | 11,488.69                   | 50,625.81               |
| 52140 | Hand Tools                | 7,000.00                         | 7,008.49                       | 2,304.47                        | 543.38                      | 4,160.64                |
| 52150 | Book Repair Supplies      | 133,200.00                       | 141,133.65                     | 123,009.94                      | 11,524.69                   | 6,599.02                |
| 52210 | Janitorial Supplies       | 127,100.00                       | 130,050.91                     | 154,128.76                      | 3,716.87                    | (27,794.72)             |
| 52220 | Electrical Supplies       | 127,300.00                       | 138,562.05                     | 73,114.98                       | 1,226.19                    | 64,220.88               |
| 52230 | Maintenance Supplies      | 347,100.00                       | 382,871.33                     | 163,553.93                      | 10,324.34                   | 208,993.06              |
| 52240 | Uniforms                  | 10,100.00                        | 16,451.50                      | 16,432.61                       | 974.50                      | (955.61)                |
| 52300 | Motor Vehicle Supplies    | 76,700.00                        | 77,080.52                      | 84,200.50                       | 4,313.10                    | (11,433.08)             |
| 52900 | Other Supplies            | 402,100.00                       | 420,640.94                     | 319,717.06                      | 45,368.41                   | 55,555.47               |
|       | <b>Supplies</b>           | <b>1,653,000.00</b>              | <b>\$ 1,800,166.27</b>         | <b>\$ 1,303,624.52</b>          | <b>\$ 136,144.82</b>        | <b>\$ 360,396.93</b>    |
| 53100 | Travel/Meetings           | 118,000.00                       | 134,318.76                     | 103,135.57                      | 12,231.66                   | 18,951.53               |
| 53210 | Telecommunications        | 441,262.50                       | 470,416.88                     | 718,397.23                      | 54,384.35                   | (302,364.70)            |

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

|       |                                      | Current<br>Year<br>Appropriation | Total<br>Appropriated<br>Funds | Current<br>Year<br>Expenditures | Encumbered<br>and<br>Unpaid | Unencumbered<br>Balance |
|-------|--------------------------------------|----------------------------------|--------------------------------|---------------------------------|-----------------------------|-------------------------|
| 53230 | Postage/Freight                      | 162,325.00                       | 193,314.61                     | 144,848.01                      | 12,478.63                   | 35,987.97               |
| 53240 | PR/Other Communications              | 318,600.00                       | 334,380.02                     | 250,242.62                      | 42,564.76                   | 41,572.64               |
| 53310 | Building Repairs                     | 540,500.00                       | 671,466.44                     | 346,324.93                      | 119,174.17                  | 205,967.34              |
| 53320 | Machine Repairs                      | 116,000.00                       | 136,963.34                     | 59,212.74                       | 3,257.35                    | 74,493.25               |
| 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                     | 151,730.27                      | 24,171.77                   | 32,955.38               |
| 53350 | Machine Maintenance                  | 412,000.00                       | 453,846.94                     | 285,649.40                      | 43,114.75                   | 125,082.79              |
| 53360 | Computer Maintenance                 | 665,910.00                       | 712,634.16                     | 680,600.94                      | 25,359.52                   | 6,673.70                |
| 53370 | Motor Vehicle Repairs                | 27,563.00                        | 27,563.00                      | 40,709.41                       | 2,739.75                    | (15,886.16)             |
| 53380 | Contract Security                    | 996,468.00                       | 1,115,924.57                   | 981,782.60                      | 34,800.53                   | 99,341.44               |
| 53390 | Landscaping                          | 51,818.00                        | 60,918.25                      | 29,160.25                       | 3,000.00                    | 28,758.00               |
| 53400 | Insurance                            | 417,300.00                       | 417,300.00                     | 428,442.25                      | 470.00                      | (11,612.25)             |
| 53510 | Rent/Leases                          | 82,700.00                        | 82,700.00                      | 69,813.74                       | 19,048.33                   | (6,162.07)              |
| 53520 | Equipment Rental                     | 379,300.00                       | 490,794.00                     | 368,894.98                      | 72,371.08                   | 49,527.94               |
| 53610 | Electricity                          | 2,493,855.00                     | 3,011,743.22                   | 1,966,203.74                    | 288,272.42                  | 757,267.06              |
| 53620 | Gas                                  | 472,500.00                       | 605,538.96                     | 302,315.26                      | 15,609.63                   | 287,614.07              |
| 53630 | Chilled Water                        | 682,500.00                       | 767,247.18                     | 711,410.33                      | 40,357.44                   | 15,479.41               |
| 53640 | Water/Sewer                          | 108,675.00                       | 143,404.19                     | 91,915.52                       | 41,059.57                   | 10,429.10               |
| 53710 | Professional Services                | 2,495,372.00                     | 3,056,989.37                   | 1,342,893.10                    | 561,235.93                  | 1,152,860.34            |
| 53720 | Auditors Fees                        | 600,000.00                       | 604,322.33                     | 617,002.88                      | 4,700.00                    | (17,380.55)             |
| 53800 | Library Material Control             | 400,000.00                       | 563,300.71                     | 467,660.29                      | 31,248.96                   | 64,391.46               |
| 53900 | Other Purchased Services             | 15,000.00                        | 17,859.50                      | 13,236.65                       | 3,009.25                    | 1,613.60                |
|       | <b>Purchased/Contracted Services</b> | <b>12,212,648.50</b>             | <b>\$ 14,303,253.85</b>        | <b>\$ 10,172,257.79</b>         | <b>\$ 1,456,109.85</b>      | <b>\$ 2,674,886.21</b>  |
| 54110 | Books                                | 4,806,313.00                     | 6,012,339.76                   | 4,083,315.66                    | 1,122,284.00                | 806,740.10              |
| 54120 | Continuations                        | 834,000.00                       | 840,918.60                     | 942,590.07                      | 39,527.50                   | (141,198.97)            |
| 54210 | Periodicals                          | 1,839,425.00                     | 1,947,114.83                   | 1,779,265.67                    | 134,069.91                  | 33,779.25               |
| 54220 | Microforms                           | 473,000.00                       | 510,499.40                     | 407,637.82                      | 93,758.50                   | 9,103.08                |

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

|       |                               | Current<br>Year<br>Appropriation | Total<br>Appropriated<br>Funds | Current<br>Year<br>Expenditures | Encumbered<br>and<br>Unpaid | Unencumbered<br>Balance |
|-------|-------------------------------|----------------------------------|--------------------------------|---------------------------------|-----------------------------|-------------------------|
| 54310 | Video Media                   | 1,733,025.00                     | 1,879,278.54                   | 1,764,316.36                    | 109,983.37                  | 4,978.81                |
| 54320 | Audio Media - Spoken          | 471,167.00                       | 507,035.44                     | 376,867.57                      | 101,816.26                  | 28,351.61               |
| 54325 | Audio Media - Music           | 769,150.00                       | 993,142.71                     | 809,234.60                      | 152,280.93                  | 31,627.18               |
| 54350 | Computer Media                | 402,520.00                       | 458,158.59                     | 353,399.61                      | 94,964.71                   | 9,794.27                |
| 54500 | Database Services             | 1,844,400.00                     | 1,958,782.45                   | 1,568,056.03                    | 17,836.00                   | 372,890.42              |
| 54600 | Interlibrary Loan             | 7,000.00                         | 7,177.92                       | 6,785.92                        | 386.08                      | 5.92                    |
| 54710 | Bookbinding                   | 100,000.00                       | 132,556.30                     | 101,653.35                      | 902.95                      | 30,000.00               |
| 54720 | Preservation Services         | 85,000.00                        | 133,852.92                     | 97,785.18                       | 36,123.19                   | (55.45)                 |
| 54730 | Preservation Boxing           | 20,000.00                        | 24,951.10                      | 24,203.44                       | 732.50                      | 15.16                   |
| 54790 | Preservation Reformatting     | 75,000.00                        | 87,675.50                      | 59,969.39                       | 27,610.04                   | 96.07                   |
|       | <b>Library Materials</b>      | <b>13,460,000.00</b>             | <b>\$ 15,493,484.06</b>        | <b>\$ 12,375,080.67</b>         | <b>\$ 1,932,275.94</b>      | <b>\$ 1,186,127.45</b>  |
| 55510 | Furniture                     | 130,500.00                       | 147,349.00                     | 100,362.57                      | 24,932.97                   | 22,053.46               |
| 55520 | Equipment                     | 254,000.00                       | 249,300.78                     | 128,551.51                      | 14,789.00                   | 105,960.27              |
| 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>\$ 273,973.72</b>            | <b>\$ 39,721.97</b>         | <b>\$ 193,553.49</b>    |
| 57100 | Memberships                   | 77,000.00                        | 85,745.94                      | 62,527.94                       | 3,504.00                    | 19,714.00               |
| 57200 | Taxes                         | 3,000.00                         | 3,511.84                       | 659.16                          | 652.68                      | 2,200.00                |
| 57500 | Refunds/Reimbursements        | 23,000.00                        | 26,845.26                      | 16,693.22                       | 12,120.34                   | (1,968.30)              |
|       | <b>Miscellaneous Expenses</b> | <b>103,000.00</b>                | <b>\$ 116,103.04</b>           | <b>\$ 79,880.32</b>             | <b>\$ 16,277.02</b>         | <b>\$ 19,945.70</b>     |
| 59810 | Advances Out                  | 0.00                             | 0.00                           | 95,000.00                       | 0.00                        | (95,000.00)             |
|       | <b>Advances</b>               | <b>0.00</b>                      | <b>\$ 0.00</b>                 | <b>\$ 95,000.00</b>             | <b>\$ 0.00</b>              | <b>\$(95,000.00)</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>\$ 67,052,185.56</b>         | <b>\$ 4,178,900.08</b>      | <b>\$ 8,275,338.11</b>  |

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending December 31, 2008**

|                                    | <u>Beginning Year<br/>Balance</u> | <u>Year to Date<br/>Receipts</u> | <u>Year to Date<br/>Expenditures</u> | <u>Year to Date<br/>Encumbrances</u> | <u>Unencumbered<br/>Balance</u> |
|------------------------------------|-----------------------------------|----------------------------------|--------------------------------------|--------------------------------------|---------------------------------|
| 101 General Fund                   | 29,389,714.84                     | 66,736,580.78                    | 67,052,185.56                        | 4,178,900.08                         | 24,895,209.98                   |
| <b>Total General Fund</b>          | <b>\$ 29,389,714.84</b>           | <b>\$ 66,736,580.78</b>          | <b>\$ 67,052,185.56</b>              | <b>\$ 4,178,900.08</b>               | <b>\$ 24,895,209.98</b>         |
| 201 Anderson                       | 204,897.02                        | (10,884.28)                      | 4,216.44                             | 1,617.32                             | 188,178.98                      |
| 202 Endowment for the Blind        | 1,501,617.50                      | (173,877.85)                     | 2,779.43                             | 0.00                                 | 1,324,960.22                    |
| 203 Founders                       | 4,398,948.96                      | (88,387.86)                      | 88,487.51                            | 19,860.04                            | 4,202,213.55                    |
| 204 Kaiser                         | 43,259.77                         | (2,498.08)                       | 1,517.10                             | 0.00                                 | 39,244.59                       |
| 205 Kraley                         | 149,649.29                        | (7,143.47)                       | 3,007.15                             | 288.68                               | 139,209.99                      |
| 206 Library                        | 113,289.30                        | 35,811.95                        | 832.75                               | 0.00                                 | 148,268.50                      |
| 207 Pepke                          | 92,236.33                         | (4,792.60)                       | 1,654.19                             | 0.00                                 | 85,789.54                       |
| 208 Wickwire                       | 1,079,906.25                      | (58,985.01)                      | 26,701.20                            | 3,903.61                             | 990,316.43                      |
| 209 Wittke                         | 64,355.18                         | (3,467.18)                       | 1,727.89                             | 0.00                                 | 59,160.11                       |
| 210 Young                          | 2,735,413.87                      | (96,520.50)                      | 66,952.50                            | 0.00                                 | 2,571,940.87                    |
| 225 Friends                        | 9,953.79                          | 18,000.00                        | 18,413.66                            | 0.00                                 | 9,540.13                        |
| 226 Judd                           | 5,245.74                          | 218,932.00                       | 222,494.61                           | 1,683.13                             | 0.00                            |
| 228 Lockwood Thompson Memorial     | 277,560.31                        | 168,064.00                       | 185,202.15                           | 208,938.90                           | 51,483.26                       |
| 229 Ohio Center for the Book       | 0.00                              | 1,900.00                         | 900.00                               | 0.00                                 | 1,000.00                        |
| 230 Schweinfurth                   | 30.07                             | 60,850.00                        | 56,985.00                            | 854.54                               | 3,040.53                        |
| 242 Cleveland NCA Kiosk            | 16,965.30                         | 0.00                             | 2,348.28                             | 247.36                               | 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                             | 857.62                               | 72.64                                | 8,756.23                        |
| 251 LSTA-Library for the Blind     | 0.00                              | 129,572.00                       | 129,572.00                           | 0.00                                 | 0.00                            |
| 252 LSTA-Know It Now               | 176,823.44                        | 798,646.67                       | 840,684.37                           | 131,087.31                           | 3,698.43                        |
| 253 MetLife-Fit for Life II        | 0.00                              | 12,500.00                        | 1,200.00                             | 0.00                                 | 11,300.00                       |
| <b>Total Special Revenue Funds</b> | <b>\$ 10,922,842.78</b>           | <b>\$ 997,719.79</b>             | <b>\$ 1,699,538.02</b>               | <b>\$ 368,553.53</b>                 | <b>\$ 9,852,471.02</b>          |
| 401 Building & Repair              | 11,446,825.38                     | 0.00                             | 1,947,654.95                         | 4,533,010.72                         | 4,966,159.71                    |

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending December 31, 2008**

|                                    | <u>Beginning Year<br/>Balance</u> | <u>Year to Date<br/>Receipts</u> | <u>Year to Date<br/>Expenditures</u> | <u>Year to Date<br/>Encumbrances</u> | <u>Unencumbered<br/>Balance</u> |
|------------------------------------|-----------------------------------|----------------------------------|--------------------------------------|--------------------------------------|---------------------------------|
| <b>Total Capital Project Funds</b> | <b>\$ 11,446,825.38</b>           | <b>\$ 0.00</b>                   | <b>\$ 1,947,654.95</b>               | <b>\$ 4,533,010.72</b>               | <b>\$ 4,966,159.71</b>          |
| 501 Abel                           | 171,165.82                        | (9,258.94)                       | 750.00                               | 0.00                                 | 161,156.88                      |
| 502 Ambler                         | 1,586.52                          | (89.87)                          | 0.00                                 | 0.00                                 | 1,496.65                        |
| 503 Beard                          | 116,771.45                        | (6,294.60)                       | 2,405.00                             | 2,405.00                             | 105,666.85                      |
| 504 Klein                          | 3,759.95                          | (211.97)                         | 0.00                                 | 0.00                                 | 3,547.98                        |
| 505 Malon/Schroeder                | 221,485.72                        | (10,998.79)                      | 4,739.31                             | 0.00                                 | 205,747.62                      |
| 506 McDonald                       | 132,437.20                        | (7,170.37)                       | 2,953.80                             | 0.00                                 | 122,313.03                      |
| 507 Ratner                         | 67,312.67                         | (3,432.15)                       | 4,082.05                             | 0.00                                 | 59,798.47                       |
| 508 Root                           | 28,610.63                         | (1,524.36)                       | 685.00                               | 0.00                                 | 26,401.27                       |
| 509 Sugarman                       | 178,754.73                        | (8,732.67)                       | 7,351.74                             | 0.00                                 | 162,670.32                      |
| 510 Thompson                       | 123,280.91                        | (6,475.23)                       | 2,500.00                             | 70.00                                | 114,235.68                      |
| 511 Weidenthal                     | 4,674.99                          | (261.38)                         | 0.00                                 | 0.00                                 | 4,413.61                        |
| 512 White                          | 1,705,967.93                      | (93,543.80)                      | 32,103.41                            | 15,521.27                            | 1,564,799.45                    |
| <b>Total Permanent Funds</b>       | <b>\$ 2,755,808.52</b>            | <b>\$(147,994.13)</b>            | <b>\$ 57,570.31</b>                  | <b>\$ 17,996.27</b>                  | <b>\$ 2,532,247.81</b>          |
| <b>Total All Funds</b>             | <b>\$ 54,515,191.52</b>           | <b>\$ 67,586,306.44</b>          | <b>\$ 70,756,948.84</b>              | <b>\$ 9,098,460.60</b>               | <b>\$ 42,246,088.52</b>         |



**Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending December 31, 2008**

|                                  |                         |
|----------------------------------|-------------------------|
| <b>Balance of All Funds</b>      | <b>\$ 51,344,549.12</b> |
| Chase-Checking                   | 9,999.00                |
| National City-Checking           | 10,000.00               |
| KeyBank-Concentration Acct       | 0.00                    |
| KeyBank-Checking (ZBA)           | (1,577,928.80)          |
| KeyBank-MC/VISA                  | 105,091.99              |
| Fifth Third - Checking           | 154,225.85              |
| 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>\$(1,293,161.96)</b> |
| National City - Investments      | 30,865,615.91           |
| NCB/Allegiant Money Market       | 1,301,345.36            |
| KeyBank - Victory Fund           | 2,154,602.79            |
| STAR OHIO Investment             | 6,236,980.81            |
| <b>Investments</b>               | <b>\$ 40,558,544.87</b> |
| NCB Endowment Acct               | 12,079,166.21           |
| <b>Endowment Account</b>         | <b>\$ 12,079,166.21</b> |
| <b>Cash in Banks and On Hand</b> | <b>\$ 51,344,549.12</b> |

**National City**

National City Bank



RECEIVED  
FINANCIAL SERVICES

STATEMENT OF ACCOUNT  
FOR THE PERIOD 10/01/08 THROUGH 12/31/08

2009 JAN -6 AM ID: 44

CLEVELAND PUBLIC LIBRARY ENDOWMENT  
FUND

ACCOUNT NUMBER: 01404713000

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

RELATIONSHIP MANAGER: RESERVED FOR FUTURE USE 12/08  
PHONE: .  
ADMINISTRATIVE OFFICER: ELLEN A HUGHES  
PHONE: 216-222-9982

## 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 NOR THE LIQUIDITY OF ANY INVESTMENT. 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 A NOMINAL AMOUNT. IN ANY EVENT, THE REPORTED MARKET VALUE MAY NOT BE 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 INTERMEDIATE TAX EXEMPT BOND FUND                      | \$5.50 PER \$1000  |
| ALLEGIANT TREASURY MONEY MARKET FUND           | \$3.00 PER \$1000 | ALLEGIANT TOTAL RETURN ADVANTAGE FUND                            | \$5.50 PER \$1000  |
| ALLEGIANT GOVERNMENT MONEY MARKET FUND         | \$3.00 PER \$1000 | ALLEGIANT GOVERNMENT MORTGAGE FUND                               | \$5.50 PER \$1000  |
| ALLEGIANT MONEY MARKET FUND                    | \$3.00 PER \$1000 | ALLEGIANT LARGE CAP CORE EQUITY FUND                             | \$7.50 PER \$1000  |
| ALLEGIANT OH MUNICIPAL MONEY MARKET FUND       | \$2.00 PER \$1000 | ALLEGIANT LARGE CAP GROWTH FUND                                  | \$7.50 PER \$1000  |
| ALLEGIANT TAX EXEMPT MONEY MARKET FUND         | \$2.00 PER \$1000 | ALLEGIANT LARGE CAP VALUE FUND                                   | \$7.50 PER \$1000  |
| ALLEGIANT PA TAX EXEMPT MONEY MARKET FUND      | \$2.00 PER \$1000 | ALLEGIANT BALANCED ALLOCATION FUND                               | \$7.50 PER \$1000  |
| ALLEGIANT S&P 500 INDEX FUND                   | \$3.50 PER \$1000 | ALLEGIANT MID CAP VALUE FUND                                     | \$10.00 PER \$1000 |
| ALLEGIANT ULTRA SHORT BOND FUND                | \$4.00 PER \$1000 | ALLEGIANT MULTI-FACTOR SMALL CAP CORE FUND <sup>1</sup>          | \$10.00 PER \$1000 |
| ALLEGIANT LIMITED MATURITY BOND FUND           | \$4.50 PER \$1000 | ALLEGIANT MULTI-FACTOR SMALL CAP GROWTH FUND <sup>1</sup>        | \$10.00 PER \$1000 |
| ALLEGIANT HIGH YIELD BOND FUND                 | \$5.00 PER \$1000 | ALLEGIANT MULTI-FACTOR SMALL CAP FOCUSED VALUE FUND <sup>1</sup> | \$10.00 PER \$1000 |
| ALLEGIANT OH INTERMEDIATE TAX EXEMPT BOND FUND | \$5.50 PER \$1000 | ALLEGIANT MULTI-FACTOR SMALL CAP VALUE FUND <sup>1</sup>         | \$10.00 PER \$1000 |
| ALLEGIANT MI INTERMEDIATE MUNICIPAL BOND FUND  | \$5.50 PER \$1000 | ALLEGIANT MULTI-FACTOR MID CAP GROWTH FUND                       | \$10.00 PER \$1000 |
| ALLEGIANT PA INTERMEDIATE MUNICIPAL BOND FUND  | \$5.50 PER \$1000 | ALLEGIANT SMALL CAP CORE FUND <sup>1</sup>                       | \$10.00 PER \$1000 |
| ALLEGIANT BOND FUND                            | \$5.50 PER \$1000 | ALLEGIANT SMALL CAP GROWTH FUND <sup>1</sup>                     | \$10.00 PER \$1000 |
| ALLEGIANT INTERMEDIATE BOND FUND               | \$5.50 PER \$1000 | ALLEGIANT INTERNATIONAL EQUITY FUND                              | \$11.50 PER \$1000 |

<sup>1</sup> THE INVESTMENT MANAGEMENT FEES FOR ALLEGIANT SMALL CAP FUNDS ARE TIERED AS FOLLOWS: 1.00% ON ASSETS UNDER MANAGEMENT LESS THAN \$500



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CLEVE PUB LIB ENDMT FD  
ACCOUNT: 01404713000

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ASSET SUMMARY

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

AS OF 12/31/08

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| <u>ASSET CATEGORY</u>   | <u>FEDERAL<br/>TAX COST</u> | <u>MARKET<br/>VALUE</u> | <u>PERCENT<br/>OF<br/>ACCOUNT</u> | <u>ESTIMATED<br/>ANNUAL<br/>INCOME</u> | <u>INCOME<br/>YIELD AT<br/>MARKET</u> |
|-------------------------|-----------------------------|-------------------------|-----------------------------------|--|---------------------------------------|
| CASH EQUIVALENTS        | 547,030.04                  | 547,030.04              | 4.96 %                            | 2,735                                  | 0.50 %                                |
| FIXED INCOME SECURITIES | 4,744,284.09                | 4,834,882.67            | 43.80 %                           | 230,220                                | 4.76 %                                |
| EQUITIES                | 4,842,283.61                | 4,185,515.45            | 37.92 %                           | 66,944                                 | 1.60 %                                |
| MUTUAL FUNDS            | 1,945,568.45                | 1,471,059.43            | 13.33 %                           | 18,135                                 | 1.23 %                                |
| TOTAL ASSETS            | 12,079,166.19               | 11,038,487.59           | 100.00 %                          | 318,035                                | 2.88 %                                |



National City Bank



CASH/COST RECONCILIATION

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

10/01/08 THROUGH 12/31/08

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|                                     | <u>PRINCIPAL</u><br><u>CASH</u> | <u>INCOME</u><br><u>CASH</u> | <u>TAX COST</u>    |
|-------------------------------------|---------------------------------|------------------------------|--------------------|
| BEGINNING BALANCES                  | 229,959.60-                     | 229,959.60                   | 12,709,377.15      |
| <u>ASSET RELATED ACTIVITY</u>       |                                 |                              |                    |
| PURCHASES                           | 2,787,118.23-                   | 0.00                         | 2,787,118.23       |
| SALES/MATURITIES/PRINCIPAL PAYMENTS | 2,865,975.81                    | 0.00                         | 3,602,957.44-      |
| CASH SWEEP ACTIVITY                 | 185,628.25-                     | 0.00                         | 185,628.25         |
| FREE RECEIPTS                       | 0.00                            | 0.00                         | 164,775.89         |
| FREE DELIVERIES                     | 0.00                            | 0.00                         | <u>164,775.82-</u> |
| TOTAL ASSET RELATED TRANSACTIONS    | 106,770.67-                     | 0.00                         | 630,210.96-        |
| <u>INCOME</u>                       |                                 |                              |                    |
| CASH EQUIVALENTS                    | 0.00                            | 688.59                       | 0.00               |
| FIXED INCOME SECURITIES             | 0.00                            | 66,919.69                    | 0.00               |
| EQUITIES                            | 0.00                            | 17,263.69                    | 0.00               |
| MUTUAL FUNDS                        | 10,340.66                       | 20,282.38                    | 0.00               |
| OTHER INCOME                        | 0.00                            | <u>21.15-</u>                | <u>0.00</u>        |
| TOTAL INCOME                        | 10,340.66                       | 105,133.20                   | 0.00               |
| <u>RECEIPTS AND DISBURSEMENTS</u>   |                                 |                              |                    |
| FEEES AND OTHER EXPENSES            | 0.00                            | 8,703.19-                    | 0.00               |
| TRANSFERS                           | <u>326,389.61</u>               | <u>326,389.61-</u>           | <u>0.00</u>        |
| TOTAL RECEIPTS AND DISBURSEMENTS    | 326,389.61                      | 335,092.80-                  | 0.00               |
| ENDING BALANCES                     | 0.00                            | 0.00                         | 12,079,166.19      |

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MARKET VALUE RECONCILIATION

CLEVE PUB LIB ENDMT FD  
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|                                   |                    |                  |
|-----------------------------------|--------------------|------------------|
| BEGINNING MARKET VALUE            |                    | 12,739,771.33    |
| <u>ASSET RELATED ACTIVITY</u>     |                    |                  |
| REALIZED GAINS/LOSSES             | 736,981.63-        |                  |
| UNREALIZED GAINS/LOSSES           | 1,071,072.78-      |                  |
| FREE RECEIPTS                     | 164,775.89         |                  |
| FREE DELIVERIES                   | <u>164,775.82-</u> |                  |
| TOTAL ASSET RELATED ACTIVITY      |                    | 1,808,054.41-    |
| <u>INCOME</u>                     |                    |                  |
| CASH EQUIVALENTS                  | 688.59             |                  |
| FIXED INCOME SECURITIES           | 66,919.69          |                  |
| EQUITIES                          | 17,263.69          |                  |
| MUTUAL FUNDS                      | 30,623.04          |                  |
| OTHER INCOME                      | <u>21.15-</u>      |                  |
| TOTAL INCOME                      |                    | 115,473.86       |
| <u>RECEIPTS AND DISBURSEMENTS</u> |                    |                  |
| FEEES AND OTHER EXPENSES          | <u>8,703.12-</u>   |                  |
| TOTAL RECEIPTS AND DISBURSEMENTS  |                    | <u>8,703.12-</u> |
| ENDING MARKET VALUE               |                    | 11,038,487.59    |
| ACCRUED INCOME                    |                    | <u>43,810.96</u> |
| TOTAL VALUE                       |                    | 11,082,298.55    |



## EQUITY DIVERSIFICATION SCHEDULE

CLEVE PUB LIB ENDMT FD  
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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     | 268,334.65          | 40.72%                     | 6.41%                   |
| OIL AND GAS                     | 279,249.60          | 42.37%                     | 6.67%                   |
| ENERGY - MISC                   | <u>111,467.30</u>   | <u>16.91%</u>              | <u>2.66%</u>            |
| TOTAL ENERGY                    | 659,051.55          | 100.00%                    | 15.75%                  |
| <u>MATERIALS</u>                |                     |                            |                         |
| CHEMICALS                       | <u>124,368.05</u>   | <u>100.00%</u>             | <u>2.97%</u>            |
| TOTAL MATERIALS                 | 124,368.05          | 100.00%                    | 2.97%                   |
| <u>INDUSTRIALS</u>              |                     |                            |                         |
| AEROSPACE & DEFENSE             | 171,101.90          | 37.10%                     | 4.09%                   |
| INDUSTRIAL CONGLOMERATES        | 49,772.10           | 10.79%                     | 1.19%                   |
| MACHINERY                       | 103,030.20          | 22.34%                     | 2.46%                   |
| COMMERCIAL SERVICES & SUPPLIES  | 85,411.20           | 18.52%                     | 2.04%                   |
| AIR FREIGHT & LOGISTICS         | <u>51,901.20</u>    | <u>11.25%</u>              | <u>1.24%</u>            |
| TOTAL INDUSTRIALS               | 461,216.60          | 100.00%                    | 11.02%                  |
| <u>CONSUMER DISCRETIONARY</u>   |                     |                            |                         |
| TEXTILES, APPAREL, LUXURY GOODS | 117,810.00          | 48.32%                     | 2.81%                   |
| HOTELS, RESTAURANTS & LEISURE   | 68,409.00           | 28.06%                     | 1.63%                   |
| SPECIALTY RETAIL                | <u>57,568.80</u>    | <u>23.61%</u>              | <u>1.38%</u>            |
| TOTAL CONSUMER DISCRETIONARY    | 243,787.80          | 100.00%                    | 5.82%                   |
| <u>CONSUMER STAPLES</u>         |                     |                            |                         |
| FOOD & STAPLES RETAILING        | 156,878.00          | 28.32%                     | 3.75%                   |
| BEVERAGES                       | 97,490.60           | 17.60%                     | 2.33%                   |
| FOOD PRODUCTS                   | 191,358.10          | 34.54%                     | 4.57%                   |
| HOUSEHOLD PRODUCTS              | <u>108,293.20</u>   | <u>19.55%</u>              | <u>2.59%</u>            |
| TOTAL CONSUMER STAPLES          | 554,019.90          | 100.00%                    | 13.24%                  |



## EQUITY DIVERSIFICATION SCHEDULE

CLEVE PUB LIB ENDMT FD  
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| <u>COMMON STOCKS</u>              | <u>MARKET</u><br><u>VALUE</u> | <u>PERCENT</u><br><u>OF</u><br><u>INDUSTRY</u> | <u>PERCENT</u><br><u>OF</u><br><u>STOCK</u> |
|-----------------------------------|-------------------------------|--|---|
| <u>HEALTH CARE</u>                |                               |  |   |
| HEALTH CARE EQUIPMENT,SUPPLIES    | 152,968.50                    | 25.25%   | 3.65%                                       |
| BIOTECHNOLOGY                     | 210,983.10                    | 34.83%   | 5.04%                                       |
| PHARMACEUTICALS                   | <u>241,813.90</u>             | <u>39.92%</u>                                  | <u>5.78%</u>                                |
| TOTAL HEALTH CARE                 | 605,765.50                    | 100.00%  | 14.47%                                      |
| <u>FINANCIALS</u>                 |                               |  |   |
| COMMERCIAL BANKS                  | 76,243.20                     | 13.51%   | 1.82%                                       |
| DIVERSIFIED FINANCIAL SERVICES    | 114,611.55                    | 20.31%   | 2.74%                                       |
| CAPITAL MARKETS                   | 173,400.20                    | 30.72%   | 4.14%                                       |
| INSURANCE                         | <u>200,158.70</u>             | <u>35.46%</u>                                  | <u>4.78%</u>                                |
| TOTAL FINANCIALS                  | 564,413.65                    | 100.00%  | 13.48%                                      |
| <u>INFORMATION TECHNOLOGY</u>     |                               |  |   |
| INTERNET SOFTWARE & SERVICES      | 92,295.00                     | 16.34%   | 2.21%                                       |
| SOFTWARE                          | 269,018.00                    | 47.64%   | 6.43%                                       |
| COMMUNICATIONS EQUIPMENT          | 79,299.50                     | 14.04%   | 1.89%                                       |
| COMPUTERS & PERIPHERALS           | 69,987.00                     | 12.39%   | 1.67%                                       |
| SEMICONDUCTORS & EQUIPMENT        | <u>54,098.10</u>              | <u>9.58%</u>                                   | <u>1.29%</u>                                |
| TOTAL INFORMATION TECHNOLOGY      | 564,697.60                    | 100.00%  | 13.49%                                      |
| <u>TELECOMMUNICATION SERVICES</u> |                               |  |   |
| DIVERSIFIED TELECOMM SERVICES     | 63,649.20                     | 28.28%   | 1.52%                                       |
| WIRELESS TELECOMM SERVICES        | <u>161,418.80</u>             | <u>71.72%</u>                                  | <u>3.86%</u>                                |
| TOTAL TELECOMMUNICATION SERVICES  | 225,068.00                    | 100.00%  | 5.38%                                       |
| <u>UTILITIES</u>                  |                               |  |   |
| GAS UTILITIES                     | 107,360.00                    | 58.63%   | 2.57%                                       |
| MULTI-UTILITIES & UNREG.POWER     | <u>75,766.80</u>              | <u>41.37%</u>                                  | <u>1.81%</u>                                |
| TOTAL UTILITIES                   | 183,126.80                    | 100.00%  | 4.38%                                       |
| TOTAL STOCK                       | 4,185,515.45                  |  | 100.00%                                     |

BOND MATURITY SCHEDULE

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|                          | <u>FACE<br/>VALUE</u> | <u>% OF TOTAL<br/>FACE VALUE</u> | <u>MARKET<br/>VALUE</u> | <u>% OF BOND<br/>MARKET<br/>VALUE</u> |
|--------------------------|-----------------------|----------------------------------|-------------------------|---------------------------------------|
| <u>INDIVIDUAL ISSUES</u> |                       |                                  |                         |                                       |
| LESS THAN 1 YEAR         | 25,000.00             | 0.53 %                           | 17,730.25               | 0.37 %                                |
| 1 TO 5 YEARS             | 2,042,825.11          | 43.63 %                          | 2,137,513.66            | 44.21 %                               |
| 5 TO 10 YEARS            | 1,187,163.98          | 25.36 %                          | 1,221,536.23            | 25.27 %                               |
| 10 TO 15 YEARS           | 238,511.31            | 5.09 %                           | 245,475.54              | 5.08 %                                |
| 15 TO 20 YEARS           | 0.00                  | 0.00 %                           | 0.00                    | 0.00 %                                |
| 20 + YEARS               | <u>1,188,165.69</u>   | <u>25.38 %</u>                   | <u>1,212,626.92</u>     | <u>25.08 %</u>                        |
| TOTAL                    | 4,681,666.09          | 100.00 %                         | 4,834,882.67            | 100.00 %                              |

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BOND QUALITY SCHEDULE

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

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| <u>MOODY'S BOND RATING</u> | <u>FACE<br/>VALUE</u> | <u>% OF TOTAL<br/>FACE VALUE</u> | <u>MARKET<br/>VALUE</u> | <u>% OF BOND<br/>MARKET<br/>VALUE</u> |
|----------------------------|-----------------------|----------------------------------|-------------------------|---------------------------------------|
| AAA                        | 1,977,729.54          | 42.24 %                          | 2,096,971.09            | 43.37 %                               |
| AA                         | 290,000.00            | 6.19 %                           | 300,189.15              | 6.21 %                                |
| A                          | 850,000.00            | 18.16 %                          | 847,271.35              | 17.52 %                               |
| BAA OR LOWER               | 50,000.00             | 1.07 %                           | 37,381.50               | 0.77 %                                |
| NOT RATED                  | <u>1,513,936.55</u>   | <u>32.34 %</u>                   | <u>1,553,069.58</u>     | <u>32.12 %</u>                        |
| TOTAL                      | 4,681,666.09          | 100.00 %                         | 4,834,882.67            | 100.00 %                              |

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BOND QUALITY SCHEDULE

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| <u>MOODY'S BOND RATING</u> | <u>FACE<br/>VALUE</u> | <u>% OF TOTAL<br/>FACE VALUE</u> | <u>MARKET<br/>VALUE</u> | <u>% OF BOND<br/>MARKET<br/>VALUE</u> |
|----------------------------|-----------------------|----------------------------------|-------------------------|---------------------------------------|
| AAA                        | 1,977,729.54          | 42.24 %                          | 2,096,971.09            | 43.37 %                               |
| AA                         | 290,000.00            | 6.19 %                           | 300,189.15              | 6.21 %                                |
| A                          | 850,000.00            | 18.16 %                          | 847,271.35              | 17.52 %                               |
| BAA OR LOWER               | 50,000.00             | 1.07 %                           | 37,381.50               | 0.77 %                                |
| NOT RATED                  | <u>1,513,936.55</u>   | <u>32.34 %</u>                   | <u>1,553,069.58</u>     | <u>32.12 %</u>                        |
| TOTAL                      | 4,681,666.09          | 100.00 %                         | 4,834,882.67            | 100.00 %                              |



CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

ASSET STATEMENT

AS OF 12/31/08

| <u>PAR VALUE<br/>OR SHARES</u>    | <u>ASSET DESCRIPTION</u>  | <u>FED TAX COST<br/>COST PER UNIT</u> | <u>MARKET VALUE<br/>MARKET PRICE</u> | <u>UNREALIZED<br/>GAIN/LOSS<br/>(FED TO MKT)</u> | <u>ACCRUED<br/>INCOME</u> | <u>YIELD AT<br/>MARKET</u> |
|-----------------------------------|---|---------------------------------------|--------------------------------------|--|---------------------------|----------------------------|
| <u>CASH EQUIVALENTS</u>           |   |                                       |                                      |  |                           |                            |
| <u>CASH EQUIVALENTS - TAXABLE</u> |   |                                       |                                      |  |                           |                            |
| <u>PROPRIETARY MM FDS-TAXABLE</u> |   |                                       |                                      |  |                           |                            |
| 547,030.04                        | ALLEGIAN TRESURY MONEY MARKET<br>FUND<br>CUSIP: 99ARTREAS   | 547,030.04<br>1.00                    | 547,030.04<br>1.000                  | 0.00   | 71                        | 0.50 %                     |
| TOTAL CASH EQUIVALENTS            |   | 547,030.04                            | 547,030.04                           | 0.00   | 71                        | 0.50 %                     |
| <u>FIXED INCOME SECURITIES</u>    |   |                                       |                                      |  |                           |                            |
| <u>TAXABLE FIXED INCOME SECS</u>  |   |                                       |                                      |  |                           |                            |
| <u>TREASURY</u>                   |   |                                       |                                      |  |                           |                            |
| 645,000.00                        | UNITED STATES TREASURY NOTES<br>DTD 08/15/03 4.25% DUE 08/15/13<br>CUSIP: 912828BH2<br>MOODY'S RATING: AAA<br>S&P RATING: AAA | 727,500.33<br>112.79                  | 733,332.75<br>113.695                | 5,832.42   | 10,354                    | 3.74 %                     |
| 130,000.00                        | UNITED STATES TREASURY NOTE<br>DTD 05-17-04 4.75% DUE 05-15-14<br>CUSIP: 912828CJ7<br>MOODY'S RATING: AAA<br>S&P RATING: AAA  | 125,952.74<br>96.89                   | 152,984.00<br>117.680                | 27,031.26  | 802                       | 4.04 %                     |
| TOTAL TREASURY                    |   | 853,453.07                            | 886,316.75                           | 32,863.68  | 11,156                    | 3.79 %                     |
| <u>TIPS</u>                       |   |                                       |                                      |  |                           |                            |
| 155,118.00                        | US TREASURY NOTE (TIPS)<br>DTD 1/15/08 1.625% DUE 1/15/18<br>CUSIP: 912828HN3<br>MOODY'S RATING: AAA<br>S&P RATING: AAA       | 152,424.25<br>98.26                   | 147,228.70<br>94.914                 | 5,195.55-  | 1,164                     | 1.71 %                     |

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ASSET STATEMENT  
AS OF 12/31/08

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| <u>PAR VALUE<br/>OR SHARES</u> | <u>ASSET DESCRIPTION</u>  | <u>FED TAX COST<br/>COST PER UNIT</u> | <u>MARKET VALUE<br/>MARKET PRICE</u> | <u>UNREALIZED<br/>GAIN/LOSS<br/>(FED TO MKT)</u> | <u>ACCRUED<br/>INCOME</u> | <u>YIELD AT<br/>MARKET</u> |
|--------------------------------|---|---------------------------------------|--------------------------------------|--|---------------------------|----------------------------|
| <u>AGENCY</u>                  |   |                                       |                                      |  |                           |                            |
| 145,000.00                     | FEDERAL NATL MTG ASSN<br>DTD 10/19/06 5% DUE 10/15/11<br>CUSIP: 31359MZ30<br>MOODY'S RATING: AAA<br>S&P RATING: AAA                                     | 152,048.45<br>104.86                  | 158,412.50<br>109.250                | 6,364.05   | 1,531                     | 4.58 %                     |
| 115,000.00                     | FEDERAL NATL MTG ASSN<br>DTD 11-23-05 4.75% DUE 12-15-10<br>CUSIP: 31359MZL0<br>MOODY'S RATING: AAA<br>S&P RATING: AAA                                  | 118,980.03<br>103.46                  | 122,941.90<br>106.906                | 3,961.87   | 243                       | 4.44 %                     |
| 10,000.00                      | JPMORGAN CHASE & CO<br>FDIC GTD TLGP<br>DTD 12/22/08 2.125% DUE 6/22/12<br>CUSIP: 481247AE4<br>MOODY'S RATING: AAA<br>S&P RATING: AAA                   | 9,995.00<br>99.95                     | 10,041.70<br>100.417                 | 46.70  | 5                         | 2.12 %                     |
| TOTAL AGENCY                   |   | 281,023.48                            | 291,396.10                           | 10,372.62  | 1,779                     | 4.44 %                     |
| <u>CORPORATE</u>               |   |                                       |                                      |  |                           |                            |
| 30,000.00                      | ALABAMA POWER CO<br>DTD 01-18-06 5.20% DUE 01-15-16<br>CUSIP: 010392ER5<br>MOODY'S RATING: A2<br>S&P RATING: A  | 29,930.70<br>99.77                    | 29,395.50<br>97.985                  | 535.20-  | 719                       | 5.31 %                     |
| 20,000.00                      | ALLSTATE LIFE GLOBAL FDG SECD<br>MED TERM NTS BOOK ENTRY<br>DTD 4/30/08 5.375% DUE 4/30/13<br>CUSIP: 02003MBQ6<br>MOODY'S RATING: AA3<br>S&P RATING: AA | 19,980.00<br>99.90                    | 19,688.00<br>98.440                  | 292.00-  | 182                       | 5.46 %                     |



ASSET STATEMENT

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| <u>PAR VALUE<br/>OR SHARES</u> | <u>ASSET DESCRIPTION</u>  | <u>FED TAX COST<br/>COST PER UNIT</u> | <u>MARKET VALUE<br/>MARKET PRICE</u> | <u>UNREALIZED<br/>GAIN/LOSS<br/>(FED TO MKT)</u> | <u>ACCRUED<br/>INCOME</u> | <u>YIELD AT<br/>MARKET</u> |
|--------------------------------|---|---------------------------------------|--------------------------------------|--|---------------------------|----------------------------|
| 15,000.00                      | AMERICAN EXPRESS CORP SR NT<br>DTD 8/28/07 6.15% DUE 8/28/17<br>CUSIP: 025816AX7<br>MOODY'S RATING: A2<br>S&P RATING: A   | 14,961.30<br>99.74                    | 14,460.90<br>96.406                  | 500.40-  | 315                       | 6.38 %                     |
| 25,000.00                      | AMERICAN GEN FIN CORP<br>MED TERM SR NT BOOK ENTRY<br>DTD 10-04-04 3.875% DUE 10-01-09<br>CUSIP: 02635PSS3<br>MOODY'S RATING: BAA1<br>S&P RATING: BBB               | 24,350.85<br>97.40                    | 17,730.25<br>70.921                  | 6,620.60-  | 242                       | 5.46 %                     |
| 15,000.00                      | APACHE CORPNT<br>DTD 04/11/02 6.250% DUE 04/15/12<br>CUSIP: 037411AQ8<br>MOODY'S RATING: A3<br>S&P RATING: A-   | 15,998.55<br>106.66                   | 15,708.90<br>104.726                 | 289.65-  | 198                       | 5.97 %                     |
| 25,000.00                      | AVON PRODUCTS INC<br>DTD 3/03/08 4.80% DUE 3/01/13<br>CUSIP: 054303AT9<br>MOODY'S RATING: A2<br>S&P RATING: A   | 24,963.75<br>99.85                    | 23,865.50<br>95.462                  | 1,098.25-  | 400                       | 5.03 %                     |
| 25,000.00                      | BANK OF AMERICA CORP NT<br>DTD 12/4/08 3.125% DUE 6/15/12<br>CUSIP: 06050BAA9<br>MOODY'S RATING: AAA<br>S&P RATING: AAA   | 25,509.75<br>102.04                   | 25,979.50<br>103.918                 | 469.75   | 59                        | 3.01 %                     |
| 50,000.00                      | BEAR STEARNS COS INC MEDIUM TERM NTS<br>BOOK ENTRY TRANCHE # TR 00750<br>DTD 8/10/07 6.95% DUE 8/10/12<br>CUSIP: 073928X73<br>MOODY'S RATING: AA2<br>S&P RATING: A+ | 51,917.50<br>103.83                   | 51,928.50<br>103.857                 | 11.00  | 1,361                     | 6.69 %                     |

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| <u>PAR VALUE<br/>OR SHARES</u> | <u>ASSET DESCRIPTION</u>   | <u>FED TAX COST<br/>COST PER UNIT</u> | <u>MARKET VALUE<br/>MARKET PRICE</u> | <u>UNREALIZED<br/>GAIN/LOSS<br/>(FED TO MKT)</u> | <u>ACCRUED YIELD AT<br/>INCOME MARKET</u> |
|--------------------------------|--|---------------------------------------|--------------------------------------|--|---|
| 50,000.00                      | BANK OF AMERICA CORP NTS<br>DTD 5/2/08 5.65% DUE 5/1/18<br>CUSIP: 06051GDX4<br>MOODY'S RATING: AA2<br>S&P RATING: A+           | 49,732.50<br>99.46                    | 50,296.50<br>100.593                 | 564.00   | 471 5.62 %                                |
| 10,000.00                      | CATERPILLAR INC NT<br>DTD 12/5/08 7.00% DUE 12/15/13<br>CUSIP: 149123BP5<br>MOODY'S RATING: A2<br>S&P RATING: A                | 10,037.45<br>100.37                   | 10,774.70<br>107.747                 | 737.25   | 51 6.50 %                                 |
| 30,000.00                      | CATERPILLAR FIN SERV CORP MTN BE<br>DTD 02/03/05 4.75% DUE 02/17/15<br>CUSIP: 14912L2M2<br>MOODY'S RATING: A2<br>S&P RATING: A | 29,092.00<br>96.97                    | 27,660.00<br>92.200                  | 1,432.00-  | 530 5.15 %                                |
| 10,000.00                      | CATERPILLAR INC<br>DTD 8/8/06 5.7% DUE 8/15/16<br>CUSIP: 149123BM2<br>MOODY'S RATING: A2<br>S&P RATING: A                      | 9,979.50<br>99.80                     | 9,721.90<br>97.219                   | 257.60-  | 215 5.86 %                                |
| 10,000.00                      | CISCO SYSTEMS INC<br>DTD 02-22-06 5.50% DUE 02-22-16<br>CUSIP: 17275RAC6<br>MOODY'S RATING: A1<br>S&P RATING: A+               | 10,081.80<br>100.82                   | 10,591.80<br>105.918                 | 510.00   | 197 5.19 %                                |
| 75,000.00                      | CITIGROUP INC GLOBAL SR NT<br>DTD 10/17/07 5.30% DUE 10/17/12<br>CUSIP: 172967EL1<br>MOODY'S RATING: A2<br>S&P RATING: A       | 75,084.75<br>100.11                   | 72,279.75<br>96.373                  | 2,805.00-  | 817 5.50 %                                |
| 40,000.00                      | CITIGROUP INC GTD NT<br>DTD 12/9/08 2.875% DUE 12/9/11<br>CUSIP: 17313UAA7<br>MOODY'S RATING: AAA<br>S&P RATING: AAA           | 39,900.80<br>99.75                    | 41,246.80<br>103.117                 | 1,346.00   | 70 2.79 %                                 |





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| <u>PAR VALUE<br/>OR SHARES</u> | <u>ASSET DESCRIPTION</u>  | <u>FED TAX COST<br/>COST PER UNIT</u> | <u>MARKET VALUE<br/>MARKET PRICE</u> | <u>UNREALIZED<br/>GAIN/LOSS<br/>(FED TO MKT)</u> | <u>INCOME<br/>ACCRUED YIELD AT<br/>INCOME MARKET</u> |
|--------------------------------|---|---------------------------------------|--------------------------------------|--|--|
| 30,000.00                      | COCA-COLA CO NT<br>DTD 11/01/07 5.35% DUE 11/15/17<br>CUSIP: 191216AK6<br>MOODY'S RATING: AA3<br>S&P RATING: A+                               | 29,955.30<br>99.85                    | 32,367.30<br>107.891                 | 2,412.00   | 205 4.96 %   |
| 20,000.00                      | COLGATE-PALMOLIVE CO MED TERM NTS<br>BOOK ENTRY<br>DTD 5/12/08 4.20% DUE 5/1/13<br>CUSIP: 19416QDL1<br>MOODY'S RATING: AA3<br>S&P RATING: AA- | 19,995.40<br>99.98                    | 20,470.40<br>102.352                 | 475.00   | 107 4.10 %   |
| 10,000.00                      | CONOCOPHILLIPS<br>DTD 5/8/08 4.40% DUE 5/15/13<br>CUSIP: 20825CAM6<br>MOODY'S RATING: A1<br>S&P RATING: A                                     | 9,982.50<br>99.83                     | 9,940.80<br>99.408                   | 41.70-   | 56 4.43 %  |
| 15,000.00                      | CONSOLIDATED EDISON NT<br>DTD 9/25/06 5.5% DUE 9/15/16<br>CUSIP: 209111EN9<br>MOODY'S RATING: A1<br>S&P RATING: A-                            | 14,942.25<br>99.62                    | 14,859.90<br>99.066                  | 82.35-   | 243 5.55 %   |
| 15,000.00                      | COSTCO WHSL CORP NEW<br>DTD 2/20/07 5.50% DUE 3/15/17<br>CUSIP: 22160KAC9<br>MOODY'S RATING: A2<br>S&P RATING: A                              | 14,536.80<br>96.91                    | 15,943.20<br>106.288                 | 1,406.40   | 243 5.17 %   |
| 25,000.00                      | CREDIT SUISSE FIRST BOSTON USA INC<br>DTD 08-17-05 4.875% DUE 08-15-10<br>CUSIP: 22541LBH5<br>MOODY'S RATING: AA1<br>S&P RATING: A+           | 24,998.00<br>99.99                    | 24,994.75<br>99.979                  | 3.25-  | 460 4.88 %   |

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| <u>PAR VALUE<br/>OR SHARES</u> | <u>ASSET DESCRIPTION</u>   | <u>FED TAX COST<br/>COST PER UNIT</u> | <u>MARKET VALUE<br/>MARKET PRICE</u> | <u>UNREALIZED<br/>GAIN/LOSS<br/>(FED TO MKT)</u> | <u>ACCRUED YIELD AT<br/>INCOME MARKET</u> |
|--------------------------------|--|---------------------------------------|--------------------------------------|--|---|
| 15,000.00                      | DISNEY WALT CO NEW MEDIUM TERM NTS<br>BOOK ENTRY TRANCHE # TR 00055<br>DTD 7/17/07 6% DUE 7/17/17<br>CUSIP: 25468PCG9<br>MOODY'S RATING: A2<br>S&P RATING: A | 14,966.55<br>99.78                    | 15,897.90<br>105.986                 | 931.35   | 410 5.66 %                                |
| 20,000.00                      | DU PONT E I DE NEMOURS & CO NT<br>DTD 7/28/08 5.00% DUE 7/15/13<br>CUSIP: 263534BU2<br>MOODY'S RATING: A2<br>S&P RATING: A                                   | 19,801.60<br>99.01                    | 20,120.40<br>100.602                 | 318.80   | 425 4.97 %                                |
| 10,000.00                      | DUKE ENERGY CAROLINAS LLC<br>1ST & REF MTG BD<br>DTD 1/10/08 5.25% DUE 1/15/18<br>CUSIP: 26442CAC8<br>MOODY'S RATING: A2<br>S&P RATING: A                    | 9,966.00<br>99.66                     | 10,216.10<br>102.161                 | 250.10   | 242 5.14 %                                |
| 15,000.00                      | FLORIDA PWR & LIGHT NT<br>DTD 10/10/07 5.55% DUE 11/01/17<br>CUSIP: 341081EZ6<br>MOODY'S RATING: AA3<br>S&P RATING: A  | 14,995.80<br>99.97                    | 15,910.80<br>106.072                 | 915.00   | 139 5.23 %                                |
| 25,000.00                      | GENERAL ELEC CAP CORP MED TERM SR<br>NTS BOOK ENTRY<br>DTD 12/09/08 3% DUE 12/09/11<br>CUSIP: 36967HAD9<br>MOODY'S RATING: AAA<br>S&P RATING: AAA            | 25,064.20<br>100.26                   | 25,846.25<br>103.385                 | 782.05   | 46 2.90 %                                 |
| 25,000.00                      | GENERAL DYNAMICS CORP<br>DTD 12/15/08 5.25% DUE 2/01/14<br>CUSIP: 369550AN8<br>MOODY'S RATING: A2<br>S&P RATING: A   | 24,882.00<br>99.53                    | 25,620.50<br>102.482                 | 738.50   | 58 5.12 %                                 |



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| <u>PAR VALUE<br/>OR SHARES</u> | <u>ASSET DESCRIPTION</u>   | <u>FED TAX COST<br/>COST PER UNIT</u> | <u>MARKET VALUE<br/>MARKET PRICE</u> | <u>UNREALIZED<br/>GAIN/LOSS<br/>(FED TO MKT)</u> | <u>INCOME<br/>ACCRUED YIELD AT<br/>INCOME MARKET</u> |
|--------------------------------|--|---------------------------------------|--------------------------------------|--|--|
| 100,000.00                     | GENERAL ELECTRIC CO NT<br>DTD 12/6/07 5.25% DUE 12/6/17<br>CUSIP: 369604BC6<br>MOODY'S RATING: AAA<br>S&P RATING: AAA            | 100,245.75<br>100.25                  | 99,695.00<br>99.695                  | 550.75-  | 365 5.27 %   |
| 15,000.00                      | GOLDMAN SACHS GROUP INC<br>DTD 10/14/03 5.25% DUE 10/15/13<br>CUSIP: 38141GDQ4<br>MOODY'S RATING: A1<br>S&P RATING: A            | 12,900.00<br>86.00                    | 13,779.75<br>91.865                  | 879.75   | 166 5.71 %   |
| 25,000.00                      | GOLDMAN SACHS GROUP INC SR NT<br>DTD 4/1/08 6.15% DUE 4/1/18<br>CUSIP: 38141GFM1<br>MOODY'S RATING: A1<br>S&P RATING: A          | 24,896.55<br>99.59                    | 24,024.00<br>96.096                  | 872.55-  | 384 6.40 %   |
| 10,000.00                      | HEWLETT-PACKARD CO NT<br>DTD 12/5/08 6.125% DUE 3/1/14<br>CUSIP: 428236AT0<br>MOODY'S RATING: A2<br>S&P RATING: A                | 9,956.10<br>99.56                     | 10,630.00<br>106.300                 | 673.90   | 44 5.76 %  |
| 10,000.00                      | HEWLETT-PACKARD CO<br>DTD 2/27/07 5.40% DUE 3/1/17<br>CUSIP: 428236AM5<br>MOODY'S RATING: A2<br>S&P RATING: A                    | 9,923.00<br>99.23                     | 10,018.80<br>100.188                 | 95.80  | 180 5.39 %   |
| 15,000.00                      | HONEYWELL INTL NT<br>DTD 7/27/07 5.625% DUE 8/01/12<br>CUSIP: 438516AV8<br>MOODY'S RATING: A2<br>S&P RATING: A                   | 14,970.75<br>99.80                    | 15,604.35<br>104.029                 | 633.60   | 352 5.41 %   |
| 25,000.00                      | INTERNATIONAL LEASE FIN CORP MTN<br>DTD 9/14/07 5.625% DUE 9/15/10<br>CUSIP: 45974VB56<br>MOODY'S RATING: BAA1<br>S&P RATING: A- | 25,056.00<br>100.22                   | 19,651.25<br>78.605                  | 5,404.75-  | 414 7.16 %   |

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| <u>PAR VALUE<br/>OR SHARES</u> | <u>ASSET DESCRIPTION</u>   | <u>FED TAX COST<br/>COST PER UNIT</u> | <u>MARKET VALUE<br/>MARKET PRICE</u> | <u>UNREALIZED<br/>GAIN/LOSS<br/>(FED TO MKT)</u> | <u>ACCRUED<br/>INCOME</u> | <u>YIELD AT<br/>MARKET</u> |
|--------------------------------|--|---------------------------------------|--------------------------------------|--|---------------------------|----------------------------|
| 25,000.00                      | JOHN DEERE CAPITAL CORP MTN<br>DTD 4/3/08 5.35% DUE 4/3/18<br>CUSIP: 24422EQR3<br>MOODY'S RATING: A2<br>S&P RATING: A                      | 24,923.50<br>99.69                    | 23,422.75<br>93.691                  | 1,500.75-  | 327                       | 5.71 %                     |
| 30,000.00                      | JOHNSON & JOHNSON<br>DTD 8/16/07 5.55% DUE 8/15/17<br>CUSIP: 478160AQ7<br>MOODY'S RATING: AAA<br>S&P RATING: AAA                           | 30,000.00<br>100.00                   | 34,248.30<br>114.161                 | 4,248.30   | 629                       | 4.86 %                     |
| 10,000.00                      | JP MORGAN CHASE & CO SR NT<br>DTD 12/20/07 6.00% DUE 1/15/18<br>CUSIP: 46625HG0<br>MOODY'S RATING: AA2<br>S&P RATING: A+                   | 10,390.90<br>103.91                   | 10,555.20<br>105.552                 | 164.30   | 277                       | 5.68 %                     |
| 20,000.00                      | KIMBERLY-CLARK SR NT<br>DTD 11/04/08 7.50% DUE 11/01/18<br>CUSIP: 494368BD4<br>MOODY'S RATING: A2<br>S&P RATING: A                         | 19,926.80<br>99.63                    | 23,551.20<br>117.756                 | 3,624.40   | 238                       | 6.37 %                     |
| 75,000.00                      | MBNA CR CARD MASTER NT TR<br>2005-6 NT CL A<br>DTD 8/25/05 4.50% DUE 1/15/13<br>CUSIP: 55264TDE8<br>MOODY'S RATING: AAA<br>S&P RATING: AAA | 74,625.00<br>99.50                    | 72,290.25<br>96.387                  | 2,334.75-  | 281                       | 4.67 %                     |
| 15,000.00                      | MCDONALDS CORP MED TERM NTS<br>BOOK ENTRY<br>DTD 10/18/07 5.80% DUE 10/15/17<br>CUSIP: 58013MEB6<br>MOODY'S RATING: A3<br>S&P RATING: A    | 14,969.70<br>99.80                    | 16,040.55<br>106.937                 | 1,070.85   | 184                       | 5.42 %                     |

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| <u>PAR VALUE<br/>OR SHARES</u> | <u>ASSET DESCRIPTION</u>  | <u>FED TAX COST<br/>COST PER UNIT</u> | <u>MARKET VALUE<br/>MARKET PRICE</u> | <u>UNREALIZED<br/>GAIN/LOSS<br/>(FED TO MKT)</u> | <u>ACCRUED INCOME</u> | <u>YIELD AT<br/>MARKET</u> |
|--------------------------------|---|---------------------------------------|--------------------------------------|--|-----------------------|----------------------------|
| 45,000.00                      | MERRILL LYNCH & CO INC MED TERM NTS<br>BOOK ENTRY<br>DTD 2/5/08 5.45% DUE 2/5/13<br>CUSIP: 59018YM40<br>MOODY'S RATING: A2<br>S&P RATING: A | 45,049.90<br>100.11                   | 43,256.25<br>96.125                  | 1,793.65-  | 995                   | 5.67 %                     |
| 15,000.00                      | METLIFE INC SR DEB SECS<br>DTD 8/15/08 6.817% DUE 8/15/18<br>SER A<br>CUSIP: 59156RAR9<br>MOODY'S RATING: A2<br>S&P RATING: A               | 15,052.50<br>100.35                   | 14,286.00<br>95.240                  | 766.50-  | 386                   | 7.16 %                     |
| 25,000.00                      | MIDAMERICAN ENERGY CO<br>DTD 10/01/04 4.65% DUE 10/01/14<br>CUSIP: 595620AD7<br>MOODY'S RATING: A2<br>S&P RATING: A-                        | 24,556.25<br>98.23                    | 23,787.50<br>95.150                  | 768.75-  | 291                   | 4.89 %                     |
| 25,000.00                      | NATIONAL RURAL UTIL COOP NT<br>DTD 6/30/08 5.50% DUE 7/01/13<br>CUSIP: 637432LM5<br>MOODY'S RATING: A1<br>S&P RATING: A+                    | 25,001.20<br>100.00                   | 24,231.50<br>96.926                  | 769.70-  | 691                   | 5.67 %                     |
| 20,000.00                      | ORACLE CORP NT<br>DTD 4/9/08 4.95% DUE 4/15/13<br>CUSIP: 68389XAD7<br>MOODY'S RATING: A2<br>S&P RATING: A                                   | 19,992.80<br>99.96                    | 20,619.60<br>103.098                 | 626.80   | 209                   | 4.80 %                     |
| 10,000.00                      | PECO ENERGY CO1ST & REF MTG BD<br>DTD 3/3/08 5.35% DUE 3/1/18<br>CUSIP: 693304AL1<br>MOODY'S RATING: A2<br>S&P RATING: A-                   | 9,983.20<br>99.83                     | 9,546.40<br>95.464                   | 436.80-  | 178                   | 5.60 %                     |

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|--------------------------------|---|---------------------------------------|--------------------------------------|--|--|
| 20,000.00                      | PEPSICO INC SR NT<br>DTD 5/28/08 5% DUE 6/01/18<br>CUSIP: 713448BH0<br>MOODY'S RATING: AA2<br>S&P RATING: A+  | 19,710.80<br>98.55                    | 20,730.60<br>103.653                 | 1,019.80   | 83 4.82 %  |
| 15,000.00                      | PITNEY BOWES INC GLOBAL MED TERM NTS<br>DTD 9/11/07 5.750% DUE 9/15/17<br>CUSIP: 72447XAC1<br>MOODY'S RATING: A1<br>S&P RATING: A                     | 14,642.10<br>97.61                    | 14,579.55<br>97.197                  | 62.55-   | 254 5.92 %   |
| 10,000.00                      | PRINCIPAL LIFE INC FNDG<br>DTD 11/10/05 5.20% DUE 11/15/10<br>CUSIP: 74254PJR4<br>MOODY'S RATING: AA2<br>S&P RATING: AA                               | 9,995.10<br>99.95                     | 10,158.10<br>101.581                 | 163.00   | 66 5.12 %  |
| 20,000.00                      | PROCTER & GAMBLE CO NT<br>DTD 12/18/08 4.60% DUE 1/15/14<br>CUSIP: 742718DL0<br>MOODY'S RATING: AA3<br>S&P RATING: AA-                                | 19,995.60<br>99.98                    | 20,958.00<br>104.790                 | 962.40   | 33 4.39 %  |
| 30,000.00                      | PUBLIC SVC ELEC GAS CO SECD<br>MED TERM NTS BOOK ENTRY<br>DTD 12/02/08 6.33% DUE 11/01/13<br>CUSIP: 74456QAT3<br>MOODY'S RATING: A3<br>S&P RATING: A- | 29,990.70<br>99.97                    | 30,534.90<br>101.783                 | 544.20   | 153 6.22 %   |
| 25,000.00                      | SBC COMMUNICATIONS INC<br>DTD 08-18-04 5.625% DUE 06-15-16<br>CUSIP: 78387GAL7<br>MOODY'S RATING: A2<br>S&P RATING: A                                 | 24,940.00<br>99.76                    | 25,112.00<br>100.448                 | 172.00   | 63 5.60 %  |



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| <u>PAR VALUE<br/>OR SHARES</u> | <u>ASSET DESCRIPTION</u>  | <u>FED TAX COST<br/>COST PER UNIT</u> | <u>MARKET VALUE<br/>MARKET PRICE</u> | <u>UNREALIZED<br/>GAIN/LOSS<br/>(FED TO MKT)</u> | <u>ACCRUED INCOME</u> | <u>YIELD AT<br/>MARKET</u> |
|--------------------------------|---|---------------------------------------|--------------------------------------|--|-----------------------|----------------------------|
| 25,000.00                      | SYSCO CORPORATION NT<br>DTD 2/12/08 5.25% DUE 2/12/18<br>CUSIP: 871829AL1<br>MOODY'S RATING: A1<br>S&P RATING: A+           | 24,827.50<br>99.31                    | 25,339.50<br>101.358                 | 512.00   | 507                   | 5.18 %                     |
| 10,000.00                      | UNITED TECHNOLOGIES CORP NT<br>DTD 12/18/08 6.125% DUE 2/1/19<br>CUSIP: 913017BQ1<br>MOODY'S RATING: A2<br>S&P RATING: A    | 9,983.80<br>99.84                     | 10,698.90<br>106.989                 | 715.10   | 22                    | 5.72 %                     |
| 15,000.00                      | VERIZON COMMUNICATIONS INC NT<br>DTD 11/04/08 8.75% DUE 11/01/18<br>CUSIP: 92343VAQ7<br>MOODY'S RATING: A3<br>S&P RATING: A | 14,744.40<br>98.30                    | 17,598.30<br>117.322                 | 2,853.90   | 208                   | 7.46 %                     |
| 20,000.00                      | VERIZON COMMUNICATIONS<br>DTD 02-15-06 5.55% DUE 02-15-16<br>CUSIP: 92343VAC8<br>MOODY'S RATING: A3<br>S&P RATING: A        | 19,839.80<br>99.20                    | 19,540.40<br>97.702                  | 299.40-  | 419                   | 5.68 %                     |
| 70,000.00                      | WACHOVIA CORP 2ND NEW NT<br>DTD 10/23/06 5.30% DUE 10/15/11<br>CUSIP: 929903CF7<br>MOODY'S RATING: A1<br>S&P RATING: A+     | 66,500.00<br>95.00                    | 67,510.10<br>96.443                  | 1,010.10   | 783                   | 5.50 %                     |
| 20,000.00                      | WAL-MART STORES INC NT<br>DTD 8/24/07 5.80% DUE 2/15/18<br>CUSIP: 931142CJ0<br>MOODY'S RATING: AA2<br>S&P RATING: AA        | 21,017.40<br>105.09                   | 22,131.00<br>110.655                 | 1,113.60   | 438                   | 5.24 %                     |
| 15,000.00                      | WALGREEN CO NT<br>DTD 7/17/08 4.875% DUE 8/1/13<br>CUSIP: 931422AD1<br>MOODY'S RATING: A2<br>S&P RATING: A+                 | 14,941.35<br>99.61                    | 15,447.90<br>102.986                 | 506.55   | 333                   | 4.73 %                     |

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|--------------------------------|---|---------------------------------------|--------------------------------------|--|-----------------------|----------------------------|
| 20,000.00                      | WISCONSIN ELEC PWR CO DEB<br>DTD 10/1/08 6.00% DUE 4/1/14<br>CUSIP: 976656CA4<br>MOODY'S RATING: A1<br>S&P RATING: A- | 19,961.20<br>99.81                    | 21,053.40<br>105.267                 | 1,092.20   | 300                   | 5.70 %                     |
| TOTAL CORPORATE                |   | 1,479,117.25                          | 1,484,148.10                         | 5,030.85   | 18,716                | 5.31 %                     |
| <u>MORTGAGE</u>                |   |                                       |                                      |  |                       |                            |
| 131,079.44                     | FEDERAL NATL MTG ASSN GTD MTG PASS<br>THRU CTF POOL #902804<br>DTD 11/01/06 5% DUE 11/01/21<br>CUSIP: 31411BAD5       | 128,099.42<br>97.73                   | 134,804.72<br>102.842                | 6,705.30   | 546                   | 4.86 %                     |
| 157,045.98                     | FEDERAL NATL MTG ASSN GTD MTG<br>PASSTHRU CTF POOL #255031<br>DTD 11/01/03 4.50% DUE 12/01/18<br>CUSIP: 31371LHG7     | 158,027.50<br>100.62                  | 161,532.78<br>102.857                | 3,505.28   | 589                   | 4.38 %                     |
| 43,712.60                      | FEDERAL NATL MTG ASSN GTD MTG<br>PASSTHRU CTF POOL #255364<br>DTD 08-01-04 6.00% DUE 09-01-34<br>CUSIP: 31371LTV1     | 44,863.45<br>102.63                   | 45,107.91<br>103.192                 | 244.46   | 219                   | 5.81 %                     |
| 118,134.54                     | FEDERAL NATL MTG ASSN GTD MTG<br>PASSTHRU CTF POOL #357707<br>DTD 2/1/05 5.00% DUE 2/1/35<br>CUSIP: 31376KKU9         | 115,282.70<br>97.59                   | 120,852.82<br>102.301                | 5,570.12   | 492                   | 4.89 %                     |
| 104,247.18                     | FEDERAL NATL MTG ASSN GTD MTG<br>PASSTHRU CTF POOL #555800<br>DTD 09/01/03 5.50% DUE 10/01/33<br>CUSIP: 31385XNR4     | 105,305.48<br>101.02                  | 107,118.15<br>102.754                | 1,812.67   | 478                   | 5.35 %                     |
| 27,076.03                      | FEDERAL NATL MTG ASSN GTD MTG<br>PASSTHRU CTF PL #745257<br>DTD 01/01/06 6.00% DUE 01/01/36<br>CUSIP: 31403C5S6       | 27,262.74<br>100.69                   | 27,973.06<br>103.313                 | 710.32   | 135                   | 5.81 %                     |



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| <u>PAR VALUE<br/>OR SHARES</u> | <u>ASSET DESCRIPTION</u>   | <u>FED TAX COST<br/>COST PER UNIT</u> | <u>MARKET VALUE<br/>MARKET PRICE</u> | <u>UNREALIZED<br/>GAIN/LOSS<br/>(FED TO MKT)</u> | <u>INCOME<br/>ACCRUED YIELD AT<br/>INCOME MARKET</u> |
|--------------------------------|--|---------------------------------------|--------------------------------------|--|--|
| 98,831.41                      | FEDERAL NATL MTG ASSN GTD MTG<br>PASSTHRU CTF POOL #826905<br>DTD 7/1/05 5.00% DUE 8/1/35<br>CUSIP: 31407CU62      | 97,163.63<br>98.31                    | 101,044.25<br>102.239                | 3,880.62   | 412 4.89 %   |
| 78,737.64                      | FEDERAL NATL MTG ASSN GTD MTG<br>PASSTHRU CTF POOL #852422<br>DTD 01-01-06 5.444% DUE 01-01-36<br>CUSIP: 31408JAX9 | 78,786.87<br>100.06                   | 80,543.09<br>102.293                 | 1,756.22   | 358 5.33 %   |
| 97,431.87                      | FEDERAL NATL MTG ASSN GTD MTG<br>PASSTHRU CTF POOL #888459<br>DTD 5/1/07 4.50% DUE 8/1/20<br>CUSIP: 31410GB44      | 95,163.54<br>97.67                    | 99,971.92<br>102.607                 | 4,808.38   | 365 4.39 %   |
| 129,324.75                     | FEDERAL NATL MTG ASSN GTD MTG<br>PASSTHRU CTF POOL #888567<br>DTD 7/1/07 5.50% DUE 12/01/36<br>CUSIP: 31410GFG3    | 127,607.17<br>98.67                   | 132,724.70<br>102.629                | 5,117.53   | 593 5.36 %   |
| 88,837.35                      | FEDERAL NATL MTG ASSN GTD MTG<br>PASSTHRU CTF POOL #894634<br>DTD 11/1/06 6.5% DUE 11/1/36<br>CUSIP: 31410Q4T5     | 90,211.54<br>101.55                   | 92,376.63<br>103.984                 | 2,165.09   | 481 6.25 %   |
| 29,135.57                      | FEDERAL NATL MTG ASSN GTD MTG<br>PASSTHRU CTF POOL #898415<br>DTD 10/1/06 6.00% DUE 10/1/36<br>CUSIP: 31410VDU1    | 29,420.08<br>100.98                   | 30,029.16<br>103.067                 | 609.08   | 146 5.82 %   |
| 36,232.52                      | FEDERAL NATL MTG ASSN GTD MTG<br>PASSTHRU CTF POOL #913304<br>DTD 4/1/07 5.5% DUE 4/1/37<br>CUSIP: 31411RU55       | 35,982.03<br>99.31                    | 37,183.26<br>102.624                 | 1,201.23   | 166 5.36 %   |
| 95,642.08                      | FEDERAL NATL MTG ASSN GTD MTG<br>PASSTHRU CTF POOL #944639<br>DTD 7/1/07 6.00% DUE 7/1/37<br>CUSIP: 31413F4Y5      | 95,066.73<br>99.40                    | 98,569.68<br>103.061                 | 3,502.95   | 478 5.82 %   |

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| <u>PAR VALUE<br/>OR SHARES</u> | <u>ASSET DESCRIPTION</u>  | <u>FED TAX COST<br/>COST PER UNIT</u> | <u>MARKET VALUE<br/>MARKET PRICE</u> | <u>UNREALIZED<br/>GAIN/LOSS<br/>(FED TO MKT)</u> | <u>INCOME<br/>ACCRUED YIELD AT<br/>INCOME MARKET</u> |
|--------------------------------|---|---------------------------------------|--------------------------------------|--|--|
| 97,520.18                      | FEDERAL NATL MTG ASSN GTD MTG<br>PASSTHRU CTF POOL #979899<br>DTD 5/1/08 5.50% DUE 5/1/38<br>CUSIP: 31414YDC1   | 94,266.97<br>96.66                    | 100,069.36<br>102.614                | 5,802.39   | 447 5.36 %   |
| TOTAL MORTGAGE                 |   | 1,322,509.85                          | 1,369,901.49                         | 47,391.64  | 5,905 5.17 %   |
| <u>ASSET BACKED</u>            |   |                                       |                                      |  |  |
| 50,000.00                      | BANK ONE ISSUANCE TRUST<br>SER 2004-A1 ASSET BACKED NT CL-A1<br>DTD 02/20/04 3.45% DUE 10/17/11<br>CUSIP: 06423RBGO<br>MOODY'S RATING: AAA<br>S&P RATING: AAA             | 48,853.52<br>97.71                    | 49,843.50<br>99.687                  | 989.98   | 67 3.46 %  |
| 59,786.43                      | CHASE FUNDING MTG LN ASSET-BACKED<br>2003-6 MTG LN ASSET-BKD CTF CL 1A4<br>DTD 12-01-03 4.499% DUE 08-25-30<br>CUSIP: 161546GZ3<br>MOODY'S RATING: AAA<br>S&P RATING: AAA | 59,816.79<br>100.05                   | 55,866.83<br>93.444                  | 3,949.96-  | 224 4.81 %   |
| 50,000.00                      | CHASE ISSUANCE TRUST<br>SER 2005-A4 CL A4<br>DTD 05-31-05 4.23% DUE 01-15-13<br>CUSIP: 161571AL8<br>MOODY'S RATING: AAA<br>S&P RATING: AAA                                | 49,001.95<br>98.00                    | 48,358.00<br>96.716                  | 643.95-  | 94 4.37 %  |
| 100,000.00                     | CITIBANK CREDIT CARD ISSUANCE TR<br>SER 2006-A5 CL A5<br>DTD 05/23/06 5.30% DUE 05/20/11<br>CUSIP: 17305EDH5<br>MOODY'S RATING: AAA<br>S&P RATING: AAA                    | 100,378.91<br>100.38                  | 99,644.00<br>99.644                  | 734.91-  | 604 5.32 %   |



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| <u>PAR VALUE<br/>OR SHARES</u> | <u>ASSET DESCRIPTION</u>  | <u>FED TAX COST<br/>COST PER UNIT</u> | <u>MARKET VALUE<br/>MARKET PRICE</u> | <u>UNREALIZED<br/>GAIN/LOSS<br/>(PED TO MKT)</u> | <u>INCOME<br/>ACCRUED YIELD AT<br/>INCOME MARKET</u> |
|--------------------------------|---|---------------------------------------|--------------------------------------|--|--|
| 145,000.00                     | FEDERAL HOME LN MTG CORP MULTICLASS<br>MTG PARTN CTFS GTD SER 2812 CL OD<br>DTD 06/01/04 5.00% DUE 12/15/29<br>CUSIP: 31395AV28   | 139,200.00<br>96.00                   | 148,039.20<br>102.096                | 8,839.20   | 604 4.90 %   |
| 50,000.00                      | NISSAN AUTO RECEIVABLES OWNER TRUST<br>SERIES 2008-A ASSET BKD CTF CL A3<br>DTD 1/24/08 3.89% DUE 7/15/10<br>CUSIP: 65475FAD7<br>MOODY'S RATING: AAA<br>S&P RATING: AAA | 49,994.36<br>99.99                    | 48,189.50<br>96.379                  | 1,804.86-  | 86 4.04 %  |
| 100,000.00                     | USAA AUTO OWNER TRUST<br>SER 2007-2 MTG PASSTHRU CTF CL A3<br>DTD 10/4/07 4.90% DUE 2/15/12<br>CUSIP: 90327TAC7<br>MOODY'S RATING: AAA<br>S&P RATING: AAA               | 99,986.55<br>99.99                    | 98,794.00<br>98.794                  | 1,192.55-  | 218 4.96 %   |
| 32,825.11                      | WFS FINL OWNER TR<br>2005-3 CL A4<br>DTD 7-27-05 4.39% DUE 5-17-13<br>CUSIP: 962215AE9<br>MOODY'S RATING: AAA<br>S&P RATING: AAA  | 32,414.80<br>98.75                    | 32,517.21<br>99.062                  | 102.41   | 56 4.43 %  |
| 40,000.00                      | WORLD OMNI AUTO RECEIVABLES TRUST<br>2007-B MTG PASSTHRU CTF CL A3A<br>DTD 9/26/07 5.28% DUE 1/17/12<br>CUSIP: 98156DAD9<br>MOODY'S RATING: AAA<br>S&P RATING: AAA      | 39,999.01<br>100.00                   | 39,510.40<br>98.776                  | 488.61-  | 82 5.35 %  |
| <b>TOTAL ASSET BACKED</b>      |   | <b>619,645.89</b>                     | <b>620,762.64</b>                    | <b>1,116.75</b>                                  | <b>2,035 4.75 %</b>                                  |

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| PAR VALUE<br>OR SHARES                 | ASSET DESCRIPTION   | FED TAX COST<br>COST PER UNIT | MARKET VALUE<br>MARKET PRICE | UNREALIZED<br>GAIN/LOSS<br>(FED TO MKT) | ACCRUED YIELD AT<br>INCOME MARKET |
|--|---|-------------------------------|------------------------------|---|-----------------------------------|
| <u>CMBS</u>                            |   |                               |                              |   |                                   |
| 35,947.41                              | BANC AMER COML MTG TR 2006-3<br>MTG PASSTHRU CTF CL A-1<br>DTD 8/1/06 5.685% DUE 7/10/44<br>CUSIP: 059500AA6<br>S&P RATING: AAA | 36,110.30<br>100.45           | 35,128.89<br>97.723          | 981.41-                                 | 170 5.82 %                        |
| TOTAL TAXABLE FIXED INCOME SECS        |   | 4,744,284.09                  | 4,834,882.67                 | 90,598.58                               | 40,926 4.76 %                     |
| TOTAL FIXED INCOME SECURITIES          |   | 4,744,284.09                  | 4,834,882.67                 | 90,598.58                               | 40,926 4.76 %                     |
| <u>EQUITIES</u>                        |   |                               |                              |   |                                   |
| <u>ENERGY</u>                          |   |                               |                              |   |                                   |
| <u>ENERGY EQUIPMENT &amp; SERVICES</u> |   |                               |                              |   |                                   |
| 2,680.00                               | NATIONAL OILWELL VARCO INC<br>COM<br>CUSIP: 637071101   | 122,133.25<br>45.57           | 65,499.20<br>24.440          | 56,634.05-                              | 0 0.00 %                          |
| 1,620.00                               | SCHLUMBERGER LTD COM<br>CUSIP: 806857108  | 131,527.10<br>81.19           | 68,574.60<br>42.330          | 62,952.50-                              | 340 1.98 %                        |
| 1,953.00                               | TRANSOCEAN LTD ORD SHS<br>CUSIP: H8817H100  | 164,775.89<br>84.37           | 92,279.25<br>47.250          | 72,496.64-                              | 0 0.00 %                          |
| 3,880.00                               | WEATHERFORD INTL LTD INC BERMUDA<br>COM (N/C FROM WEATHERFORD INTL<br>INC)<br>CUSIP: G95089101                                  | 43,579.70<br>11.23            | 41,981.60<br>10.820          | 1,598.10-                               | 0 0.00 %                          |
| TOTAL ENERGY EQUIPMENT & SERVICES      |   | 462,015.94                    | 268,334.65                   | 193,681.29-                             | 340 0.51 %                        |



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| <u>PAR VALUE<br/>OR SHARES</u> | <u>ASSET DESCRIPTION</u>                                | <u>FED TAX COST<br/>COST PER UNIT</u> | <u>MARKET VALUE<br/>MARKET PRICE</u> | <u>UNREALIZED<br/>GAIN/LOSS<br/>(FED TO MKT)</u> | <u>ACCRUED<br/>INCOME</u> | <u>YIELD AT<br/>MARKET</u> |
|--------------------------------|---|---------------------------------------|--------------------------------------|--|---------------------------|----------------------------|
| <u>OIL AND GAS</u>             |   |                                       |                                      |  |                           |                            |
| 1,840.00                       | ANADARKO PETE CORP COM<br>CUSIP: 032511107              | 68,083.76<br>37.00                    | 70,932.00<br>38.550                  | 2,848.24   | 0                         | 0.93 %                     |
| 1,620.00                       | DEVON ENERGY CORPORATION NEW<br>COM<br>CUSIP: 25179M103 | 155,404.74<br>95.93                   | 106,450.20<br>65.710                 | 48,954.54-                                       | 0                         | 0.97 %                     |
| 1,530.00                       | EOG RES INC<br>COM<br>CUSIP: 26875P101                  | 117,186.05<br>76.59                   | 101,867.40<br>66.580                 | 15,318.65-                                       | 0                         | 0.81 %                     |
| TOTAL OIL AND GAS              |   | 340,674.55                            | 279,249.60                           | 61,424.95-                                       | 0                         | 0.90 %                     |
| <u>ENERGY - MISC</u>           |   |                                       |                                      |  |                           |                            |
| 2,030.00                       | NEW ORIENTAL EDUCATIO-SP ADR<br>CUSIP: 647581107        | 113,787.13<br>56.05                   | 111,467.30<br>54.910                 | 2,319.83-  | 0                         | 0.00 %                     |
| TOTAL ENERGY                   |   | 916,477.62                            | 659,051.55                           | 257,426.07-                                      | 340                       | 0.59 %                     |
| <u>MATERIALS</u>               |   |                                       |                                      |  |                           |                            |
| <u>CHEMICALS</u>               |   |                                       |                                      |  |                           |                            |
| 1,837.00                       | ECOLAB INC COM<br>CUSIP: 278865100                      | 58,329.99<br>31.75                    | 64,570.55<br>35.150                  | 6,240.56   | 231                       | 1.59 %                     |
| 850.00                         | MONSANTO CO<br>COM<br>CUSIP: 61166W101                  | 71,688.60<br>84.34                    | 59,797.50<br>70.350                  | 11,891.10-                                       | 0                         | 1.36 %                     |
| TOTAL CHEMICALS                |   | 130,018.59                            | 124,368.05                           | 5,650.54-  | 231                       | 1.48 %                     |
| TOTAL MATERIALS                |   | 130,018.59                            | 124,368.05                           | 5,650.54-  | 231                       | 1.48 %                     |

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| PAR VALUE<br>OR SHARES                    | ASSET DESCRIPTION                                | FED TAX COST<br>COST PER UNIT | MARKET VALUE<br>MARKET PRICE | UNREALIZED<br>GAIN/LOSS<br>(FED TO MKT) | INCOME<br>ACCRUED YIELD AT<br>INCOME MARKET |
|---|--|-------------------------------|------------------------------|---|---|
| <u>INDUSTRIALS</u>                        |  |                               |                              |   |   |
| <u>AEROSPACE &amp; DEFENSE</u>            |  |                               |                              |   |   |
| 970.00                                    | BOEING CO<br>COM<br>CUSIP: 097023105             | 87,868.32<br>90.59            | 41,389.90<br>42.670          | 46,478.42-                              | 0 3.94 %                                    |
| 2,420.00                                  | UNITED TECHNOLOGIES CORP COM<br>CUSIP: 913017109 | 111,433.64<br>46.05           | 129,712.00<br>53.600         | 18,278.36                               | 0 2.87 %                                    |
| TOTAL AEROSPACE & DEFENSE                 |  | 199,301.96                    | 171,101.90                   | 28,200.06-                              | 0 3.13 %                                    |
| <u>INDUSTRIAL CONGLOMERATES</u>           |  |                               |                              |   |   |
| 865.00                                    | 3M COMPANY<br>COM<br>CUSIP: 88579Y101            | 54,196.57<br>62.65            | 49,772.10<br>57.540          | 4,424.47-                               | 0 3.48 %                                    |
| <u>MACHINERY</u>                          |  |                               |                              |   |   |
| 1,820.00                                  | DANAHER CORPORATION COM<br>CUSIP: 235851102      | 129,124.13<br>70.95           | 103,030.20<br>56.610         | 26,093.93-                              | 55 0.21 %                                   |
| <u>COMMERCIAL SERVICES &amp; SUPPLIES</u> |  |                               |                              |   |   |
| 1,640.00                                  | STERICYCLE INC<br>COM<br>CUSIP: 858912108        | 70,865.06<br>43.21            | 85,411.20<br>52.080          | 14,546.14                               | 0 0.00 %                                    |
| <u>AIR FREIGHT &amp; LOGISTICS</u>        |  |                               |                              |   |   |
| 1,560.00                                  | EXPEDITORS INTL WASH INC COM<br>CUSIP: 302130109 | 49,780.69<br>31.91            | 51,901.20<br>33.270          | 2,120.51                                | 0 0.96 %                                    |
| TOTAL INDUSTRIALS                         |  | 503,268.41                    | 461,216.60                   | 42,051.81-                              | 55 1.69 %                                   |



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| <u>PAR VALUE</u><br><u>OR SHARES</u>     | <u>ASSET DESCRIPTION</u>                            | <u>FED TAX COST</u><br><u>COST PER UNIT</u> | <u>MARKET VALUE</u><br><u>MARKET PRICE</u> | <u>UNREALIZED</u><br><u>GAIN/LOSS</u><br><u>(FED TO MKT)</u> | <u>ACCRUED INCOME</u><br><u>YIELD AT MARKET</u> |
|--|---|---|--|--|---|
| <u>CONSUMER DISCRETIONARY</u>            |   |   |  |  |   |
| <u>TEXTILES, APPAREL, LUXURY GOODS</u>   |   |   |  |  |   |
| 2,310.00                                 | NIKE INC<br>CL B<br>CUSIP: 654106103                | 132,993.61<br>57.57                         | 117,810.00<br>51.000                       | 15,183.61-   | 568 1.96 %                                      |
| <u>HOTELS, RESTAURANTS &amp; LEISURE</u> |   |   |  |  |   |
| 1,100.00                                 | MCDONALDS CORP<br>COM<br>CUSIP: 580135101           | 60,518.12<br>55.02                          | 68,409.00<br>62.190                        | 7,890.88   | 0 3.22 %  |
| <u>SPECIALTY RETAIL</u>                  |   |   |  |  |   |
| 4,080.00                                 | DICKS SPORTING GOODS INC<br>COM<br>CUSIP: 253393102 | 64,549.97<br>15.82                          | 57,568.80<br>14.110                        | 6,981.17-  | 0 0.00 %  |
| TOTAL CONSUMER DISCRETIONARY             |   | 258,061.70                                  | 243,787.80                                 | 14,273.90-   | 568 1.85 %                                      |
| <u>CONSUMER STAPLES</u>                  |   |   |  |  |   |
| <u>FOOD &amp; STAPLES RETAILING</u>      |   |   |  |  |   |
| 1,600.00                                 | COSTCO WHSL CORP NEW<br>COM<br>CUSIP: 22160K105     | 113,073.68<br>70.67                         | 84,000.00<br>52.500                        | 29,073.68-   | 0 1.22 %  |
| 1,300.00                                 | WAL MART STORES INC<br>COM<br>CUSIP: 931142103      | 79,112.19<br>60.86                          | 72,878.00<br>56.060                        | 6,234.19-  | 309 1.69 %                                      |
| TOTAL FOOD & STAPLES RETAILING           |   | 192,185.87                                  | 156,878.00                                 | 35,307.87-   | 309 1.44 %                                      |

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| <u>PAR VALUE<br/>OR SHARES</u>        | <u>ASSET DESCRIPTION</u>                      | <u>FED TAX COST<br/>COST PER UNIT</u> | <u>MARKET VALUE<br/>MARKET PRICE</u> | <u>UNREALIZED<br/>GAIN/LOSS<br/>(FED TO MKT)</u> | <u>ACCRUED<br/>INCOME</u> | <u>YIELD AT<br/>MARKET</u> |
|---------------------------------------|---|---------------------------------------|--------------------------------------|--|---------------------------|----------------------------|
| <u>BEVERAGES</u>                      |   |                                       |                                      |  |                           |                            |
| 1,780.00                              | PEPSICO INC<br>COM<br>CUSIP: 713448108        | 78,462.40<br>44.08                    | 97,490.60<br>54.770                  | 19,028.20  | 850                       | 3.10 %                     |
| <u>FOOD PRODUCTS</u>                  |   |                                       |                                      |  |                           |                            |
| 2,030.00                              | BUNGE LIMITED<br>COM<br>CUSIP: 616962105      | 87,112.97<br>42.91                    | 105,093.10<br>51.770                 | 17,980.13  | 0                         | 1.43 %                     |
| 1,420.00                              | GENERAL MILLS INC COM<br>CUSIP: 370334104     | 96,151.98<br>67.71                    | 86,265.00<br>60.750                  | 9,886.98-  | 0                         | 2.83 %                     |
| TOTAL FOOD PRODUCTS                   |   | 183,264.95                            | 191,358.10                           | 8,093.15   | 0                         | 2.06 %                     |
| <u>HOUSEHOLD PRODUCTS</u>             |   |                                       |                                      |  |                           |                            |
| 1,580.00                              | COLGATE-PALMOLIVE CO COM<br>CUSIP: 194162103  | 74,223.07<br>46.98                    | 108,293.20<br>68.540                 | 34,070.13  | 0                         | 2.33 %                     |
| TOTAL CONSUMER STAPLES                |   | 528,136.29                            | 554,019.90                           | 25,883.61  | 1,159                     | 2.12 %                     |
| <u>HEALTH CARE</u>                    |   |                                       |                                      |  |                           |                            |
| <u>HEALTH CARE EQUIPMENT,SUPPLIES</u> |   |                                       |                                      |  |                           |                            |
| 1,780.00                              | BAXTER INTL INC COM<br>CUSIP: 071813109       | 112,690.84<br>63.31                   | 95,390.20<br>53.590                  | 17,300.64-                                       | 463                       | 1.94 %                     |
| 1,690.00                              | THERMO FISHER CORP<br>COM<br>CUSIP: 883556102 | 81,840.90<br>48.43                    | 57,578.30<br>34.070                  | 24,262.60-                                       | 0                         | 0.00 %                     |
| TOTAL HEALTH CARE EQUIPMENT,SUPPLIES  |   | 194,531.74                            | 152,968.50                           | 41,563.24-                                       | 463                       | 1.21 %                     |



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| <u>PAR VALUE<br/>OR SHARES</u> | <u>ASSET DESCRIPTION</u>  | <u>FED TAX COST<br/>COST PER UNIT</u> | <u>MARKET VALUE<br/>MARKET PRICE</u> | <u>UNREALIZED<br/>GAIN/LOSS<br/>(FED TO MKT)</u> | <u>INCOME<br/>ACCRUED YIELD AT<br/>INCOME MARKET</u> |
|--------------------------------|---|---------------------------------------|--------------------------------------|--|--|
| <u>BIOTECHNOLOGY</u>           |   |                                       |                                      |  |  |
| 1,400.00                       | GENENTECH INC<br>COM<br>CUSIP: 368710406                            | 111,123.86<br>79.37                   | 116,074.00<br>82.910                 | 4,950.14   | 0 0.00 %   |
| 1,430.00                       | GENZYME CORP COM-GEN DIV<br>CUSIP: 372917104                        | 86,529.03<br>60.51                    | 94,909.10<br>66.370                  | 8,380.07   | 0 0.00 %   |
| TOTAL BIOTECHNOLOGY            |   | 197,652.89                            | 210,983.10                           | 13,330.21  | 0 0.00 %   |
| <u>PHARMACEUTICALS</u>         |   |                                       |                                      |  |  |
| 1,450.00                       | ABBOTT LABS<br>COM<br>CUSIP: 002824100                              | 76,167.27<br>52.53                    | 77,386.50<br>53.370                  | 1,219.23   | 0 2.70 %   |
| 1,930.00                       | JOHNSON & JOHNSON<br>COM<br>CUSIP: 478160104                        | 131,172.93<br>67.97                   | 115,471.90<br>59.830                 | 15,701.03-                                       | 0 3.08 %   |
| 1,150.00                       | TEVA PHARMA INDS ADR<br>1 ADR REPRESENTS 10 SHS<br>CUSIP: 881624209 | 53,663.65<br>46.66                    | 48,955.50<br>42.570                  | 4,708.15-  | 0 0.97 %   |
| TOTAL PHARMACEUTICALS          |   | 261,003.85                            | 241,813.90                           | 19,189.95-                                       | 0 2.53 %   |
| TOTAL HEALTH CARE              |   | 653,188.48                            | 605,765.50                           | 47,422.98-                                       | 463 1.31 %   |
| <u>FINANCIALS</u>              |   |                                       |                                      |  |  |
| <u>COMMERCIAL BANKS</u>        |   |                                       |                                      |  |  |
| 5,415.00                       | BANK OF AMER CORP<br>COM<br>CUSIP: 060505104                        | 151,217.26<br>27.93                   | 76,243.20<br>14.080                  | 74,974.06-                                       | 0 9.09 %   |

National City Bank

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

ASSET STATEMENT  
AS OF 12/31/08

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| <u>PAR VALUE<br/>OR SHARES</u>        | <u>ASSET DESCRIPTION</u>                                    | <u>FED TAX COST<br/>COST PER UNIT</u> | <u>MARKET VALUE<br/>MARKET PRICE</u> | <u>UNREALIZED<br/>GAIN/LOSS<br/>(FED TO MKT)</u> | <u>INCOME<br/>ACCRUED YIELD AT<br/>INCOME MARKET</u> |
|---------------------------------------|---|---------------------------------------|--------------------------------------|--|--|
| <u>DIVERSIFIED FINANCIAL SERVICES</u> |   |                                       |                                      |  |  |
| 3,635.00                              | JPMORGAN CHASE & CO<br>COM<br>CUSIP: 46625H100              | 127,748.02<br>35.14                   | 114,611.55<br>31.530                 | 13,136.47-                                       | 0 4.82 %   |
| <u>CAPITAL MARKETS</u>                |   |                                       |                                      |  |  |
| 3,410.00                              | BANK NEW YORK MELLON CORP COM<br>CONTRA<br>CUSIP: 064058100 | 130,594.39<br>38.30                   | 96,605.30<br>28.330                  | 33,989.09-                                       | 0 3.39 %   |
| 910.00                                | GOLDMAN SACHS GROUP INC<br>COM<br>CUSIP: 38141G104          | 88,425.54<br>97.17                    | 76,794.90<br>84.390                  | 11,630.64-                                       | 0 2.21 %   |
| TOTAL CAPITAL MARKETS                 |   | 219,019.93                            | 173,400.20                           | 45,619.73-                                       | 0 2.87 %   |
| <u>INSURANCE</u>                      |   |                                       |                                      |  |  |
| 1,840.00                              | AON CORP COM<br>CUSIP: 037389103                            | 78,863.68<br>42.86                    | 84,051.20<br>45.680                  | 5,187.52   | 0 1.31 %   |
| 4,110.00                              | LOEWS CORP COM<br>CUSIP: 540424108                          | 171,652.89<br>41.76                   | 116,107.50<br>28.250                 | 55,545.39-                                       | 0 0.88 %   |
| TOTAL INSURANCE                       |   | 250,516.57                            | 200,158.70                           | 50,357.87-                                       | 0 1.06 %   |
| TOTAL FINANCIALS                      |   | 748,501.78                            | 564,413.65                           | 184,088.13-                                      | 0 3.47 %   |



CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

ASSET STATEMENT

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| <u>PAR VALUE</u><br><u>OR SHARES</u>    | <u>ASSET DESCRIPTION</u>                  | <u>FED TAX COST</u><br><u>COST PER UNIT</u> | <u>MARKET VALUE</u><br><u>MARKET PRICE</u> | <u>UNREALIZED</u><br><u>GAIN/LOSS</u><br><u>(FED TO MKT)</u> | <u>INCOME</u><br><u>ACCRUED YIELD AT</u><br><u>INCOME MARKET</u> |
|---|---|---|--|--|--|
| <u>INFORMATION TECHNOLOGY</u>           |   |   |  |  |  |
| <u>INTERNET SOFTWARE &amp; SERVICES</u> |   |   |  |  |  |
| 300.00                                  | GOOGLE INC<br>CL A<br>CUSIP: 38259P508    | 136,867.09<br>456.22                        | 92,295.00<br>307.650                       | 44,572.09-   | 0 0.00 %   |
| <u>SOFTWARE</u>                         |   |   |  |  |  |
| 2,530.00                                | CITRIX SYS INC COM<br>CUSIP: 177376100    | 84,121.25<br>33.25                          | 59,632.10<br>23.570                        | 24,489.15-   | 0 0.00 %   |
| 5,855.00                                | MICROSOFT CORP<br>COM<br>CUSIP: 594918104 | 97,122.75<br>16.59                          | 113,821.20<br>19.440                       | 16,698.45  | 0 2.67 %   |
| 5,390.00                                | ORACLE CORP<br>COM<br>CUSIP: 68389X105    | 116,821.68<br>21.67                         | 95,564.70<br>17.730                        | 21,256.98-   | 0 0.00 %   |
| TOTAL SOFTWARE                          |   | 298,065.68                                  | 269,018.00                                 | 29,047.68-   | 0 1.13 %   |
| <u>COMMUNICATIONS EQUIPMENT</u>         |   |   |  |  |  |
| 4,865.00                                | CISCO SYS INC COM<br>CUSIP: 17275R102     | 69,704.27<br>14.33                          | 79,299.50<br>16.300                        | 9,595.23   | 0 0.00 %   |
| <u>COMPUTERS &amp; PERIPHERALS</u>      |   |   |  |  |  |
| 820.00                                  | APPLE INC<br>CUSIP: 037833100             | 56,539.74<br>68.95                          | 69,987.00<br>85.350                        | 13,447.26  | 0 0.00 %   |

National City Bank

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

ASSET STATEMENT  
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| <u>PAR VALUE<br/>OR SHARES</u>        | <u>ASSET DESCRIPTION</u>                            | <u>FED TAX COST<br/>COST PER UNIT</u> | <u>MARKET VALUE<br/>MARKET PRICE</u> | <u>UNREALIZED<br/>GAIN/LOSS<br/>(FED TO MKT)</u> | <u>INCOME<br/>ACCRUED YIELD AT<br/>INCOME MARKET</u> |
|---------------------------------------|---|---------------------------------------|--------------------------------------|--|--|
| <u>SEMICONDUCTORS &amp; EQUIPMENT</u> |   |                                       |                                      |  |  |
| 2,770.00                              | MICROCHIP TECHNOLOGY INC<br>COM<br>CUSIP: 595017104 | 86,005.66<br>31.05                    | 54,098.10<br>19.530                  | 31,907.56-                                       | 0 6.94 %   |
| TOTAL INFORMATION TECHNOLOGY          |   | 647,182.44                            | 564,697.60                           | 82,484.84-                                       | 0 1.20 %   |
| <u>TELECOMMUNICATION SERVICES</u>     |   |                                       |                                      |  |  |
| <u>DIVERSIFIED TELECOMM SERVICES</u>  |   |                                       |                                      |  |  |
| 3,480.00                              | AMDOCS LTD<br>ORD<br>CUSIP: G02602103               | 113,740.12<br>32.68                   | 63,649.20<br>18.290                  | 50,090.92-                                       | 0 0.00 %   |
| <u>WIRELESS TELECOMM SERVICES</u>     |   |                                       |                                      |  |  |
| 3,050.00                              | AMERICAN TOWER CORP<br>CL A<br>CUSIP: 029912201     | 102,027.83<br>33.45                   | 89,426.00<br>29.320                  | 12,601.83-                                       | 0 0.00 %   |
| 3,960.00                              | NII HLDGS INC<br>CL B NEW<br>CUSIP: 62913F201       | 71,725.60<br>18.11                    | 71,992.80<br>18.180                  | 267.20   | 0 0.00 %   |
| TOTAL WIRELESS TELECOMM SERVICES      |   | 173,753.43                            | 161,418.80                           | 12,334.63-                                       | 0 0.00 %   |
| TOTAL TELECOMMUNICATION SERVICES      |   | 287,493.55                            | 225,068.00                           | 62,425.55-                                       | 0 0.00 %   |



ASSET STATEMENT

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

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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>UTILITIES</u>                          |  |                                   |                                  |  |  |
| <u>GAS UTILITIES</u>                      |  |                                   |                                  |  |  |
| 3,200.00                                  | EQUITABLE RESOURCES INC COM<br>CUSIP: 294549100                  | 86,364.37<br>26.99                | 107,360.00<br>33.550             | 20,995.63                                | 0 2.62 %                                     |
| <u>MULTI-UTILITIES &amp; UNREG. POWER</u> |  |                                   |                                  |  |  |
| 9,195.00                                  | AES CORP<br>COM<br>CUSIP: 00130H105                              | 83,590.38<br>9.09                 | 75,766.80<br>8.240               | 7,823.58-                                | 0 0.00 %                                     |
| TOTAL UTILITIES                           |  | 169,954.75                        | 183,126.80                       | 13,172.05                                | 0 1.54 %                                     |
| TOTAL EQUITIES                            |  | 4,842,283.61                      | 4,185,515.45                     | 656,768.16-                              | 2,814 1.60 %                                 |
| <u>MUTUAL FUNDS</u>                       |  |                                   |                                  |  |  |
| <u>LARGE CAP</u>                          |  |                                   |                                  |  |  |
| <u>LC - VALUE PRPTY</u>                   |  |                                   |                                  |  |  |
| 51,435.816                                | ALLEGiant LARGE CAP VALUE FD<br>CLASS I #412<br>CUSIP: 01748V742 | 699,529.00<br>13.60               | 549,848.87<br>10.690             | 149,680.13-                              | 0 1.13 %                                     |
| <u>SMALL CAP</u>                          |  |                                   |                                  |  |  |
| <u>SC - CORE PRPTY</u>                    |  |                                   |                                  |  |  |
| 57,691.665                                | ALLEGiant SMALL CAP CORE FD<br>CLASS I #426<br>CUSIP: 01748V585  | 626,551.00<br>10.86               | 415,956.90<br>7.210              | 210,594.10-                              | 0 0.14 %                                     |

National City Bank

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

ASSET STATEMENT  
AS OF 12/31/08

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| <u>PAR VALUE</u><br><u>OR SHARES</u>   | <u>ASSET DESCRIPTION</u>  | <u>FED TAX COST</u><br><u>COST PER UNIT</u> | <u>MARKET VALUE</u><br><u>MARKET PRICE</u> | <u>UNREALIZED</u><br><u>GAIN/LOSS</u><br><u>(FED TO MKT)</u> | <u>INCOME</u><br><u>ACCRUED YIELD AT</u><br><u>INCOME MARKET</u> |
|--|---|---|--|--|--|
| <u>DEVELOPED INTL MF'S &amp; ETF'S</u> |   |   |  |  |  |
| <u>IM - CORE PRPTY</u>                 |   |   |  |  |  |
| 53,465.996                             | ALLEGIANT INTERNATIONAL EQUITY FD<br>CLASS I #409<br>CUSIP: 01748E120 | 619,488.45<br>11.59                         | 505,253.66<br>9.450                        | 114,234.79-  | 0 2.24 %   |
| TOTAL MUTUAL FUNDS                     |   | 1,945,568.45                                | 1,471,059.43                               | 474,509.02-  | 0 1.23 %   |
| TOTAL ASSETS                           |   | 12,079,166.19                               | 11,038,487.59                              | 1,040,678.60-  | 43,811 2.88 %  |

**CLEVELAND PUBLIC LIBRARY**  
**SPECIAL REPORT ON GENERAL FUND INCOME AND EXPENDITURES**  
**AND ON STRATEGIC PLAN EXPENDITURES**  
**THROUGH DECEMBER 31, 2008**

**CLEVELAND PUBLIC LIBRARY  
SPECIAL REPORT ON INCOME AND EXPENDITURES  
For the Period Ended  
December 31, 2008**

| <b>General Fund - Receipts</b> |                          |                   |                    |                    |                          |
|--------------------------------|--------------------------|-------------------|--------------------|--------------------|--------------------------|
|                                | Certified<br>Revenue (1) | Income<br>To Date | Balance            | Percent<br>To Date | Percent<br>Prior<br>Year |
| LLSGF-State Income Tax         | 26,497,963               | 26,433,765        | 64,198             | 100%               | 100%                     |
| General Property Tax           | 25,810,282               | 27,930,751        | (2,120,469)        | 108%               | 95%                      |
| Rollback, Homestead, CAT       | 5,186,306                | 5,838,660         | (652,354)          | 113%               | 114%                     |
| Federal Grants                 | 0                        | 0                 | 0                  | 0%                 | 100%                     |
| State Aid                      | 800,000                  | 805,642           | (5,642)            | 101%               | 101%                     |
| Fines & Fees                   | 350,000                  | 318,557           | 31,443             | 91%                | 105%                     |
| Investment Earnings            | 1,500,000                | 1,569,180         | (69,180)           | 105%               | 154%                     |
| Services to Others-Clevnet     | 2,600,000                | 3,159,938         | (559,938)          | 122%               | 103%                     |
| Miscellaneous                  | 240,000                  | 490,587           | (250,587)          | 204%               | 714%                     |
| Advances & Transfers           | 0                        | 189,500           | (189,500)          | 0%                 | 0%                       |
| <b>TOTALS</b>                  | <b>62,984,551</b>        | <b>66,736,581</b> | <b>(3,752,030)</b> | <b>106%</b>        | <b>101%</b>              |

Note (1): Certificate from Cuyahoga County Budget Commission dated August 19, 2008.



**CLEVELAND PUBLIC LIBRARY  
SPECIAL REPORT ON INCOME AND EXPENDITURES  
For the Period Ended  
December 31, 2008**

| <b>General Fund - Expenditures</b> |                      |                         |                  |                        |                          |
|------------------------------------|----------------------|-------------------------|------------------|------------------------|--------------------------|
|                                    | Appropriation<br>(2) | Expended/<br>Encumbered | Balance          | Percent<br>To Date (3) | Percent<br>Prior<br>Year |
| Salaries/Benefits                  | 44,286,167           | 43,350,739              | 935,428          | 98%                    | 97%                      |
| Supplies                           | 1,800,166            | 1,439,769               | 360,397          | 80%                    | 98%                      |
| Purchased Services                 | 14,303,254           | 11,628,368              | 2,674,886        | 81%                    | 89%                      |
| Library Materials                  | 15,493,484           | 14,307,357              | 1,186,127        | 92%                    | 94%                      |
| Capital Outlay                     | 507,249              | 313,696                 | 193,553          | 62%                    | 54%                      |
| Other                              | 116,103              | 96,157                  | 19,946           | 83%                    | 90%                      |
| <b>SUBTOTAL</b>                    | <b>76,506,424</b>    | <b>71,136,086</b>       | <b>5,370,338</b> | <b>93%</b>             | <b>95%</b>               |
| Advances/Transfers                 | 3,000,000            | 95,000                  | 2,905,000        | 3%                     | 106%                     |
| <b>TOTALS</b>                      | <b>79,506,424</b>    | <b>71,231,086</b>       | <b>8,275,338</b> | <b>90%</b>             | <b>95%</b>               |

Note (2): Appropriation of \$74,764,776 plus carried forward encumbrance of \$4,741,647.

Note (3): Subtotal includes 85% expended and 5% encumbered.

**CLEVELAND PUBLIC LIBRARY  
SPECIAL REPORT ON INCOME AND EXPENDITURES  
For the Period Ended  
December 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<br>Budget | Expended<br>To Date |
|  | Budget        | Expended     | Budget        | Expended     |               |                  |                     |
| Salaries/Benefits  | 3.349         | 3.083        | 3.622         | 3.425        |               | 13.064           | 11.719              |
| Library Materials  | 0.021         | 0.021        | 0.029         | 0.033        |               | 0.925            | 0.931               |
| Capital Projects (4)   | 3.000         | 0.435        | 3.000         | 1.163        |               | 15.000           | 2.679               |
| <b>TOTALS</b>  | <b>6.370</b>  | <b>3.539</b> | <b>6.651</b>  | <b>4.622</b> |               | <b>28.990</b>    | <b>15.328</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 December 31, 2008**

| <b>Strategic Plan Capital Projects - In Dollars</b> |                  |                          |                  |                  |                  |
|---|------------------|--------------------------|------------------|------------------|------------------|
|   | Budget           | Expended<br>Through 2007 | Expended<br>2008 | Encumbered       | Balance          |
| Branch Security Cameras                             | 464,000          | 427,406                  | 0                | 35,771           | 823              |
| 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                  | 3,459            | 0                | 21,420           |
| Lorain  | 152,010          | 129,534                  | 317,636          | 40,468           | (335,628)        |
| Woodland - Land                                     | 21,000           | 21,016                   | 176              | 0                | (192)            |
| Woodland - Expansion/Parking                        | 1,200,000        | 0                        | 117,290          | 21,250           | 1,061,460        |
| Rice  | 5,300,000        | 12,281                   | 425,729          | 4,053,745        | 808,245          |
| 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>1,163,446</b> | <b>4,153,358</b> | <b>1,401,771</b> |
| <br><u>Walz</u>                                     |                  |                          |                  |                  |                  |

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee**

**REPORT ON INVESTMENTS – December 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 December 1, 2008 through December 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> |
|--------------------------|--------------------|---------------|------------------------|----------------------|--------------------------|------------------------|
| 12/01/08 - 12/31/08      | 31                 | Various       | Key Bank               | Various              | \$ 687.85                | Sweep Money Market     |
| 12/01/08 - 12/31/08      | 31                 | Various       | STAR Ohio              | Various              | 8,456.24                 | Investment Pool        |
| 12/01/08 - 12/31/08      | 31                 | Various       | National City Bank     | Various              | 193.24                   | Sweep Money Market     |
| 06/26/08 - 12/10/08      | 168                | 1,000,000     | Fed Natl Mort Assn     | 3.400%               | 15,488.89                | Federal Agency         |
| 07/28/08 - 12/10/08      | 136                | 1,000,000     | Federal Home Loan Bank | 3.000%               | 11,000.00                | Federal Agency         |
| 07/21/08 - 12/10/08      | 143                | 750,000       | Federal Home Loan Bank | 3.375%               | 9,773.44                 | Federal Agency         |
| 05/06/08 - 12/11/08      | 220                | 2,000,000     | Federal Home Loan Bank | 3.000%               | 35,833.33                | Federal Agency         |
| 08/01/08 - 12/11/08      | 133                | 1,000,000     | Federal Home Loan Bank | 3.000%               | 10,833.33                | Federal Agency         |
| 06/12/08 - 12/12/08      | 184                | 1,000,000     | Federal Home Loan Bank | 5.000%               | 25,790.00                | Federal Agency         |
| 06/18/08 - 12/18/08      | 184                | 1,000,000     | Federal Home Loan Bank | 4.250%               | 21,250.00                | Federal Agency         |
| 07/08/08 - 12/30/08      | 176                | 1,000,000     | Fed Natl Mort Assn     | 3.925%               | 18,752.78                | Federal Agency         |

|                               |                 |
|-------------------------------|-----------------|
| Earned Interest December 2008 | \$ 158,059.10   |
| Earned Interest Year To Date  | \$ 1,569,180.27 |

## CLEVELAND PUBLIC LIBRARY

### Finance Committee January 22, 2009

#### REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR DECEMBER 2008

In accordance with Board Policy adopted by resolution on November 29, 1972,  
a description of Travel Expenditures is therefore submitted.

| ITEM   | DATE                | TRUSTEE/STAFF<br>MEMBER | AMOUNT            |
|--|---------------------|-------------------------|-------------------|
| Ohio Library Council<br>Innovative Environments Conference<br>Columbus, Ohio           | 11/5/08 - 11/6/08   | Kacie Armstrong         | 177.54            |
| Clevnet<br>SIG Training - Year End<br>Twinsburg, Ohio                                  | 11/18/08            | Pamela Benjamin         | 35.10             |
| Detroit Puppeteers Guild<br>Puppet Patlatch Conference<br>Angola, Indiana              | 11/6/08 - 11/08/08  | Noreen Bobersky         | 344.31            |
| National Seminars Training<br>Ultimate Supervisors Workshop<br>Independence, Ohio      | 11/20/08 - 11/21/08 | Gail Hanks              | 299.00            |
| Ohio Library Council<br>Innovative Environments Conference<br>Columbus, Ohio           | 11/5/08 - 11/6/08   | Kenneth Knape           | 302.93            |
| Equal Employment Oppurtunity Commission<br>EEOC Update<br>Westlake, Ohio               | 12/4/08             | Larry Novotny           | 299.00            |
| Cleveland State University<br>Leadership Development Training<br>Cleveland, Ohio       | 11/2008 - 5/2009    | Ann Palomo              | 2,900.00          |
| Northeast Ohio Regional Library System<br>Teen Summer Reading Workshop<br>Medina, Ohio | 12/11/08            | Rollie Welch            | 24.44             |
| <b>TOTAL</b>   |                     |                         | <b>\$4,382.32</b> |

**SUMMARY**

| <b>FUND</b>          | <b>DECEMBER</b>   | <b>YEAR TO DATE</b> |
|----------------------|-------------------|---------------------|
| General              | \$4,382.32        | \$103,135.57        |
| Judd Fund            | 0.00              | 776.67              |
| Lockwood Thompson    | 0.00              | 13,998.28           |
| Metlife-Fit for Life | 0.00              | 1,043.54            |
| LSTA - Know it Know  | 0.00              | 1,200.00            |
| <b>TOTAL</b>         | <b>\$4,382.32</b> | <b>\$120,154.06</b> |

## CLEVELAND PUBLIC LIBRARY

## FINANCE COMMITTEE

January 22, 2009

**PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD  
OCTOBER 1 THROUGH DECEMBER 31, 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> |
|-------------|--|----------------|------------------------|---------------|
| 10/03/08    | Computer Equipment                           | Automation     | Business Smarts        | \$ 21,220.00  |
| 10/03/08    | Computer Equipment                           | Automation     | Business Smarts        | 23,858.00     |
| 10/14/08    | Computer Equipment                           | Automation     | CDW-G                  | 5,756.80      |
| 10/14/08    | Computer Equipment                           | Automation     | Paragon Data Systems   | 7,500.00      |
| 10/30/08    | Chairs                                       | Tech. Services | Ohio Desk              | 5,234.60      |
| 11/06/08    | Computer Equipment                           | Automation     | CDW-G                  | 10,416.09     |
| 11/07/08    | Security Strips                              | Stockroom      | 3M Safety & Security   | 10,822.40     |
| 11/14/08    | Office Supplies                              | Stockroom      | Corporate Express      | 8,576.34      |
| 11/18/08    | Book/Magazine Covers                         | Book Prep      | KAPCO                  | 6,551.60      |
| 11/18/08    | Annual Janitorial Supplies                   | Stockroom      | Resource Mgmt. System  | 21,476.65     |
| 11/19/08    | Janitorial & Electrical Supplies             | Stockroom      | Grainger Inc.          | 5,143.59      |
| 12/02/08    | Form 119-Reserve Routing Slips               | Stockroom      | Keystone Copy/Printing | 10,600.00     |
| 12/02/08    | Janitorial Papers, Jiffy Bags,<br>Shop Wipes | Stockroom      | Ris Paper Company      | 6,232.96      |
| 12/02/08    | Security Strips                              | Stockroom      | 3M Safety & Security   | 14,509.80     |
| 12/08/08    | CPL Tote Bags                                | Stockroom      | S & S Inc.             | 24,592.50     |
| 12/08/08    | Library Cards                                | Stockroom      | Shamrock Graphics      | 24,099.00     |
| 12/09/08    | Janitorial & Copier Papers                   | Stockroom      | Ris Paper Company      | 12,461.70     |
| 12/15/08    | Card Readers                                 | Security       | Stanley Convergent     | 5,789.00      |

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

## CLEVELAND PUBLIC LIBRARY

### FINANCE COMMITTEE

January 22, 2009

### PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD OCTOBER 1 THROUGH DECEMBER 31, 2008

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> |
|-------------|--|---------------|----------------------------|---------------|
| 08/22/08    | Chemical abstracts   | MLO           | Chemical Abstracts Service | \$ 31,600.00  |
| 10/13/08    | Complete Cambridge Sciences Collections – Cambridge Scientific Abstracts                                   | MLO           | ProQuest                   | 27,783.00     |
| 11/05/08    | Historical Cleveland Call & Post 1934-1991   | MLO           | ProQuest                   | 59,392.20     |
| 10/28/08    | Historical New York Times Outline  | MLO           | ProQuest                   | 39,490.00     |
| 10/09/08    | IEEE All Society Periodicals Package (ASPP) Electronic Package   | MLO           | IEEE                       | 43,995.00     |
| 08/06/08    | INFO USA Package (Includes Reference USA)  | CLEVNET       | INFO USA Marketing         | 158,981.00    |
| 10/10/08    | Opposing Viewpoints Resource Center  | CLEVENT       | Gale Cengage               | 47,500.00     |
| 12/17/08    | Web of Science: Renew (includes Arts & Humanities Index, Science Citation Index, and Social Science Index) | MLO           | Thomson Scientific         | 69,881.00     |

#### AUTOMATED-RELATED GOOD AND SERVICES

| <u>Date</u> | <u>Description</u>                        | <u>Agency</u> | <u>Supplier</u>       | <u>Amount</u> |
|-------------|---|---------------|-----------------------|---------------|
| 10/27/08    | Computer Equipment – CPL                  | Automation    | Business Smarts       | \$ 32,810.00  |
| 11/06/08    | Computer Equipment – CLEVNET              | Automation    | Business Smarts       | 79,181.49     |
| 12/02/08    | SAM Software License & Support – CPL      | Automation    | Comprise Technologies | 25,472.00     |
| 12/02/08    | Book Checks + Maintenance Agreement – CPL | Automation    | 3M Safety & Security  | 66,708.00     |



OTHERS SERVICES

| <u>Date</u> | <u>Description</u>  | <u>Agency</u> | <u>Supplier</u>      | <u>Amount</u> |
|-------------|---|---------------|----------------------|---------------|
| 12/01/08    | Maintenance Agreement -<br>Reader-Printers/Scanners<br>@ Main Library Complex | CPL           | Casnet               | \$ 63,306.82  |
| 12/01/08    | Maintenance Agreement -<br>System-Wide Book Check<br>Systems                  | CPL           | 3M Safety & Security | 50,089.63     |

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

## CLEVELAND PUBLIC LIBRARY

### Human Resources Committee Report January 22, 2009

The following report covers the period from December 1, 2008 through December 31, 2008.

#### Resignations:

Bryant, David (another position), Computer Network Technician (part-time), grade F, Automation Services, 11/30/08.

Dickerson, Eboni (another position), Library Asst. – Computer Emphasis (pt reg.), grade F, Martin Luther King Branch, 12/19/08

Keller, Jonathon (temporary assignment ended), Collection Manager Asst., grade F, Technical Services, 12/30/08.

#### Retirements:

Perkins, Rayfield (30 years of service), Building Maintenance Mechanic, grade G, Maintenance Mechanics, 12/31/08

Webster, Kathleen (35 years of service), Library Assistant, grade F, LBPH, 12/31/08

Wheeler, Lindy (32 years of service), Administrative Assistant, grade F, Branches & Outreach Services, 12/31/08

#### Pages:

| Name              | Reason for Leaving | Department               | Date effective |
|-------------------|--------------------|--------------------------|----------------|
| Drazetoc, Peter   | (discharged)       | LBPH                     | 08/25/08       |
| Marks, Eric       | (military)         | Shelf Division (Main)    | 12/12/08       |
| Massas, Alesha    | (moving)           | Rockport                 | 12/05/08       |
| Pochemsana, Anna  | (personal reasons) | Shelf Division (Main)    | 12/10/08       |
| Rone, Yvonne      | (relocating)       | East 131 <sup>st</sup>   | 11/03/08       |
| Zebrowski, Andrew | (personal reasons) | Shelf/Shipping Lakeshore | 11/29/08       |

### APPOINTMENTS, PROMOTIONS AND CHANGES IN RATE:

#### Change of Status:

| Name         | Position                        | Salary and Rate | Effective | Assignment   |
|--------------|---------------------------------|-----------------|-----------|--------------|
| Naab, Alicia | Acquisitions Coordinator        | \$ 63,069 J     | 12/07/08  | Acquisitions |
|              | From Acquisitions Manager (tft) | 74,284 L        |           |              |

#### Promotions:

| Name              | Position                  | Salary and Rate | Effective | Assignment   |
|-------------------|---------------------------|-----------------|-----------|--------------|
| Chapple, Reginald | Painter (tft)             | \$ 39,077 E     | 12/07/08  | Painters     |
|                   | From Custodian II         | 37,253 B        |           |              |
| Logan-Reid, Paula | Branch Manager (tft)      | 58,311 J        | 12/07/08  | Mt. Pleasant |
|                   | From Children's Librarian | 53,553 H        |           |              |

#### Return from Leave of Absence:

Thomas, Otis (military), Library Assistant, ptr (Computer Emphasis), grade F, Fleet, 12/22/08

Willingham, Donna (educational) Library Assistant (Youth), grade F, Youth Services, 12/29/08

**APPOINTMENTS, PROMOTIONS AND CHANGES IN RATE:** continued**ANNUAL INCREMENTS:**

|                    | <u>Salary – 12/06/08</u> |       |      | <u>Salary – 12/07/08</u> |       |      | Assignment         |
|--------------------|--------------------------|-------|------|--------------------------|-------|------|--------------------|
|                    | Rate                     | Grade | Step | Rate                     | Grade | Step |                    |
| Armstrong, Kacie   | \$ 60,644                | J     | 2    | \$ 63,069                | J     | 3    | Mt. Pleasant       |
| Austin, Beverly    | 21.03                    | F     | 1    | 21.87                    | F     | 2    | Literature         |
| Devore, Diana      | 51,492                   | H     | 2    | 53,553                   | H     | 3    | Rockport           |
| Jefferson, Sharon  | 51,492                   | H     | 2    | 53,553                   | H     | 3    | Rice               |
| Jennings, Patricia | 21.87                    | F     | 2    | 22.74                    | F     | 3    | Branch Substitutes |
| Johnson, Brandon   | 16.01                    | B     | 2    | 16.65                    | B     | 3    | Branch Substitutes |
| Martinez, Betsy    | 15.39                    | B     | 1    | 16.01                    | B     | 2    | West Park          |
| Mills, Kiel        | 31,733                   | A     | 4    | 33,003                   | A     | 5    | Custodial-C        |
| Welch, Rollie      | 74,284                   | L     | 1    | 77,255                   | L     | 2    | Technical Services |

|                   | <u>Salary – 12/20/08</u> |       |      | <u>Salary – 12/21/08</u> |       |      | Assignment             |
|-------------------|--------------------------|-------|------|--------------------------|-------|------|------------------------|
|                   | Rate                     | Grade | Step | Rate                     | Grade | Step |                        |
| Best, Zita        | \$ 28,211                | A     | 1    | \$ 30,220                | A     | 2    | Lending                |
| Bueno, Angelina   | 33,434                   | C     | 2    | 35,815                   | C     | 3    | Acquisitions           |
| Cesarov, Sandra   | 15.39                    | B     | 1    | 16.49                    | B     | 2    | Mobile Services        |
| Garrett, Floyd    | 46,123                   | F     | 4    | 47,968                   | F     | 5    | Security Operations    |
| Harris, Glenn     | 28,211                   | A     | 1    | 30,220                   | A     | 2    | Custodial-C            |
| Jones, Shanell    | 42,643                   | F     | 2    | 45,680                   | F     | 3    | East 131 <sup>st</sup> |
| Pujolas, Anthony  | 30,019                   | B     | 1    | 32,156                   | B     | 2    | Fleet                  |
| Taylor, Robert    | 30,019                   | B     | 1    | 32,156                   | B     | 2    | Sterling               |
| Walker, Shashawna | 28,211                   | A     | 1    | 30,220                   | A     | 2    | Lending                |
| Warner, Mya       | 37,608                   | C     | 5    | 40,286                   | C     | 6    | High Demand Office     |

**Longevity:**

|                | <u>Salary – 12/20/08</u> |       |      | <u>Salary – 12/21/08</u> |       |      | Assignment |
|----------------|--------------------------|-------|------|--------------------------|-------|------|------------|
|                | Rate                     | Grade | Step | Rate                     | Grade | Step |            |
| Pride, Michael | 49,887                   | F     | 6    | 52,411                   | F     | 7    | LBPH       |

**Page Appointments & Date Effective****\$9.15 per hour**

|                  |                       |          |
|------------------|-----------------------|----------|
| Fortson, Carmine | Shelf Division (Main) | 12/09/08 |
| Riley, Sharleen  | Shelf Division (Main) | 12/22/08 |
| Rivera, Joanna   | Rockport              | 12/08/08 |

**Increase in Page Rate in accordance with pay plan in effect:****\$9.60 hour**

|                 |      |          |
|-----------------|------|----------|
| Goldberg, Aaron | LBPH | 12/21/08 |
|-----------------|------|----------|

## Cleveland Public Library

### Human Resources Committee Report

#### Staff Salary Changes Effective December 21, 2008 Bargaining Unit Staff

| Name                    | Department                   | 12/20/2008 | 12/21/2008 |
|-------------------------|------------------------------|------------|------------|
| Abrams, Kenyatta H.     | Lending                      | 52,331.77  | 53,901.72  |
| Acree, Michael R        | Shelf Office                 | 51,482.29  | 53,026.76  |
| Adams, Kelly N.         | Langston Hughes              | 21.87      | 22.52      |
| Adero, Kadiri N. T.     | Glenville                    | 37,253.50  | 38,371.11  |
| Adorno Rodriguez, Maris | Book Preparation             | 37,253.50  | 38,371.11  |
| Ali, Lloyd A.R.         | Union                        | 38,758.92  | 39,921.69  |
| Allen, Antoinette R.    | Mt Pleasant                  | 16.01      | 16.49      |
| Allen, Bianca J.        | Glenville                    | 16.01      | 16.49      |
| Allen, Robert A         | East 131                     | 37,253.50  | 38,371.11  |
| Allen, Tracey           | Garden Valley                | 49,513.26  | 50,998.66  |
| Anala, Ivy A.           | Lending                      | 28,211.45  | 29,057.80  |
| Anderson, William E.    | Fine Arts Special Collection | 68,529.90  | 70,585.79  |
| Andujar, Rose I.        | Jefferson                    | 49,887.76  | 51,384.39  |
| Arendt, Otto L.         | Security                     | 33,434.26  | 34,437.29  |
| Armstrong, Michael A.   | Mobile Services              | 15.39      | 15.86      |
| Austin, Beverly R.      | Literature                   | 21.87      | 22.52      |
| Bailey, Charles H.      | Harvard Lee                  | 21.87      | 22.52      |
| Bailey, Frankie L.      | Custodial C                  | 36,424.94  | 37,517.69  |
| Bailie, John R          | Literature                   | 51,902.41  | 53,459.48  |
| Banks, Mario L.         | Custodial A                  | 36,522.54  | 37,618.22  |
| Barber, Benjamin L      | Painters                     | 45,714.18  | 47,085.61  |
| Bardossy, Elizabeth     | Preservation                 | 48,319.20  | 49,768.78  |
| Barkdull, Joan Kelsey   | Eastman                      | 57,923.02  | 59,660.71  |
| Barnes, Shila I.        | Collinwood                   | 21.03      | 21.66      |
| Barnett, Rojean         | Science and Technology       | 44,834.80  | 46,179.84  |
| Baron, Elvira E         | Science and Technology       | 51,902.41  | 53,459.48  |

| <b>Name</b>           | <b>Department</b>            | <b>12/20/2008</b> | <b>12/21/2008</b> |
|-----------------------|------------------------------|-------------------|-------------------|
| Barrett, Leslie J.    | Glenville                    | 22.74             | 23.43             |
| Bartel, Kevin G.      | Book Preparation             | 30,513.61         | 31,429.01         |
| Baughman, Margaret L. | History and Geography        | 68,529.90         | 70,585.79         |
| Beavers, Keith        | Hough                        | 21.87             | 22.52             |
| Beggiani, Victoria M. | Children's Literature        | 68,529.90         | 70,585.79         |
| Belle, Laquetta L.    | South Brooklyn               | 36,522.54         | 37,618.22         |
| Belles, Donna J       | Walz                         | 53,999.81         | 55,619.80         |
| Bennett, Carla R.     | Broadway                     | 22.74             | 23.43             |
| Benton, Marvin        | Sterling                     | 49,887.76         | 51,384.39         |
| Best, Zita M.         | Lending                      | 29,340.25         | 30,220.46         |
| Best, Steven          | High Demand Office           | 39,113.26         | 40,286.66         |
| Bettinger, James E.   | Science and Technology       | 67,185.74         | 69,201.31         |
| Biddle, Bruce D.      | Fine Arts Special Collection | 60,240.02         | 62,047.22         |
| Biel, Stephen         | Jefferson                    | 40,324.81         | 41,534.55         |
| Blackwell, Joslyn P.  | Lending                      | 29,340.25         | 30,220.46         |
| Blair, Glennis A      | Acquisitions                 | 47,471.03         | 48,895.16         |
| Blair, Nathaniel      | M L King                     | 31,220.17         | 32,156.77         |
| Bobersky, H. Noreen   | Union                        | 55,695.13         | 57,365.98         |
| Bobik, Robert D.      | Automation                   | 60,544.50         | 62,360.84         |
| Bolden, Daunte B.     | General Reference            | 31,220.17         | 32,156.77         |
| Bolton, Bonnie J.     | Technical Services Office    | 63,926.65         | 65,844.45         |
| Boonkhanphol, Vanida  | Brooklyn                     | 43,528.94         | 44,834.81         |
| Bosco, Jessica L.     | Brooklyn                     | 21.87             | 22.52             |
| Bowers, Kevin L.      | Custodial C                  | 28,211.45         | 29,057.80         |
| Boyd, Sherrie A.      | Glenville                    | 42,261.10         | 43,528.93         |
| Boyd, Venechor C      | History and Geography        | 48,616.25         | 50,074.74         |
| Brazzell, Lorenzo     | Mt Pleasant                  | 40,324.81         | 41,534.55         |
| Brent, Latasha L.     | Woodland                     | 39,533.38         | 40,719.38         |
| Brisker, Stacie L.    | Audio Video                  | 63,926.65         | 65,844.45         |
| Brown, Elizabeth      | Collinwood                   | 44,834.80         | 46,179.84         |
| Brown, Mona M         | Government Documents         | 53,999.81         | 55,619.80         |
| Brown, Sequoia C.     | Social Science               | 51,492.90         | 53,037.69         |

| <b>Name</b>               | <b>Department</b>            | <b>12/20/2008</b> | <b>12/21/2008</b> |
|---------------------------|------------------------------|-------------------|-------------------|
| Bueno, Angelina C.        | Acquisitions                 | 34,772.06         | 35,815.22         |
| Buford, Rose M.           | Garden Valley                | 21.03             | 21.66             |
| Burks, Leonard G.         | Garden Valley                | 47,968.59         | 49,407.65         |
| Busta-Peck, Christopher   | Hough                        | 49,513.26         | 50,998.66         |
| Capuozzo, Steven K.       | Literature                   | 49,513.26         | 50,998.66         |
| Caraballo, Hector M.      | General Reference            | 37,998.26         | 39,138.20         |
| Carroll, Theresa A        | Lending                      | 39,344.53         | 40,524.87         |
| Carter, Renita M          | Mt Pleasant                  | 53,999.81         | 55,619.80         |
| Carter-Hamilton, Yvette C | South Brooklyn               | 51,492.90         | 53,037.69         |
| Cesarov, Sandra           | Mobile Services              | 16.01             | 16.49             |
| Chambers, Neletha         | Sterling                     | 36,522.54         | 37,618.22         |
| Chancellor, Monita S.     | Harvard Lee                  | 37,253.50         | 38,371.11         |
| Chapple Sr., Reginald E.  | Painters                     | 39,077.19         | 40,249.51         |
| Chase, William F          | Fine Arts Special Collection | 53,999.81         | 55,619.80         |
| Chilkcutt, Lyla J.        | Preservation                 | 29,340.25         | 30,220.46         |
| Chisolm, Tamiko           | Fleet                        | 43,528.94         | 44,834.81         |
| Clardy, Reba F.           | Popular                      | 44,834.80         | 46,179.84         |
| Clark-Bey, Lawrence       | Hough                        | 44,349.86         | 45,680.36         |
| Clifton, Karmar I.        | Business Economics Labor     | 21.87             | 22.52             |
| Cole, Wade H              | Union                        | 44,834.80         | 46,179.84         |
| Collins, Jean M.          | Literature                   | 68,529.90         | 70,585.79         |
| Colnar, Christine M.      | Graphics                     | 55,079.81         | 56,732.20         |
| Colon, Jose M             | Carpenters                   | 65,397.76         | 67,359.69         |
| Colston, Mary J.          | Security                     | 32,148.45         | 33,112.91         |
| Combs, Stephanie M        | Library for the Blind        | 53,999.81         | 55,619.80         |
| Congress, Quentin L.      | Sterling                     | 16.01             | 16.49             |
| Conway, Lillian C.        | Jefferson                    | 44,834.80         | 46,179.84         |
| Cooley, Desma D.          | Mt Pleasant                  | 31,220.17         | 32,156.77         |
| Creter, Matthew T         | West Park                    | 39,533.38         | 40,719.38         |
| Creter, Philip E.         | West Park                    | 42,261.10         | 43,528.93         |
| Cruz Jr., Raymond A.      | Rockport                     | 32,468.84         | 33,442.91         |
| Cseplo, Kathryn E         | Science and Technology       | 67,840.31         | 69,875.52         |

| <b>Name</b>              | <b>Department</b>            | <b>12/20/2008</b> | <b>12/21/2008</b> |
|--------------------------|------------------------------|-------------------|-------------------|
| Cunningham III, Clayton  | Glenville                    | 21.87             | 22.52             |
| Cunningham-Hutson, Phy   | Business Economics Labor     | 22.74             | 23.43             |
| Dalby, Michael E.        | Fine Arts Special Collection | 57,923.02         | 59,660.71         |
| Dambiinyam, Enerel       | Catalog                      | 57,923.02         | 59,660.71         |
| Dandridge, Anthony C     | Rice                         | 40,324.81         | 41,534.55         |
| Daniels, Alfonzo H.      | Rockport                     | 21.87             | 22.52             |
| Daniels, Judy P.         | West Park                    | 61,444.15         | 63,287.47         |
| Dawson, Amy              | Fine Arts Special Collection | 67,185.74         | 69,201.31         |
| Delfs, Jeninne A.        | Catalog                      | 49,513.26         | 50,998.66         |
| Deng, BiQing             | Walz                         | 22.74             | 23.43             |
| Deng, Deman              | Woodland.                    | 21.87             | 22.52             |
| DeVore, Diana L.         | Rockport                     | 53,553.17         | 55,159.77         |
| Diamond-Ortiz, Anastasia | Business Economics Labor     | 59,727.61         | 61,519.44         |
| Diawara, Demba           | Custodial C                  | 39,113.26         | 40,286.66         |
| Dickerson, Dale A.       | High Demand Office           | 53,553.17         | 55,159.77         |
| Dimarco, Peter J.        | South                        | 51,902.41         | 53,459.48         |
| Dixon, Carol A.          | Shelf Office                 | 19.82             | 20.42             |
| Dorsey, Marcel D.        | Sterling                     | 25.58             | 26.35             |
| Doss, Janie A.           | Audio Video                  | 40,324.81         | 41,534.55         |
| Dowdin, Lacy R.          | Security                     | 39,113.26         | 40,286.66         |
| Draeger, Marsha          | Shipping/Shelf LS            | 36,522.54         | 37,618.22         |
| Drake, Ciara C.          | Fulton                       | 15.39             | 15.86             |
| Dunn-Childress, Cassand  | Mt Pleasant                  | 21.03             | 21.66             |
| Dycks, Eugene H.         | Security                     | 41,507.71         | 42,752.94         |
| Earl, William B.         | Addison                      | 39,533.38         | 40,719.38         |
| Easley, Rosalyn          | High Demand Office           | 43,856.55         | 45,172.24         |
| Eberle, Brad C           | Shelf Office                 | 51,482.29         | 53,026.76         |
| Edwards, Ernest J.       | Foreign Literature           | 42,261.10         | 43,528.93         |
| Edwards, Thomas B.       | History and Geography        | 71,297.78         | 73,436.72         |
| Elder, Phillip           | South                        | 21.87             | 22.52             |
| Ellington, Myia C.       | East 131                     | 21.03             | 21.66             |
| Elwell, Peter E.         | Social Science               | 49,887.76         | 51,384.39         |

| <b>Name</b>             | <b>Department</b>            | <b>12/20/2008</b> | <b>12/21/2008</b> |
|-------------------------|------------------------------|-------------------|-------------------|
| English, Ron            | Langston Hughes              | 49,887.76         | 51,384.39         |
| Ervin, Brittany D.      | M L King                     | 16.01             | 16.49             |
| Estrella, Maria F.      | Memorial Nottingham          | 49,513.26         | 50,998.66         |
| Eubanks, Eric C.        | Union                        | 50,885.01         | 52,411.56         |
| Evans, Marcia           | Fine Arts Special Collection | 44,834.80         | 46,179.84         |
| Fadil, Norman E.        | Security                     | 36,162.90         | 37,247.79         |
| Fagan, Todd E.          | Lorain                       | 50,885.01         | 52,411.56         |
| Fanning, Patricia L     | Rice                         | 44,834.80         | 46,179.84         |
| Feczkanin, Christine E. | Science and Technology       | 49,887.76         | 51,384.39         |
| Feliciano, Cassandra L. | Brooklyn                     | 21.03             | 21.66             |
| File, Felicia N.        | Brooklyn                     | 31,220.17         | 32,156.77         |
| Flowers, Gloria G.      | Memorial Nottingham          | 37,998.26         | 39,138.20         |
| Flowers, Kevin E        | Custodial C                  | 44,048.57         | 45,370.03         |
| Flynn, John A.          | Rockport                     | 37,998.26         | 39,138.20         |
| Fulton, Rhonda          | Mobile Services              | 57,923.02         | 59,660.71         |
| Furyes Jr, David W.     | Social Science               | 47,968.59         | 49,407.65         |
| Gadson, Anthony D       | Human Resources              | 40,324.81         | 41,534.55         |
| Gaughan, Elizabeth M.   | Children's Literature        | 59,727.61         | 61,519.44         |
| Gibbs, Karen K          | Acquisitions                 | 47,471.03         | 48,895.16         |
| Grattino, Dawn M.       | Catalog                      | 68,529.90         | 70,585.79         |
| Graves, Cathy Jo        | Catalog                      | 48,319.20         | 49,768.78         |
| Graves, Dennice P.      | South                        | 32,468.84         | 33,442.91         |
| Graves, Diane K         | Automation                   | 48,319.20         | 49,768.78         |
| Grays, Cathy            | Acquisitions                 | 46,540.62         | 47,936.84         |
| Grayson, Vivian M.      | Catalog                      | 42,996.16         | 44,286.04         |
| Green, Rhonda R         | Fine Arts Special Collection | 46,540.62         | 47,936.84         |
| Guder, Robert E.        | Custodial C                  | 30,513.61         | 31,429.01         |
| Guinther, Angela M.     | South Brooklyn               | 57,923.02         | 59,660.71         |
| Guzi, Gloria J.         | Acquisitions                 | 72,724.70         | 74,906.44         |
| Hajzak, Deborah A       | Science and Technology       | 53,999.81         | 55,619.80         |
| Halaska, Erik B.        | Security                     | 36,162.90         | 37,247.79         |
| Hamiter, Patrice Y.     | History and Geography        | 53,553.17         | 55,159.77         |



| <b>Name</b>             | <b>Department</b>        | <b>12/20/2008</b> | <b>12/21/2008</b> |
|-------------------------|--------------------------|-------------------|-------------------|
| Hammond, Crystal C.     | Union                    | 15.39             | 15.86             |
| Han, Xiao Fang          | Foreign Literature       | 67,185.74         | 69,201.31         |
| Hankins, Catherine S.   | Carnegie West            | 51,902.41         | 53,459.48         |
| Harkess, Ian A.         | Carnegie West            | 24.60             | 25.34             |
| Harper, Yvonne          | Addison                  | 32,468.84         | 33,442.91         |
| Harris, Don L.          | Facilities               | 40,694.00         | 41,914.82         |
| Harris, Glenn           | Custodial C              | 29,340.25         | 30,220.46         |
| Harris, Gloria J        | Collinwood               | 53,999.81         | 55,619.80         |
| Harris, Janette M.      | M L King                 | 40,324.81         | 41,534.55         |
| Harris, Stephen         | Security                 | 41,507.71         | 42,752.94         |
| Harris-Scott, Angela C. | Audio Video              | 37,253.50         | 38,371.11         |
| Hatton, Jevon           | Shipping                 | 39,533.38         | 40,719.38         |
| Hatton, Kya J.          | Acquisitions             | 37,152.72         | 38,267.30         |
| Hawley, Jannell         | East 131                 | 44,834.80         | 46,179.84         |
| Hayes, Rayshawn         | Union                    | 21.03             | 21.66             |
| Haynes, D. LaShawn      | Langston Hughes          | 15.39             | 15.86             |
| Heasley, Donna M        | Eastman                  | 44,834.80         | 46,179.84         |
| Henderson, Rhonda J.    | Mt Pleasant              | 41,131.09         | 42,365.03         |
| Herroon, Elaine         | Public Administration    | 65,205.04         | 67,161.19         |
| Hester, Charles W.      | Langston Hughes          | 21.87             | 22.52             |
| Hicks, Christon J.      | Woodland                 | 16.01             | 16.49             |
| Hill, Angela            | Harvard Lee              | 16.01             | 16.49             |
| Hill, Diane A.          | Union                    | 36,522.54         | 37,618.22         |
| Hillbery, Janet L       | Rockport                 | 51,902.41         | 53,459.48         |
| Hinton, Larry L.        | Shipping/Shelf LS        | 40,324.81         | 41,534.55         |
| Hoge, Olivia Ann        | Business Economics Labor | 51,492.90         | 53,037.69         |
| Hoge, Rose Mary         | Science and Technology   | 66,509.94         | 68,505.24         |
| Hollowell, Betty C.     | Broadway                 | 44,834.80         | 46,179.84         |
| Holness, Lorna E        | History and Geography    | 44,834.80         | 46,179.84         |
| Holt, Justin J.         | Lending                  | 29,340.25         | 30,220.46         |
| Hope, Mae F             | M L King                 | 44,834.80         | 46,179.84         |
| Houghton, Tammy M.      | Lending                  | 34,323.30         | 35,353.00         |

| <b>Name</b>           | <b>Department</b>        | <b>12/20/2008</b> | <b>12/21/2008</b> |
|-----------------------|--------------------------|-------------------|-------------------|
| Houseman, Regina S.   | Catalog                  | 60,240.02         | 62,047.22         |
| Houston, Larry D.     | Custodial C              | 33,003.54         | 33,993.64         |
| Huang, Jintao         | Catalog                  | 51,492.90         | 53,037.69         |
| Hudson, Jacqueline A. | South Brooklyn           | 35,117.91         | 36,171.45         |
| Hughley, Sandra L.    | Business Economics Labor | 44,834.80         | 46,179.84         |
| Huston, Douglas M.    | Book Preparation         | 37,152.72         | 38,267.30         |
| Hutson, Amiya P.      | Harvard Lee              | 21.87             | 22.52             |
| Infante, Nathaniel M. | Acquisitions             | 38,973.22         | 40,142.42         |
| Irizarry, Rachel      | Fulton                   | 41,131.09         | 42,365.03         |
| Irizarry, Vicky D.    | Acquisitions             | 48,319.20         | 49,768.78         |
| Isaac, Tracy B.       | Fleet                    | 31,220.17         | 32,156.77         |
| Iverson, Marlene G    | Library for the Blind    | 44,834.80         | 46,179.84         |
| Jackson, Antonio      | Custodial C              | 29,340.25         | 30,220.46         |
| Jackson, Ricardo E.   | Union.                   | 21.87             | 22.52             |
| Jackson, Veronica O.  | Harvard Lee              | 44,834.80         | 46,179.84         |
| Jacobs, Michael K     | Foreign Literature       | 44,834.80         | 46,179.84         |
| Jaenke, Ryan C.       | Graphics                 | 42,152.74         | 43,417.32         |
| Jarrett, James E.     | Security                 | 41,507.71         | 42,752.94         |
| Jefferson, Sharon     | Rice                     | 53,553.17         | 55,159.77         |
| Jeffries, Annisha M.  | Children's Literature    | 64,601.38         | 66,539.43         |
| Jeffries, Michael L.  | Library for the Blind    | 39,533.38         | 40,719.38         |
| Jenkins, Richard A.   | Custodial C              | 37,152.72         | 38,267.30         |
| Jenkins, Tonya L.     | General Reference        | 53,553.17         | 55,159.77         |
| Jennings, Cathy L.    | Hough                    | 40,324.81         | 41,534.55         |
| Johnson, Dakari W.    | Lorain                   | 37,253.50         | 38,371.11         |
| Johnson, Damion L.    | Langston Hughes          | 36,522.54         | 37,618.22         |
| Johnson, Eddie        | General Reference        | 53,999.81         | 55,619.80         |
| Johnson, Joe E.       | Hough                    | 37,998.26         | 39,138.20         |
| Johnson, Marcie       | Addison                  | 31,220.17         | 32,156.77         |
| Johnson, Valerie S.   | Hough                    | 41,131.09         | 42,365.03         |
| Jones, Shanell V.     | East 131                 | 44,349.86         | 45,680.36         |
| Jones, Shirley A.     | Catalog                  | 44,048.57         | 45,370.03         |

| <b>Name</b>            | <b>Department</b>            | <b>12/20/2008</b> | <b>12/21/2008</b> |
|------------------------|------------------------------|-------------------|-------------------|
| Kabo, Victoria         | Foreign Literature           | 61,444.15         | 63,287.47         |
| Kemp, Brandon          | Library for the Blind        | 49,887.76         | 51,384.39         |
| Kern, Bennie A.        | Custodial A                  | 37,998.26         | 39,138.20         |
| Kern, DeLorean         | Custodial C                  | 28,211.45         | 29,057.80         |
| Khan, Malka S.         | Addison                      | 57,923.02         | 59,660.71         |
| Kim, Kwang Ja          | Catalog                      | 65,205.04         | 67,161.19         |
| King, Karen J          | Children's Literature        | 44,834.80         | 46,179.84         |
| Kowalczyk, Lisa A.     | West Park                    | 65,205.04         | 67,161.19         |
| Kraus, Oksana          | Fine Arts Special Collection | 65,205.04         | 67,161.19         |
| Krupka, Ronald J       | Carpenters                   | 65,397.76         | 67,359.69         |
| Lamar, Antoinette J.   | Fulton                       | 22.74             | 23.43             |
| Lancaster, April J.    | Popular                      | 49,887.76         | 51,384.39         |
| Landskroener, Heidi L. | Lorain                       | 23.65             | 24.36             |
| Lannum, Magaly         | Fine Arts Special Collection | 32,468.84         | 33,442.91         |
| Lanton, Anarie A.      | High Demand Office           | 45,628.25         | 46,997.10         |
| Lawler, Yolanda D.     | Catalog                      | 47,471.03         | 48,895.16         |
| Lawson, Brandon M.     | Custodial A                  | 32,468.84         | 33,442.91         |
| Leirer, Graham D.      | Automation                   | 57,052.02         | 58,763.58         |
| Lemon, Brandon L.      | Garden Valley                | 16.01             | 16.49             |
| Lesure, Paula J.       | Langston Hughes              | 32,468.84         | 33,442.91         |
| Leszcz, Brian E.       | Automation                   | 62,673.73         | 64,553.94         |
| Lewallen, Rodney C.    | Catalog                      | 45,628.25         | 46,997.10         |
| Lewis, Isaiah M.       | Jefferson                    | 23.65             | 24.36             |
| Lewis, Jeffrey D.      | Custodial C                  | 34,323.30         | 35,353.00         |
| Lewis, Kanise          | Memorial Nottingham          | 44,834.80         | 46,179.84         |
| Liang, Anthony         | Shelf Office                 | 15.05             | 15.50             |
| Lichtenberg, Evelyn    | Business Economics Labor     | 63,926.65         | 65,844.45         |
| Logan-Reid, Paula S.   | Mt Pleasant                  | 53,553.17         | 55,159.77         |
| London, Peter L.       | Audio Video                  | 21.87             | 22.52             |
| Lykins, Forrest E.     | West Park                    | 21.87             | 22.52             |
| Lytle, Dina E.         | Lorain                       | 25.58             | 26.35             |
| Mack, Lucille          | Fleet                        | 35,117.91         | 36,171.45         |

| <b>Name</b>             | <b>Department</b>          | <b>12/20/2008</b> | <b>12/21/2008</b> |
|-------------------------|----------------------------|-------------------|-------------------|
| Majors Jr., Alan T.     | Rice                       | 21.03             | 21.66             |
| Makkos, Michelle I.     | General Reference          | 59,727.61         | 61,519.44         |
| Malette, Theresa G      | Catalog                    | 56,181.02         | 57,866.45         |
| Malone, Derrick         | Carnegie West              | 32,468.84         | 33,442.91         |
| Malone, Lisa A.         | Audio Video                | 40,324.81         | 41,534.55         |
| Markic, Michael J.      | Rockport                   | 21.03             | 21.66             |
| Marks, Erica T.         | Memorial Nottingham        | 33,767.39         | 34,780.41         |
| Marn, Blasé J.          | Security                   | 40,694.00         | 41,914.82         |
| Marshall, John D        | Carpenters                 | 58,193.55         | 59,939.35         |
| Martinez, Betsy         | West Park                  | 16.01             | 16.49             |
| Mason, Aaron B.         | Business Economics Labor   | 53,553.17         | 55,159.77         |
| Massey, Gloria D.       | Preservation               | 39,113.26         | 40,286.66         |
| Masters, Christopher P. | Bldg Maintenance Mechanics | 65,397.76         | 67,359.69         |
| Matelski, Carol A.      | Social Science             | 37,998.26         | 39,138.20         |
| Mathews, Diane J.       | Science and Technology     | 67,840.31         | 69,875.52         |
| McCafferty, Edward M.   | General Reference          | 49,887.76         | 51,384.39         |
| McCarter, Mark E.       | Library for the Blind      | 40,324.81         | 41,534.55         |
| McCarter, Melanie Guzm  | General Reference          | 41,003.79         | 42,233.90         |
| McCarter, Vaughn        | Eastman                    | 39,533.38         | 40,719.38         |
| McCormick, Eugene       | Business Economics Labor   | 40,324.81         | 41,534.55         |
| McCormick, Julie A.     | Social Science             | 46,123.69         | 47,507.40         |
| McCoy, Patricia A.      | Science and Technology     | 40,324.81         | 41,534.55         |
| McIntosh, Shawn         | Custodial C                | 28,211.45         | 29,057.80         |
| McIntyre, Brenda L.     | Book Preparation           | 38,653.89         | 39,813.51         |
| McLemore, George        | Automation                 | 60,544.50         | 62,360.84         |
| McShane, Laura A.       | Brooklyn                   | 61,444.15         | 63,287.47         |
| Metter, Terrence J.     | Lorain                     | 15.39             | 15.86             |
| Milich, Danilo          | History and Geography      | 44,349.86         | 45,680.36         |
| Miller, Duane C         | Custodial A                | 40,324.81         | 41,534.55         |
| Mills, Kiel A.          | Custodial C                | 33,003.54         | 33,993.64         |
| Minissale, Gerald A     | Facilities                 | 41,131.09         | 42,365.03         |
| Minter, Kelli N.        | Addison                    | 21.87             | 22.52             |

| <b>Name</b>              | <b>Department</b>         | <b>12/20/2008</b> | <b>12/21/2008</b> |
|--------------------------|---------------------------|-------------------|-------------------|
| Miranda, Ignacio         | South                     | 39,533.38         | 40,719.38         |
| Miranda, Sabrina L.      | General Reference         | 39,533.38         | 40,719.38         |
| Mohan, Christine         | West Park                 | 37,998.26         | 39,138.20         |
| Mommers, Laura M.        | Technical Services Office | 63,926.65         | 65,844.45         |
| Monaco, Michael J.       | Catalog                   | 57,430.76         | 59,153.68         |
| Moncrief, Pasha D.       | Harvard Lee               | 21.03             | 21.66             |
| Moore, Jimmie L.         | Accounting                | 37,474.17         | 38,598.40         |
| Moore, Mark L            | Social Science            | 72,724.70         | 74,906.44         |
| Moore, Sarah F.          | Popular                   | 53,553.17         | 55,159.77         |
| Morabito, Monica R.      | Graphics                  | 57,184.34         | 58,899.87         |
| Mudgett-Price, Sheila    | Walz                      | 22.74             | 23.43             |
| Muhammad, Shannon        | Woodland                  | 44,834.80         | 46,179.84         |
| Mullee, Susan            | Business Economics Labor  | 55,695.13         | 57,365.98         |
| Murnan, Robert A         | Government Documents      | 63,926.65         | 65,844.45         |
| Myhand, Terrence D.      | Shelf Office              | 14.47             | 14.90             |
| Naab, Alicia S.          | Acquisitions              | 63,069.44         | 64,961.53         |
| Naab, Danielle N.        | Eastman                   | 37,253.50         | 38,371.11         |
| Nagaj, Donald J          | Garage                    | 57,184.34         | 58,899.87         |
| Nayak, Sangeeta          | Audio Video               | 22.74             | 23.43             |
| Naylor, Linda A          | History and Geography     | 44,834.80         | 46,179.84         |
| Nelson, Clark            | Custodial A               | 37,253.50         | 38,371.11         |
| Nettles, Annette J.      | Social Science            | 44,834.80         | 46,179.84         |
| Newsom, Kelli A.         | Mobile Services           | 49,887.76         | 51,384.39         |
| Newton, Charles D.       | Shipping/Shelf LS         | 31,220.17         | 32,156.77         |
| Nichols, Marilyn R.      | Science and Technology    | 50,885.01         | 52,411.56         |
| Norton Jr, Samuel        | Audio Video               | 53,901.73         | 55,518.78         |
| Nosse, Sandra L.         | Woodland                  | 60,240.02         | 62,047.22         |
| Novak, Darren K.         | Automation                | 61,444.15         | 63,287.47         |
| Nunez, Deborah M         | General Reference         | 47,471.03         | 48,895.16         |
| Odum, Jessica M.         | Walz                      | 15.39             | 15.86             |
| Ortiz Diamond, Emilio J. | Automation                | 52,747.95         | 54,330.39         |
| Osaze, Rhashida N.       | M L King                  | 53,553.17         | 55,159.77         |

| <b>Name</b>                | <b>Department</b>          | <b>12/20/2008</b> | <b>12/21/2008</b> |
|----------------------------|----------------------------|-------------------|-------------------|
| Overbey, Edward E.         | Automation                 | 42,643.94         | 43,923.25         |
| Palma, Lindsay Z.          | Carnegie West              | 16.01             | 16.49             |
| Parker, Clara L.           | East 131                   | 60,240.02         | 62,047.22         |
| Parker, Gregory B.         | Shelf Office               | 14.47             | 14.90             |
| Parker, Michael W.         | Custodial A                | 37,253.50         | 38,371.11         |
| Parker, Toni D.            | Harvard Lee                | 61,444.15         | 63,287.47         |
| Parks, Harriette D.        | Social Science             | 60,240.02         | 62,047.22         |
| Parnell, Joseph M          | Business Economics Labor   | 53,999.81         | 55,619.80         |
| Parsons Jr, Johnny L       | Catalog                    | 71,297.78         | 73,436.72         |
| Parsons, Tracy L.          | Facilities                 | 37,998.26         | 39,138.20         |
| Parsons, William C         | Shipping                   | 41,865.53         | 43,121.50         |
| Patrick, Robert L.         | Automation                 | 49,887.76         | 51,384.39         |
| Patterson, Devon M.        | Facilities                 | 39,896.21         | 41,093.09         |
| Patterson, Rhashied K.     | Custodial C                | 34,323.30         | 35,353.00         |
| Patton, James E.           | Bldg Maintenance Mechanics | 42,643.94         | 43,923.25         |
| Pauza, Judith A.           | Library for the Blind      | 43,528.94         | 44,834.81         |
| Pawlak, Susan L            | Rockport                   | 42,261.10         | 43,528.93         |
| Payne, Debra               | Lending                    | 44,834.80         | 46,179.84         |
| Peak, Caroline J.          | Brooklyn                   | 42,643.94         | 43,923.25         |
| Pearson, Tia M.            | Children's Literature      | 22.74             | 23.43             |
| Pease, Amy B.              | History and Geography      | 53,999.81         | 55,619.80         |
| Pelts, Leonard G.          | Memorial Nottingham        | 21.87             | 22.52             |
| Perkins, Rayfield          | Bldg Maintenance Mechanics | 65,397.76         | 67,359.69         |
| Phelps, Sandra T.          | Custodial C                | 29,340.25         | 30,220.46         |
| Phillips, Marva J          | Business Economics Labor   | 44,834.80         | 46,179.84         |
| Phillips, Timothy J.       | Literature                 | 60,240.02         | 62,047.22         |
| Phillips-Hilderbrand, Dean | South                      | 43,528.94         | 44,834.81         |
| Pittman, Catherine         | East 131                   | 32,468.84         | 33,442.91         |
| Pittman, Marcus A.         | East 131                   | 21.03             | 21.66             |
| Pless, Darryl J.           | Book Preparation           | 30,513.61         | 31,429.01         |
| Povitsky, Larisa           | Catalog                    | 51,492.90         | 53,037.69         |
| Powell, Bessie Lou         | Accounting                 | 49,482.50         | 50,966.97         |

| <b>Name</b>              | <b>Department</b>          | <b>12/20/2008</b> | <b>12/21/2008</b> |
|--------------------------|----------------------------|-------------------|-------------------|
| Pratt, Jade A.           | Glenville                  | 21.03             | 21.66             |
| Prevo, Deborah J.        | Rice                       | 16.01             | 16.49             |
| Price, Carolyn E         | Science and Technology     | 44,834.80         | 46,179.84         |
| Pride, Michael R         | Library for the Blind      | 50,885.01         | 52,411.56         |
| Pride, Renee             | Preservation               | 45,628.25         | 46,997.10         |
| Primm, Ardella B.        | Business Economics Labor   | 44,834.80         | 46,179.84         |
| Prince, Gregory V.       | Garden Valley              | 21.87             | 22.52             |
| Pujolas, Anthony R.      | Fleet                      | 31,220.17         | 32,156.77         |
| Pultorak, Leslie A.      | Acquisitions               | 49,513.26         | 50,998.66         |
| Ramsey, Felicia          | Lending                    | 41,030.19         | 42,261.10         |
| Rance, William A.        | Hough                      | 15.39             | 15.86             |
| Ray, Kevin M.            | Rice                       | 21.03             | 21.66             |
| Reed IV, William R.      | Library for the Blind      | 67,185.74         | 69,201.31         |
| Reid-Caliman, Veda A.    | Lending                    | 42,261.10         | 43,528.93         |
| Reilly, David            | Bldg Maintenance Mechanics | 61,754.99         | 63,607.64         |
| Render III, Robert L.    | M L King                   | 21.87             | 22.52             |
| Reyes, Oliver T.         | Bldg Maintenance Mechanics | 61,754.99         | 63,607.64         |
| Reynolds, David L.       | Automation                 | 57,052.02         | 58,763.58         |
| Riggs, Keith A.          | Automation                 | 59,357.36         | 61,138.08         |
| Riley, Pamela J          | Catalog                    | 43,185.00         | 44,480.55         |
| Roberts Sr., Anthony McS | Security                   | 33,434.26         | 34,437.29         |
| Roberts, Ronald A        | M L King                   | 51,902.41         | 53,459.48         |
| Robinson, Brenda F       | Public Administration      | 44,834.80         | 46,179.84         |
| Robinson, Latrisha M.    | Sterling                   | 31,220.17         | 32,156.77         |
| Robinson, Tristan C.     | Glenville                  | 32,468.84         | 33,442.91         |
| Roebuck, Tahnisha V.     | Collinwood                 | 39,533.38         | 40,719.38         |
| Rogers, Jeanette         | Accounting                 | 46,540.62         | 47,936.84         |
| Rosario, Angelina        | Carnegie West              | 50,885.01         | 52,411.56         |
| Ross, Kelly D.           | General Reference          | 49,513.26         | 50,998.66         |
| Rucker, Tom              | Garden Valley              | 37,998.26         | 39,138.20         |
| Rucker, Veronica         | Memorial Nottingham        | 51,902.41         | 53,459.48         |
| Rudzinski, Monica A.     | High Demand Office         | 25.39             | 26.15             |

| <b>Name</b>           | <b>Department</b>            | <b>12/20/2008</b> | <b>12/21/2008</b> |
|-----------------------|------------------------------|-------------------|-------------------|
| Ruffing, Michael J    | History and Geography        | 63,926.65         | 65,844.45         |
| Russell, Maria N.     | Book Preparation             | 30,513.61         | 31,429.01         |
| Russell, Vilray W     | Public Administration        | 51,902.41         | 53,459.48         |
| Russo, Aja S.         | West Park                    | 21.03             | 21.66             |
| Russo, Luigi C.       | Rockport                     | 53,553.17         | 55,159.77         |
| Salem, Eanas K.       | Eastman                      | 21.87             | 22.52             |
| Salem, Sahar K.       | Lorain                       | 32,468.84         | 33,442.91         |
| Salem, Summer K.      | Lending                      | 33,003.54         | 33,993.64         |
| Sanders, Denise M     | General Reference            | 42,261.10         | 43,528.93         |
| Sandlin, Alvin        | Woodland                     | 37,253.50         | 38,371.11         |
| Sauls, Jeanna B.      | West Park                    | 51,902.41         | 53,459.48         |
| Saxton III, Albert L. | Shipping                     | 39,533.38         | 40,719.38         |
| Schmidt, Kristen M.   | Glenville                    | 49,513.26         | 50,998.66         |
| Schroeder, Brian L    | Fulton                       | 40,324.81         | 41,534.55         |
| Schwonek, Thea J.     | Fleet                        | 21.87             | 22.52             |
| Scott, Khalia E.      | Fine Arts Special Collection | 44,834.80         | 46,179.84         |
| Scroggs, David W.     | Automation                   | 62,989.88         | 64,879.57         |
| Scurka, Lori J.       | Harvard Lee                  | 49,887.76         | 51,384.39         |
| Sellars, Yvette M.    | Accounting                   | 46,628.68         | 48,027.54         |
| Serrano, Marianela    | Carnegie West                | 21.03             | 21.66             |
| Sheffield, Dolores A  | South Brooklyn               | 44,834.80         | 46,179.84         |
| Sheffield, Kathleen   | Fulton                       | 57,184.34         | 58,899.87         |
| Sheppard, Juanita V   | Garden Valley                | 44,834.80         | 46,179.84         |
| Shneyder, Tatiana     | Children's Literature        | 25.58             | 26.35             |
| Simmons, Jeffrey      | Rice                         | 50,885.01         | 52,411.56         |
| Simon, Deborah R      | Audio Video                  | 48,319.20         | 49,768.78         |
| Sims, Renee           | Literature                   | 44,834.80         | 46,179.84         |
| Skrovan, Michelle R.  | General Reference            | 53,553.17         | 55,159.77         |
| Slesinger, Louis A.   | Security                     | 33,434.26         | 34,437.29         |
| Smith, Benjie C.      | Audio Video                  | 40,324.81         | 41,534.55         |
| Smith, Daniel J.      | History and Geography        | 49,887.76         | 51,384.39         |
| Smith, Donald D.      | Hough                        | 21.03             | 21.66             |



| <b>Name</b>             | <b>Department</b>      | <b>12/20/2008</b> | <b>12/21/2008</b> |
|-------------------------|------------------------|-------------------|-------------------|
| Smith, Jimmie D         | Foreign Literature     | 49,887.76         | 51,384.39         |
| Smith, Joseph E.        | Security               | 32,148.45         | 33,112.91         |
| Smith, Justin           | Addison                | 21.03             | 21.66             |
| Smith, Louise           | East 131               | 18.01             | 18.55             |
| Smith, Nancy A.         | Eastman                | 24.60             | 25.34             |
| Smith, Norma S,         | Mobile Services        | 21.03             | 21.66             |
| Smith, Patricia         | Rice                   | 37,998.26         | 39,138.20         |
| Smith, Sandra           | Lending                | 39,344.53         | 40,524.87         |
| Snowden, Audrey         | South                  | 57,923.02         | 59,660.71         |
| Southerland, Carolyn    | Lending                | 46,911.84         | 48,319.20         |
| Southerland, James E    | Security               | 44,048.57         | 45,370.03         |
| Sparrow, Michael T      | General Reference      | 53,999.81         | 55,619.80         |
| Spivey, Manisha         | Mt Pleasant            | 21.87             | 22.52             |
| Stack, Theresa          | Book Preparation       | 38,653.89         | 39,813.51         |
| Staples, Cheryl A.      | Fleet                  | 51,902.41         | 53,459.48         |
| Stefanos, Joseph        | Security               | 44,048.57         | 45,370.03         |
| Stevens, Patricia F     | Fleet                  | 67,840.31         | 69,875.52         |
| Stewart, Michael E.     | Graphics               | 53,418.56         | 55,021.12         |
| Stout, Paula            | Catalog                | 39,896.21         | 41,093.09         |
| Straka, Elaine M.       | Science and Technology | 44,834.80         | 46,179.84         |
| Straka, Paula M.        | Lorain                 | 67,840.31         | 69,875.52         |
| Strazek, Brian T.       | Fulton                 | 37,253.50         | 38,371.11         |
| Sullivan-Trotman, Tonya | Science and Technology | 47,471.03         | 48,895.16         |
| Taft, David Lee         | Walz                   | 40,324.81         | 41,534.55         |
| Talley III, James S.    | Walz                   | 31,220.17         | 32,156.77         |
| Tancak, Crystal M.      | Jefferson              | 15.39             | 15.86             |
| Tankersley, Kathy       | West Park              | 36,522.54         | 37,618.22         |
| Tatum, Kyle P           | Custodial A            | 40,324.81         | 41,534.55         |
| Taylor, Paula           | Walz                   | 40,324.81         | 41,534.55         |
| Taylor, Robert J.       | Sterling               | 31,220.17         | 32,156.77         |
| Thomas Sr, Grady        | Harvard Lee            | 40,324.81         | 41,534.55         |
| Thomas-Green, Gail M    | Addison                | 53,999.81         | 55,619.80         |

| <b>Name</b>            | <b>Department</b>            | <b>12/20/2008</b> | <b>12/21/2008</b> |
|------------------------|------------------------------|-------------------|-------------------|
| Thompson, Tonya R.     | Graphics                     | 46,540.62         | 47,936.84         |
| Tidorescu, Marcel D.   | Security                     | 39,113.26         | 40,286.66         |
| Tobin, Michael G.      | Security                     | 32,148.45         | 33,112.91         |
| Todd, William V.       | Walz                         | 60,240.02         | 62,047.22         |
| Tolbert, Lakitha K.    | Brooklyn                     | 15.39             | 15.86             |
| Torres, Adela I.       | Rockport                     | 32,468.84         | 33,442.91         |
| Torres, Marianita      | Foreign Literature           | 57,923.02         | 59,660.71         |
| Torres, Migdalia       | Eastman                      | 40,324.81         | 41,534.55         |
| Toth, Louis F          | Facilities                   | 40,324.81         | 41,534.55         |
| Travka, Helena         | Social Science               | 63,926.65         | 65,844.45         |
| Travka, Valentina      | Catalog                      | 48,319.20         | 49,768.78         |
| Tripodis, Stamatias J. | South Brooklyn               | 21.03             | 21.66             |
| Truitt, Opal M.        | Collinwood                   | 15.39             | 15.86             |
| Turner III, Elmer F    | History and Geography        | 41,131.09         | 42,365.03         |
| Turner, Juanita K      | Shipping/Shelf LS            | 49,393.80         | 50,875.61         |
| Turowski, Robert A     | Audio Video                  | 53,901.73         | 55,518.78         |
| Tyus, Kenneth J.       | South                        | 21.03             | 21.66             |
| Vanek, Darrell E.      | Acquisitions                 | 39,344.53         | 40,524.87         |
| Vanni, Thomas          | Bldg Maintenance Mechanics   | 64,250.23         | 66,177.73         |
| Veres, Linda M.        | Jefferson                    | 32,468.84         | 33,442.91         |
| Waite, Lissa           | Fine Arts Special Collection | 60,240.02         | 62,047.22         |
| Walker, Erick B.       | Government Documents         | 42,152.74         | 43,417.32         |
| Walker, Patricia A     | Lending                      | 46,911.84         | 48,319.20         |
| Walker, Shashawna R.   | Lending                      | 29,340.25         | 30,220.46         |
| Wallace, Andrea M      | Business Economics Labor     | 50,885.01         | 52,411.56         |
| Wallencheck, Laura J.  | Preservation                 | 46,628.68         | 48,027.54         |
| Ward, Karima           | Catalog                      | 48,319.20         | 49,768.78         |
| Warner, Mya C.         | High Demand Office           | 39,113.26         | 40,286.66         |
| Warren, Rochelle       | Hough                        | 15.39             | 15.86             |
| Weber, Mary Ann R      | Fine Arts Special Collection | 44,834.80         | 46,179.84         |
| Webster, Kathleen D    | Library for the Blind        | 57,184.34         | 58,899.87         |
| Weeden, Patricia A     | Acquisitions                 | 52,331.77         | 53,901.72         |

| <b>Name</b>             | <b>Department</b>        | <b>12/20/2008</b> | <b>12/21/2008</b> |
|-------------------------|--------------------------|-------------------|-------------------|
| Westerbeke, Douglas K.  | Literature               | 21.87             | 22.52             |
| Wheeler, Tristan H.     | Government Documents     | 36,522.54         | 37,618.22         |
| White-Yates, Beverly A. | Collinwood               | 21.87             | 22.52             |
| White-Zeager, Jeremy A. | Catalog                  | 49,513.26         | 50,998.66         |
| Whitt, Esther           | Catalog                  | 48,319.20         | 49,768.78         |
| Wihebrink, Jennifer A.  | Sterling                 | 49,513.26         | 50,998.66         |
| Williams, Cornell W.    | Facilities               | 40,694.00         | 41,914.82         |
| Williams, Damien D.     | Brooklyn                 | 35,117.91         | 36,171.45         |
| Williams, Kyle R.       | Sterling                 | 21.03             | 21.66             |
| Williams, Marcie A.     | Jefferson                | 60,240.02         | 62,047.22         |
| Williamson Jr., David   | Security                 | 39,113.26         | 40,286.66         |
| Williamson, Cheryl Lyn  | South Brooklyn           | 21.87             | 22.52             |
| Willoughby, Ginaya D.   | Acquisitions             | 44,349.86         | 45,680.36         |
| Winstead, Lakeisha C.   | Woodland                 | 42,643.94         | 43,923.25         |
| Winters, Joanne S       | Library for the Blind    | 41,865.53         | 43,121.50         |
| Witmer, Sandra C.       | Business Economics Labor | 68,529.90         | 70,585.79         |
| Wolford, Shawn          | Book Preparation         | 28,211.45         | 29,057.80         |
| Wood, Christopher       | History and Geography    | 74,179.19         | 76,404.56         |
| Woods III, William E.   | Collinwood               | 40,324.81         | 41,534.55         |
| Woods, Jerry J.         | Lorain                   | 35,117.91         | 36,171.45         |
| Workman, Manuela        | Shipping/Shelf LS        | 35,117.91         | 36,171.45         |
| Workman, Dennis         | Book Preparation         | 36,424.94         | 37,517.69         |
| Wright, Jeffrey S       | Library for the Blind    | 41,865.53         | 43,121.50         |
| Yarrow, Janice R.       | Fulton                   | 63,926.65         | 65,844.45         |
| Yee, Doris              | Mobile Services          | 49,887.76         | 51,384.39         |
| Young, Sonia            | Social Science           | 47,968.59         | 49,407.65         |
| Zaluckyj, Helen V.      | Carnegie West            | 60,240.02         | 62,047.22         |
| Zawaski, Jamie A.       | Carnegie West            | 36,522.54         | 37,618.22         |
| Zeda, Juanita           | Carnegie West            | 44,834.80         | 46,179.84         |

**CLEVELAND PUBLIC LIBRARY****Human Resources Committee Report  
January 22, 2009****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    | 4,632.69    |
| August       | 3,884.06    | 4,306.01    |
| September    | 3,535.13    | 4,136.02    |
| October      | 3,884.29    | 5,809.41*   |
| November     | 6,914.39*   | 4,329.96    |
| December     | 4,768.46    | 3,990.42    |

**\*Covers three pay periods**

# Human Resources Committee Report

January 22, 2009

Payroll Period Ending December 20, 2008

|  | FULL-TIME  |            |           |            |            |           |             | PART-TIME   |           |           |           |           |           |          |            |             |
|--|------------|------------|-----------|------------|------------|-----------|-------------|-------------|-----------|-----------|-----------|-----------|-----------|----------|------------|-------------|
|  | FEMALE     |            |           | MALE       |            |           | Total       | %Min.       | FEMALE    |           |           | MALE      |           |          | Total      | %Min.       |
|  | White      | Black      | Other     | White      | Black      | Other     |             |             | White     | Black     | Other     | White     | Black     | Other    |            |             |
| Management/<br>Supervisory <sup>1</sup>    | 27         | 19         | 0         | 21         | 7          | 2         | 76          | 36.8        | 1         | 0         | 0         | 0         | 0         | 0        | 1          | 0           |
| Professional <sup>2</sup>                  | 47         | 17         | 5         | 22         | 1          | 1         | 93          | 25.8        | 6         | 2         | 0         | 2         | 0         | 0        | 10         | 20.0        |
| Support Staff<br>Maintenance &<br>Security | 48         | 128        | 16        | 32         | 45         | 4         | 273         | 70.7        | 23        | 44        | 8         | 14        | 40        | 2        | 131        | 71.6        |
| Pages                                      | 0          | 0          | 0         | 0          | 0          | 0         | 0           | 0           | 31        | 47        | 15        | 17        | 52        | 6        | 168        | 71.6        |
| <b>Total</b>                               | <b>124</b> | <b>166</b> | <b>21</b> | <b>106</b> | <b>105</b> | <b>11</b> | <b>*533</b> | <b>56.8</b> | <b>61</b> | <b>93</b> | <b>23</b> | <b>33</b> | <b>92</b> | <b>8</b> | <b>310</b> | <b>69.4</b> |

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FULL TIME EQUIVALENT (FTE): 533

FULL TIME EQUIVALENT (FTE) FOR PART TIME: 147.87

FULL TIME TURNOVER RATE: 6.2%

PART TIME TURNOVER RATE: 17.1%

\*INCLUDES  
3 LEAVES OF ABSENCE

<sup>1</sup> Includes 60 Librarians

<sup>2</sup> Includes 93 Librarians

**INSURANCE REPORT  
FOR THE MONTH OF  
DECEMBER  
2008**

Human Resources Committee Report  
January 22, 2009

**Staff Enrollments-Health Care/Dental**

|                          | <b>Single</b> | <b>Family</b> | <b>Total</b> |
|--------------------------|---------------|---------------|--------------|
| <b>United Healthcare</b> | 109           | 94            | 203          |
| <b>Kaiser</b>            | 229           | 105           | 334          |
| <b>Delta Dental*</b>     | 260           | 199           | 459          |

*Payroll has yet to receive  
December's info*

**Workers' Compensation Lost Time Report**

| <b>Classification</b> | <b>Dept/Location</b> | <b>Date of Injury</b> | <b>Total days missed this month</b> |
|-----------------------|----------------------|-----------------------|-------------------------------------|
| Painter               | Main                 | 08/01/08              | 30                                  |
| Maint Mechanic        | Main                 | 02/20/08              | 30                                  |

**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR DECEMBER 2008**

| CIRCULATION<br>ACTIVITY  | Monthly Total  |                | Average Daily |        | Year-to-Date     |                  | YTD<br>Gain/Loss |
|--------------------------|----------------|----------------|---------------|--------|------------------|------------------|------------------|
|                          | 2008           | 2007           | 2008          | 2007   | 2008             | 2007             |                  |
| Main Library             | 160,471        | 142,612        | 5,943         | 5,593  | 1,930,610        | 1,732,783        | 11.4%            |
| Branches & Mobile Units  | 340,746        | 298,178        | 13,630        | 12,424 | 4,091,309        | 3,739,855        | 9.4%             |
| Library for the Blind    | 38,085         | 37,882         | 1,814         | 1,994  | 492,803          | 532,893          | -7.5%            |
| <b>TOTAL CIRCULATION</b> | <b>539,302</b> | <b>478,672</b> |               |        | <b>6,514,722</b> | <b>6,005,531</b> | <b>8.5%</b>      |

| REFERENCE<br>TRANSACTIONS | Reference     |               | Average Daily |       | Year-to-Date     |                  | YTD<br>Gain/Loss |
|---------------------------|---------------|---------------|---------------|-------|------------------|------------------|------------------|
|                           | 2008          | 2007          | 2008          | 2007  | 2008             | 2007             |                  |
| Main Library              | 32,281        | 42,477        | 1,196         | 1,666 | 443,118          | 503,126          | -11.9%           |
| Branches & Mobile Unit    | 48,687        | 44,680        | 1,947         | 1,862 | 599,975          | 603,842          | -0.6%            |
| Library for the Blind     | 2,091         | 1,649         | 100           | 87    | 19,894           | 17,159           | 15.9%            |
| <b>TOTAL QUESTIONS</b>    | <b>83,059</b> | <b>88,806</b> |               |       | <b>1,062,987</b> | <b>1,124,127</b> | <b>-5.4%</b>     |

| COMPUTER<br>USAGE  | Number of<br>Computers | Number of<br>Sessions | Total Hours<br>In Use | Avg Session<br>in Minutes |
|--------------------|------------------------|-----------------------|-----------------------|---------------------------|
| Main Library       | 66                     | 13,602                | 10,810                | 47.68                     |
| Branches           | 214                    | 68,727                | 34,711                | 30.30                     |
| <b>TOTAL USAGE</b> | <b>280</b>             | <b>82,329</b>         | <b>45,520</b>         |                           |

Sessions less than 5 minutes excluded. Hours in use does not include grace periods computers are held for patrons.

| WALK-IN<br>COUNT    | Monthly Total  |                | Average Daily |       | Year-to-Date     |                  | YTD<br>Gain/Loss |
|---------------------|----------------|----------------|---------------|-------|------------------|------------------|------------------|
|                     | 2008           | 2007           | 2008          | 2007  | 2008             | 2007             |                  |
| Main Library        | 55,511         | 49,779         | 2,056         | 1,952 | 717,764          | 700,913          | 2.4%             |
| Branches            | 256,873        | 237,159        | 10,275        | 9,882 | 3,410,069        | 3,247,906        | 5.0%             |
| Mobile Unit         | 725            | 558            |               |       | 9,697            | 9,570            | 1.3%             |
| <b>TOTAL VISITS</b> | <b>313,109</b> | <b>287,496</b> |               |       | <b>4,137,530</b> | <b>3,958,389</b> | <b>4.5%</b>      |

- 1) Lorain Branch closed 9/23/08 for roof repairs; Mobile Unit on site Thursdays 5:30-8:00PM and Saturdays 10:00-5:30PM until work was completed; reopened 12/10/08.  
2) Rice Branch closed 10/23/08 for repair of ceiling joists; reopened 12/15/08.

**CLEVELAND PUBLIC LIBRARY  
BRANCH AND MOBILE UNIT DIRECT & TOTAL CIRCULATION FOR DECEMBER 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                 | 11,268                    | 838                             | 598                   | 881                                    | 0                         | 13,585                                      | 1,036                                | 14,621                         |
| Broadway                | 3,931                     | 84                              | 58                    | 100                                    | 1                         | 4,174                                       | 299                                  | 4,473                          |
| Brooklyn                | 6,831                     | 491                             | 392                   | 508                                    | 0                         | 8,222                                       | 727                                  | 8,949                          |
| Carnegie West           | 8,801                     | 768                             | 1,034                 | 1,060                                  | 0                         | 11,663                                      | 780                                  | 12,443                         |
| Collinwood              | 9,869                     | 536                             | 427                   | 708                                    | 0                         | 11,540                                      | 1,083                                | 12,623                         |
| East 131st              | 4,116                     | 229                             | 152                   | 218                                    | 0                         | 4,715                                       | 439                                  | 5,154                          |
| Eastman                 | 13,235                    | 1,247                           | 1,214                 | 1,948                                  | 0                         | 17,644                                      | 1,096                                | 18,740                         |
| Fleet                   | 9,533                     | 697                             | 588                   | 895                                    | 0                         | 11,713                                      | 756                                  | 12,469                         |
| Fulton                  | 6,292                     | 566                             | 367                   | 579                                    | 0                         | 7,804                                       | 700                                  | 8,504                          |
| Garden Valley           | 4,617                     | 157                             | 85                    | 94                                     | 0                         | 4,953                                       | 563                                  | 5,516                          |
| Glenville               | 6,797                     | 831                             | 336                   | 841                                    | 84                        | 8,889                                       | 527                                  | 9,416                          |
| Harvard-Lee             | 8,318                     | 543                             | 459                   | 766                                    | 0                         | 10,086                                      | 797                                  | 10,883                         |
| Hough                   | 5,227                     | 458                             | 302                   | 532                                    | 0                         | 6,519                                       | 509                                  | 7,028                          |
| Jefferson               | 10,530                    | 736                             | 763                   | 1,050                                  | 200                       | 13,279                                      | 662                                  | 13,941                         |
| Langston Hughes         | 4,872                     | 412                             | 253                   | 423                                    | 25                        | 5,985                                       | 433                                  | 6,418                          |
| Lorain                  | 6,642                     | 490                             | 183                   | 330                                    | 126                       | 7,771                                       | 88                                   | 7,859                          |
| Martin Luther King, Jr. | 6,383                     | 382                             | 776                   | 839                                    | 180                       | 8,560                                       | 796                                  | 9,356                          |
| Memorial-Nottingham     | 13,448                    | 663                             | 1,106                 | 1,707                                  | 559                       | 17,483                                      | 1,472                                | 18,955                         |
| Mt. Pleasant            | 7,031                     | 482                             | 266                   | 538                                    | 0                         | 8,317                                       | 605                                  | 8,922                          |
| Rice                    | 3,716                     | 223                             | 80                    | 191                                    | 0                         | 4,210                                       | 123                                  | 4,333                          |
| Rockport                | 16,749                    | 1,318                           | 1,073                 | 1,543                                  | 0                         | 20,683                                      | 1,820                                | 22,503                         |
| South                   | 9,339                     | 379                             | 323                   | 394                                    | 0                         | 10,435                                      | 947                                  | 11,382                         |
| South Brooklyn          | 17,808                    | 920                             | 1,246                 | 2,064                                  | 0                         | 22,038                                      | 1,839                                | 23,877                         |
| Sterling                | 5,799                     | 375                             | 339                   | 405                                    | 0                         | 6,918                                       | 431                                  | 7,349                          |
| Union                   | 5,963                     | 794                             | 435                   | 944                                    | 0                         | 8,136                                       | 548                                  | 8,684                          |
| Walz                    | 12,854                    | 1,056                           | 1,159                 | 1,178                                  | 0                         | 16,247                                      | 1,310                                | 17,557                         |
| West Park               | 19,472                    | 1,075                           | 1,977                 | 2,482                                  | 132                       | 25,138                                      | 2,618                                | 27,756                         |
| Woodland                | 11,851                    | 622                             | 329                   | 587                                    | 0                         | 13,389                                      | 1,055                                | 14,444                         |
| <b>BRANCH TOTAL</b>     | <b>251,292</b>            | <b>17,372</b>                   | <b>16,320</b>         | <b>23,805</b>                          | <b>1,307</b>              | <b>310,096</b>                              | <b>24,059</b>                        | <b>334,155</b>                 |
| <b>Mobile Units</b>     | <b>4,248</b>              | <b>201</b>                      | <b>426</b>            | <b>376</b>                             | <b>1,244</b>              | <b>6,495</b>                                | <b>96</b>                            | <b>6,591</b>                   |
| <b>TOTAL</b>            | <b>255,540</b>            | <b>17,573</b>                   | <b>16,746</b>         | <b>24,181</b>                          | <b>2,551</b>              | <b>316,591</b>                              | <b>24,155</b>                        | <b>340,746</b>                 |

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**CLEVELAND PUBLIC LIBRARY  
BRANCH AND MOBILE UNIT TOTAL CIRCULATION COMPARATIVE FOR DECEMBER 2008**

| BRANCH                  | Monthly Total  |                | Year-to-Date     |                  | YTD<br>Gain/Loss | YTD<br>%G/L  |
|-------------------------|----------------|----------------|------------------|------------------|------------------|--------------|
|                         | 2008           | 2007           | 2008             | 2007             |                  |              |
| Addison                 | 14,621         | 14,403         | 187,391          | 168,662          | 18,729           | 11.1%        |
| Broadway                | 4,473          | 3,074          | 48,843           | 37,251           | 11,592           | 31.1%        |
| Brooklyn                | 8,949          | 7,667          | 110,020          | 106,093          | 3,927            | 3.7%         |
| Carnegie West           | 12,443         | 10,578         | 142,699          | 136,583          | 6,116            | 4.5%         |
| Collinwood              | 12,623         | 11,107         | 151,249          | 121,659          | 29,590           | 24.3%        |
| East 131st              | 5,154          | 3,912          | 61,972           | 53,404           | 8,568            | 16.0%        |
| Eastman                 | 18,740         | 16,203         | 216,276          | 201,032          | 15,244           | 7.6%         |
| Fleet                   | 12,469         | 10,282         | 145,010          | 141,993          | 3,017            | 2.1%         |
| Fulton                  | 8,504          | 8,478          | 118,417          | 114,266          | 4,151            | 3.6%         |
| Garden Valley           | 5,516          | 674            | 59,973           | 12,093           | 47,880           | 395.9%       |
| Glenville               | 9,416          | 7,159          | 107,074          | 86,419           | 20,655           | 23.9%        |
| Harvard-Lee             | 10,883         | 9,369          | 124,991          | 109,759          | 15,232           | 13.9%        |
| Hough                   | 7,028          | 6,157          | 84,044           | 75,852           | 8,192            | 10.8%        |
| Jefferson               | 13,941         | 10,014         | 146,070          | 115,539          | 30,531           | 26.4%        |
| Langston Hughes         | 6,418          | 7,218          | 89,667           | 94,065           | -4,398           | -4.7%        |
| Lorain                  | 7,859          | 11,890         | 126,994          | 141,936          | -14,942          | -10.5%       |
| Martin Luther King, Jr. | 9,356          | 8,173          | 112,499          | 108,027          | 4,472            | 4.1%         |
| Memorial-Nottingham     | 18,955         | 18,208         | 233,257          | 226,314          | 6,943            | 3.1%         |
| Mt. Pleasant            | 8,922          | 6,892          | 101,443          | 83,517           | 17,926           | 21.5%        |
| Rice                    | 4,333          | 8,216          | 95,720           | 100,130          | -4,410           | -4.4%        |
| Rockport                | 22,503         | 20,996         | 273,060          | 269,492          | 3,568            | 1.3%         |
| South                   | 11,382         | 8,069          | 119,892          | 105,186          | 14,706           | 14.0%        |
| South Brooklyn          | 23,877         | 22,731         | 296,427          | 283,840          | 12,587           | 4.4%         |
| Sterling                | 7,349          | 5,224          | 75,628           | 71,791           | 3,837            | 5.3%         |
| Union                   | 8,684          | 7,544          | 99,370           | 90,270           | 9,100            | 10.1%        |
| Walz                    | 17,557         | 14,245         | 197,312          | 173,406          | 23,906           | 13.8%        |
| West Park               | 27,756         | 25,715         | 352,628          | 337,140          | 15,488           | 4.6%         |
| Woodland                | 14,444         | 8,622          | 137,937          | 110,708          | 27,229           | 24.6%        |
| <b>BRANCH TOTAL</b>     | <b>334,155</b> | <b>292,820</b> | <b>4,015,863</b> | <b>3,676,427</b> | <b>339,436</b>   | <b>9.2%</b>  |
| <b>Mobile Units</b>     | <b>6,591</b>   | <b>5,358</b>   | <b>75,446</b>    | <b>63,428</b>    | <b>12,018</b>    | <b>18.9%</b> |
| <b>TOTAL</b>            | <b>340,746</b> | <b>298,178</b> | <b>4,091,309</b> | <b>3,739,855</b> | <b>351,454</b>   | <b>9.4%</b>  |

**CLEVELAND PUBLIC LIBRARY  
BRANCH AND MOBILE UNIT ATTENDANCE DECEMBER 2008**

| BRANCH                       | Monthly Total  |                | Year-to-Date     |                  | YTD            | YTD         |
|------------------------------|----------------|----------------|------------------|------------------|----------------|-------------|
|                              | 2008           | 2007           | 2008             | 2007             | Gain/Loss      | %G/L        |
| Addison                      | 10,841         | 8,783          | 137,419          | 123,879          | 13,540         | 10.9%       |
| Broadway                     | 2,072          | 1,120          | 24,036           | 14,781           | 9,255          | 62.6%       |
| Brooklyn                     | 3,446          | 4,804          | 60,295           | 71,458           | -11,163        | -15.6%      |
| Carnegie West                | 15,796         | 10,987         | 202,015          | 166,735          | 35,280         | 21.2%       |
| Collinwood                   | 8,513          | 9,648          | 113,182          | 118,481          | -5,299         | -4.5%       |
| East 131st                   | 6,611          | 6,293          | 88,142           | 83,435           | 4,707          | 5.6%        |
| Eastman                      | 12,408         | 7,479          | 156,100          | 129,331          | 26,769         | 20.7%       |
| Fleet                        | 10,682         | 10,048         | 139,398          | 141,579          | -2,181         | -1.5%       |
| Fulton                       | 6,331          | 5,648          | 88,734           | 103,535          | -14,801        | -14.3%      |
| Garden Valley                | 7,600          | 356            | 84,096           | 9,283            | 74,813         | 805.9%      |
| Glenville                    | 8,788          | 7,819          | 109,670          | 105,135          | 4,535          | 4.3%        |
| Harvard-Lee                  | 12,887         | 12,384         | 159,254          | 153,913          | 5,341          | 3.5%        |
| Hough                        | 14,935         | 17,168         | 217,384          | 188,983          | 28,401         | 15.0%       |
| Jefferson                    | 8,828          | 9,103          | 114,032          | 117,607          | -3,575         | -3.0%       |
| Langston Hughes <sup>1</sup> | 6,497          | 7,547          | 89,589           | 106,347          | -16,758        | -15.8%      |
| Lorain <sup>2</sup>          | 5,131          | 9,267          | 100,441          | 126,232          | -25,791        | -20.4%      |
| Martin Luther King, Jr.      | 7,116          | 7,199          | 92,219           | 103,863          | -11,644        | -11.2%      |
| Memorial-Nottingham          | 9,089          | 8,774          | 122,970          | 124,713          | -1,743         | -1.4%       |
| Mt. Pleasant                 | 8,257          | 7,628          | 112,878          | 99,186           | 13,692         | 13.8%       |
| Rice <sup>3</sup>            | 2,502          | 5,389          | 74,463           | 85,788           | -11,325        | -13.2%      |
| Rockport                     | 11,127         | 10,653         | 148,572          | 146,355          | 2,217          | 1.5%        |
| South                        | 7,763          | 7,484          | 115,496          | 113,424          | 2,072          | 1.8%        |
| South Brooklyn               | 15,662         | 13,646         | 198,673          | 199,217          | -544           | -0.3%       |
| Sterling                     | 10,597         | 10,810         | 149,829          | 125,528          | 24,301         | 19.4%       |
| Union                        | 9,372          | 10,011         | 125,233          | 122,117          | 3,116          | 2.6%        |
| Walz                         | 12,977         | 8,159          | 128,031          | 114,658          | 13,373         | 11.7%       |
| West Park                    | 12,053         | 9,964          | 146,500          | 132,877          | 13,623         | 10.3%       |
| Woodland                     | 8,992          | 8,988          | 111,418          | 119,466          | -8,048         | -6.7%       |
| <b>BRANCH TOTAL</b>          | <b>256,873</b> | <b>237,159</b> | <b>3,410,069</b> | <b>3,247,906</b> | <b>162,163</b> | <b>5.0%</b> |
| <b>Mobile Unit</b>           | <b>725</b>     | <b>558</b>     | <b>9,697</b>     | <b>9,570</b>     | <b>127</b>     | <b>1.3%</b> |
| <b>TOTAL</b>                 | <b>257,598</b> | <b>237,717</b> | <b>3,419,766</b> | <b>3,257,476</b> | <b>162,290</b> | <b>5.0%</b> |

<sup>1</sup> Langston Hughes Branch closed 5:15PM 12/08/08 due to power outage.

<sup>2</sup> Lorain Branch closed 09/23-12/10/08 for emergency roof repair.

<sup>3</sup> Rice Branch closed 10/23-12/15/08 for repair of ceiling joists.

**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS DECEMBER 2008**

| Branch                     | Total Circulation |
|----------------------------|-------------------|
| 1 West Park                | 27,756            |
| 2 South Brooklyn           | 23,877            |
| 3 Rockport                 | 22,503            |
| 4 Memorial-Nottingham      | 18,955            |
| 5 Eastman                  | 18,740            |
| 6 Walz                     | 17,557            |
| 7 Addison                  | 14,621            |
| 8 Woodland                 | 14,444            |
| 9 Jefferson                | 13,941            |
| 10 Collinwood              | 12,623            |
| 11 Fleet                   | 12,469            |
| 12 Carnegie West           | 12,443            |
| 13 South                   | 11,382            |
| 14 Harvard-Lee             | 10,883            |
| 15 Glenville               | 9,416             |
| 16 Martin Luther King, Jr. | 9,356             |
| 17 Brooklyn                | 8,949             |
| 18 Mt. Pleasant            | 8,922             |
| 19 Union                   | 8,684             |
| 20 Fulton                  | 8,504             |
| 21 Lorain                  | 7,859             |
| 22 Sterling                | 7,349             |
| 23 Hough                   | 7,028             |
| 24 Langston Hughes         | 6,418             |
| 25 Garden Valley           | 5,516             |
| 26 East 131st              | 5,154             |
| 27 Broadway                | 4,473             |
| 28 Rice                    | 4,333             |
|                            | <b>334,155</b>    |

See footnotes page 4.

| Branch                     | Attendance     |
|----------------------------|----------------|
| 1 Carnegie West            | 15,796         |
| 2 South Brooklyn           | 15,662         |
| 3 Hough                    | 14,935         |
| 4 Walz                     | 12,977         |
| 5 Harvard-Lee              | 12,887         |
| 6 Eastman                  | 12,408         |
| 7 West Park                | 12,053         |
| 8 Rockport                 | 11,127         |
| 9 Addison                  | 10,841         |
| 10 Fleet                   | 10,682         |
| 11 Sterling                | 10,597         |
| 12 Union                   | 9,372          |
| 13 Memorial-Nottingham     | 9,089          |
| 14 Woodland                | 8,992          |
| 15 Jefferson               | 8,828          |
| 16 Glenville               | 8,788          |
| 17 Collinwood              | 8,513          |
| 18 Mt. Pleasant            | 8,257          |
| 19 South                   | 7,763          |
| 20 Garden Valley           | 7,600          |
| 21 Martin Luther King, Jr. | 7,116          |
| 22 East 131st              | 6,611          |
| 23 Langston Hughes         | 6,497          |
| 24 Fulton                  | 6,331          |
| 25 Lorain                  | 5,131          |
| 26 Brooklyn                | 3,446          |
| 27 Rice                    | 2,502          |
| 28 Broadway                | 2,072          |
|                            | <b>256,873</b> |

See footnotes page 4.

| 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> |

\*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 DECEMBER 2008**

| OTHER TRANSACTIONS<br>Loans* to: | Monthly Total |               | Year-to-Date   |                | YTD          | *Totals included in Main Library and Branch circulation counts. |
|----------------------------------|---------------|---------------|----------------|----------------|--------------|---|
|                                  | 2008          | 2007          | 2008           | 2007           | Gain/Loss    |   |
| CLEVNET                          | 58,044        | 51,998        | 731,071        | 644,885        | 13.4%        |   |
| MORE                             | 990           | 1,160         | 15,443         | 14,839         | 4.1%         |   |
| Other Libraries                  | 532           | 573           | 7,957          | 8,156          | -2.4%        |   |
| <b>TOTAL</b>                     | <b>59,566</b> | <b>53,731</b> | <b>754,471</b> | <b>667,880</b> | <b>13.0%</b> |   |

| PHOTODUPLICATION | Monthly Total |       | Year-to-Date |        | YTD       |
|------------------|---------------|-------|--------------|--------|-----------|
|                  | 2008          | 2007  | 2008         | 2007   | Gain/Loss |
| Items copied     | 92            | 147   | 2,293        | 2,573  | -10.9%    |
| Prints           | 1,399         | 2,828 | 38,686       | 41,532 | -6.9%     |

| ANALYSIS OF MAIN LIBRARY<br>REFERENCE QUESTION LOAD | Monthly Total |               | Year-to-Date   |                | YTD           |
|---|---------------|---------------|----------------|----------------|---------------|
|   | 2008          | 2007          | 2008           | 2007           | Gain/Loss     |
| Projected (Mon - Sat)                               | 23,793        | 33,120        | 315,733        | 381,348        | -17.2%        |
| KnowItNow Web Reference*                            | 2,257         | 2,910         | 37,206         | 40,914         | -9.1%         |
| Research Correspondence**                           | 856           | 1,023         | 15,711         | 5,910          | 165.8%        |
| Interlibrary Loan Requests                          | 4,297         | 4,591         | 64,400         | 63,915         | 0.8%          |
| Sunday Count  | 1,078         | 833           | 10,068         | 11,039         | -8.8%         |
| <b>TOTAL</b>  | <b>32,281</b> | <b>42,477</b> | <b>443,118</b> | <b>503,126</b> | <b>-11.9%</b> |

\*Questions taken by CPL staff.

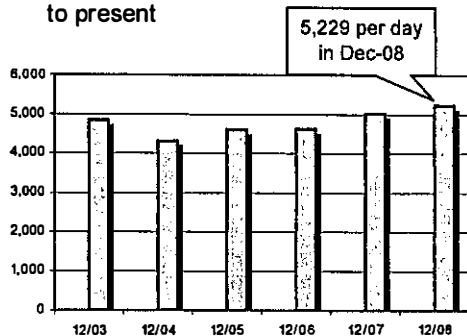
\*\*Research correspondence underreported prior to Nov-07 when reporting procedures were revised.

| CHANGES IN PERMANENT<br>COLLECTION | Monthly Total |        | Year-to-Date |         | YTD       |
|------------------------------------|---------------|--------|--------------|---------|-----------|
|                                    | 2008          | 2007   | 2008         | 2007    | Gain/Loss |
| New Titles Added                   | 6,628         | 6,657  | 102,209      | 84,745  | 20.6%     |
| Total Items Added                  | 31,301        | 19,669 | 411,768      | 389,783 | 5.6%      |

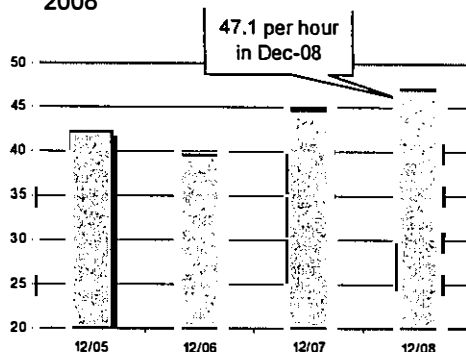
| PERMANENT CARDS<br>ISSUED | Monthly Total |       | Year-to-Date |        | YTD       | DAYS OPEN    | 2008 | 2007 |
|---------------------------|---------------|-------|--------------|--------|-----------|--------------|------|------|
|                           | 2008          | 2007  | 2008         | 2007   | Gain/Loss |              |      |      |
|                           | 5,028         | 4,462 | 83,174       | 78,477 | 6.0%      | Main Library | 27.0 | 25.5 |
|                           |               |       |              |        |           | Branches     | 25.0 | 24.0 |

**CLEVELAND PUBLIC LIBRARY  
ANALYSIS OF OUTPUT MEASURES DECEMBER 2008**

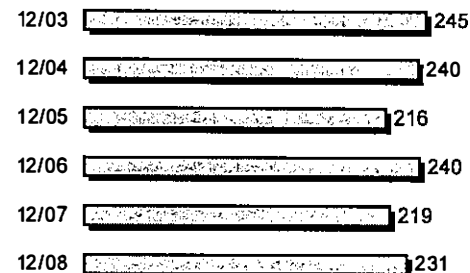
**Average daily circulation of Main Library materials for the month of December from 2003 to present**



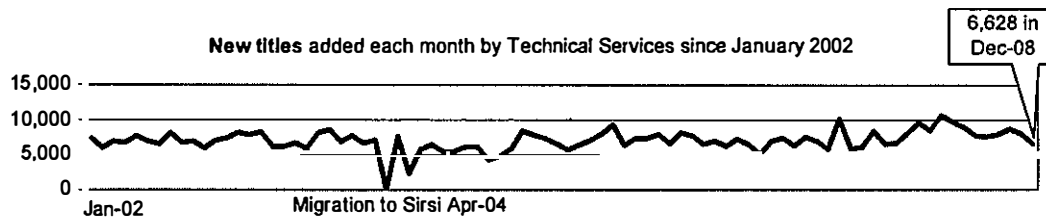
**Branch Direct Circulation per hour for the month of December 2005-2008**



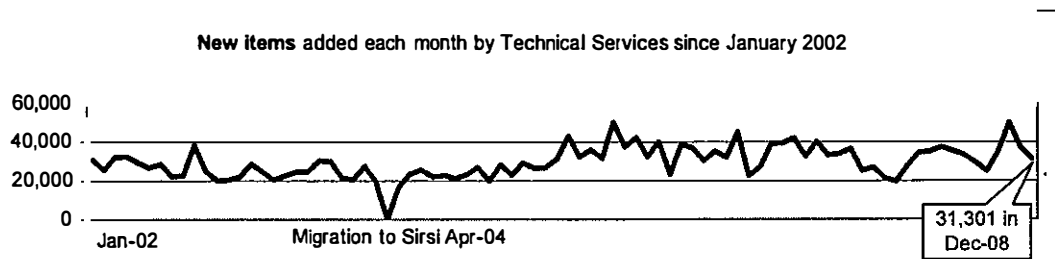
**Visits to Main Library per hour for the month of December from 2003 to present**



**New titles added each month by Technical Services since January 2002**



**New items added each month by Technical Services since January 2002**



**Visits to the 28 Branches per hour for the month of December from 2003 to present**

