

CLEVELAND PUBLIC LIBRARY  
Minutes of the Regular Board Meeting  
April 16, 2009  
Trustees Room Louis Stokes Wing  
12:00 Noon

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

Absent: Mr. Hairston, Mr. Werner

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

Approval of the Minutes

Mr. Corrigan moved approval of the minutes for the 3/19/09 Regular Board Meeting. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

MINUTES OF REG.  
BRD. MTG. OF  
3/19/09  
Approved

COMMUNICATIONS

There were no letters to be acknowledged.

**FINANCE COMMITTEE REPORT**

Mr. Corrigan presented the following report.

Gift Report (See page 294)

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

GIFT REPORT  
Approved

Resolution to Implement Internal Selection Process for Bargaining Unit Positions

(See pages 295-298)

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

RESOLUTION TO  
IMPLEMENT  
INTERNAL  
SELECTION FOR  
BARGAINING UNIT  
POSITIONS  
Approved

WHEREAS, The Cleveland Public Library desires to enhance and improve its hiring and selection process of employees; and

WHEREAS, An initial audit and assessment of the hiring process of bargaining unit positions was completed in January 2009 by Partners for Organizational Success; and

WHEREAS, The study indicated that changes in policy and practice as well as training for managers would be needed; and

WHEREAS, Library administration has determined that help in the implementation of an internal selection process for bargaining unit employees would be beneficial; therefore be it

RESOLVED, That the Library Board of Trustees approve the attached proposal from Partners for Organizational Success to implement a revised internal Selection Process for bargaining unit positions in the amount of \$35,300.00 plus miscellaneous expenses not to exceed \$200.00; and be it further

RESOLVED, That payment for services be charged to Fund Account: 11510053-53710: Professional Services.

Mr. Corrigan stated that this resolution was discussed at length at Finance Committee Meeting and that the labor union and our legal counsel are involved and feel this is appropriate to approve.

Mr. Corrigan submitted the following reports.

**CLERK-TREAS.  
REPORT**  
Submitted

Clerk-Treasurer's Report

(See pages 299-344)

**SPECIAL REPORT  
ON INCOME &  
EXPENDITURES**  
Submitted

Special Report on Income and Expenditures

(See pages 345-348)

**REPORT ON  
INVESTMENTS**  
Submitted

Report on Investments

(See page 349)

Report on Conference and Travel Expenditures

(See pages 350-352)

Purchases from \$5,000-\$25,000 for the period 1/1/09-3/31/09

(See page 353)

Purchases Exceeding \$25,000 for the period 1/1/09-3/31/09

(See page 354)

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

**PURCHASES FROM  
\$5,000-\$25,000,  
1/1/09 - 3/31/09**  
Submitted

**PURCHASES  
EXCEEDING  
\$25,000,  
1/1/09 - 3/31/09**  
Submitted

**HUMAN RESOURCES COMMITTEE REPORT**

Mr. Seifullah presented the following report.

Regular Employee Report (See pages 355-356)

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

**REGULAR  
EMPLOYMENT  
REPORT**  
Approved

Retirement Recognition Citation

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

**RETIREMENT  
RECOGNITION  
CITATION**  
Approved

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

Mae F. Hope-James (after 36 years of service), Branch Clerk, Grade B, Martin Luther King Branch, retires 4/17/09

Karen J. King (after 30 years of service), Youth Services Clerk, Grade B, Youth Services Department, retires 4/30/09

Be it resolved that the citation for the above staff members be presented by the Board of Trustees in

appreciation of the loyal, faithful and dedicated service given to the Library by them be recorded in the minutes of this meeting, and

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

Mr. Seifullah submitted the following reports.

**REPORT ON PAID  
SICK TIME**  
Submitted

Report on Paid Sick Time Used by the Month

(See page 357)

**AFFIRMATIVE  
ACTION PLAN  
REPORT**  
Submitted

Affirmative Action Plan Report

(See page 358)

**INSURANCE  
SUMMARY REPORT**  
Submitted

Insurance Summary Report

(See page 359)

**COMMUNITY SERVICES COMMITTEE REPORT**

**POLICY ON  
PATRON  
GUIDELINES**  
Approved

Policy on Patron Guidelines

(See pages 360-364)

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

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

WHEREAS, The Policy on Patron Guidelines was revised June 17, 2004, to conform with the Board's resolution on Concealed Carry Weapons; and

WHEREAS, Further revisions to the Policy on Patron Guidelines have been recommended by the Library's legal counsel at the Cuyahoga County Prosecutor's Office to



include a section on enforcement and provisions that provide due process to patrons whose library privileges have been suspended; and

WHEREAS, The Library's administration has developed corresponding procedures for providing due process to patrons whose library privileges have been suspended; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees adopt the attached revised Policy on Patron Guidelines.

Mr. Corrigan stated that this resolution formalizes our due process procedure and appreciates the County Prosecutor's Office for their assistance.

Mr. Seifullah stated that using the library is a right and a privilege. Patrons who abuse the privileges and jeopardize employee safety and security should have their privileges revoked.

Ms. Rodriguez submitted the following reports.

Monthly Activity Report

(See pages 365-371)

Comparative Statement of Annual Statistics 2008

(See pages 372-380)

Buildings Status Update

Myron Scruggs, Facilities Administrators gave an update on the status of the new Rice Branch construction site and stated that construction remains on schedule. Currently, construction and liability coordination efforts are being addressed for artwork installation by ParkWorks. Required change orders are anticipated that will address construction traffic such as temporary walk ways, parking lots and delivery access will be brought to the board for consideration.

**MONTHLY  
ACTIVITY REPORT**  
Submitted

**COMPARATIVE  
STATEMENT OF  
ANNUAL  
STATISTICS 2008**  
Submitted

**BUILDINGS  
STATUS UPDATE**  
Presented

Richard Ortmeyer, Bostwick and Design Partnership, stated that the contractor of the site has been very helpful and he anticipates no difficulty in coordination efforts required for artwork installation.

Additional discussion include the completion of the Lorain Branch and Rice Branch re-roofing.

Ms. Rodriguez stated that procedures for documenting construction site workforce composition are being developed and will be finalized.

Holly Carroll, Deputy Director, stated that a third rebidding for the Woodland Branch construction project has been scheduled for April 20, 2009 to ensure correct addendums are included and distributed as widely as possible.

Mr. Scruggs gave an update of the Novak Park revitalization effort that included landscape proposal, street lighting replacement and maintenance. Several meetings have been held with representatives of Cleveland Public Library, the City of Cleveland Parks and Recreation, Division of Water, Friends of Novak Park, and other concerned community residents.

Ms. Butts stated that this revitalization effort is in advance of the centennial celebration of Novak Park.

Ms. Rodriguez stated that the Centennial Celebration will consist of three programs planned by Branches and Outreach Services.

**DIRECTOR'S  
REPORT**  
Presented

**DIRECTOR'S REPORT**

Before presenting his report, Director Thomas updated the Board on the recent Hough Branch patron shooting incident. Because staff safety is essential, the following actions have been put into place: Another security guard has been assigned to the Hough Branch; EASE was scheduled to provide staff counseling; and the Hough Branch will be the first for the safety and security training by Jim Clark.

Director Thomas introduced the new Cleveland Public Library logo to Board trustees.

Director Thomas presented the following report.

March was a very busy month for the Cleveland Public Library, as several committees and teams worked diligently on the Library's strategic planning process. Several innovation teams have been working on activities that will transform CPL and the communities that we serve. All staff was asked to participate in the process via the newly-created CPL Innovation Blog. Staff is currently blogging creative service solutions for all segments of the population that we serve.

On March 11, the Ohio Library Council sponsored Ohio Legislative Day and several CPL staff attended the event. Two trustees also attended Legislative Day: Vice President Thomas Corrigan and Trustee John Hairston. Deputy Director Holly Carroll was instrumental in the coordination and production of the event.

St. Patrick's Day in Cleveland was a wonderful experience. Holly Carroll and the Interim Marketing and Communications Administrator Tena Wilson joined me on the parade walk, as we walked beside the *On the Road to Reading* literacy van. Mobile Services staff coordinated and participated in the parade.

The Library offered patrons and staff an avenue to participate in the City's Harvest for Hunger campaign. The campaign was led by Technical Services Administrator Patricia Lowrey and contributions far exceeded the totals collected in 2008. A grand total of \$6,715.36 was raised.

In construction news, Cleveland Public Library has once again re-advertised the construction bid for the Woodland Branch improvements and held a number of meetings on the construction of the new Rice Branch.

Kacie Armstrong, former manager of the Rice Branch, took her talents to a new post at the Cuyahoga County Public Library. She left CPL with many wishes for her continued success as a library manager, and the task of coordinating the new Rice Branch will be assumed by other capable CPL staff.

**MEETINGS & ACTIVITIES**

On March 5, representatives from Branches and Outreach Services, Deputy Director Holly Carroll and I attended the Mayor's State of the City Address. Within his address, the Mayor promoted his "GreenCityBlueLake" campaign. Following up on the Mayor's push, I met with Andrew Watterson, Cleveland Sustainability Program Manager, to discuss the creation of a Green Research Center at Cleveland Public Library.

University Circle Incorporated (UCI) sponsored a welcome reception for the new directors. I shared the spotlight with other new stakeholders: Steven Friedman, Executive Director of the Sight Center; Sandy Redmond, Executive Director of the Children's Museum of Cleveland; and Kathy Ball, Executive Director of the Gestalt Institute. Our group of four was recognized individually with a resolution from UCI leadership.

**BRANCHES AND OUTREACH SERVICES**

Planning and program development and implementations highlighted the month of March. Staff throughout Branches and Outreach Services were engaged in the Director's Innovation Teams. Darlene Ronney, Angela Guinther, Ali Boyd, Chrystal Carr-Jeter, Leslie Barrett, Jaime Declat, Jennifer Wihebrink, Sheba Marcus-Bey, Stephanie Tyus, Susan Martin, Robert Render, Beverly White-Yates and Janice Ridgeway are all part of this innovation process.

Additionally, Sharon Jefferson and Ali Boyd continued to plan the year-long Fit for Life Initiative. The kick-off at West Park, Jefferson and Martin Luther King, Jr. branches on Saturday, March 21<sup>st</sup>, was attended by over 180 participants. MLK's afternoon event, supported by Case Western Reserve University's Nursing Program and A Touch of Sugar, among others, attracted over 100 participants. The initiative focuses on nutrition, health and fitness for urban families. Planning also continued for May's Older Adult Month programs.

While planning this year's Summer Reading Club, staff was also working to bring this year's record breaking Winter Reading Club (WRC) to an end. A+ for Literacy, a library reading collaboration with local schools, ended

on March 14<sup>th</sup>. 7,223 youth read 148,486 books during the eight week period. Staffs are commended for this successful program that helps build life long readers. America Reads tutors; Read, Baby, Read! Book clubs; Play and Learn and Storytimes; and Primetime (Y.O.U.) continued throughout the month. Branches and departments welcomed class visits and sponsored preliminary trials in preparation for April's annual Book Bee Spelling Competition. Luigi Russo, teen librarian at Rockport, participated in John Marshall High School's Challenge Day, working with students to express themselves in a structured and safe environment and learning coping and communication skills. Sandra Nosse continued as a Fellow in Case Western Reserve University's Treu-Mart program. Mount Pleasant sponsored 3 Weed and Seed programs and Ali Boyd continued to facilitate the 9<sup>th</sup> grade boys chapter book club at Glenville High School.

Programs and book displays throughout the system recognized Dr. Seuss Day, National Craft Month, St. Patrick's Day (Garden Valley's Go Green program was a great success!) and Women's History Month, the latter's program focus was on women and money. Black on Black Crime's Al Porter presented a hip hop workshop for 29 teens at Addison Branch.

Branches and their neighborhoods supported the city's Harvest for Hunger Drive and reported that free tax preparation services are solidly booked as the April 15<sup>th</sup> deadline approaches. Fulton reported 56 sessions. East 131<sup>st</sup> Street Branch raised \$250.00 during its branch book sale. Fleet participated in CMSD's Victory Starts Early Event at South High School.

The People's University on Wheels made 59 stops in March and filled 1,481 patron requests for library materials. The On the Road to Reading van visited 7 pediatric and WIC sites, completing 32 patron contracts. The staff also served 70 daycare classes with 883 in attendance and circulated 42 kits and 1,069 items for on site use. The planned partnership with the Children's Museum began; the first of regular monthly lapsit programs attracted twelve participants. Manager Linda Sperry reported an enhanced library web presence of the On the Road to Reading programs. For the second year, the van was a popular entry in the city's St. Patrick's Day Parade. The library Director joined staff on board the van and other staff provided support, walking along side

the can on the parade route.

Library for the Blind and Physically Handicapped's Cyber Dialogue participants discussed Harlan Corbin's Innocence this month, and the older students at Ohio School for the Blind read and discussed The Historian. Staff began to receive items from Cincinnati in preparation for the planned statewide merger of services to begin July 1<sup>st</sup>. A detailed transitional plan took shape as assessments of space and staff needs helped move us closer to the target date.

Managers participated in the second session of management Training. This month's session on Conflict Resolution was facilitated by Mary Alice Valvoda. Eight branch managers toured Cleveland Public Library's Public Administrations Library in an effort to learn more about this valuable library resource. Rice Branch Manager Kacie Armstrong resigned at the end of the month, accepting a position with Cuyahoga County Public Library. Mount Pleasant manager Ali Boyd is easily transitioning into the vacancy and assuming critical responsibility for the planning and opening of the new Rice Branch, which is scheduled for completion at the end of the year. Meanwhile, daily operations at the current site continued. Vacant managerial positions at Mount Pleasant and Union have been posted for hire. Staff joined the library team for the Ohio Library Legislative Day in Columbus and attended various OLC chapter conferences and NEO-RLS training sessions.

The effects of the downward turn in the economy are being felt in our branches as staff struggle to meet the increased need for computer training and job search and resume preparation assistance. Staffs are reporting increased visits by larger number of homeless, mentally ill, intoxicated and angry patrons. There are also increases in the number of violent incidents and groups of unruly and disruptive youths. Staffs are seeking intervention as they struggle to provide.

#### **MAIN LIBRARY**

Programs/Exhibits: Aaron Mason from Business and Deva Walker from Collinwood coordinated a small business lecture series entitled, "Ever Thought About Starting Your Own Small Business?" at the Collinwood Branch

Library on March 21 & March 28. Speakers who donated their time for the event included Dr. Patrick J. Reynolds, Kathryn Puckett (Executive Director of Euclid-St. Clair Development Corporation), Kent A. Wise (Kent's Lawn Care), and Anita Khayat (Chair of SCORE, an organization that provides free business consultants).

Anastasia Diamond-Ortiz and Olivia Hoge from Business presented the workshop "Collaboration Without Commuting" at the OLC Northeast Chapter Conference on March 25.

Fine Arts hosted two *Music at Main* events. Javier González, pianist and Gabriel Martínez, soprano performed for an audience of over 60 people. Jonathan Godfrey, guitarist played to an audience of approximately 20 people. (This was the first weekday afternoon concert.) Amy Dawson set-up chess sets for "Chess by Design" exhibit with Cleveland Institute of Art.

History Manager Ron Burdick attended the March meeting of the African-American Genealogical Society's Cleveland Chapter at CCPL Fairview Park Branch. The Society presented CCPL and the Cleveland Public Library with a copy of the index of deaths from the *Call & Post*, from 1934-1959.

The Literature Department held a staged reading of Cleveland Public Theatre's world premiere production of "The Aperture," a play by Sean Christopher Lewis, on Saturday March 7.

Outreach: In the Fine Arts Department, Michael Dalby gave a presentation to CSU music students in hopes of securing their talent for future music programs at the Library. Amy Dawson is working with photographer Herb Ascherman and set the date of July 8, 2009, noon, for a talk about *Camera Work* (magazine) in conjunction with the Ohio Cemetery Alliance Photograph Contest display scheduled at the Cleveland Public Library in June 2009. Lissa Waite met with local book collector Robert H. Jackson to discuss the possibility of hosting Mark Dimunation from the Library of Congress for a program.

An article appeared in the March 2009 issue of *Smithsonian Online*: "Libraries' Surprising Special Collections" that featured the John G. White Collection.

<http://www.smithsonianmag.com/arts-culture/Libraries-Surprising-Special-Collections.html>.

In Foreign Literature, Ernst Edwards supervised the mailing of Arabic, Hungarian, Korean, Russian, and Vietnamese booklists to 526 patrons and businesses. Mary Torres emailed a Citizenship Class flyer to 57 Spanish speaking patrons and emailed 179 patrons to announce the upcoming CPL Book Sale.

Kelly Ross and Melanie McCarter from General Reference coordinated a bake sale in Main Library to raise money for the Library's Harvest for Hunger Campaign. It was held on Tuesday, March 31 in the General Reference main workroom and the amount of \$549 was raised for the cause.

Youth Services brought three groups of students from two parochial schools in Strongsville to view photographs related to Strongsville and Northeast Ohio. The 102 students who visited on three different days viewed 90,882 photographs.

History Manager Ron Burdick served as a judge for the Region 3 History Day competition. Winners from Region 3 will compete in the state competition in Columbus on April 25.

The new Science and Technology Department Manager Carmen Harris toured PAL on March 16. Five Branch Managers and two team leaders toured PAL on Wednesday, March 25.

In preparation for a visit by a representative for the City of Cleveland Sustainability Program to discuss the feasibility of a "green resources/research center" at CPL, the Science and Technology Department prepared a brochure highlighting library materials on green building, clean and green energy and sustainable design. This brochure will be made available to the public and may lead to additional outreach opportunities.

Mark Moore from Social Sciences completed artwork submissions to Graphics Department for the "Cleveland Indians Opening Day Family Celebration" program. Helena Travka visited the Independence Branch of CCPL and Westlake Porter Public Library to view their cooperating collections from the Cleveland Foundation. Harriette Parks distributed the *Winter Quarterly List of Education*



*Books to Branches and Main.* Sequoia Brown is overseeing one practicum student from CSU. Ms. Brown reformatted foreclosure clinics so that the counselors could work more closely with Branches and Outreach Services. Ms. Brown met with Richard Crepage of CCWA to discuss UN student visits to the Library.

Collection/Reference: Pam Benjamin negotiated a substantial price reduction for the *Global Books in Print* online subscription, although renewal of the database for 2010 will be critically reviewed. Cindy Lombardo and Ms. Benjamin met with Gale/Cengage on March 25 to discuss a proposed migration of print titles to electronic resources.

Michelle Makkos and Pam Benjamin met with Cindy Lombardo and library representatives from various agencies to discuss the structure and future of the CPL Serials Committee that will be chaired by Ms. Makkos.

Kelly Ross is meeting with the OCLC software sales representative for Northeast Ohio to request quotes for the upgrade of OCLC Resource Sharing software to ILLiad.

Map Collection staff members have completed a month-long project of weeding the Map Collection storage areas in rooms 923 and 617.

Lending is undertaking a SAM database project by eliminating multiple registrations in SAM database.

The microfilm budget was reduced 35%. Over 200 titles were evaluated and over \$39,000 worth of material was eliminated.

In the Social Sciences Department Mark Moore completed ordering materials for the G201 Education and G209 Immigration special funds. David Furies and John Skrtic met with Tish Lowrey to discuss the possibility of digitizing yearbooks.

Staff/Professional Development: Michelle Makkos represented General Reference at the first KIN Quality Assurance Committee Meeting on Tuesday March 24. Michelle Skrovan attended NEO-RLS workshop *Customer Service vs. Customer Servant* and delivered a mini-workshop for General Reference staff.

Pam Benjamin co-chaired the CLEVNET Training Special Interest Group (SIG) meeting on March 10 in which technology training modules were created for CLEVNET staff and a CLEVNET Trainer's List compiled. She attended the March 16 meeting for the 2009 OLC Convention and Expo Committee and obtained \$1,000 sponsorships from EbscoHost and ProQuest respectively for said convention.

Map Librarian Tom Edwards attended an ESRI workshop in Cincinnati on Friday, March 26.

#### **TECHNICAL SERVICES**

Patricia Lowrey spent much of the month working on the Harvest for Hunger campaign. She was ably assisted by many staff members who organized fundraising events and contributed money and food items. The money donations far exceeded the goal set for the year and the total is more than twice as much as the amount collected in 2008.

Ms Lowrey attended several meetings and planning sessions for Floating Collections of Branch DVDs, CDs, and Audiobooks. A pilot project is planned to begin in July. The Technical Services Manager Cross-Training Project was completed for almost all of the managers. Ms Lowrey attended the Firoozeh Dumas Writers & Readers program. There were 35 meetings in the Lake Shore facility during the month.

Collection Management: Rollie Welch, Collection Management Manager, completed four sessions of cross training with Sandy Jelar Elwell, Acquisitions Manager. Andrea Johnson, Catalog Manager, completed her cross training by learning about Mr. Welch's position.

Bonnie Bolton evaluated titles for the juvenile section of the Ohioana Annual Awards. Laura Mommers and Mr. Welch were co-presenters at the Northeast Chapter of the OLC Conference. Mr. Welch met with the three Neighborhood Team Managers to outline the purpose and goals of the floating collection pilot program. Many thanks to Jim Benson of Automation who quickly produces weeding reports based on specific criteria for use by Branch staff. Jim's skill and work produces reports that are clear, concise, and manageable.

Shelf/Shipping: Staff retrieved 1,169 items from storage for Main Library. Diane Matthew's of Science and Technology and Sequoia Brown of Social Sciences worked on their collections. Roseanne Phelan met with Carmen Harris and gave her an orientation tour of the department and storage area. John Skrtic and David Furies of Social Sciences were out and have begun a project with high school yearbooks.

There were a total of 1,493 telescopes of new materials shipped the Main Library and Branches. Over 27,340 new items were stamped, bar coded, and slipped. Mrs. Phelan attended Conflict Resolution training sponsored by Cleveland Public Library. Mrs. Phelan finished her management cross-training within the Catalog Department.

High Demand: A long process to set up a new vendor with 9xx and EDI ordering has been completed and orders were successfully placed with Brodart this month. Work continues with fine-tuning the setup with Ingram. The department ordered 387 new titles and 9,006 items. A total of 851 new titles were received and 11,107 items were added.

Cross-training with the Head of Preservation continued. Carole Brachna, High Demand Manager attended the Management Training session on March 19 at Lake Shore. She helped with both Harvest for Hunger pizza sales and donated baked goods to the Harvest for Hunger bake sale organized by the Catalog Department.

Acquisitions: The Acquisitions Department began creating and transmitting 9XX orders to the vendor Brodart in the month of March. Sandy Jelar Elwell and Gloria Guzi met with Michelle Makkos, General Reference Senior Subject Department Librarian, to discuss the organization of the Serials Committee. Ms. Elwell and Ms. Guzi also attended a pre-Serials Committee meeting along with representatives from the Main Library and Branches. Ms. Elwell and Alicia Naab met with staff from the Science & Technology Department to discuss ordering procedures and using Baker & Taylor's Title Source 3 software.

Ms. Elwell attended the CPL Management Training workshop on conflict resolution. Ms. Naab participated in the Kent State Library Careers Night on behalf of the Ohio Library Council (OLC) and attended an OLC Membership

Committee Meeting in Columbus. Ms. Naab was also selected to participate as a member of the Efficiencies Team.

Acquisitions staff ordered a total of 17,695 titles and 23,250 items, received 24,050 items, and processed a total of 2,802 invoices. Serials staff added 331 items and processed 591 periodical and serial claims.

Catalog: Catalog Department is renewing its commitment to authority control by participating in the revived Name Authority Cooperative Program (NACO) Ohio funnel project. Michael Monaco attended the first NACO Ohio training session, covering authority records for personal names. Jeni Delfs contributed authority records to the National Authority File. Mr. Monaco, Dawn Grattino, and John Parsons developed a set of written guidelines for cataloging reprints.

Staff cataloged 7,643 titles and added 18,335 items. The vinyl labels purchased for the new printers proved to be problematic. Elizabeth Hegstrom worked with the label supplier to resolve the problems. Enerel Dambiinyam and Andrea Johnson organized a bake sale for the Lakeshore facility, raising over \$364 for Harvest for Hunger. Regina Houseman and Larisa Povitsky attended a CLEVNET Technical Services SIG meeting at the Twinsburg Public Library. Mr. Monaco attended the Ohio Library Council Northeast Chapter Conference.

Book Preparation: The department processed 31,140 library materials during the month which is an increase of 7% over last March. Marianne Monger attended the monthly leadership training for library managers on conflict management. She attended the annual meeting of the Public Library Employee Credit Union and the monthly board of directors meeting. Mrs. Monger completed the Technical Service Manager's cross-training with Roseanne Phelan, Shelf/Shipping Supervisor and Beth Hegstrom, Catalog Clerical Supervisor.

Preservation: Senior Clerk Gloria Massey began a family leave and Preservation Technician Lyla Chilkcutt returned from family leave. Cross-training between the Preservation and High Demand managers continued, with each manager spending half days in the other department. Carmen Harris, the new manager of Science and Technology toured the preservation department and discussed collection preservation issues.

Ann Olszewski attended the Midwest CONTENTdm users group meeting at Purdue University, where she moderated two panels and attended pre-conference workshops on copyright issues and new software. During the workshops and conference, the keynote speaker used images and metadata from the CPL Archives collection as examples.

## **MARKETING & COMMUNICATIONS**

Below is a listing of the Library's marketing activities for the month of March 2009.

### Public Relations:

- Wrote and distributed press releases for the following:
  - Board of Library Trustees Meeting
  - Tune for Toons Program in Fine Arts Department
  - Writers & Readers Author Series with Firoozeh Dumas
- Facilitated or participated in newspaper/TV/radio interviews or photographic opportunities for Cool Cleveland's Tim Zaun with Felton Thomas, Cleveland Magazine's photographer Jessie Kramer with Felton Thomas.
- Facilitated team activities for the Adult Services Innovation Team and the Communications Team, both of which are involved in the strategic planning process.
- Directed Administrative Assistant Michael Young on various projects including proofreading, requisition requests, master calendar maintenance, copywriting, maintenance of department production timelines and correspondence.
- Wrote copy and posted information for 4 staff newsletters.
- Placed spots/ads for April Writers & Readers' Diane Ackerman at Ideastream WCPN 90.3, and Plain Dealer / Sun News.
- Managed VOCUS PR Management software by maintaining contact information, monitoring news clippings, drafting and releasing library news.
- Consulted with Main Library's Administrative Assistant, Cynthia Lorber-Fienga, who assumed the task of scheduling the meeting rooms and maintaining the print and online calendars.

- Proofread various publications and collateral material.

#### Graphics:

- Cathy Poilpre and staff designed, printed and/or produced 120 printed pieces, including banners, signs, flyers, booklets, programs, and business cards and ads.
- Designed slides for electronic lobby message board.
- Produced 4 staff newsletters.
- Produced ads for April Writers & Readers Author Series, Diane Ackerman.
- Completed ad, flier and signage for Writers & Readers' Firoozeh Dumas.
- Completed and presented design of new CPL logo and collateral materials.
- Designed *Cleveland Magazine* ad.
- Completed display materials for *Footwear Fashions* and *Opening Day Baseball*.
- Began design of Summer Reading Club logo and collateral materials.
- Tonya Thompson, Print Specialist, and Cathy Poilpre, Graphics Manager, attended a seminar sponsored by Xerox to determine whether the Graphics Department could become FSC certified.
- Cathy Poilpre attended the Main Managers' meeting and a Management Training Seminar regarding Conflict Resolution.

#### Web:

- Amy Dankowski and David Reynolds performed routine updates and maintenance.
- March's total eMedia Collection circulation was 12,271 downloads, up from 10,669 in February. SecondLife displayed 3,739 total visitors in March, up from 3,543 in February. Twitter followers numbered 609, up from 487 in February.
- Launched customer survey: "We need to know what you want from your library!"
- Prepared launch of first digital staff newsletter.
- Designed and prepared the CPL Innovation Blog for an April launch.
- Worked on updating the following webpages: Seniors Connect, *Travel Encounters*, and *Do Research*.

- Researched and implemented Google Campaign Tracking for use in the tracking of links to our websites as posted to Twitter. This tool will also prove useful in the tracking of links sent via email and other sources.

Blog Committee:

- Maureen Mullin, Aaron Mason, Anastasia-Diamond-Ortiz, John Skrtic, Michael Dalby, Ali Boyd: the committee wrote six new blogs on the Virtual Branch.
- The Blog Committee worked closely with Amy Pawlowski and David Reynolds for postings, maintenance and support.

Other:

- Attended the following meetings and events:
  - o Cool Cleveland, Tim Zaun; Cleveland Chapter Public Relations Society, Meet the Media Luncheon; Branch Managers; Graphics new logo unveiling; Greater Cleveland Partnership Annual Meeting; Cool Cleveland, Thomas Mulready; Web 2.0 Committee; Adult Services Innovation Team weekly meetings; Preview of *The Aperture* in the Literature Department; Music at Main Library; Health & Safety Committee meeting; Automation, various meetings; Audio Video Department, various meetings; Main Library meeting room reservation meetings; Innovation Blog meetings; Graphics Guidelines meeting; Friends of the Library; Administration meetings; Annual Report meeting with Pam Cerio and Lyz Bly; Staff newsletter planning and taping; Library Board meeting; Library campaign brainstorming; Rhonda Fulton; Program planning, John Skrtic; Robert Falls PR firm team; Communications Team meeting; Positively Cleveland, Dennis Roach; Farewell to Kacie Armstrong; Photography session, Cleveland Magazine; and University Circle's New Directors Reception.

Advertising equivalency for the month of March was \$17,054.80 to an audience of 1,605,659. We received coverage in numerous publications. A complete listing is available in the Marketing and Communications office.

**BUILDINGS SERVICES**

Buildings Office: Completed numerous branch inspections.

Attended construction meetings for Rice Branch.

Attended meeting with architect for Woodland Branch.

Monitoring utility bills.

Carpenters/Painters: Relocated offices on the 10<sup>th</sup> floor of the Louis Stokes Wing.

Installed 48 feet of shelving units on the 9<sup>th</sup> floor of the Louis Stokes Wing.

Removed/replaced drywall on the 3<sup>rd</sup> floor of Main for repairs.

Installed the Book Sale banner for the Friends' Book Sale.

Painted on the 4<sup>th</sup> floor, Main, at Lorain Branch also painted file cabinets.

Maintenance Mechanics: Lubed all four (4) large air handler unit motors and fan bearings in the Louis Stokes Wing.

Repaired water pump for Syncroflow domestic water pump system in the Louis Stokes Wing.

Re-set clocks for time change in the Main Building and Louis Stokes Wing.

Relocated power receptacles and data wiring for new Louis Stokes Wing and Main Building entranceways information video screens.

Cleaned Addison Branch's roof gutters.

Replaced internal parts on toilet in men's public restroom at Collinwood Branch.

Repaired outside light at East 131 Street Branch.



Repaired stack pipe on roof for exhaust fan at Harvard-Lee Branch.

Aligned motor and pump for hot water heating system at Langston Hughes Branch.

Installed new outside light for ramp walkway at Lorain Branch.

Working on replacing bearings on air handler unit #1 at Memorial/Nottingham Branch.

Replaced leaking hot water pumps at Mt. Pleasant Branch, also relocating wiring for librarian's desk.

Cleaned boiler #1, set up burner and check controls at Rockport Branch, and changed hot water pump motor back to three (3) phase then repacked bearing.

Repaired outside light at Woodland Branch.

Garage: Serviced vehicles #12, #15, #21, and #25.

Replaced front drive shaft and four (4) joints on truck #21.

Replaced two (2) right rear tires, molding and front shocks on delivery truck #12.

Replaced left rear tires, battery, drive shaft, four (4) joints and repaired right front light panel on delivery truck #15.

Starting servicing lawn mowers for branches.

## **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, IPS has completed most of the repairs. 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 3 alarms that Cuyahoga Valley Patrol responded to. There were 10 additional alarms caused by staff and 1 burglar during a break in (2) malfunctions by phone line interruption, (3) caused by building staff, (1) by branch staff bad opening, (1) by Security Supervisor and (3) by staff holding over after closing.

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: 9 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 470 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 53 branch investigations the remaining investigations and security reports were completed by security officers working in the Main Library Complex.

Training: The following Security Staff Abrams, Brennan, Garrett, Nunez and Washington completed management training on Conflict Resolution that was conducted by the Cleveland Public Library

#### SUMMARY OF IRREGULARITY REPORTS RECEIVED

MONTH	2008	2009	CHANGE
January	102	63	-39
February	90	52	-38
March	119	76	-43
Year to Date	311	191	-140

#### AUTOMATION SERVICES

CPL: Evanced Solutions installed software for the Summer Reading Club on our servers. Summer Reading Club participants will be able to register online and track their own progress.

A new Travel Encounters page was added to the History & Geography Department section of the Library's web site.

The CPL Innovation Blog

(<http://ntweb1.cpl.org/intranet2/wp>) was added to the Staff Intranet, including a video newsletter from the Director introducing the Strategic Planning process. Each Innovation team will post information about their progress and ideas and anyone can comment and contribute.

The Web Team assisted the Social Sciences Department in updating existing content and creating new content for the Seniors Connect web site ([www.seniorsconnect.org](http://www.seniorsconnect.org)).

Google Campaign Tracking was implemented for use in the tracking of links to our web sites as posted to Twitter. This tool will also prove useful in the tracking of links sent via e-mail and other sources, other than links on our web sites.

An online version of the CPL patron survey was posted on the web site. About 100 responses per day are being received.

Software upgrades were installed on staff and public PCs: Flash v. 10, Shockwave v. 11.

Comprise SAM was upgraded to version 8.5 at: Hough, Carnegie-West, Lorain, Addison and Fulton.

The migration to the voice over IP phone system was completed. A patch for Daylight Savings time was applied to the server so the switchboard operation reliably goes to General Reference on the weekends. The last elements of installing traditional lines for emergency phones and alarm services in all branches were completed. All CPL agencies can now be reached with four digit dialing.

CLEVNET: The Software Team began Beta testing SirsiDynix 3.3. We were able to contribute some crucial items to the beta test forums and continue to test with particular attention on Debt Collection.

Barberton Public Library was included in CLEVNET database access, both from within the library and for

their patrons' remote use. The switch over from the OPLIN network to the CLEVNET network was completed. Mr. Finnegan met with Ritter Public Library to review specifications for their new addition and attended their ground breaking ceremony.

A review of the network at Cleveland Heights-University Heights library was completed.

A form for patrons to use when changing their e-mail address in the NetNotice system was added to the CLEVNET web site ([http://www.clevnet.org/netnotice\\_change.php](http://www.clevnet.org/netnotice_change.php)).

A new page in the CLEVNET Member Site, "Information for CLEVNET SIG Co-Chairs," was posted on behalf of the CLEVNET Directors' panel.

Eight CLEVNET libraries were selected as Five Star libraries by Library Journal (Cleveland Public Library, Cleveland Hts-University Hts Public Library, Hudson Library & Historical Society, Orrville Public Library, Perry Public Library, Shaker Hts. Public Library, Twinsburg Public Library, and Wickliffe Public Library). An acknowledgement, linking to the Library Journal story online was added to the front page of the CLEVNET web site.

The Software Team attended the CLEVNET Technical Services SIG meeting in Twinsburg. Uncataloged materials procedures were a major item of discussion.

Hilary Prisbylla and Robert Bobik visited Euclid Public Library to diagnose a problem with some workstations occasionally freezing up. Some changes to barcode scanner configuration resolved the problem.

Willoughby-Eastlake library implemented a locally floating collection of non-holdable DVDs.

Email archiving was implemented for Elyria Public Library for the accounts they requested.

Serials claiming was set up for Twinsburg Public Library.

Disk drives in the spam filter and on the SirsiDynix TEST server failed and were replaced.

A new storage area network (SAN) and new servers for the SirsiDynix system were installed as part of a large scale upgrade of the SirsiDynix servers. Configuration details for the new SAN and for the new Oracle database server are being worked on prior to determining the best way to move the library databases to the new environment. The upgrade is intended to resolve problems staff and public experience in slow performance and "busy" records.

KnowItNow: On March 6, Bob Carterette, Brian Leszcz, and Don Boozer met with Bill Martino, Noah Himes, Molly Riffle, and Shawn Walsh at NEO-RLS to discuss the CPL / NEO-RLS partnership and KIN24x7. The meeting was to clarify communication channels and to start preparation of the grant for year 6 of KnowItNow operation.

On March 19 a KIN24x7 Forum and an afternoon Training Session were held at the Public Library of Cincinnati and Hamilton County (PLCHC). Fifteen people attended from three institutions (PLCHC, Sinclair College, and Cincinnati State College).

The first meeting of the Quality Assurance Committee for KIN24x7 (QuACK) was held on March 24. The six members are from a range of institutions (public, academic, State Library, and AfterDark). Cheryl Lubow (State Library of Ohio) was named Chairperson and Wendy Ensor (Orrville Public Library) was named Secretary.

On March 27, Nolan Crabb (Director of Adaptive Technology Services, Ohio State University) and Eric Duffy (Director of Field Services, National Federation of the Blind of Ohio) tested the new software for KnowItNow for accessibility. Both men were recruited by the State Librarian, Jo Budler. Both testers were pleased with the interaction using MSN and three different screen readers. Mr. Crabb also provided some helpful information in serving blind patrons with the KIN24x7 IM service.

Tools for KnowItNow providers were enhanced: providers can now recover the IP address a particular user is connecting from and patron comments from surveys are now posted in real-time.

Working with the NEO-RLS AfterDark service, library staff providers, and Oregon's L-NET virtual reference

service, a list of development ideas and bugs were submitted to SourceN, the developer of the client software.

Meetings and Professional Development: Ms. Pawlowski attended the Computers in Libraries Conference in Washington D.C. from March 30 - April 1; the Library's Web 2.0 Task Force on March 5th and 18th; and the Adult Services Innovation team meetings on March 6th, 16th, and 23rd.

Ms. Palomo attended meetings for the proposed CPL floating collection; a two-day midterm session for the CSU Leadership Academy; and classes on Labor-Management Collaboration and negotiation class.

All Automation Services Department managers attended the conflict management training session.

Mr. Carterette attended the March Labor Management Committee meeting; meetings relating to the implementation of the Tyler Munis HRMS system; and a meeting of the Main Library Innovation Team.

Mr. Finnegan and Mr. Novak visited OPLIN staff to review the status of the network and discuss capacity planning for CLEVNET.

On March 4, Mr. Boozer staffed an exhibit table at Kent State University's School of Library & Information Science Library Career Night which provided an opportunity to speak with library school students as well as network with colleagues.

Mr. Boozer and Mr. Leszcz presented a program "Get to Know KIN24x7" at the OLC Northeast Chapter conference held at Kent State University. Mr. Boozer also presented a program on using Wikipedia with Steve Herminghausen of the Worthington Libraries.

Statistics: March's total OverDrive/CLEVNET eMedia Collection circulation was 12,271 downloads, up from 10,669 reported in February. We currently have 609 total followers on Twitter, up from 487 in February. SecondLife is currently displaying 3,739 total visitors to-date, up from 3,543 as reported in February.

Automation Services Statistics, 03/2009				
	# Cases Opened	# Cases Closed	Site Visits	TOTAL
<b>HARDWARE</b>				
CPL Main	56	63	45	164
CPL Branch	97	90	40	227
CPL Lake Shore	26	25	15	66
CLEVNET	59	32	5	96
PUBLIC				0
<b>HARDWARE TOTAL</b>	<b>238</b>	<b>210</b>	<b>105</b>	<b>553</b>
<b>SOFTWARE</b>				
CPL Main	19	19		38
CPL Branch	19	19		38
CPL Lake Shore	11	11		22
CLEVNET	68	67	1	136
PUBLIC	1			1
<b>SOFTWARE TOTAL</b>	<b>99</b>	<b>97</b>	<b>1</b>	<b>235</b>
<b>WEBWARE</b>				
CPL Main	22	22	8	52
CPL Branch	6	6	2	14
CPL Lake Shore	3	3		6
CLEVNET	10	10		20
PUBLIC	42	42		84
<b>WEBWARE TOTAL</b>	<b>83</b>	<b>83</b>	<b>10</b>	<b>176</b>
<b>KIN</b>				
CPL Main				0
CPL Branch				0
CLEVNET				0
PUBLIC				0
KIN Library	12	12		24
OHIOLink Library	5	5		10
After Dark	2	2		4
<b>KIN TOTAL</b>	<b>19</b>	<b>19</b>	<b>0</b>	<b>38</b>
<b>GRAND TOTAL</b>	<b>439</b>	<b>409</b>	<b>116</b>	<b>1,002</b>



Ms. Butts adjourned the meeting at 12:56 p.m.

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Alice G. Butts  
President

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Maritza Rodriguez  
Secretary

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee**  
**April 16, 2009**

**GIFT REPORT FOR MARCH 2009****LIBRARY SERVICE MATERIALS**

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	531	1,419
Periodicals	37	43
Publishers Gifts	190	229
Non-Print Materials	<u>23</u>	<u>66</u>
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	<b>781</b>	<b>1,757</b>

**MONEY GIFTS**

FUND	PURPOSE	AMOUNT	
		Month	Year to date
Library Fund	Unrestricted	\$830	\$930
Library Fund	Restricted	237	2,215
Library Fund - Oral History Project	Restricted	0	0
Young Fund	Restricted	11,778	11,778
Friends Fund	Restricted	0	0
Schweinfurth Fund	Restricted	16,815	16,815
Ohio Center fo the Bqok	Restricted	0	900
Judd Fund	Restricted	58,110	58,110
Lockwood Thompson Fund	Restricted	0	0
MetLife - Fit for Life	Restricted	0	6,250
Sugaman Fund	Restricted	100	100
Founders Fund	Unrestricted	0	0
Founders Fund	Restricted	<u>2,800</u>	<u>15,300</u>
<b>TOTAL MONEY GIFTS</b>		<b>\$90,670</b>	<b>\$112,399</b>

**SUMMARY**

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	21	80	781	1,757
Money Gifts	<u>27</u>	<u>37</u>	<u>27</u>	<u>37</u>
<b>TOTAL GIFTS</b>	<b>48</b>	<b>117</b>	<b>808</b>	<b>1,794</b>

**RESOLVED**, That the Gift Report for March 2009 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40 (J) of the *Ohio Revised Code*.

## **Project II**

### **Implementation of Internal Selection Process for Bargaining Unit Positions (With consideration given to Performance Evaluation and Employee Development) For the Cleveland Public Library**

#### **I. Project Scope**

The project would include:

- Support in the development and implementation of new selection processes, goals and strategies,
- Recommendations for areas where change could be beneficial in:
  - Selection processes
  - Performance evaluation processes
  - Employee development processes
- Documentation of the new processes and guidelines
- Support communication regarding these efforts to Management, supervision, union and employees
- Regular consultation with Administration to:
  - solicit their ideas
  - obtain their support, and
  - update them as to progress and process observations

Only the selection processes and procedures pertaining to the jobs covered by Collective Bargaining Agreement with the SIEU 1199 are within the scope of the selection portion of this project. Work concerning performance evaluation and employee development would pertain to all employees and positions at the Library. Details of the scope are included in the project activities.

Excluded from the scope of this project:

- Job analyses
- Job descriptions
- Test development
- Test validation
- Labor negotiation

## II. Project Activities or Work

The main steps for this project will include the following activities or work. Each of these steps will be accomplished in partnership or in consultation with Administration and/or HR Leadership and the Library's HR Team as the project progresses. Presentation of progress on this project will be included where appropriate. Feedback to and coaching of HR professionals on effective process improvements is assumed to be included in Project II as well.

Timing	Project Activity or Work	Consultant Role*	Investment
<b>Selection Work</b>			
Now until 12/31/09	Work with HR and Library Management to develop minimum critical qualifications from job descriptions for use on job postings as job openings arise, to ensure postings contain vital requirements for consideration	SME	8 hours
Now until 7/1/09	Facilitate Selection Process Project Team and HR in: <ul style="list-style-type: none"> <li>• Their review of the report recommendations</li> <li>• Benchmarking alternatives</li> <li>• Deciding on priorities</li> <li>• Design of new process</li> <li>• Design of new process tools</li> <li>• Ongoing communication and updates for Senior Administration</li> <li>• Presentation of new selection process to Senior Administration</li> </ul>	SME and/or Facilitator	60 hours
Now until 7/1/09	Labor-Management Committee work: <ul style="list-style-type: none"> <li>• Facilitating discussion</li> <li>• Gathering committee input</li> <li>• Responding to committee inputs</li> </ul>	SME and/or Facilitator	8 hours
By 7/15/09	Document the design of new selection process (continuation of the 2008 Partner for Organizational Success project)	SME	Part of Project I
July-Aug	Two sessions of training (4 hours each) for supervisors and managers on the new selection process	SME Presenters	Part of Project I
7/1/09 until year-end	Support HR in the introduction of the new selection process to employees: General communication, preparation of the roll-out communication package, problem-solving, responding to questions, union considerations	Facilitator & SME	20 hours

Timing	Project Activity or Work	Consultant Role*	Investment
<b>Selection Work (con.)</b>			
7/1/09 through year-end	Support the implementation of the new selection process with intent to debug and refine the process if necessary: first 2-3 job opening are closely monitored and support for HR is provided	Facilitator & SME	16 hours
7/1/09 through year-end	Support implementation of an effective trial period (60 day) evaluation process for successful job bidders	SME & Facilitator	12 hours
7/1/09 through year-end	Support implementation of an effective trial period (60/120 day) evaluation process for new hires	SME & Facilitator	8 hours
<b>Performance Management Work</b>			
May 13 through June 12	Three sessions of training (4 hours each) of training for supervisors and managers on practical performance evaluation approaches and tactics	SME Presenters	\$2,700.00
June 12 through year – end	Support HR to ensure that <i>all</i> employee performance evaluations are completed this year. Specific deadline TBD.	SME	No charge
At time evaluations written	Provide up to one day of follow-up coaching when performance evaluations are being written.	SME	8 hours
<b>Employee Development Work</b>			
By 7/1/09 and through year-end	Implement employee development initiatives to support employees for a knowledge and performance-based Library environment. Initial efforts should focus on employee recognition and setting individual developmental goal(s) during 2009 performance evaluations	SME	8 hours
12/31/09	Deliver a report that summarizes the findings, process and events of the 2008 and 2009 Partners for Organizational Success projects	SME	\$3,000.00
<b>Total Maximum Investment (before expenses**)</b>			<b>\$35,300.00</b>

Timing	Project Activity or Work	Consultant Role*	Investment
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**2010 and beyond**

Review hiring & on-boarding process, including orientation of transferred and promoted employees to new position	TBD	TBD
<u>Evaluate and upgrade performance management and performance management processes</u>	TBD	TBD
Implement a comprehensive employee and leadership development philosophy and approach to further a learning and knowledge-based culture at the Library	TBD	TBD

Should the scope of Project II change, the total investment for the work may be adjusted. This will be accomplished with agreement from both the Library Director and Partners for Organizational Success. Due to the collaborative nature of this project, travel time (generally billed at \$50.00 per hour) will be not be charged.

**\*Potential Partners for Organizational support roles**

- a. Subject matter expert (SME)
- b. Facilitator

\*\*It will be necessary to incur expenses for such things as parking and mileage. In order to allocate these expenses fairly and to keep billable rates as low as possible for those matters which do not involve such expenditures, these items are separately itemized on my statements as "expenses." Mileage is calculated at \$.50 per mile.

**Staffing for Project II:**

Linda L. Brown, Ph.D. Owner and Lead Consultant  
 Thomas J. Herlevi, Owner, HR On Call  
 Julia F. Herlevi, Vice President, HR On Call

**CLEVELAND PUBLIC LIBRARY**  
**MONTHLY FINANCIAL STATEMENT OF TREASURER TO BOARD OF LIBRARY TRUSTEES**  
**FOR THE PERIOD MARCH 1 – MARCH 31, 2009**

*H. Sandra Kuban*  
**FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES**

**Cleveland Public Library  
Revenues, Expenditures and Changes in Fund Balance  
For the Period Ending March 31, 2009**

	<b>General Fund</b>	<b>Special Revenue</b>	<b>Capital Projects</b>	<b>Permanent</b>	<b>Total</b>
41 Taxes	15,832,180.52	0.00	0.00	0.00	15,832,180.52
42 Intergovernmental	6,201,554.06	115,498.20	0.00	0.00	6,317,052.26
43 Fines & Fees	83,524.92	0.00	0.00	0.00	83,524.92
44 Investment Earnings	225,661.43	(12,899.84)	0.00	(4,386.12)	208,375.47
45 Charges for Services	597,184.45	0.00	0.00	0.00	597,184.45
46 Contributions & Donations	0.00	112,298.95	0.00	100.00	112,398.95
48 Miscellaneous Revenue	13,626.34	0.00	0.00	215.53	13,841.87
<b>Total Revenues</b>	<b>\$ 22,953,731.72</b>	<b>\$ 214,897.31</b>	<b>\$ 0.00</b>	<b>\$(4,070.59)</b>	<b>\$ 23,164,558.44</b>
51 Salaries/Benefits	9,771,264.85	71,170.63	0.00	0.00	9,842,435.48
52 Supplies	297,006.29	5,160.00	0.00	1,774.01	303,940.30
53 Purchased/Contracted Services	2,667,542.64	119,995.36	0.00	0.00	2,787,538.00
54 Library Materials	1,861,317.72	37,859.88	0.00	15,310.34	1,914,487.94
55 Capital Outlay	125,249.42	0.00	515,354.01	0.00	640,603.43
57 Miscellaneous Expenses	40,572.05	7,990.00	0.00	0.00	48,562.05
<b>Total Expenditures</b>	<b>\$ 14,762,952.97</b>	<b>\$ 242,175.87</b>	<b>\$ 515,354.01</b>	<b>\$ 17,084.35</b>	<b>\$ 15,537,567.20</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 8,190,778.75</b>	<b>\$(27,278.56)</b>	<b>\$(515,354.01)</b>	<b>\$(21,154.94)</b>	<b>\$ 7,626,991.24</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	0.00
98 Advances	0.00	0.00	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>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$ 8,190,778.75</b>	<b>\$(27,278.56)</b>	<b>\$(515,354.01)</b>	<b>\$(21,154.94)</b>	<b>\$ 7,626,991.24</b>
<b>Beginning Year 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>
<b>Current Cash Balance</b>	<b>\$ 37,264,888.81</b>	<b>\$ 10,193,745.99</b>	<b>\$ 8,983,816.42</b>	<b>\$ 2,529,089.14</b>	<b>\$ 58,971,540.36</b>



**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending March 31, 2009**

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110	Professional Salaries	13,164,132.00	13,164,132.00	2,953,294.57	0.00	10,210,837.43
51120	Clerical Salaries	13,348,097.00	13,348,097.00	2,936,511.82	0.00	10,411,585.18
51130	Non-Clerical Salaries	1,729,671.00	1,729,671.00	368,112.42	0.00	1,361,558.58
51140	Buildings Salaries	5,153,746.00	5,153,746.00	1,100,934.33	0.00	4,052,811.67
51150	Other Salaries	1,883,438.00	1,883,438.00	353,974.82	0.00	1,529,463.18
51400	OPERS	4,855,191.00	4,995,879.08	905,370.45	4,006,801.85	83,706.78
51610	Health Insurance	3,931,593.00	4,246,038.86	1,033,204.05	2,873,777.83	339,056.98
51620	Life Insurance	87,192.00	110,477.99	37,957.60	57,494.55	15,025.84
51630	Workers Compensation	373,594.00	373,594.00	(333.86)	0.00	373,927.86
51640	Unemployment Compensation	38,641.00	63,873.19	996.70	49,235.49	13,641.00
51900	Other Benefits	569,929.00	664,647.36	81,241.95	342,765.95	240,639.46
	<b>Salaries/Benefits</b>	<b>45,135,224.00</b>	<b>\$ 45,733,594.48</b>	<b>\$ 9,771,264.85</b>	<b>\$ 7,330,075.67</b>	<b>\$ 28,632,253.96</b>
52110	Office Supplies	105,867.00	110,984.10	14,277.21	7,036.15	89,670.74
52120	Stationery	177,827.00	219,374.55	68,675.02	19,731.48	130,968.05
52130	Duplication Supplies	121,095.00	132,583.69	24,972.06	12,530.56	95,081.07
52140	Hand Tools	8,379.00	8,922.38	1,071.89	637.59	7,212.90
52150	Book Repair Supplies	106,572.00	118,096.69	17,676.22	11,575.07	88,845.40
52210	Janitorial Supplies	132,160.00	135,876.87	28,888.57	4,589.20	102,399.10
52220	Electrical Supplies	115,814.00	117,040.19	11,923.09	361.60	104,755.50
52230	Maintenance Supplies	170,072.00	180,396.34	31,323.39	17,963.80	131,109.15
52240	Uniforms	16,150.00	17,124.50	167.48	9,956.99	7,000.03
52300	Motor Vehicle Supplies	62,647.00	66,960.10	11,346.97	34,126.96	21,486.17
52900	Other Supplies	383,702.00	429,070.41	86,684.39	33,850.13	308,535.89
	<b>Supplies</b>	<b>1,400,285.00</b>	<b>\$ 1,536,429.82</b>	<b>\$ 297,006.29</b>	<b>\$ 152,359.53</b>	<b>\$ 1,087,064.00</b>
53100	Travel/Meetings	98,914.00	110,895.66	12,854.75	98,040.91	0.00
53210	Telecommunications	434,659.00	489,043.35	103,889.35	470,864.39	(85,710.39)

**Cleveland Public Library**  
**Appropriation, Expenditure and Balances**  
**General Fund**  
**For the Period Ending March 31, 2009**

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53230	Postage/Freight	128,896.00	141,374.63	34,475.81	97,946.84	8,951.98
53240	PR/Other Communications	280,000.00	322,564.76	32,000.72	65,532.95	225,031.09
53310	Building Repairs	201,122.00	320,296.17	100,423.29	80,162.88	139,710.00
53320	Machine Repairs	67,506.00	70,763.35	5,406.40	1,504.00	63,852.95
53330	Computer Repairs	15,000.00	16,450.00	0.00	6,375.00	10,075.00
53340	Building Maintenance	214,993.00	239,164.77	24,348.83	80,942.07	133,873.87
53350	Machine Maintenance	269,826.00	312,940.75	36,471.26	83,084.95	193,384.54
53360	Computer Maintenance	857,891.00	883,520.52	469,872.26	66,555.05	347,093.21
53370	Motor Vehicle Repairs	27,729.00	30,468.75	11,192.31	200.00	19,076.44
53380	Contract Security	974,879.00	1,009,679.53	163,397.33	819,603.20	26,679.00
53390	Landscaping	36,000.00	39,000.00	980.00	40,790.00	(2,770.00)
53400	Insurance	382,136.00	382,606.00	6,432.00	470.00	375,704.00
53510	Rent/Leases	84,959.00	104,007.33	29,444.59	70,499.30	4,063.44
53520	Equipment Rental	314,268.00	386,639.08	67,922.17	228,906.14	89,810.77
53610	Electricity	1,949,602.00	2,237,874.42	471,900.13	1,627,500.59	138,473.70
53620	Gas	391,513.00	407,122.63	165,554.34	213,698.51	27,869.78
53630	Chilled Water	721,610.00	761,967.44	86,533.13	628,291.73	47,142.58
53640	Water/Sewer	90,720.00	131,779.57	14,068.70	142,033.90	(24,323.03)
53710	Professional Services	1,914,515.00	2,476,000.93	411,501.94	761,500.13	1,302,998.86
53720	Auditors Fees	526,500.00	531,200.00	344,957.85	4,700.00	181,542.15
53800	Library Material Control	305,000.00	336,248.96	66,951.98	265,146.98	4,150.00
53900	Other Purchased Services	15,160.00	18,169.25	6,963.50	6,645.75	4,560.00
	<b>Purchased/Contracted Services</b>	<b>10,303,398.00</b>	<b>\$ 11,759,777.85</b>	<b>\$ 2,667,542.64</b>	<b>\$ 5,860,995.27</b>	<b>\$ 3,231,239.94</b>
54110	Books	3,901,786.00	5,008,780.00	791,103.80	1,129,835.02	3,087,841.18
54120	Continuations	838,612.00	878,139.50	146,628.30	281,438.59	450,072.61
54210	Periodicals	1,854,238.00	1,988,307.91	56,708.81	93,599.08	1,838,000.02
54220	Microforms	309,865.00	403,623.50	33,461.66	79,697.50	290,464.34

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending March 31, 2009**

	<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
54310 Video Media	1,651,581.00	1,761,564.37	329,881.55	257,022.96	1,174,659.86
54320 Audio Media - Spoken	426,023.00	517,839.26	66,895.36	199,496.32	251,447.58
54325 Audio Media - Music	690,775.00	833,055.93	150,291.89	89,111.29	593,652.75
54350 Computer Media	319,800.00	434,784.71	30,395.95	289,884.50	114,504.26
54500 Database Services	1,589,121.78	1,606,957.78	197,867.79	144,187.77	1,264,902.22
54600 Interlibrary Loan	6,500.00	6,886.08	1,386.84	5,499.24	0.00
54710 Bookbinding	69,971.00	85,873.95	6,338.60	36,878.95	42,656.40
54720 Preservation Services	98,727.00	134,850.19	18,169.20	49,254.95	67,426.04
54730 Preservation Boxing	12,674.00	13,406.50	7,676.49	663.89	5,066.12
54790 Preservation Reformatting	65,618.00	93,228.04	24,511.48	23,943.53	44,773.03
<b>Library Materials</b>	<b>11,835,291.78</b>	<b>\$ 13,767,297.72</b>	<b>\$ 1,861,317.72</b>	<b>\$ 2,680,513.59</b>	<b>\$ 9,225,466.41</b>
55510 Furniture	141,409.00	165,646.97	13,006.83	21,605.12	131,035.02
55520 Equipment	68,629.00	84,113.00	4,972.69	16,906.98	62,233.33
55530 Computer Hardware/Software	964,437.00	964,437.00	107,269.90	251,466.20	605,700.90
55700 Motor Vehicles	37,519.00	37,519.00	0.00	0.00	37,519.00
<b>Capital Outlay</b>	<b>1,211,994.00</b>	<b>\$ 1,251,715.97</b>	<b>\$ 125,249.42</b>	<b>\$ 289,978.30</b>	<b>\$ 836,488.25</b>
57100 Memberships	68,278.00	71,782.00	37,150.00	17,004.00	17,628.00
57200 Taxes	1,000.00	1,652.68	191.02	1,261.66	200.00
57500 Refunds/Reimbursements	14,002.00	26,122.34	3,231.03	13,343.88	9,547.43
<b>Miscellaneous Expenses</b>	<b>83,280.00</b>	<b>\$ 99,557.02</b>	<b>\$ 40,572.05</b>	<b>\$ 31,609.54</b>	<b>\$ 27,375.43</b>
<b>Advances</b>	<b>0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
59900 Transfers Out	3,000,000.00	3,000,000.00	0.00	0.00	3,000,000.00
<b>Transfers</b>	<b>3,000,000.00</b>	<b>\$ 3,000,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 3,000,000.00</b>
<b>TOTAL</b>	<b>72,969,472.78</b>	<b>\$ 77,148,372.86</b>	<b>\$ 14,762,952.97</b>	<b>\$ 16,345,531.90</b>	<b>\$ 46,039,887.99</b>

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending March 31, 2009**

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
101 General Fund	29,074,110.06	22,953,731.72	14,762,952.97	16,345,531.90	20,919,356.91
<b>Total General Fund</b>	<b>\$ 29,074,110.06</b>	<b>\$ 22,953,731.72</b>	<b>\$ 14,762,952.97</b>	<b>\$ 16,345,531.90</b>	<b>\$ 20,919,356.91</b>
201 Anderson	189,796.30	(344.39)	3,799.84	2,273.80	183,378.27
202 Endowment for the Blind	1,324,960.22	(1,223.95)	0.00	0.00	1,323,736.27
203 Founders	4,222,073.59	7,893.35	20,069.97	85,290.07	4,124,606.90
204 Kaiser	39,244.59	0.00	0.00	0.00	39,244.59
205 Kralej	139,498.67	(794.81)	0.00	288.68	138,415.18
206 Library	148,268.50	3,145.47	2,440.00	0.00	148,973.97
207 Pepke	85,789.54	0.00	0.00	0.00	85,789.54
208 Wickwire	994,220.04	(2,568.93)	1,057.50	2,921.11	987,672.50
209 Wittke	59,160.11	(115.71)	399.85	1,298.05	57,346.50
210 Young	2,571,940.87	11,332.83	15,966.37	0.00	2,567,307.33
225 Friends	9,540.13	0.00	0.00	478.00	9,062.13
226 Judd	1,683.13	58,110.25	29,699.58	43,664.77	(13,570.97)
228 Lockwood Thompson Memorial	260,422.16	0.00	18,280.19	230,997.33	11,144.64
229 Ohio Center for the Book	1,000.00	900.00	0.00	0.00	1,900.00
230 Schweinfurth	3,895.07	16,815.00	15,480.00	854.54	4,375.53
242 Cleveland NCA Kiosk	14,617.02	0.00	398.15	2,001.85	12,217.02
244 Harvard CS Kiosk Project	8,828.87	0.00	122.68	737.78	7,968.41
252 LSTA-Know It Now	134,785.74	115,498.20	126,526.74	61,880.60	61,876.60
253 MetLife-Fit for Life II	11,300.00	6,250.00	7,935.00	1,800.57	7,814.43
<b>Total Special Revenue Funds</b>	<b>\$ 10,221,024.55</b>	<b>\$ 214,897.31</b>	<b>\$ 242,175.87</b>	<b>\$ 434,487.15</b>	<b>\$ 9,759,258.84</b>
401 Building & Repair	9,499,170.43	0.00	515,354.01	4,031,023.37	4,952,793.05
<b>Total Capital Project Funds</b>	<b>\$ 9,499,170.43</b>	<b>\$ 0.00</b>	<b>\$ 515,354.01</b>	<b>\$ 4,031,023.37</b>	<b>\$ 4,952,793.05</b>
501 Abel	161,156.88	(19.94)	213.75	0.00	160,923.19

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending March 31, 2009**

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
502 Ambler	1,496.65	0.00	0.00	0.00	1,496.65
503 Beard	108,071.85	0.00	1,774.01	2,405.00	103,892.84
504 Klein	3,547.98	0.00	0.00	0.00	3,547.98
505 Malon/Schroeder	205,747.62	(1,123.80)	0.00	3,777.50	200,846.32
506 McDonald	122,313.03	(184.11)	0.00	0.00	122,128.92
507 Ratner	59,798.47	(24.08)	0.00	0.00	59,774.39
508 Root	26,401.27	(54.11)	0.00	0.00	26,347.16
509 Sugarman	162,670.32	(65.13)	0.00	0.00	162,605.19
510 Thompson	114,305.68	(288.36)	2,570.00	0.00	111,447.32
511 Weidenthal	4,413.61	0.00	0.00	0.00	4,413.61
512 White	1,580,320.72	(2,311.06)	12,526.59	9,729.98	1,555,753.09
<b>Total Permanent Funds</b>	<b>\$ 2,550,244.08</b>	<b>\$(4,070.59)</b>	<b>\$ 17,084.35</b>	<b>\$ 15,912.48</b>	<b>\$ 2,513,176.66</b>
<b>Total All Funds</b>	<b>\$ 51,344,549.12</b>	<b>\$ 23,164,558.44</b>	<b>\$ 15,537,567.20</b>	<b>\$ 20,826,954.90</b>	<b>\$ 38,144,585.46</b>

**Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending March 31, 2009**

<b>Balance of All Funds</b>	<b>\$ 58,971,540.36</b>
Chase-Checking	9,767.72
National City-Checking	10,000.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	(781,890.58)
KeyBank-MC/VISA	15,444.02
Fifth Third - Checking	247,096.40
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>\$(494,132.44)</b>
National City - Investments	32,050,859.84
NCB/Allegiant Money Market	331,725.68
KeyBank - Victory Fund	5,449,551.76
STAR OHIO Investment	9,746,755.27
<b>Investments</b>	<b>\$ 47,578,892.55</b>
NCB Endowment Acct	11,886,780.25
<b>Endowment Account</b>	<b>\$ 11,886,780.25</b>
<b>Cash in Banks and On Hand</b>	<b>\$ 58,971,540.36</b>



STATEMENT OF ACCOUNT  
FOR THE PERIOD 01/01/09 THROUGH 03/31/09

CLEVELAND PUBLIC LIBRARY ENDOWMENT  
FUND

ACCOUNT NUMBER: 01404713000

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

RELATIONSHIP MANAGER: TIMOTHY F MCDONOUGH  
PHONE: 216-222-2576  
ADMINISTRATIVE OFFICER: ELLEN A HUGHES  
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 THE ALLEGIANT FUNDS AND THE BLACKROCK FUNDS HELD IN YOUR ACCOUNT.





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ACCOUNT: 01404713000

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National City Bank

ASSET SUMMARY

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

AS OF 03/31/09

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<u>ASSET CATEGORY</u>	<u>FEDERAL TAX COST</u>	<u>MARKET VALUE</u>	<u>PERCENT OF ACCOUNT</u>	<u>ESTIMATED ANNUAL INCOME</u>	<u>INCOME YIELD AT MARKET</u>
PRINCIPAL CASH	67,962.68-	67,962.68-	0.65-%		
INCOME CASH	67,962.68	67,962.68	0.65 %		
CASH EQUIVALENTS	233,181.79	233,181.79	2.22 %	0	0.00 %
FIXED INCOME SECURITIES	4,637,074.11	4,705,408.49	44.80 %	211,301	4.49 %
EQUITIES	4,149,955.75	3,792,282.83	36.10 %	69,799	1.84 %
MUTUAL FUNDS	2,389,568.45	1,772,772.60	16.88 %	23,207	1.31 %
TOTAL ASSETS	11,409,780.10	10,503,645.71	100.00 %	304,308	2.90 %

CASH/COST RECONCILIATION

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

01/01/09 THROUGH 03/31/09

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	<u>PRINCIPAL</u> <u>CASH</u>	<u>INCOME</u> <u>CASH</u>	<u>TAX COST</u>
BEGINNING BALANCES	0.00	0.00	12,079,166.19
<u>ASSET RELATED ACTIVITY</u>			
PURCHASES	2,958,264.07-	0.00	2,958,264.07
SALES/MATURITIES/PRINCIPAL PAYMENTS	2,751,553.14	0.00	3,313,801.90-
CASH SWEEP ACTIVITY	313,848.25	0.00	313,848.25-
FREE RECEIPTS	0.00	0.00	81,013.16
FREE DELIVERIES	<u>0.00</u>	<u>0.00</u>	<u>81,013.17-</u>
TOTAL ASSET RELATED TRANSACTIONS	107,137.32	0.00	669,386.09-
<u>INCOME</u>			
CASH EQUIVALENTS	0.00	78.63	0.00
FIXED INCOME SECURITIES	0.00	60,013.55	0.00
EQUITIES	0.00	16,170.43	0.00
OTHER INCOME	<u>0.00</u>	<u>45.92-</u>	<u>0.00</u>
TOTAL INCOME	0.00	76,216.69	0.00
<u>RECEIPTS AND DISBURSEMENTS</u>			
FEEES AND OTHER EXPENSES	0.00	8,254.01-	0.00
MISCELLANEOUS DISBURSEMENTS	<u>175,100.00-</u>	<u>0.00</u>	<u>0.00</u>
TOTAL RECEIPTS AND DISBURSEMENTS	175,100.00-	8,254.01-	0.00
ENDING BALANCES	67,962.68-	67,962.68	11,409,780.10

MARKET VALUE RECONCILIATION

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

01/01/09 THROUGH 03/31/09

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BEGINNING MARKET VALUE		11,038,487.59
<u>ASSET RELATED ACTIVITY</u>		
REALIZED GAINS/LOSSES	562,248.76-	
UNREALIZED GAINS/LOSSES	134,544.21	
FREE RECEIPTS	81,013.16	
FREE DELIVERIES	<u>81,013.17-</u>	
TOTAL ASSET RELATED ACTIVITY		427,704.56-
<u>INCOME</u>		
CASH EQUIVALENTS	78.63	
FIXED INCOME SECURITIES	60,013.55	
EQUITIES	16,170.43	
OTHER INCOME	<u>45.92-</u>	
TOTAL INCOME		76,216.69
<u>RECEIPTS AND DISBURSEMENTS</u>		
FEES AND OTHER EXPENSES	8,254.01-	
MISCELLANEOUS DISBURSEMENTS	<u>175,100.00-</u>	
TOTAL RECEIPTS AND DISBURSEMENTS		<u>183,354.01-</u>
ENDING MARKET VALUE		10,503,645.71
ACCRUED INCOME		<u>39,512.46</u>
TOTAL VALUE		10,543,158.17

EQUITY DIVERSIFICATION SCHEDULE

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

AS OF 03/31/09

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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	159,892.82	27.55%	4.22%
OIL AND GAS	335,528.30	57.82%	8.85%
ENERGY - MISC	<u>84,922.50</u>	<u>14.63%</u>	<u>2.24%</u>
TOTAL ENERGY	580,343.62	100.00%	15.30%
<u>MATERIALS</u>			
CHEMICALS	<u>130,886.51</u>	<u>100.00%</u>	<u>3.45%</u>
TOTAL MATERIALS	130,886.51	100.00%	3.45%
<u>INDUSTRIALS</u>			
AEROSPACE & DEFENSE	92,836.80	24.19%	2.45%
INDUSTRIAL CONGLOMERATES	40,521.80	10.56%	1.07%
MACHINERY	79,703.40	20.77%	2.10%
COMMERCIAL SERVICES & SUPPLIES	99,755.70	25.99%	2.63%
AIR FREIGHT & LOGISTICS	<u>71,007.90</u>	<u>18.50%</u>	<u>1.87%</u>
TOTAL INDUSTRIALS	383,825.60	100.00%	10.12%
<u>CONSUMER DISCRETIONARY</u>			
TEXTILES, APPAREL, LUXURY GOODS	98,937.90	39.75%	2.61%
HOTELS, RESTAURANTS & LEISURE	103,137.30	41.44%	2.72%
SPECIALTY RETAIL	<u>46,805.60</u>	<u>18.81%</u>	<u>1.23%</u>
TOTAL CONSUMER DISCRETIONARY	248,880.80	100.00%	6.56%
<u>CONSUMER STAPLES</u>			
FOOD & STAPLES RETAILING	80,234.00	15.69%	2.12%
BEVERAGES	73,616.40	14.39%	1.94%
FOOD PRODUCTS	245,014.90	47.90%	6.46%
HOUSEHOLD PRODUCTS	<u>112,651.80</u>	<u>22.02%</u>	<u>2.97%</u>
TOTAL CONSUMER STAPLES	511,517.10	100.00%	13.49%

EQUITY DIVERSIFICATION SCHEDULE

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<u>COMMON STOCKS</u>	<u>MARKET VALUE</u>	<u>PERCENT OF INDUSTRY</u>	<u>PERCENT OF STOCK</u>
<u>HEALTH CARE</u>			
HEALTH CARE EQUIPMENT,SUPPLIES	50,195.60	10.42%	1.32%
BIOTECHNOLOGY	203,685.00	42.28%	5.37%
PHARMACEUTICALS	<u>227,838.00</u>	<u>47.30%</u>	<u>6.01%</u>
TOTAL HEALTH CARE	481,718.60	100.00%	12.70%
<u>FINANCIALS</u>			
DIVERSIFIED FINANCIAL SERVICES	121,603.50	27.74%	3.21%
CAPITAL MARKETS	145,836.00	33.27%	3.85%
INSURANCE	<u>170,892.80</u>	<u>38.99%</u>	<u>4.51%</u>
TOTAL FINANCIALS	438,332.30	100.00%	11.56%
<u>INFORMATION TECHNOLOGY</u>			
INTERNET SOFTWARE & SERVICES	104,418.00	14.89%	2.75%
SOFTWARE	292,852.55	41.77%	7.72%
COMMUNICATIONS EQUIPMENT	72,697.95	10.37%	1.92%
COMPUTERS & PERIPHERALS	101,966.40	14.54%	2.69%
SEMICONDUCTORS & EQUIPMENT	<u>129,177.30</u>	<u>18.42%</u>	<u>3.41%</u>
TOTAL INFORMATION TECHNOLOGY	701,112.20	100.00%	18.49%
<u>TELECOMMUNICATION SERVICES</u>			
DIVERSIFIED TELECOMM SERVICES	67,648.00	43.56%	1.78%
WIRELESS TELECOMM SERVICES	<u>87,638.40</u>	<u>56.44%</u>	<u>2.31%</u>
TOTAL TELECOMMUNICATION SERVICES	155,286.40	100.00%	4.09%
<u>UTILITIES</u>			
GAS UTILITIES	89,290.50	55.67%	2.35%
MULTI-UTILITIES & UNREG.POWER	<u>71,089.20</u>	<u>44.33%</u>	<u>1.87%</u>
TOTAL UTILITIES	160,379.70	100.00%	4.23%
TOTAL STOCK	3,792,282.83		100.00%

BOND MATURITY SCHEDULE

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	<u>FACE VALUE</u>	<u>% OF TOTAL FACE VALUE</u>	<u>MARKET VALUE</u>	<u>% OF BOND MARKET VALUE</u>
<u>INDIVIDUAL ISSUES</u>				
LESS THAN 1 YEAR	5,000.00	0.11 %	5,256.25	0.11 %
1 TO 5 YEARS	1,871,532.28	40.63 %	1,919,676.11	40.80 %
5 TO 10 YEARS	1,516,157.90	32.92 %	1,538,903.51	32.70 %
10 TO 15 YEARS	242,036.59	5.25 %	250,448.27	5.32 %
15 TO 20 YEARS	0.00	0.00 %	0.00	0.00 %
20 + YEARS	<u>971,231.48</u>	<u>21.09 %</u>	<u>991,124.35</u>	<u>21.06 %</u>
TOTAL	4,605,958.25	100.00 %	4,705,408.49	100.00 %

BOND QUALITY SCHEDULE

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<u>MOODY'S BOND RATING</u>	<u>FACE VALUE</u>	<u>% OF TOTAL FACE VALUE</u>	<u>MARKET VALUE</u>	<u>% OF BOND MARKET VALUE</u>
AAA	1,909,148.36	41.45 %	1,974,265.18	41.96 %
AA	380,000.00	8.25 %	381,425.85	8.11 %
A	1,035,000.00	22.47 %	1,016,910.25	21.61 %
BAA OR LOWER	0.00	0.00 %	0.00	0.00 %
NOT RATED	<u>1,281,809.89</u>	<u>27.83 %</u>	<u>1,332,807.21</u>	<u>28.32 %</u>
TOTAL	4,605,958.25	100.00 %	4,705,408.49	100.00 %





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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>	
	PRINCIPAL CASH	67,962.68-	67,962.68-			
	INCOME CASH	67,962.68	67,962.68			
<u>CASH EQUIVALENTS</u>						
<u>CASH EQUIVALENTS - TAXABLE</u>						
<u>PROPRIETARY MM FDS-TAXABLE</u>						
233,181.79	ALLEGiant TREASURY MONEY MARKET FUND CUSIP: 99ARTREAS	233,181.79 1.00	233,181.79 1.000	0.00	1	0.00 %
TOTAL CASH EQUIVALENTS		233,181.79	233,181.79	0.00	1	0.00 %
<u>FIXED INCOME SECURITIES</u>						
<u>TAXABLE FIXED INCOME SECS</u>						
<u>TREASURY</u>						
220,000.00	UNITED STATES TREASURY NOTE DTD 2/15/09 2.75% DUE 2/15/19 CUSIP: 912828KD1 MOODY'S RATING: AAA S&P RATING: AAA	221,512.50 100.69	221,203.40 100.547	309.10-	719	2.74 %
400,000.00	UNITED STATES TREASURY NOTES DTD 08/15/03 4.25% DUE 08/15/13 CUSIP: 912828BH2 MOODY'S RATING: AAA S&P RATING: AAA	449,582.02 112.40	448,188.00 112.047	1,394.02-	2,113	3.79 %
130,000.00	UNITED STATES TREASURY NOTE DTD 05-17-04 4.75% DUE 05-15-14 CUSIP: 912828CJ7 MOODY'S RATING: AAA S&P RATING: AAA	125,952.74 96.89	150,109.70 115.469	24,156.96	2,337	4.11 %

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<u>PAR VALUE OR SHARES</u>	<u>ASSET DESCRIPTION</u>	<u>FED TAX COST COST PER UNIT</u>	<u>MARKET VALUE MARKET PRICE</u>	<u>UNREALIZED GAIN/LOSS (FED TO MKT)</u>	<u>ACCRUED INCOME</u>	<u>YIELD AT MARKET</u>
5,000.00	UNITED STATES TREAS NTS DTD 2/15/00 6.50% DUE 2/15/10 CUSIP: 9128275Z1 MOODY'S RATING: AAA S&P RATING: AAA	5,301.19 106.02	5,256.25 105.125	44.94-	40	6.18 %
<b>TOTAL TREASURY</b>		<b>802,348.45</b>	<b>824,757.35</b>	<b>22,408.90</b>	<b>5,209</b>	<b>3.58 %</b>
<b><u>TIPS</u></b>						
151,158.00	US TREASURY NOTE (TIPS) DTD 1/15/08 1.625% DUE 1/15/18 CUSIP: 912828HN3 MOODY'S RATING: AAA S&P RATING: AAA	152,424.25 100.84	152,764.81 101.063	340.56	516	1.61 %
<b><u>AGENCY</u></b>						
325,000.00	FEDERAL NATL MTG ASSN DTD 2/27/09 1.75% DUE 3/23/11 CUSIP: 31398AVQ2 MOODY'S RATING: AAA S&P RATING: AAA	326,042.60 100.32	327,132.00 100.656	1,089.40	126	1.74 %
25,000.00	GENERAL ELEC CAP CORP MED TERM NT BOOK ENTRY FDIC GTD TLPG DTD 1/08/09 1.625% DUE 1/07/11 CUSIP: 36967HAG2 MOODY'S RATING: AAA S&P RATING: AAA	24,983.00 99.93	25,141.75 100.567	158.75	94	1.62 %
15,000.00	GOLDMAN SACHS GRP INC FDIC GTD TLGP DTD 1/21/09 1.625% DUE 7/15/11 CUSIP: 38146FAF8 MOODY'S RATING: AAA S&P RATING: AAA	14,979.60 99.86	15,010.95 100.073	31.35	47	1.62 %

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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>
10,000.00	JPMORGAN CHASE & CO FDIC GTD TLGP DTD 12/22/08 2.125% DUE 6/22/12 CUSIP: 481247AE4 MOODY'S RATING: AAA S&P RATING: AAA	9,995.00 99.95	10,048.20 100.482	53.20	58 2.11 %
15,000.00	STATE STREET CORP FDIC GTD TLGP DTD 3/6/09 2.15% DUE 4/30/12 CUSIP: 85748KAA1 MOODY'S RATING: AAA S&P RATING: AAA	14,978.40 99.86	15,061.65 100.411	83.25	22 2.14 %
<b>TOTAL AGENCY</b>		<b>390,978.60</b>	<b>392,394.55</b>	<b>1,415.95</b>	<b>348 1.75 %</b>
<u>CORPORATE</u>					
15,000.00	ABBOTT LABORATORIES NT DTD 3/3/09 5.125% DUE 4/1/19 CUSIP: 002824AU4 MOODY'S RATING: A1 S&P RATING: AA	14,935.05 99.57	15,085.95 100.573	150.90	60 5.10 %
30,000.00	ALABAMA POWER CO DTD 01-18-06 5.20% DUE 01-15-16 CUSIP: 010392ER5 MOODY'S RATING: A2 S&P RATING: A	29,930.70 99.77	30,106.50 100.355	175.80	329 5.18 %
20,000.00	ALLSTATE LIFE GLOBAL FDG SECD MED TERM NTS BOOK ENTRY DTD 4/30/08 5.375% DUE 4/30/13 CUSIP: 02003MBQ6 MOODY'S RATING: A1 S&P RATING: AA-	19,980.00 99.90	19,345.40 96.727	634.60-	451 5.56 %

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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>
15,000.00	AMERICAN EXPRESS CORP SR NT DTD 8/28/07 6.15% DUE 8/28/17 CUSIP: 025816AX7 MOODY'S RATING: A2 S&P RATING: A	14,961.30 99.74	12,430.95 82.873	2,530.35-	79 7.42 %
15,000.00	APACHE CORPNT DTD 04/11/02 6.250% DUE 04/15/12 CUSIP: 037411AQ8 MOODY'S RATING: A3 S&P RATING: A-	15,998.55 106.66	15,930.60 106.204	67.95-	432 5.88 %
10,000.00	AT&T INC GLOBAL NT DTD 2/3/09 5.80% DUE 2/15/19 CUSIP: 00206RAR3 MOODY'S RATING: A2 S&P RATING: A	9,968.90 99.69	9,789.30 97.893	179.60-	93 5.92 %
25,000.00	AVON PRODUCTS INC DTD 3/03/08 4.80% DUE 3/01/13 CUSIP: 054303AT9 MOODY'S RATING: A2 S&P RATING: A	24,963.75 99.85	24,725.00 98.900	238.75-	100 4.85 %
25,000.00	BANK OF AMERICA CORP NT DTD 12/4/08 3.125% DUE 6/15/12 CUSIP: 06050BAA9 MOODY'S RATING: AAA S&P RATING: AAA	25,509.75 102.04	25,863.75 103.455	354.00	254 3.02 %
50,000.00	BEAR STEARNS COS INC MEDIUM TERM NTS BOOK ENTRY TRANCHE # TR 00750 DTD 8/10/07 6.95% DUE 8/10/12 CUSIP: 073928X73 MOODY'S RATING: AA3 S&P RATING: A+	51,917.50 103.83	50,918.50 101.837	999.00-	492 6.82 %



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20,000.00	BERKSHIRE HATHAWAY FIN CORP SR NT DTD 11/15/08 4.6% DUE 5/15/13 CUSIP: 084664BD2 MOODY'S RATING: AAA S&P RATING: AAA	20,606.60 103.03	20,276.20 101.381	330.40-	348 4.54 %
50,000.00	BANK OF AMERICA CORP NTS DTD 5/2/08 5.65% DUE 5/1/18 CUSIP: 06051GDX4 MOODY'S RATING: A2 S&P RATING: A	49,732.50 99.46	41,713.50 83.427	8,019.00-	1,177 6.77 %
10,000.00	BOEING CO DTD 3/13/09 5.00% DUE 3/15/14 CUSIP: 097023AV7 MOODY'S RATING: A2 S&P RATING: A+	9,955.80 99.56	10,250.60 102.506	294.80	25 4.88 %
15,000.00	CAMPBELL SOUP CO NT DTD 1/20/09 4.50% DUE 2/15/19 CUSIP: 134429AT6 MOODY'S RATING: A2 S&P RATING: A	14,892.75 99.28	14,951.25 99.675	58.50	133 4.51 %
20,000.00	CAROLINA POWER & LIGHT 1ST MTG DTD 1/15/09 5.30% DUE 1/15/19 CUSIP: 144141CZ9 MOODY'S RATING: A2 S&P RATING: A-	19,981.60 99.91	20,248.20 101.241	266.60	224 5.24 %
10,000.00	CATERPILLAR INC NT DTD 12/5/08 7.00% DUE 12/15/13 CUSIP: 149123BP5 MOODY'S RATING: A2 S&P RATING: A	10,037.45 100.37	10,642.30 106.423	604.85	226 6.58 %
30,000.00	CATERPILLAR FIN SERV CORP MTN BE DTD 02/03/05 4.75% DUE 02/17/15 CUSIP: 14912L2M2 MOODY'S RATING: A2 S&P RATING: A	29,092.00 96.97	26,569.80 88.566	2,522.20-	174 5.36 %

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10,000.00	CATERPILLAR INC DTD 8/8/06 5.7% DUE 8/15/16 CUSIP: 149123BM2 MOODY'S RATING: A2 S&P RATING: A	9,979.50 99.80	9,730.60 97.306	248.90-	73	5.86 %
20,000.00	CHEVRON CORP NT DTD 3/03/09 3.95% DUE 3/03/14 CUSIP: 166751AH0 MOODY'S RATING: AA1 S&P RATING: AA	19,963.20 99.82	20,539.40 102.697	576.20	61	3.85 %
10,000.00	CISCO SYSTEMS INC DTD 02-22-06 5.50% DUE 02-22-16 CUSIP: 17275RAC6 MOODY'S RATING: A1 S&P RATING: A+	10,081.80 100.82	10,581.40 105.814	499.60	60	5.20 %
75,000.00	CITIGROUP INC GLOBAL SR NT DTD 10/17/07 5.30% DUE 10/17/12 CUSIP: 172967EL1 MOODY'S RATING: A3 S&P RATING: A	75,084.75 100.11	66,105.75 88.141	8,979.00-	1,811	6.01 %
40,000.00	CITIGROUP INC GTD NT DTD 12/9/08 2.875% DUE 12/9/11 CUSIP: 17313UAA7 MOODY'S RATING: AAA S&P RATING: AAA	39,900.80 99.75	41,140.00 102.850	1,239.20	358	2.80 %
30,000.00	COCA-COLA CO NT DTD 11/01/07 5.35% DUE 11/15/17 CUSIP: 191216AK6 MOODY'S RATING: AA3 S&P RATING: A+	29,955.30 99.85	32,046.30 106.821	2,091.00	606	5.01 %

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<u>PAR VALUE</u> <u>OR SHARES</u>	<u>ASSET DESCRIPTION</u>	<u>FED TAX COST</u> <u>COST PER UNIT</u>	<u>MARKET VALUE</u> <u>MARKET PRICE</u>	<u>UNREALIZED</u> <u>GAIN/LOSS</u> <u>(FED TO MKT)</u>	<u>INCOME</u> <u>ACCRUED YIELD AT</u> <u>INCOME MARKET</u>
20,000.00	COLGATE-PALMOLIVE CO MED TERM NTS BOOK ENTRY DTD 5/12/08 4.20% DUE 5/1/13 CUSIP: 19416QDL1 MOODY'S RATING: AA3 S&P RATING: AA-	19,995.40 99.98	20,482.60 102.413	487.20	317 4.10 %
55,000.00	CONOCOPHILLIPS GTD NT DTD 2/3/09 5.75% DUE 2/1/19 CUSIP: 20825CAR5 MOODY'S RATING: A1 S&P RATING: A	55,344.50 100.63	55,364.65 100.663	20.15	510 5.71 %
15,000.00	CONSOLIDATED EDISON NT DTD 9/25/06 5.5% DUE 9/15/16 CUSIP: 209111EN9 MOODY'S RATING: A1 S&P RATING: A-	14,942.25 99.62	14,742.75 98.285	199.50-	37 5.60 %
15,000.00	COSTCO WHSL CORP NEW DTD 2/20/07 5.50% DUE 3/15/17 CUSIP: 22160KAC9 MOODY'S RATING: A2 S&P RATING: A	14,536.80 96.91	15,814.65 105.431	1,277.85	37 5.22 %
25,000.00	CREDIT SUISSE FIRST BOSTON USA INC DTD 08-17-05 4.875% DUE 08-15-10 CUSIP: 22541LBH5 MOODY'S RATING: AA1 S&P RATING: A+	24,998.00 99.99	25,032.50 100.130	34.50	156 4.87 %
15,000.00	DISNEY WALT CO NEW MEDIUM TERM NTS BOOK ENTRY TRANCHE # TR 00055 DTD 7/17/07 6% DUE 7/17/17 CUSIP: 25468PCG9 MOODY'S RATING: A2 S&P RATING: A	14,966.55 99.78	15,915.45 106.103	948.90	185 5.65 %

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<u>PAR VALUE OR SHARES</u>	<u>ASSET DESCRIPTION</u>	<u>FED TAX COST COST PER UNIT</u>	<u>MARKET VALUE MARKET PRICE</u>	<u>UNREALIZED GAIN/LOSS (FED TO MKT)</u>	<u>ACCRUED INCOME</u>	<u>YIELD AT MARKET</u>
20,000.00	DU PONT E I DE NEMOURS & CO NT DTD 7/28/08 5.00% DUE 7/15/13 CUSIP: 263534BU2 MOODY'S RATING: A2 S&P RATING: A	19,801.60 99.01	20,715.20 103.576	913.60	211	4.83 %
10,000.00	DUKE ENERGY CAROLINAS LLC 1ST & REF MTG BD DTD 1/10/08 5.25% DUE 1/15/18 CUSIP: 26442CAC8 MOODY'S RATING: A2 S&P RATING: A	9,966.00 99.66	10,185.10 101.851	219.10	111	5.15 %
10,000.00	EMERSON ELEC CO NT DTD 1/21/09 4.875% DUE 10/15/19 CUSIP: 291011AY0 MOODY'S RATING: A2 S&P RATING: A	9,961.90 99.62	10,110.90 101.109	149.00	95	4.82 %
15,000.00	FLORIDA PWR & LIGHT NT DTD 10/10/07 5.55% DUE 11/01/17 CUSIP: 341081EZ6 MOODY'S RATING: AA3 S&P RATING: A	14,995.80 99.97	15,797.85 105.319	802.05	347	5.27 %
25,000.00	GENERAL ELEC CAP CORP MED TERM SR NTS BOOK ENTRY DTD 12/09/08 3% DUE 12/09/11 CUSIP: 36967HAD9 MOODY'S RATING: AAA S&P RATING: AAA	25,064.20 100.26	25,741.00 102.964	676.80	233	2.91 %
25,000.00	GENERAL DYNAMICS CORP DTD 12/15/08 5.25% DUE 2/01/14 CUSIP: 369550AN8 MOODY'S RATING: A2 S&P RATING: A	24,882.00 99.53	26,661.25 106.645	1,779.25	386	4.92 %





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100,000.00	GENERAL ELECTRIC CO NT DTD 12/6/07 5.25% DUE 12/6/17 CUSIP: 369604BC6 MOODY'S RATING: AA2 S&P RATING: AA+	100,245.75 100.25	92,481.00 92.481	7,764.75-	1,677	5.68 %
15,000.00	GOLDMAN SACHS GROUP INC DTD 10/14/03 5.25% DUE 10/15/13 CUSIP: 38141GDQ4 MOODY'S RATING: A1 S&P RATING: A	12,900.00 86.00	14,007.00 93.380	1,107.00	363	5.62 %
25,000.00	GOLDMAN SACHS GROUP INC SR NT DTD 4/1/08 6.15% DUE 4/1/18 CUSIP: 38141GFM1 MOODY'S RATING: A1 S&P RATING: A	24,896.55 99.59	22,835.50 91.342	2,061.05-	769	6.73 %
10,000.00	HEWLETT-PACKARD CO NT DTD 12/5/08 6.125% DUE 3/1/14 CUSIP: 428236AT0 MOODY'S RATING: A2 S&P RATING: A	9,956.10 99.56	10,649.50 106.495	693.40	51	5.75 %
10,000.00	HEWLETT-PACKARD CO DTD 2/27/07 5.40% DUE 3/1/17 CUSIP: 428236AM5 MOODY'S RATING: A2 S&P RATING: A	9,923.00 99.23	10,251.90 102.519	328.90	45	5.27 %
20,000.00	HONEYWELL INTL INC SR NT DTD 2/20/09 3.875% DUE 2/15/14 CUSIP: 438516AY2 MOODY'S RATING: A2 S&P RATING: A	19,947.20 99.74	20,171.80 100.859	224.60	88	3.84 %
15,000.00	HONEYWELL INTL NT DTD 7/27/07 5.625% DUE 8/01/12 CUSIP: 438516AV8 MOODY'S RATING: A2 S&P RATING: A	14,970.75 99.80	16,084.20 107.228	1,113.45	141	5.25 %

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<u>PAR VALUE OR SHARES</u>	<u>ASSET DESCRIPTION</u>	<u>FED TAX COST COST PER UNIT</u>	<u>MARKET VALUE MARKET PRICE</u>	<u>UNREALIZED GAIN/LOSS (FED TO MKT)</u>	<u>ACCRUED YIELD AT INCOME MARKET</u>
25,000.00	JOHN DEERE CAPITAL CORP MTN DTD 4/3/08 5.35% DUE 4/3/18 CUSIP: 24422EQR3 MOODY'S RATING: A2 S&P RATING: A	24,923.50 99.69	23,191.75 92.767	1,731.75-	661 5.77 %
30,000.00	JOHNSON & JOHNSON DTD 8/16/07 5.55% DUE 8/15/17 CUSIP: 478160AQ7 MOODY'S RATING: AAA S&P RATING: AAA	30,000.00 100.00	33,412.80 111.376	3,412.80	213 4.98 %
10,000.00	JP MORGAN CHASE & CO SR NT DTD 12/20/07 6.00% DUE 1/15/18 CUSIP: 46625HGY0 MOODY'S RATING: AA3 S&P RATING: A+	10,390.90 103.91	10,100.80 101.008	290.10-	127 5.94 %
20,000.00	KIMBERLY-CLARK SR NT DTD 11/04/08 7.50% DUE 11/01/18 CUSIP: 494368BD4 MOODY'S RATING: A2 S&P RATING: A	19,926.80 99.63	23,633.60 118.168	3,706.80	613 6.35 %
75,000.00	MBNA CR CARD MASTER NT TR 2005-6 NT CL A DTD 8/25/05 4.50% DUE 1/15/13 CUSIP: 55264TDE8 MOODY'S RATING: AAA S&P RATING: AAA	74,625.00 99.50	75,136.50 100.182	511.50	150 4.49 %
15,000.00	MCDONALDS CORP MED TERM NTS BOOK ENTRY DTD 10/18/07 5.80% DUE 10/15/17 CUSIP: 58013MEB6 MOODY'S RATING: A3 S&P RATING: A	14,969.70 99.80	16,126.80 107.512	1,157.10	401 5.39 %

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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>
45,000.00	MERRILL LYNCH & CO INC MED TERM NTS BOOK ENTRY DTD 2/5/08 5.45% DUE 2/5/13 CUSIP: 59018YM40 MOODY'S RATING: A2 S&P RATING: A	45,049.90 100.11	36,889.20 81.976	8,160.70-	382 6.65 %
15,000.00	METLIFE INC SR DEB SECS DTD 8/15/08 6.817% DUE 8/15/18 SER A CUSIP: 59156RAR9 MOODY'S RATING: A2 S&P RATING: A-	15,052.50 100.35	12,878.25 85.855	2,174.25-	131 7.94 %
25,000.00	MIDAMERICAN ENERGY CO DTD 10/01/04 4.65% DUE 10/01/14 CUSIP: 595620AD7 MOODY'S RATING: A2 S&P RATING: A-	24,556.25 98.23	25,146.75 100.587	590.50	581 4.62 %
25,000.00	NATIONAL RURAL UTIL COOP NT DTD 6/30/08 5.50% DUE 7/01/13 CUSIP: 637432LM5 MOODY'S RATING: A1 S&P RATING: A+	25,001.20 100.00	25,206.25 100.825	205.05	344 5.45 %
25,000.00	ORACLE CORP NTS DTD 4/9/08 5.75% DUE 4/15/18 CUSIP: 68389XAC9 MOODY'S RATING: A2 S&P RATING: A	25,852.50 103.41	26,090.50 104.362	238.00	663 5.51 %
10,000.00	PECO ENERGY CO1ST & REF MTG BD DTD 3/3/08 5.35% DUE 3/1/18 CUSIP: 693304AL1 MOODY'S RATING: A2 S&P RATING: A-	9,983.20 99.83	9,699.20 96.992	284.00-	45 5.52 %

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (FED TO MKT)	ACCRUED INCOME	YIELD AT MARKET
20,000.00	PEPSICO INC SR NT DTD 5/28/08 5% DUE 6/01/18 CUSIP: 713448BHO MOODY'S RATING: AA2 S&P RATING: A+	19,710.80 98.55	20,692.00 103.460	981.20	333	4.83 %
15,000.00	PITNEY BOWES INC GLOBAL MED TERM NTS DTD 9/11/07 5.750% DUE 9/15/17 CUSIP: 72447XAC1 MOODY'S RATING: A1 S&P RATING: A	14,642.10 97.61	14,959.80 99.732	317.70	38	5.77 %
10,000.00	PRINCIPAL LIFE INC FNDG DTD 11/10/05 5.20% DUE 11/15/10 CUSIP: 74254PJR4 MOODY'S RATING: AA3 S&P RATING: AA-	9,995.10 99.95	10,112.60 101.126	117.50	196	5.14 %
20,000.00	PROCTER & GAMBLE CO NT DTD 12/18/08 4.60% DUE 1/15/14 CUSIP: 742718DLO MOODY'S RATING: AA3 S&P RATING: AA-	19,995.60 99.98	21,166.20 105.831	1,170.60	263	4.35 %
15,000.00	PROCTER & GAMBLE CO NT DTD 2/6/09 4.70% DUE 2/15/19 CUSIP: 742718DN6 MOODY'S RATING: AA3 S&P RATING: AA-	14,973.60 99.82	15,130.05 100.867	156.45	108	4.66 %
30,000.00	PUBLIC SVC ELEC GAS CO SECD MED TERM NTS BOOK ENTRY DTD 12/02/08 6.33% DUE 11/01/13 CUSIP: 74456QAT3 MOODY'S RATING: A3 S&P RATING: A-	29,990.70 99.97	32,275.50 107.585	2,284.80	628	5.88 %



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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>
25,000.00	SBC COMMUNICATIONS INC DTD 08-18-04 5.625% DUE 06-15-16 CUSIP: 78387GAL7 MOODY'S RATING: A2 S&P RATING: A	24,940.00 99.76	25,054.75 100.219	114.75	414 5.61 %
25,000.00	SYSCO CORPORATION NT DTD 2/12/08 5.25% DUE 2/12/18 CUSIP: 871829AL1 MOODY'S RATING: A1 S&P RATING: A+	24,827.50 99.31	25,354.25 101.417	526.75	179 5.18 %
25,000.00	UNITED PARCEL SERVICE INC SR NT DTD 3/24/09 3.875% DUE 4/01/14 CUSIP: 911312AL0 MOODY'S RATING: AA3 S&P RATING: AA-	24,944.50 99.78	25,061.25 100.245	116.75	19 3.87 %
10,000.00	UNITED TECHNOLOGIES CORP NT DTD 12/18/08 6.125% DUE 2/1/19 CUSIP: 913017BQ1 MOODY'S RATING: A2 S&P RATING: A	9,983.80 99.84	10,765.20 107.652	781.40	175 5.69 %
15,000.00	VERIZON COMMUNICATIONS INC NT DTD 11/04/08 8.75% DUE 11/01/18 CUSIP: 92343VAQ7 MOODY'S RATING: A3 S&P RATING: A	14,744.40 98.30	17,162.70 114.418	2,418.30	536 7.65 %
20,000.00	VERIZON COMMUNICATIONS DTD 02-15-06 5.55% DUE 02-15-16 CUSIP: 92343VAC8 MOODY'S RATING: A3 S&P RATING: A	19,839.80 99.20	19,678.60 98.393	161.20-	142 5.64 %
50,000.00	WACHOVIA CORP 2ND NEW NT DTD 10/23/06 5.30% DUE 10/15/11 CUSIP: 929903CF7 MOODY'S RATING: A2 S&P RATING: AA	47,500.00 95.00	49,359.00 98.718	1,859.00	1,222 5.37 %

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20,000.00	WAL-MART STORES INC NT DTD 8/24/07 5.80% DUE 2/15/18 CUSIP: 931142CJ0 MOODY'S RATING: AA2 S&P RATING: AA	21,017.40 105.09	21,864.80 109.324	847.40	148	5.31 %
20,000.00	WISCONSIN ELEC PWR CO DEB DTD 10/1/08 6.00% DUE 4/1/14 CUSIP: 976656CA4 MOODY'S RATING: A1 S&P RATING: A-	19,961.20 99.81	21,721.20 108.606	1,760.00	600	5.52 %
<b>TOTAL CORPORATE</b>		<b>1,627,121.85</b>	<b>1,619,906.35</b>	<b>7,215.50-</b>	<b>22,635</b>	<b>5.31 %</b>
<b><u>MORTGAGE</u></b>						
123,854.91	FEDERAL NATL MTG ASSN GTD MTG PASS THRU CTF POOL #902804 DTD 11/01/06 5% DUE 11/01/21 CUSIP: 31411BAD5	121,039.13 97.73	128,742.22 103.946	7,703.09	516	4.81 %
149,999.90	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #255031 DTD 11/01/03 4.50% DUE 12/01/18 CUSIP: 31371LHG7	150,937.39 100.62	155,543.90 103.696	4,606.51	563	4.34 %
41,037.59	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #255364 DTD 08-01-04 6.00% DUE 09-01-34 CUSIP: 31371LTV1	42,118.01 102.63	43,033.66 104.864	915.65	205	5.72 %
109,816.72	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #357707 DTD 2/1/05 5.00% DUE 2/1/35 CUSIP: 31376KKU9	107,165.68 97.59	113,583.43 103.430	6,417.75	458	4.83 %
99,461.14	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #555800 DTD 09/01/03 5.50% DUE 10/01/33 CUSIP: 31385XNR4	100,470.85 101.02	103,665.36 104.227	3,194.51	456	5.28 %

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26,002.92	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF PL #745257 DTD 01/01/06 6.00% DUE 01/01/36 CUSIP: 31403C5S6	26,182.23 100.69	27,402.40 105.382	1,220.17	130	5.69 %
96,845.87	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #826905 DTD 7/1/05 5.00% DUE 8/1/35 CUSIP: 31407CU62	95,211.59 98.31	100,152.19 103.414	4,940.60	404	4.83 %
93,181.68	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #888459 DTD 5/1/07 4.50% DUE 8/1/20 CUSIP: 31410GB44	91,012.30 97.67	96,509.20 103.571	5,496.90	349	4.34 %
69,023.41	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #888567 DTD 7/1/07 5.50% DUE 12/01/36 CUSIP: 31410GFG3	68,106.69 98.67	71,789.87 104.008	3,683.18	316	5.29 %
84,620.64	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #894634 DTD 11/1/06 6.5% DUE 11/1/36 CUSIP: 31410Q4T5	85,929.60 101.55	89,247.70 105.468	3,318.10	458	6.16 %
26,222.82	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #898415 DTD 10/1/06 6.00% DUE 10/1/36 CUSIP: 31410VDU1	26,478.88 100.98	27,436.94 104.630	958.06	131	5.73 %
90,795.61	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #944639 DTD 7/1/07 6.00% DUE 7/1/37 CUSIP: 31413F4Y5	90,249.42 99.40	94,937.71 104.562	4,688.29	454	5.74 %
93,726.70	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #979899 DTD 5/1/08 5.50% DUE 5/1/38 CUSIP: 31414YDC1	90,600.04 96.66	97,375.48 103.893	6,775.44	430	5.29 %
<b>TOTAL MORTGAGE</b>		<b>1,095,501.81</b>	<b>1,149,420.06</b>	<b>53,918.25</b>	<b>4,870</b>	<b>5.08 %</b>



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<u>ASSET BACKED</u>					
56,458.08	CHASE FUNDING MTG LN ASSET-BACKED 2003-6 MTG LN ASSET-BKD CTF CL 1A4 DTD 12-01-03 4.499% DUE 08-25-30 CUSIP: 161546GZ3 MOODY'S RATING: AAA S&P RATING: AAA	56,486.76 100.05	39,112.46 69.277	17,374.30-	212 6.49 %
50,000.00	CHASE ISSUANCE TRUST SER 2005-A4 CL A4 DTD 05-31-05 4.23% DUE 01-15-13 CUSIP: 161571AL8 MOODY'S RATING: AAA S&P RATING: AAA	49,001.95 98.00	50,170.00 100.340	1,168.05	94 4.22 %
100,000.00	CITIBANK CREDIT CARD ISSUANCE TR SER 2006-A5 CL A5 DTD 05/23/06 5.30% DUE 05/20/11 CUSIP: 17305EDH5 MOODY'S RATING: AAA S&P RATING: AAA	100,378.91 100.38	100,189.00 100.189	189.91-	1,929 5.29 %
145,000.00	FEDERAL HOME LN MTG CORP MULTICLASS MTG PARTN CTFS GTD SER 2812 CL OD DTD 06/01/04 5.00% DUE 12/15/29 CUSIP: 31395AV28	139,200.00 96.00	151,158.15 104.247	11,958.15	604 4.80 %
50,000.00	NISSAN AUTO RECEIVABLES OWNER TRUST SERIES 2008-A ASSET BKD CTF CL A3 DTD 1/24/08 3.89% DUE 7/15/10 CUSIP: 65475FAD7 MOODY'S RATING: AAA S&P RATING: AAA	49,994.36 99.99	50,469.50 100.939	475.14	86 3.85 %

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86,996.27	USAA AUTO OWNER TRUST SER 2007-2 MTG PASSTHRU CTF CL A3 DTD 10/4/07 4.90% DUE 2/15/12 CUSIP: 90327TAC7 MOODY'S RATING: AAA S&P RATING: AAA	86,984.57 99.99	87,934.96 101.079	950.39	189	4.85 %
19,883.79	WFS FINL OWNER TR 2005-3 CL A4 DTD 7-27-05 4.39% DUE 5-17-13 CUSIP: 962215AE9 MOODY'S RATING: AAA S&P RATING: AAA	19,635.25 98.75	19,851.58 99.838	216.33	34	4.40 %
34,652.22	WORLD OMNI AUTO RECEIVABLES TRUST 2007-B MTG PASSTHRU CTF CL A3A DTD 9/26/07 5.28% DUE 1/17/12 CUSIP: 98156DAD9 MOODY'S RATING: AAA S&P RATING: AAA	34,651.37 100.00	35,050.72 101.150	399.35	71	5.22 %
TOTAL ASSET BACKED		536,333.17	533,936.37	2,396.80-	3,219	4.89 %
<u>CMBS</u>						
32,219.98	BANC AMER COHL MTG TR 2006-3 MTG PASSTHRU CTF CL A-1 DTD 8/1/06 5.685% DUE 7/10/44 CUSIP: 059500AA6 S&P RATING: AAA	32,365.98 100.45	32,229.00 100.028	136.98-	153	5.68 %
TOTAL TAXABLE FIXED INCOME SECS		4,637,074.11	4,705,408.49	68,334.38	36,950	4.49 %
TOTAL FIXED INCOME SECURITIES		4,637,074.11	4,705,408.49	68,334.38	36,950	4.49 %

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<u>PAR VALUE OR SHARES</u>	<u>ASSET DESCRIPTION</u>	<u>FED TAX COST COST PER UNIT</u>	<u>MARKET VALUE MARKET PRICE</u>	<u>UNREALIZED GAIN/LOSS (FED TO MKT)</u>	<u>ACCRUED INCOME</u>	<u>YIELD AT MARKET</u>
<u>EQUITIES</u>						
<u>ENERGY</u>						
<u>ENERGY EQUIPMENT &amp; SERVICES</u>						
1,810.00	NATIONAL OILWELL VARCO INC COM CUSIP: 637071101	68,706.03 37.96	51,965.10 28.710	16,740.93-	0	0.00 %
1,320.00	SCHLUMBERGER LTD COM CUSIP: 806857108	104,453.66 79.13	53,618.40 40.620	50,835.26-	298	2.07 %
923.00	TRANSOCEAN LTD ORD SHS CUSIP: H8817H100	60,540.25 65.59	54,309.32 58.840	6,230.93-	0	0.00 %
TOTAL ENERGY EQUIPMENT & SERVICES		233,699.94	159,892.82	73,807.12-	298	0.69 %
<u>OIL AND GAS</u>						
1,840.00	ANADARKO PETE CORP COM CUSIP: 032511107	67,925.35 36.92	71,557.60 38.890	3,632.25	0	0.93 %
1,610.00	DEVON ENERGY CORPORATION NEW COM CUSIP: 25179M103	132,180.59 82.10	71,953.90 44.690	60,229.69-	0	1.43 %
1,380.00	EOG RES INC COM CUSIP: 26875P101	95,539.12 69.23	75,568.80 54.760	19,970.32-	0	1.06 %
1,710.00	EXXON MOBIL CORP COM CUSIP: 30231G102	125,179.25 73.20	116,451.00 68.100	8,728.25-	0	2.35 %
TOTAL OIL AND GAS		420,824.31	335,528.30	85,296.01-	0	1.56 %

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<u>ENERGY - MISC</u>						
1,690.00	NEW ORIENTAL EDUCATIO-SP ADR CUSIP: 647581107	92,252.57 54.59	84,922.50 50.250	7,330.07-	0	0.00 %
TOTAL ENERGY		746,776.82	580,343.62	166,433.20-	298	1.09 %
<u>MATERIALS</u>						
<u>CHEMICALS</u>						
1,687.00	ECOLAB INC COM CUSIP: 278865100	52,916.59 31.37	58,589.51 34.730	5,672.92	236	1.61 %
870.00	MONSANTO CO COM CUSIP: 61166W101	73,496.59 84.48	72,297.00 83.100	1,199.59-	0	1.28 %
TOTAL CHEMICALS		126,413.18	130,886.51	4,473.33	236	1.43 %
TOTAL MATERIALS		126,413.18	130,886.51	4,473.33	236	1.43 %
<u>INDUSTRIALS</u>						
<u>AEROSPACE &amp; DEFENSE</u>						
2,160.00	UNITED TECHNOLOGIES CORP COM CUSIP: 913017109	97,187.21 44.99	92,836.80 42.980	4,350.41-	0	3.58 %
<u>INDUSTRIAL CONGLOMERATES</u>						
815.00	3M COMPANY COM CUSIP: 88579Y101	49,873.33 61.19	40,521.80 49.720	9,351.53-	0	4.10 %

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<u>MACHINERY</u>					
1,470.00	DANAHER CORPORATION COM CUSIP: 235851102	102,550.55 69.76	79,703.40 54.220	22,847.15-	44 0.22 %
<u>COMMERCIAL SERVICES &amp; SUPPLIES</u>					
2,090.00	STERICYCLE INC COM CUSIP: 858912108	90,971.74 43.53	99,755.70 47.730	8,783.96	0 0.00 %
<u>AIR FREIGHT &amp; LOGISTICS</u>					
2,510.00	EXPEDITORS INTL WASH INC COM CUSIP: 302130109	77,693.18 30.95	71,007.90 28.290	6,685.28-	0 1.13 %
TOTAL INDUSTRIALS		418,276.01	383,825.60	34,450.41-	44 1.56 %
<u>CONSUMER DISCRETIONARY</u>					
<u>TEXTILES, APPAREL, LUXURY GOODS</u>					
2,110.00	NIKE INC CL B CUSIP: 654106103	120,775.83 57.24	98,937.90 46.890	21,837.93-	528 2.13 %
<u>HOTELS, RESTAURANTS &amp; LEISURE</u>					
1,890.00	MCDONALDS CORP COM CUSIP: 580135101	106,257.97 56.22	103,137.30 54.570	3,120.67-	0 3.67 %



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<u>SPECIALTY RETAIL</u>					
3,280.00	DICKS SPORTING GOODS INC COM CUSIP: 253393102	49,706.40 15.15	46,805.60 14.270	2,900.80-	0 0.00 %
TOTAL CONSUMER DISCRETIONARY		276,740.20	248,880.80	27,859.40-	528 2.37 %
<u>CONSUMER STAPLES</u>					
<u>FOOD &amp; STAPLES RETAILING</u>					
1,540.00	WAL MART STORES INC COM CUSIP: 931142103	89,229.52 57.94	80,234.00 52.100	8,995.52-	420 2.09 %
<u>BEVERAGES</u>					
1,430.00	PEPSICO INC COM CUSIP: 713448108	63,034.40 44.08	73,616.40 51.480	10,582.00	0 3.30 %
<u>FOOD PRODUCTS</u>					
1,260.00	BUNGE LIMITED COM CUSIP: G16962105	46,853.23 37.19	71,379.00 56.650	24,525.77	0 1.34 %
2,240.00	GENERAL MILLS INC COM CUSIP: 370334104	143,489.12 64.06	111,731.20 49.880	31,757.92-	0 3.45 %
1,690.00	KELLOGG CO COM CUSIP: 487836108	73,591.62 43.55	61,904.70 36.630	11,686.92-	0 3.71 %
TOTAL FOOD PRODUCTS		263,933.97	245,014.90	18,919.07-	0 2.90 %

National City Bank

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

ASSET STATEMENT

AS OF 03/31/09

PAGE 29 OF 131

<u>PAR VALUE OR SHARES</u>	<u>ASSET DESCRIPTION</u>	<u>FED TAX COST COST PER UNIT</u>	<u>MARKET VALUE MARKET PRICE</u>	<u>UNREALIZED GAIN/LOSS (FED TO MKT)</u>	<u>ACCRUED INCOME</u>	<u>YIELD AT MARKET</u>
<u>HOUSEHOLD PRODUCTS</u>						
1,910.00	COLGATE-PALMOLIVE CO COM CUSIP: 194162103	94,698.89 49.58	112,651.80 58.980	17,952.91	0	2.98 %
TOTAL CONSUMER STAPLES		510,896.78	511,517.10	620.32	420	2.85 %
<u>HEALTH CARE</u>						
<u>HEALTH CARE EQUIPMENT, SUPPLIES</u>						
980.00	BAXTER INTL INC COM CUSIP: 071813109	59,479.08 60.69	50,195.60 51.220	9,283.48-	255	2.03 %
<u>BIOTECHNOLOGY</u>						
740.00	CEPHALON INC COM CUSIP: 156708109	56,208.20 75.96	50,394.00 68.100	5,814.20-	0	0.00 %
1,380.00	GENZYME CORP COM-GEN DIV CUSIP: 372917104	83,360.33 60.41	81,958.20 59.390	1,402.13-	0	0.00 %
1,540.00	GILEAD SCIENCES INC COM CUSIP: 375558103	75,739.95 49.18	71,332.80 46.320	4,407.15-	0	0.00 %
TOTAL BIOTECHNOLOGY		215,308.48	203,685.00	11,623.48-	0	0.00 %
<u>PHARMACEUTICALS</u>						
1,690.00	ABBOTT LABS COM CUSIP: 002824100	88,227.53 52.21	80,613.00 47.700	7,614.53-	0	3.35 %
1,480.00	JOHNSON & JOHNSON COM CUSIP: 478160104	99,202.77 67.03	77,848.00 52.600	21,354.77-	0	3.50 %

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CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

ASSET STATEMENT

AS OF 03/31/09

PAGE 30 OF 131

PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (FED TO MKT)	INCOME ACCRUED YIELD AT INCOME MARKET
1,540.00	TEVA PHARMA INDS ADR 1 ADR REPRESENTS 10 SHS CUSIP: 881624209	69,556.20 45.17	69,377.00 45.050	179.20-	0 0.94 %
TOTAL PHARMACEUTICALS		256,986.50	227,838.00	29,148.50-	0 2.67 %
TOTAL HEALTH CARE		531,774.06	481,718.60	50,055.46-	255 1.47 %
<u>FINANCIALS</u>					
<u>DIVERSIFIED FINANCIAL SERVICES</u>					
4,575.00	JPMORGAN CHASE & CO COM CUSIP: 46625H100	138,941.57 30.37	121,603.50 26.580	17,338.07-	0 0.75 %
<u>CAPITAL MARKETS</u>					
2,160.00	BANK NEW YORK MELLON CORP COM CONTRA CUSIP: 064058100	68,656.54 31.79	61,020.00 28.250	7,636.54-	0 3.40 %
800.00	GOLDMAN SACHS GROUP INC COM CUSIP: 38141G104	64,945.85 81.18	84,816.00 106.020	19,870.15	0 1.76 %
TOTAL CAPITAL MARKETS		133,602.39	145,836.00	12,233.61	0 2.45 %
<u>INSURANCE</u>					
2,140.00	AON CORP COM CUSIP: 037389103	89,485.05 41.82	87,354.80 40.820	2,130.25-	0 1.47 %
3,780.00	LOEWS CORP COM CUSIP: 540424108	142,493.68 37.70	83,538.00 22.100	58,955.68-	0 1.13 %
TOTAL INSURANCE		231,978.73	170,892.80	61,085.93-	0 1.30 %
TOTAL FINANCIALS		504,522.69	438,332.30	66,190.39-	0 1.53 %

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ASSET STATEMENT

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

AS OF 03/31/09

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (FED TO MKT)	INCOME ACCRUED YIELD AT INCOME MARKET
<u>INFORMATION TECHNOLOGY</u>					
<u>INTERNET SOFTWARE &amp; SERVICES</u>					
300.00	GOOGLE INC CL A CUSIP: 38259P508	128,159.77 427.20	104,418.00 348.060	23,741.77-	0 0.00 %
<u>SOFTWARE</u>					
2,430.00	CITRIX SYS INC COM CUSIP: 177376100	78,596.77 32.34	55,015.20 22.640	23,581.57-	0 0.00 %
6,445.00	MICROSOFT CORP COM CUSIP: 594918104	102,826.64 15.95	118,394.65 18.370	15,568.01	0 2.83 %
6,610.00	ORACLE CORP COM CUSIP: 68389X105	133,143.40 20.14	119,442.70 18.070	13,700.70-	0 1.11 %
TOTAL SOFTWARE		314,566.81	292,852.55	21,714.26-	0 1.60 %
<u>COMMUNICATIONS EQUIPMENT</u>					
4,335.00	CISCO SYS INC COM CUSIP: 17275R102	60,375.07 13.93	72,697.95 16.770	12,322.88	0 0.00 %
<u>COMPUTERS &amp; PERIPHERALS</u>					
970.00	APPLE INC CUSIP: 037833100	70,016.38 72.18	101,966.40 105.120	31,950.02	0 0.00 %





CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

ASSET STATEMENT  
AS OF 03/31/09

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (FED TO MKT)	INCOME ACCRUED YIELD AT INCOME MARKET
<u>SEMICONDUCTORS &amp; EQUIPMENT</u>					
3,350.00	INTEL CORP COM CUSIP: 458140100	52,547.10 15.69	50,350.50 15.030	2,196.60-	0 3.73 %
3,720.00	MICROCHIP TECHNOLOGY INC COM CUSIP: 595017104	104,593.34 28.12	78,826.80 21.190	25,766.54-	0 6.40 %
TOTAL SEMICONDUCTORS & EQUIPMENT		157,140.44	129,177.30	27,963.14-	0 5.36 %
TOTAL INFORMATION TECHNOLOGY		730,258.47	701,112.20	29,146.27-	0 1.65 %
<u>TELECOMMUNICATION SERVICES</u>					
<u>DIVERSIFIED TELECOMM SERVICES</u>					
2,240.00	VERIZON COMMUNICATIONS COM CUSIP: 92343V104	66,749.37 29.80	67,648.00 30.200	898.63	0 6.09 %
<u>WIRELESS TELECOMM SERVICES</u>					
2,880.00	AMERICAN TOWER CORP CL A CUSIP: 029912201	95,420.78 33.13	87,638.40 30.430	7,782.38-	0 0.00 %
TOTAL TELECOMMUNICATION SERVICES		162,170.15	155,286.40	6,883.75-	0 2.65 %
<u>UTILITIES</u>					
<u>GAS UTILITIES</u>					
2,850.00	EQT CORPORATION COM CUSIP: 26884L109	71,125.11 24.96	89,290.50 31.330	18,165.39	0 2.81 %

CLEVE PUB LIB ENDMT FD  
ACCOUNT No. 01404713000

ASSET STATEMENT

AS OF 03/31/09

<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>MULTI-UTILITIES &amp; UNREG.POWER</u>					
1,860.00	PG&E CORP COM CUSIP: 69331C108	71,002.28 38.17	71,089.20 38.220	86.92	781 4.40 %
TOTAL UTILITIES		142,127.39	160,379.70	18,252.31	781 3.51 %
TOTAL EQUITIES		4,149,955.75	3,792,282.83	357,672.92-	2,562 1.84 %
<u>MUTUAL FUNDS</u>					
<u>LARGE CAP</u>					
<u>LC - VALUE PRPTY</u>					
51,435.816	ALLEGIANT LARGE CAP VALUE FD CLASS I #412 CUSIP: 01748V742	699,529.00 13.60	481,439.24 9.360	218,089.76-	0 1.29 %
<u>SMALL CAP</u>					
<u>SC - CORE PRPTY</u>					
103,439.965	ALLEGIANT SMALL CAP CORE FD CLASS I #426 CUSIP: 01748V585	895,551.00 8.66	649,602.98 6.280	245,948.02-	0 0.16 %
<u>DEVELOPED INTL MF'S &amp; ETF'S</u>					
<u>IM - CORE PRPTY</u>					
75,232.166	ALLEGIANT INTERNATIONAL EQUITY FD CLASS I #409 CUSIP: 01748E120	794,488.45 10.56	641,730.38 8.530	152,758.07-	0 2.49 %
TOTAL MUTUAL FUNDS		2,389,568.45	1,772,772.60	616,795.85-	0 1.31 %



CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

ASSET STATEMENT  
AS OF 03/31/09

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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>
TOTAL ASSETS		11,409,780.10	10,503,645.71	906,134.39-	39,512 2.90 %

**CLEVELAND PUBLIC LIBRARY**  
**SPECIAL REPORT ON GENERAL FUND INCOME AND EXPENDITURES**  
**AND ON STRATEGIC PLAN EXPENDITURES**  
**THROUGH MARCH 31, 2009**

**CLEVELAND PUBLIC LIBRARY  
SPECIAL REPORT ON INCOME AND EXPENDITURES  
For the Period Ended  
March 31, 2009**

<b>General Fund - Receipts</b>					
	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF - Public Library Fund	24,625,428	5,967,751	18,657,677	24%	25%
General Property Tax	29,400,248	15,832,181	13,568,067	54%	50%
Rollback, Homestead, CAT	6,489,423	0	6,489,423	0%	0%
Federal Grants	0	0	0	0%	0%
State Aid	960,000	233,803	726,197	24%	0%
Fines & Fees	323,500	83,525	239,975	26%	23%
Investment Earnings	1,600,000	225,661	1,374,339	14%	44%
Services to Others-Clevnet	2,800,000	597,184	2,202,816	21%	32%
Miscellaneous	410,000	13,626	396,374	3%	10%
Advances & Transfers	0	0	0	0%	0%
<b>TOTALS</b>	<b>66,608,599</b>	<b>22,953,732</b>	<b>43,654,867</b>	<b>34%</b>	<b>33%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated January 15, 2009.

**CLEVELAND PUBLIC LIBRARY  
SPECIAL REPORT ON INCOME AND EXPENDITURES  
For the Period Ended  
March 31, 2009**

<b>General Fund - Expenditures</b>					
	Appropriation (2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	45,733,594	17,101,341	28,632,254	37%	39%
Supplies	1,536,430	449,366	1,087,064	29%	24%
Purchased Services	11,759,508	8,528,538	3,230,970	73%	63%
Library Materials	13,767,568	4,541,831	9,225,736	33%	35%
Capital Outlay	1,251,716	415,228	836,488	33%	29%
Other	99,557	72,182	27,375	73%	71%
<b>SUBTOTAL</b>	<b>74,148,373</b>	<b>31,108,485</b>	<b>43,039,888</b>	<b>42%</b>	<b>42%</b>
Advances/Transfers	3,000,000	0	3,000,000	0%	0%
<b>TOTALS</b>	<b>77,148,373</b>	<b>31,108,485</b>	<b>46,039,888</b>	<b>40%</b>	<b>41%</b>

Note (2): Appropriation of \$72,969,473 plus carried forward encumbrance of \$4,178,900.  
Note (3): Subtotal includes 19% expended and 21% encumbered.

**CLEVELAND PUBLIC LIBRARY  
SPECIAL REPORT ON INCOME AND EXPENDITURES  
For the Period Ended  
March 31, 2009**

<b>Strategic Plan Expenditures - In Millions</b>										
	Year 1 - 2004		Year 2 - 2005		Year 3 - 2006					
	Budget	Expended	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		Year 6 - 2009		5 Year	Expended		
	Budget	Expended	Budget	Expended	Budget	Expended	Budget	To Date		
Salaries/Benefits	3.349	3.083	3.622	3.425	0.000	0.799	13.064	12.518		
Library Materials	0.021	0.021	0.029	0.033	0.000	0.000	0.925	0.931		
Capital Projects (4)	3.000	0.435	3.000	1.163	0.000	0.325	15.000	3.004		
<b>TOTALS</b>	<b>6.370</b>	<b>3.539</b>	<b>6.651</b>	<b>4.622</b>	<b>0.000</b>	<b>1.124</b>	<b>28.990</b>	<b>16.453</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  
March 31, 2009**

<b>Strategic Plan Capital Projects - In Dollars</b>					
	Budget	Expended Through 2008	Expended 2009	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	113,000	0	0	21,420
Lorain	152,010	447,170	7,877	32,592	(335,629)
Woodland - Land	21,000	21,192	0	0	(192)
Woodland - Expansion/Parking	1,200,000	117,290	0	21,250	1,061,460
Rice	5,300,000	438,010	316,826	3,750,885	794,278
South Brooklyn	96,000	77,522	0	0	18,478
Garden Valley	285,000	350,019	0	2,124	(67,143)
<b>Totals</b>	<b>8,234,430</b>	<b>2,679,301</b>	<b>324,703</b>	<b>3,842,622</b>	<b>1,387,804</b>



**CLEVELAND PUBLIC LIBRARY**

**Finance Committee**

**REPORT ON INVESTMENTS – March 2009**

**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 March 1, 2009 through March 31, 2009.

<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>
03/01/09 - 03/31/09	31	Various	Key Bank	Various	\$ 131.92	Sweep Money Market
03/01/09 - 03/31/09	31	Various	STAR Ohio	Various	4,331.17	Investment Pool
03/01/09 - 03/31/09	31	Various	National City Bank	Various	1.99	Sweep Money Market
10/28/08 - 03/17/09	141	500,000	Fed Natl Mort Assn	3.500%	11,881.94	Federal Agency
11/20/08 - 03/04/09	105	1,000,000	Fed Natl Mort Assn	3.125%	15,827.78	Federal Agency
09/22/08 - 03/22/09	182	1,000,000	Fed Natl Mort Assn	4.030%	20,150.00	Federal Agency
09/10/08 - 03/10/09	182	1,580,000	Federal Home Loan Bank	3.000%	23,700.00	Federal Agency
09/11/08 - 03/11/09	182	685,000	Federal Home Loan Bank	3.250%	11,131.25	Federal Agency

Earned Interest March 2009	\$ 87,156.05
Earned Interest Year To Date	\$ 225,661.43

## CLEVELAND PUBLIC LIBRARY

### Finance Committee April 16, 2009

#### REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR MARCH 2009

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

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Clevnet SIG Meeting Euclid, Ohio	3/10/09	Pamela Benjamin	16.78
Public Library of Cincinnati Know it Now Training Cincinnati, Ohio	3/18/09 - 3/19/09	Donald Boozer	418.79
Ohio Library Council Legislative Day Columbus, Ohio	3/11/09	Ali Boyd	16.00
Ohio Library Council Legislative Day Columbus, Ohio	3/11/09	Holly Carroll	16.00
Northeast Ohio Regional Library System A Day for Branch Managers Seminar Twinsburg, Ohio	3/4/09	Cheryl Diamond	45.43
Ohio Library Council Legislative Day Columbus, Ohio	3/11/09	Cheryl Diamond	16.00
National Seminars Group Women's Conference 2009 Independence, Ohio	3/24/09	Carol Dixon	37.00
National Seminars Group Developing your Emotional Intelligence Independence, Ohio	3/13/09	Brad Eberle	49.00
Ohio Library Council Legislative Day Columbus, Ohio	3/11/09	Kathryn Feeley	16.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Clevnet SIG Meeting Twinsburg, Ohio	3/18/09	Regina Houseman	33.39
Cleveland Society of Human Resources Northern Ohio Human Resources Conference Cleveland, Ohio	3/13/09	Dawntae Jackson	249.91
Public Library of Cincinnati Know it Now Training Cincinnati, Ohio	3/18/09 - 3/19/09	Brian Leszcz	167.84
Program for Cooperative Cataloging Cataloging Training Kent, Ohio	3/2/09	Michael Monaco	17.22
Ohio Library Council Classification Workshop Columbus, Ohio	2/24/09	Alicia Naab	231.80
Online Computer Library Center Annual Conference Lafayette, Indiana	3/18/09 - 3/20/09	Ann Olszewski	501.19
Northeast Ohio Regional Library System Summer Reading Club Workshop Westlake, Ohio	3/9/09	Caroline Peak	27.17
Ohio Library Council Legislative Day Columbus, Ohio	3/11/09	Jan Ridgeway	16.00
Northeast Ohio Regional Library System Customer Service or Customer Servant Workshop Cleveland, Ohio	3/10/09	Michelle Skrovan	21.45
Ohio Library Council Legislative Day Columbus, Ohio	3/11/09	Felton Thomas	16.00
Cleveland Society of Human Resources Northern Ohio Human Resources Conference Cleveland, Ohio	3/13/09	Sharon Tufts	249.90
Ohio Library Council 2009 Planning Committee Meeting Medina, Ohio	2/20/09	Deva Walker	36.65

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
American Library Association Mid-Winter Conference Denver, Colorado	1/22/09 - 1/27/09	Tena Wilson	900.00

<b>TOTAL</b>			<b>\$3,099.52</b>
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**SUMMARY**

FUND	MARCH	YEAR TO DATE
General	\$2,512.89	\$12,854.75
Judd Fund	0.00	0.00
Lockwood Thompson	0.00	100.00
Metlife-Fit for Life	0.00	0.00
LSTA - Know it Know	586.63	2,205.45
<b>TOTAL</b>	<b>\$3,099.52</b>	<b>\$15,160.20</b>

## CLEVELAND PUBLIC LIBRARY

## FINANCE COMMITTEE

April 16, 2009

**PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD  
JANUARY 1 THROUGH MARCH 31, 2009**

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>
01/12/09	DCD2 Security Strips	Stockroom	3M Safety & Security	\$ 17,656.60
01/16/09	Office Supplies	Stockroom	Corporate Express	7,473.19
01/30/09	Circulation Labels	Stockroom	Shamrock Companies	21,534.00
02/02/09	Computer Equipment	Automation	Business Smarts, Inc.	5,934.00
02/09/09	DS-B2-N Security Strips	Stockroom	3M Safety & Security	6,393.00
02/16/09	Client Management/Altiris Licenses	Automation	Hewlett-Packard Co.	12,647.36
02/16/09	Pressure Seal System	Automation	Moore Wallace	18,847.00
02/18/09	Book/Magazine Covers	Book Prep	KAPCO	7,264.60
03/02/09	Computer Equipment	Automation	Business Smarts, Inc.	5,664.84
03/03/09	Office Supplies	Stockroom	Corporate Express	5,328.40
03/06/09	Office Supplies	Stockroom	Corporate Express	5,193.40
03/13/09	Overdue Notice Self-Mailers	Stockroom	Moore Wallace	8,256.00
03/13/09	Hand Dryers	Engineers	Supply Ease LLC	7,402.80
03/13/09	DCD2 Security Strips	Stockroom	3M Safety & Security	11,039.20
03/17/09	Integrated AV System	Automation	Doan/Pyramid Comm.	8,490.00
03/17/09	Flowan Help Desk Software	Automation	Flowan Software, Inc.	12,000.00
03/17/09	Copier Paper	Stockroom	Specialty Products, Inc.	5,500.00

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

## CLEVELAND PUBLIC LIBRARY

### FINANCE COMMITTEE

April 16, 2009

### PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD JANUARY 1 THROUGH MARCH 31, 2009

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>
02/03/09	Ancestry Library Edition	CLEVNET	ProQuest	\$ 32,440.00
02/11/09	FirstSearch Subscription WorldCat	CLEVNET	OHIONET	112,000.00
02/17/09	Literature Resource Center – Hosting Fee	CLEVNET	Gale Cengage	27,065.27
12/01/06	Web of Science: Back Year (includes Arts & Humanities Index Science Citation Index, and Social Science Index)	Sci Tech	Thomson Scientific	31,623.00

#### AUTOMATED-RELATED GOOD AND SERVICES

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
01/12/09	Desktop Service Agreement CPL	Automation	Business Smarts, Inc.	\$ 78,908.35
01/12/09	CLEVNET Server Maintenance Renewal – CLEVNET	Automation	Business Smarts, Inc.	115,952.19
02/02/09	Computer Equipment – CPL	Automation	Business Smarts, Inc.	27,030.00
01/12/09	Annual Unicorn Software Maintenance – CLEVNET	Automation	SirsiDynix	227,231.93
02/02/09	Computer Equipment – CPL	Automation	Business Smarts, Inc.	143,703.57
02/02/09	Computer Equipment – CPL	Automation	CDW-G Inc.	25,627.50
02/02/09	Oracle Computer Software & Maintenance – CLEVNET	Automation	DLT Solutions, Inc.	93,208.00
02/23/09	Directors Station/Datastream Subscriptions/Licenses	Automation	SirsiDynix	92,119.46

#### OTHERS SERVICES

03/19/09	Consultation for Library Museum Pass Program Project	CPL	Branching Out	\$ 25,000.00
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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**  
 April 16, 2009

The following report covers the period March 1, 2009 through March 31, 2009.

**Resignations:**

Lemon, Brandon, Branch Clerk (part-time regular), grade B, Garden Valley, 2/3/09

**Pages:**

<b>Name</b>	<b>Reason for Leaving</b>	<b>Department</b>	<b>Date effective</b>
Toledo, Jayline	(discharged)	Fulton	03/03/09
Trapp, Alvin	(military)	Shelf Division (main)	03/13/09

**Retirements:**

Bessie L. Powell (after 35 years of service), Account Specialist, Grade E, Accounting Department, 3/31/09

**APPOINTMENTS, PROMOTIONS AND CHANGES IN RATE:****Return from Leave:**

Chilkcutt, Lyla (FMLA), Preservation Technician, grade A, Preservation, 3/30/09  
 Kmiec, Eugene (FMLA), Building Maintenance Mechanic, grade G, Main. Mech, 3/30/09

**ANNUAL INCREMENTS:**

	<b><u>Salary – 2/28/09</u></b>			<b><u>Salary – 3/01/09</u></b>			<b>Assignment</b>
	<b>Rate</b>	<b>Grade</b>	<b>Step</b>	<b>Rate</b>	<b>Grade</b>	<b>Step</b>	
Boozer, Donald	\$ 60,644	J	2	\$ 63,069	J	3	Automation Services
Brennan, Peter	47,968	F	5	49,887	F	6	Security Operations
Harnegie, Mary	25.39	H	1	26.41	H	2	Branch Substitutes
Ronney, Darlene	76,761	K	5	79,831	K	6	Memorial/Nottingham
Tobin, Michael	33,112	C	1	34,437	C	2	Security Operations
Tripodis, Stamatis	21.66	F	1	22.52	F	2	South Brooklyn
Truitt, Opal	15.86	B	1	16.49	B	6	Collinwood
Varela, Franklyn	70,969	K	3	73,808	K	4	Fulton
	<b><u>Salary – 3/14/09</u></b>			<b><u>Salary – 3/15/09</u></b>			<b>Assignment</b>
	<b>Rate</b>	<b>Grade</b>	<b>Step</b>	<b>Rate</b>	<b>Grade</b>	<b>Step</b>	
Allen, Tracey	\$ 50,998	H	1	\$ 53,037	H	2	Garden Valley
Baldwin, Lunette	49,513	H	1	51,492	H	2	Payroll
Hayes, Rayshawn	21.66	F	1	22.52	F	2	Union
Knape, Kenneth	70,969	K	3	73,808	K	4	Rockport
Kuban, Helen	104,319	N	1	108,491	N	2	Financial Services
Tyus, Kenneth	21.66	F	1	22.52	F	2	South
Skrovan, Michelle	55,159	H	3	57,365	H	4	General Reference
	<b><u>Salary – 3/28/09</u></b>			<b><u>Salary – 3/29/09</u></b>			<b>Assignment</b>
	<b>Rate</b>	<b>Grade</b>	<b>Step</b>	<b>Rate</b>	<b>Grade</b>	<b>Step</b>	
Bowers, Kevin	\$ 29,057	A	1	\$ 30,220	A	2	Custodial-C
Estrella, Maria	50,998	H	1	53,037	H	2	Memorial/Nottingham

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

	<u>Salary – 3/28/09</u>			<u>Salary – 3/29/09</u>			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Graves, Dennice	\$ 33,442	B	3	\$ 34,780	B	4	South
Lefkowitz, Kathleen	63,069	J	3	65,592	J	4	Walz
Ray, Kevin	21.60	F	1	23.43	F	3	Rice

**Longevity:**

	<u>Salary – 2/28/09</u>			<u>Salary – 3/01/09</u>			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Adero, Kadir	\$ 38,371	B	7	\$ 39,138	B	8	Glenville
Marshall, John	59,939	G	7	61,138	G	8	Carpenters

	<u>Salary – 3/14/09</u>			<u>Salary – 3/15/09</u>			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Allen, Robert	\$ 38,371	B	7	\$ 39,138	B	8	East 131 <sup>st</sup>
Edwards, Thomas	73,436	I	9	74,906	I	10	History & Geography
Kemp, Brandon	51,384	F	6	52,411	F	7	LBPH
Phelan, Roseann	61,444	H	7	62,673	H	8	Shelf/Shipping
Roberts, Ronald	53,459	F	8	54,529	F	9	MLK

	<u>Salary – 3/28/09</u>			<u>Salary – 3/29/09</u>			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Baron, Elvira	\$ 53,459	F	8	\$ 54,529	F	9	Science & Tech
Lewallen, Rodney	46,997	D	10	47,936	D	11	Catalog
Ridgeway, Janice	147,115	O	10	150,057	O	11	Branches & Outreach
Sellers, Yvette	48,027	E	7	48,988	E	8	Accounting
Simmons, Jeffrey	52,411	F	7	53,459	F	8	Rice

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

Latkovic, Marissa	Lorain	3/02/09
Manieri, Angelina	Shelf Division (Main)	3/21/09
Petranek, John	Fleet	3/02/09
Winstead, Ramone	Shelf Division (Main)	3/10/09

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

Arroyo, Isaiah	Shelf Division (Main)	3/10/09
Browarek, Andrew	Shelf Division (Main)	3/23/09
Liu, Xin Xin	Shelf Division (Main)	3/04/09

**Page Rehires & Date Effective****\$9.60 per hour**

Belk, Briana	Shelf Division (Main)	3/17/09
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**Increase in Page Rate in accordance with pay plan in effect:****\$9.60 hour**

Blade, Jasrielle	Shelf/Shipping (Lakeshore)	3/01/09
Fisher, Reuben	Shelf Division (Main)	3/01/09
Hollaman, Elizabeth	Shelf Division (Main)	3/01/09
Stephens, Sierra	Shelf Division (Main)	3/01/09
Vanna, Leah	Shelf/Shipping (Lakeshore)	3/01/09



## CLEVELAND PUBLIC LIBRARY

Human Resources Committee Report  
April 16, 2009Report on Paid Sick Time Used by the Month  
Hours Used Per Each Two Pay Periods

<b>MONTH</b>	<b>2008</b>	<b>2009</b>
January	4,663.53	3,990.42
February	4,578.13	3,984.28
March	4,671.99	4,362.18
April	4,429.51	
May	6,528.18*	
June	3,956.25	
July	4,632.69	
August	4,306.01	
September	4,136.02	
October	5,809.41*	
November	4,329.96	
December	3,990.42	

**\*Covers three pay periods**

**Human Resources Committee Report**

April 16, 2009

Payroll Period Ending March 28, 2009

	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/Supervisory <sup>1</sup>	30	23	0	23	9	2	87	39.1	1	0	0	0	0	0	0	1	0
Professional <sup>2</sup>	45	15	6	20	1	1	88	26.1	5	2	0	2	0	0	0	9	22.2
Support Staff	48	125	15	32	45	4	269	70.3	22	43	8	12	39	2	126	73.0	
Maintenance & Security	2	3	0	30	49	3	87	63.2	0	0	0	0	0	0	0	0	0
Pages	0	0	0	0	0	0	0	0	34	48	13	18	53	6	172	69.8	
<b>Total</b>	<b>125</b>	<b>166</b>	<b>21</b>	<b>105</b>	<b>104</b>	<b>10</b>	<b>*531</b>	<b>56.7</b>	<b>62</b>	<b>93</b>	<b>21</b>	<b>32</b>	<b>92</b>	<b>8</b>	<b>308</b>	<b>69.5</b>	

3500

FULL TIME EQUIVALENT (FTE): 531

FULL TIME EQUIVALENT (FTE) FOR PART TIME: 142.52

FULL TIME TURNOVER RATE: 0.5%

PART TIME TURNOVER RATE: 2.6%

**\*INCLUDES  
2 LEAVES OF ABSENCE**

<sup>1</sup> Includes 60 Librarians

<sup>2</sup> Includes 88 Librarians

REPORT H

**INSURANCE REPORT  
FOR THE MONTH OF  
MARCH  
2009**

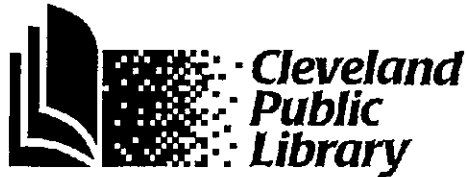
Human Resources Committee Report  
APRIL 16, 2009

**Staff Enrollments-Health Care/Dental**

	<b>Single</b>	<b>Family</b>	<b>Total</b>
<b>United Healthcare</b>	108	93	201
<b>Kaiser</b>	232	104	336
<b>Delta Dental</b>	260	196	456

**Workers' Compensation Lost Time Report**

<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed this month</i>
Painter	Main	08/01/08	30
Maint Mechanic	Main	02/20/08	28



## Policy on Patron Guidelines

Cleveland Public Library encourages the use of its facilities for reading, study, research, and the legitimate use of the Library's resources and services. The Library pledges to provide an atmosphere conducive to delivering library services to its patrons. To further this goal, library patrons are asked to conduct themselves in a lawful, orderly and considerate manner.

### Conduct Governed by Cleveland Public Library Policy

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

- Engaging in horseplay
- Creating excessive or disruptive noise
- Using profane or offensive language
- Violating the Library's *Policy on Internet and Computer Use*
- Leaving a child, age six or under, unsupervised or unattended, anywhere in or on library premises
- Soliciting, including, but not limited to, soliciting for money, donations, or signatures
- Entering library facilities with bare feet or without a shirt, or being otherwise attired so as to create a threat to health or safety or disrupt other patrons' use of the library facilities
- Posting or distributing material without permission
- Trespassing in non-public areas
- Monopolizing equipment, materials, or furnishings
- Furnishing false information to obtain more than one library card
- Parking vehicles on library premises for purposes other than library use
- Using personal communication devices (cell phones, pagers, etc.) or entertainment devices at a volume that disturbs other patrons or library staff
- Sleeping in or on library premises
- Using restrooms for bathing or laundry
- Littering
- Eating and drinking, except in designated areas
- Bringing large bundles into library facilities
- Using skateboards or skates on library premises
- Bringing bicycles, scooters or carts into library facilities without permission
- Moving furniture or equipment without library authorization
- Blocking aisles, exits, or entrances
- Leaving packages or any other personal items unattended
- Bringing animals into library facilities, with the exception of guide dogs, assistance dogs, and animals brought in for special programs

### Infractions of Library Policies

- ❖ 1<sup>st</sup> instance of infraction: Patron will receive a verbal warning by library staff or security personnel, and will be given a copy of this policy; the warning will include verbal notification of suspension for the day if behavior continues.
- ❖ 2<sup>nd</sup> instance of infraction: Patron's library privileges will be suspended for the remainder of the day.
- ❖ Repeated offenses by a minor will result in notification of the parent/guardian and will require a meeting with library staff prior to the reinstatement of library privileges.
- ❖ Repeated offenses by an adult may result in a seven-day suspension.

### Subject to Search

Bundles, packages, backpacks, briefcases, purses, and other containers may be subject to search upon entering or leaving library buildings in order to protect and preserve the safety and security of property and people using the Library.

(continued)

## Conduct Governed by Federal, State, and Local Law

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

- Concealed weapon
- Threat of physical harm/menacing by stalking
- Fighting
- Selling, using or possessing alcohol or illegal drugs
- Defacing or intentionally damaging library property
- Theft and/or attempted theft of library property or the property of patrons and staff
- Threat of physical harm/menacing by stalking
- Abusive language
- Sexual conduct
- Gambling
- Being under the influence of alcohol/illegal drugs
- Smoking

### Infractions of the Law

Infractions of the law may result in immediate suspension of library privileges for the remainder of the day and/or possible prosecution or other legal action, as appropriate. Upon review of the security report, the suspension period may exceed seven days, as recommended by library security.

## Special Guidelines for Children and the Persons Responsible for Them

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

## Enforcement of Patron Guidelines

Patrons who violate any of these guidelines will be promptly notified of the infraction and will be given notice of this policy. A violation may result in a patron's expulsion from the Library, suspension of library privileges, or criminal prosecution, or other legal action, as appropriate.

The Board of Trustees of the Cleveland Public Library delegates to the Director and other administrators of Cleveland Public Library the authority to enforce the *Policy on Patron Guidelines*, including the authority to suspend the library privileges of patrons who violate the Guidelines.

Patrons have the right to request an administrative review of a suspension order that exceeds one day.

Patrons have the right to request administrative review of their case if they believe they are being unfairly targeted by a library manager or security officer.

Patrons have the right to request Board review of a suspension order that exceeds seven days.

Patrons have right to request Board review of their case if they believe they are being unfairly targeted with multiple one-day suspensions, or consecutive suspensions because of managerial abuse of discretion, unevenly applied enforcement, or unreasonable managerial response.

Instructions for requesting review of a suspension order and/or a claim of unfair treatment are available at every library facility and on the Library's website: [www.cpl.org](http://www.cpl.org).

## CLEVELAND PUBLIC LIBRARY

**TO:** Administrators

**FROM:** Timothy Diamond  
Planning & Research Administrator

**SUBJECT:** Procedure Review  
B10 Patron Guidelines Case Review

**DATE:** April 2, 2009

**Patrons have the right to request an administrative review of a suspension order that exceeds one day.**

Requests may be made by telephone or in person. Telephone requests should be directed as follows:

- Suspension from the Main Library, including Public Administration Library at City Hall: 216-623-2878
- Suspension from a Branch Library, Mobile Unit, or Library for the Blind & Physically Handicapped: 216-623-2822

A request made in person must be made during normal business hours at the Main Library Security Desk in the Louis Stokes Wing at the corner of Superior Avenue and East 6<sup>th</sup> Street, Cleveland, OH 44114. Normal business hours are Monday-Friday, 9:00AM-5:00PM. Security Staff will notify the appropriate administrator.

The administrator will hear the request and obtain contact information from the patron. The administrator will use Form ###, *Patron Guidelines Case Review* to record information during the interview. The administrator will review the case with the staff involved and respond to the patron within three working days. Form ### is sent to Security Operations office for retention per the Library's Record Retention Schedule.

**Patrons have the right to request an administrative review of their case if they believe they are being unfairly targeted by a particular library manager or security officer.**

Requests must be made in writing and directed as follows:

- For Main Library, including Public Administration Library at City Hall: Cleveland Public Library, Main Library Administrator, 325 Superior Ave, Cleveland, OH 44114.
- For Branch Libraries, Mobile Unit, or Library for the Blind & Physically Handicapped: Cleveland Public Library, Branches & Outreach Services Administrator, 325 Superior Ave, Cleveland, OH 44114.

The request for review must include an address at which the administrator may correspond with the individual making the request. The administrator will use Form ###, *Patron Guidelines Case Review* to record information. The administrator will review the case with the staff involved and respond to the patron in writing within 30 days of the receipt of the request. Form ### is sent to Security Operations office for retention per the Library's Record Retention Schedule.

**Patrons have the right to request Board review of a suspension order that exceeds seven days.**

Requests must be made in writing and received at the following address within 30 days of the suspension order date:

Cleveland Public Library Board of Trustees  
Community Services Committee  
325 Superior Avenue  
Cleveland, OH 44114

The request for review must include an address at which Board trustees may correspond with the individual making the appeal. The Community Services Committee will review timely filed requests for review and make a recommendation to the Director who will respond in writing within 30 days of the receipt of the appeal.

**Patrons have the right to request Board review of their case if they are if they believe they are being unfairly targeted with multiple one-day suspensions, or consecutive suspensions because of managerial abuse of discretion, unevenly applied enforcement, or unreasonable managerial response.**

Requests must be made in writing and received at the following address within 30 days of the suspension order date:

Cleveland Public Library Board of Trustees  
Community Services Committee  
325 Superior Avenue  
Cleveland, OH 44114

The request for review must include an address at which Board trustees may correspond with the individual making the appeal. The Community Services Committee will review timely filed requests for review and make a recommendation to the Director who will respond in writing within 30 days of the receipt of the appeal.



### Patron Guidelines Case Review

Patron Name:

Date request received:

Request made:

Telephone

Email

In-person

Other: \_\_\_\_\_

Letter

Administrative review requested for:

Suspension

Unfairly targeted claim

**Note: Patrons have the right to request a Board review of suspension orders that exceed seven days; patrons also have the right to request the Board to review their case if they believe they are being unfairly targeted. See *Procedures Manual, Section B10*.**

Patron Contact Information:

Details provided by patron (dates, locations, staff involved, etc.):

Follow up and review with staff:

Determination:

Date of response:

Telephone

Letter (attach copy)

Email (attach copy)

Other:

Completed by:

Signature

Title





**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR MARCH 2009**

CIRCULATION ACTIVITY	Monthly Total		Average Daily		Year-to-Date		YTD Gain/Loss
	2009	2008	2009	2008	2009	2008	
Main Library	178,004	160,834	8,091	7,659	494,245	472,281	4.7%
Branches & Mobile Units	382,873	344,978	13,434	13,018	1,059,809	1,005,813	5.4%
Library for the Blind	39,840	40,086	1,532	1,603	109,495	122,581	-10.7%
<b>TOTAL CIRCULATION</b>	<b>600,717</b>	<b>545,898</b>			<b>1,663,549</b>	<b>1,600,675</b>	<b>3.9%</b>

REFERENCE TRANSACTIONS	Reference		Average Daily		Year-to-Date		YTD Gain/Loss
	2009	2008	2009	2008	2009	2008	
Main Library	43,679	40,434	1,985	1,925	116,572	120,504	-3.3%
Branches & Mobile Unit	53,624	47,152	1,882	1,779	155,221	148,025	4.9%
Library for the Blind	2,022	1,682	78	67	5,837	4,643	25.7%
<b>TOTAL QUESTIONS</b>	<b>99,325</b>	<b>89,268</b>			<b>277,630</b>	<b>273,172</b>	<b>1.6%</b>

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use	
			2009	2008	2009	2008
Main Library	66	48 minutes	18,410	13,662	14,871	10,992
Branches	229	30 minutes	89,765	71,462	45,808	35,844
<b>TOTAL USAGE</b>	<b>295</b>		<b>108,175</b>	<b>85,124</b>	<b>60,679</b>	<b>46,836</b>

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

WALK-IN COUNT	Monthly Total		Average Daily		Year-to-Date		YTD Gain/Loss
	2009	2008	2009	2008	2009	2008	
Main Library	64,970	58,004	2,953	2,762	173,876	171,700	1.3%
Branches	314,943	285,592	11,051	10,777	850,399	831,624	2.3%
Mobile Unit	763	731			1,996	2,182	-8.5%
<b>TOTAL VISITS</b>	<b>380,676</b>	<b>344,327</b>			<b>1,026,271</b>	<b>1,005,506</b>	<b>2.1%</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH AND MOBILE UNIT DIRECT & TOTAL CIRCULATION FOR MARCH 2009**

	a	b	c	d	e	f	g	h
<b>BRANCH</b>	<b>Branch Circulation</b>	<b>Sent from Other Branches</b>	<b>Sent from Main</b>	<b>Sent from Other CLEVNET Systems</b>	<b>Manual Circulation</b>	<b>Total Direct Circulation (a+b+c+d+e)</b>	<b>Sent to Other CLEVNET Systems</b>	<b>Total Circulation (f+g)</b>
Addison	12,039	828	722	997	0	14,586	1,543	16,129
Broadway	3,698	146	95	132	3	4,074	386	4,460
Brooklyn	8,376	618	439	642	0	10,075	911	10,986
Carnegie West	9,881	948	1,201	1,395	21	13,446	925	14,371
Collinwood	10,362	506	423	756	0	12,047	1,523	13,570
East 131st	4,730	261	145	400	0	5,536	574	6,110
Eastman	14,645	1,265	1,244	1,800	0	18,954	1,217	20,171
Fleet	10,293	690	675	1,086	0	12,744	1,062	13,806
Fulton	7,845	720	486	647	0	9,698	813	10,511
Garden Valley	4,112	132	82	100	0	4,426	625	5,051
Glenville	7,386	830	411	1,074	9	9,710	846	10,556
Harvard-Lee	7,957	632	551	899	0	10,039	817	10,856
Hough	6,013	565	304	537	0	7,419	644	8,063
Jefferson	9,818	749	955	1,272	350	13,144	969	14,113
Langston Hughes	5,485	463	314	471	185	6,918	803	7,721
Lorain	11,301	607	394	769	390	13,461	1,143	14,604
Martin Luther King, Jr.	6,787	459	746	1,079	77	9,148	1,048	10,196
Memorial-Nottingham	14,291	845	1,158	1,904	553	18,751	1,866	20,617
Mt. Pleasant	7,130	531	287	599	0	8,547	725	9,272
Rice	7,379	303	272	519	0	8,473	1,061	9,534
Rockport	19,175	1,685	1,133	2,180	0	24,173	2,372	26,545
South	9,346	568	267	439	0	10,620	1456	12,076
South Brooklyn	19,633	1,091	1,387	2,177	0	24,288	2,625	26,913
Sterling	6,135	577	400	508	10	7,630	492	8,122
Union	6,470	850	403	825	0	8,548	587	9,135
Walz	12,947	1,099	959	1,418	0	16,423	1,566	17,989
West Park	20,948	1,638	2,184	3,152	36	27,958	3,565	31,523
Woodland	9,862	710	355	792	0	11,719	1,410	13,129
<b>BRANCH TOTAL</b>	<b>274,044</b>	<b>20,316</b>	<b>17,992</b>	<b>28,569</b>	<b>1,634</b>	<b>342,555</b>	<b>33,574</b>	<b>376,129</b>
<b>Mobile Units</b>	<b>4,454</b>	<b>196</b>	<b>522</b>	<b>399</b>	<b>1,069</b>	<b>6,640</b>	<b>104</b>	<b>6,744</b>
<b>TOTAL</b>	<b>278,498</b>	<b>20,512</b>	<b>18,514</b>	<b>28,968</b>	<b>2,703</b>	<b>349,195</b>	<b>33,678</b>	<b>382,873</b>

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**CLEVELAND PUBLIC LIBRARY  
BRANCH AND MOBILE UNIT TOTAL CIRCULATION COMPARATIVE FOR MARCH 2009**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2009	2008	2009	2008		
Addison	16,129	15,778	43,450	45,867	-2,417	-5.3%
Broadway	4,460	3,578	12,136	10,908	1,228	11.3%
Brooklyn	10,986	9,028	29,567	25,464	4,103	16.1%
Carnegie West	14,371	12,474	39,371	35,739	3,632	10.2%
Collinwood	13,570	12,686	38,008	36,451	1,557	4.3%
East 131st	6,110	4,965	15,820	14,177	1,643	11.6%
Eastman	20,171	18,224	53,295	52,753	542	1.0%
Fleet	13,806	12,017	38,854	34,349	4,505	13.1%
Fulton	10,511	9,804	27,817	29,598	-1,781	-6.0%
Garden Valley	5,051	5,895	14,778	9,605	5,173	53.9%
Glenville	10,556	8,631	29,433	25,415	4,018	15.8%
Harvard-Lee	10,856	10,375	30,823	30,836	-13	0.0%
Hough	8,063	6,968	21,940	20,805	1,135	5.5%
Jefferson	14,113	11,917	39,899	34,556	5,343	15.5%
Langston Hughes	7,721	8,388	21,310	23,415	-2,105	-9.0%
Lorain	14,604	14,445	41,980	42,238	-258	-0.6%
Martin Luther King, Jr.	10,196	9,777	27,027	28,573	-1,546	-5.4%
Memorial-Nottingham	20,617	19,856	57,701	58,848	-1,147	-1.9%
Mt. Pleasant	9,272	7,834	25,470	22,265	3,205	14.4%
Rice	9,534	8,611	26,626	25,272	1,354	5.4%
Rockport	26,545	23,869	72,958	69,817	3,141	4.5%
South	12,076	9,984	34,080	27,584	6,496	23.5%
South Brooklyn	26,913	24,642	75,283	75,212	71	0.1%
Sterling	8,122	5,666	21,826	16,991	4,835	28.5%
Union	9,135	8,106	24,424	23,991	433	1.8%
Walz	17,989	15,801	50,009	46,405	3,604	7.8%
West Park	31,523	29,650	90,261	89,120	1,141	1.3%
Woodland	13,129	9,726	38,026	29,665	8,361	28.2%
<b>BRANCH TOTAL</b>	<b>376,129</b>	<b>338,695</b>	<b>1,042,172</b>	<b>985,919</b>	<b>56,253</b>	<b>5.7%</b>
<b>Mobile Units</b>	<b>6,744</b>	<b>6,283</b>	<b>17,637</b>	<b>19,894</b>	<b>-2,257</b>	<b>-11.3%</b>
<b>TOTAL</b>	<b>382,873</b>	<b>344,978</b>	<b>1,059,809</b>	<b>1,005,813</b>	<b>53,996</b>	<b>5.4%</b>

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**CLEVELAND PUBLIC LIBRARY  
BRANCH AND MOBILE UNIT ATTENDANCE MARCH 2009**

BRANCH	Monthly Total		Year-to-Date		YTD	YTD
	2009	2008	2009	2008	Gain/Loss	%G/L
Addison	9,058	11,211	26,053	29,815	-3,762	-12.6%
Broadway	2,308	2,049	6,356	6,387	-31	-0.5%
Brooklyn	4,983	4,652	12,789	13,679	-890	-6.5%
Carnegie West	25,691	21,689	68,267	65,167	3,100	4.8%
Collinwood	9,850	9,749	27,202	29,225	-2,023	-6.9%
East 131st	7,600	7,569	20,020	21,277	-1,257	-5.9%
Eastman	14,595	15,280	39,650	42,744	-3,094	-7.2%
Fleet	12,736	11,537	33,153	32,721	432	1.3%
Fulton	7,192	7,169	19,668	20,495	-827	-4.0%
Garden Valley <sup>1</sup>	6,879	4,485	20,443	8,688	11,755	135.3%
Glenville	10,065	8,613	27,292	25,804	1,488	5.8%
Harvard-Lee	15,125	12,258	41,004	35,618	5,386	15.1%
Hough	17,393	18,667	45,793	52,624	-6,831	-13.0%
Jefferson	8,271	8,748	24,938	27,361	-2,423	-8.9%
Langston Hughes	7,411	7,701	19,658	22,927	-3,269	-14.3%
Lorain	12,162	8,728	32,325	25,351	6,974	27.5%
Martin Luther King, Jr.	7,786	6,504	22,059	21,094	965	4.6%
Memorial-Nottingham	9,613	9,813	26,714	29,534	-2,820	-9.5%
Mt. Pleasant	11,237	10,105	28,714	28,257	457	1.6%
Rice	6,266	6,708	17,694	18,426	-732	-4.0%
Rockport	15,025	12,608	39,030	36,216	2,814	7.8%
South	11,677	9,805	30,151	28,410	1,741	6.1%
South Brooklyn	19,318	17,277	52,566	51,551	1,015	2.0%
Sterling	12,782	11,785	32,282	35,587	-3,305	-9.3%
Union	14,493	9,659	36,512	31,067	5,445	17.5%
Walz	11,894	10,563	35,653	31,087	4,566	14.7%
West Park	14,153	12,734	38,491	38,017	474	1.2%
Woodland	9,380	7,926	25,922	22,495	3,427	15.2%
<b>BRANCH TOTAL</b>	<b>314,943</b>	<b>285,592</b>	<b>850,399</b>	<b>831,624</b>	<b>18,775</b>	<b>2.3%</b>
<b>Mobile Unit</b>	<b>763</b>	<b>731</b>	<b>1,996</b>	<b>2,182</b>	<b>-186</b>	<b>-8.5%</b>
<b>TOTAL</b>	<b>315,706</b>	<b>286,323</b>	<b>852,395</b>	<b>833,806</b>	<b>18,589</b>	<b>2.2%</b>

<sup>1</sup> Garden Valley Branch provided service at 7100 Kinsman Road through February 15, 2008; the Branch reopened in its current location in Bridgeport Place Plaza on February 18, 2008.

<sup>2</sup> Mobile Unit missed nine stops at the beginning of the month because of mechanical problems.

**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS MARCH 2009**

Branch	Total Circulation
1 West Park	31,523
2 South Brooklyn	26,913
3 Rockport	26,545
4 Memorial-Nottingham	20,617
5 Eastman	20,171
6 Walz	17,989
7 Addison	16,129
8 Lorain	14,604
9 Carnegie West	14,371
10 Jefferson	14,113
11 Fleet	13,806
12 Collinwood	13,570
13 Woodland	13,129
14 South	12,076
15 Brooklyn	10,986
16 Harvard-Lee	10,856
17 Glenville	10,556
18 Fulton	10,511
19 Martin Luther King, Jr.	10,196
20 Rice	9,534
21 Mt. Pleasant	9,272
22 Union	9,135
23 Sterling	8,122
24 Hough	8,063
25 Langston Hughes	7,721
26 East 131st	6,110
27 Garden Valley	5,051
28 Broadway	4,460
	376,129

Branch	Attendance
1 Carnegie West	25,691
2 South Brooklyn	19,318
3 Hough	17,393
4 Harvard-Lee	15,125
5 Rockport	15,025
6 Eastman	14,595
7 Union	14,493
8 West Park	14,153
9 Sterling	12,782
10 Fleet	12,736
11 Lorain	12,162
12 Walz	11,894
13 South	11,677
14 Mt. Pleasant	11,237
15 Glenville	10,065
16 Collinwood	9,850
17 Memorial-Nottingham	9,613
18 Woodland	9,380
19 Addison	9,058
20 Jefferson	8,271
21 Martin Luther King, Jr.	7,786
22 East 131st	7,600
23 Langston Hughes	7,411
24 Fulton	7,192
25 Garden Valley1	6,879
26 Rice	6,266
27 Brooklyn	4,983
28 Broadway	2,308
	314,943

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
	465,062

\*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 MARCH 2009**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD
	2009	2008	2009	2008	Gain/Loss
CLEVNET	75,108	62,018	205,952	179,206	14.9%
MORE	1,697	843	4,874	3,684	32.3%
Other Libraries	734	665	1,899	2,188	-13.2%
<b>TOTAL</b>	<b>77,539</b>	<b>63,526</b>	<b>212,725</b>	<b>185,078</b>	<b>14.9%</b>

\*Totals included in Main Library and Branch circulation counts.

PHOTODUPLICATION Items copied Prints	Monthly Total		Year-to-Date		YTD
	2009	2008	2009	2008	Gain/Loss
Items copied	294	184	633	591	7.1%
Prints	4,718	3,242	10,420	8,698	19.8%

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD
	2009	2008	2009	2008	Gain/Loss
Projected (Mon - Sat)	30,497	29,831	79,853	81,505	-2.0%
KnowItNow Web Reference*	3,192	3,507	9,064	13,433	-32.5%
Research Correspondence	1,759	1,320	4,534	4,471	1.4%
Interlibrary Loan Requests	6,767	4,850	19,312	17,847	8.2%
Sunday Count	1,464	926	3,809	3,248	17.3%
<b>TOTAL</b>	<b>43,679</b>	<b>40,434</b>	<b>116,572</b>	<b>120,504</b>	<b>-3.3%</b>

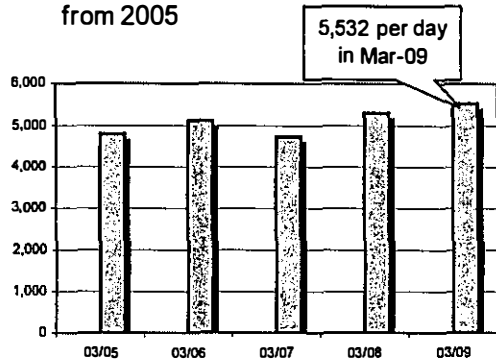
\*Questions taken by CPL staff.

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD
	2009	2008	2009	2008	Gain/Loss
New Titles Added	8,195	8,498	19,949	26,305	-24.2%
Total Items Added	30,624	35,769	85,080	98,828	-13.9%

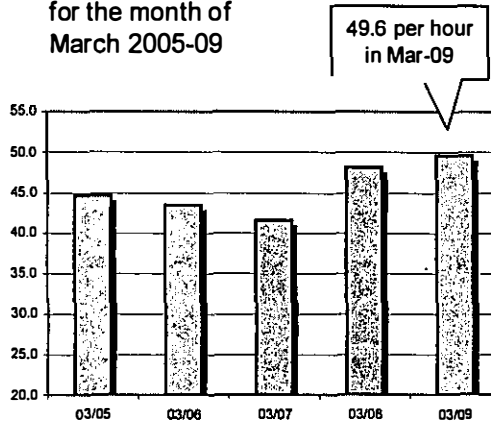
PERMANENT CARDS ISSUED	Monthly Total		Year-to-Date		YTD	DAYS OPEN Main Library Branches	2009	2008
	2009	2008	2009	2008	Gain/Loss			
	5,941	7,281	16,206	21,132	-23.3%		22.0	21.0
							28.5	26.5

**CLEVELAND PUBLIC LIBRARY  
ANALYSIS OF OUTPUT MEASURES MARCH 2009**

**Average daily automated circulation of Main Library materials for the month of March from 2005**



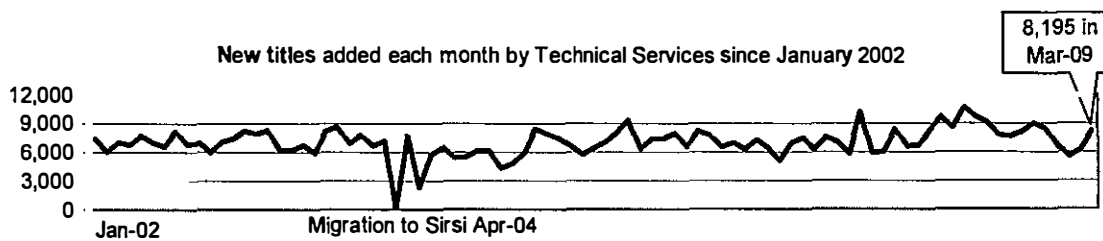
**Branch direct circulation per hour for the month of March 2005-09**



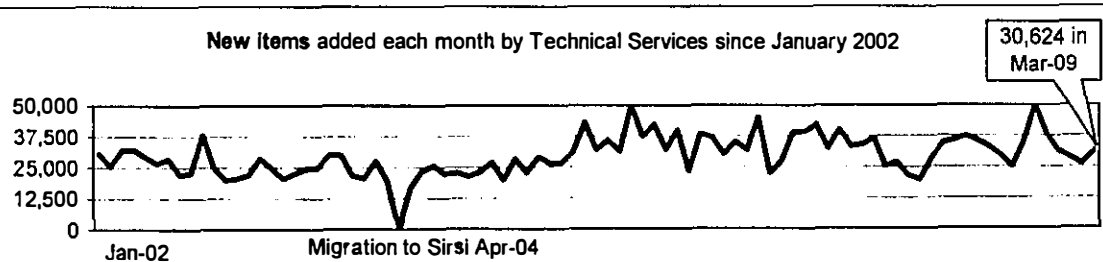
**Visits to Main Library per hour for the month of March from 2003 to present**



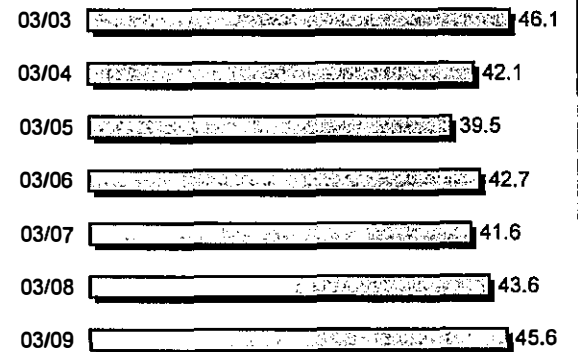
**New titles added each month by Technical Services since January 2002**



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



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



**CLEVELAND PUBLIC LIBRARY**

**COMPARATIVE STATEMENT OF ANNUAL STATISTICS  
2008**

**ANNUAL ACTIVITY SUMMARY  
CIRCULATION ANALYSIS  
ATTENDANCE AT MAIN LIBRARY  
ATTENDANCE AT BRANCHES  
BRANCH CIRCULATION  
BRANCH PROGRAMS AND USE OF MEETINGS ROOMS  
BRANCH COLLECTION STATISTICS  
SYSTEM COLLECTION STATISTICS**



**CLEVELAND PUBLIC LIBRARY  
ANNUAL ACTIVITY REPORT FOR 2008**

<b>CIRCULATION ACTIVITY</b>	<b>2008</b>	<b>2007</b>	<b>Change</b>	<b>%Change</b>
Main Library	1,930,610	1,732,783	197,827	11.4%
Branches & Mobile Units	4,091,309	3,739,855	351,454	9.4%
Library for the Blind	492,803	532,893	-40,090	-7.5%
<b>TOTAL CIRCULATION</b>	<b>6,514,722</b>	<b>6,005,531</b>	<b>509,191</b>	<b>8.5%</b>

<b>REFERENCE TRANSACTIONS</b>	<b>2008</b>	<b>2007</b>	<b>Change</b>	<b>%Change</b>
Main Library	443,118	503,126	-60,008	-11.9%
Branches & Mobile Unit	599,975	603,842	-3,867	-0.6%
Library for the Blind	19,894	17,159	2,735	15.9%
<b>TOTAL QUESTIONS</b>	<b>1,062,987</b>	<b>1,124,127</b>	<b>-61,140</b>	<b>-5.4%</b>

<b>COMPUTER USAGE</b>	<b>Number of Computers</b>	<b>Number of Sessions</b>	<b>Total Hours In Use</b>	<b>Avg Session in Minutes</b>
Main Library	66	170,702	134,576	47.30
Branches	214	888,853	438,305	29.62
<b>TOTAL USAGE</b>	<b>280</b>	<b>1,059,555</b>	<b>572,881</b>	

Comparative data not available for 2007.

<b>WALK-IN COUNT</b>	<b>2008</b>	<b>2007</b>	<b>Change</b>	<b>%Change</b>
Main Library	717,764	700,913	16,851	2.4%
Branches	3,410,069	3,247,906	162,163	5.0%
Mobile Unit	9,697	9,570	127	1.3%
<b>TOTAL VISITS</b>	<b>4,137,530</b>	<b>3,958,389</b>	<b>179,141</b>	<b>4.5%</b>

**CLEVELAND PUBLIC LIBRARY  
CIRCULATION ANALYSIS FOR 2008**

**AUTOMATED CIRCULATION BY FORMAT**

Ranked by percentage of circulation

<b>FORMAT</b>	<b>MAIN</b>	<b>BRANCHES</b>	<b>TOTAL</b>	<b>% CIRC</b>
Books	931,059	1,255,892	2,186,951	41.0%
Videos	446,349	1,729,477	2,175,826	40.8%
Sound Recordings	197,478	437,656	635,134	11.9%
Magazines	114,560	197,868	312,428	5.9%
Other	6,725	17,901	24,626	0.5%
<b>TOTAL</b>	<b>1,696,171</b>	<b>3,638,794</b>	<b>5,334,965</b>	

<b>INTERLIBRARY LOAN</b>	<b>2008</b>	<b>2007</b>	<b>Change</b>	<b>% Change</b>
CLEVNET	731,071	644,885	86,186	13.4%
MORE	15,443	14,839	604	4.1%
Other Libraries	7,957	8,156	-199	-2.4%
<b>TOTAL</b>	<b>754,471</b>	<b>667,880</b>	<b>86,591</b>	<b>13.0%</b>

<b>CHANGES IN PERMANENT COLLECTION</b>	<b>2008</b>	<b>2007</b>	<b>Change</b>	<b>% Change</b>
New Titles Added	102,209	84,745	17,464	20.6%
Total Items Added	411,768	389,783	21,985	5.6%
Total Items Withdrawn	449,197	530,223	-81,026	-15.3%

<b>PHOTODUPLICATION</b>	<b>2008</b>	<b>2007</b>	<b>Change</b>	<b>% Change</b>
Items Copied	2,293	2,573	-280	-10.9%
Pages Copied	38,686	41,532	-2,846	-6.9%

**LIBRARY CARDS ISSUED** 83,174 **LIBRARY FOR THE BLIND** 905  
New Users

<b>REGISTERED BORROWERS</b>	
Adult	374,713
Juvenile	104,522
<b>TOTAL</b>	<b>479,235</b>

**CLEVELAND PUBLIC LIBRARY  
ATTENDANCE AT MAIN LIBRARY FOR 2008**

MONTH	MAIN	L. S. WING	TOTAL ATTENDANCE		GAIN/LOSS	DAYS OPEN	DAILY AVG
			2008	2007			
January	19,499	37,782	57,281	56,311	970	27.0	2,122
February	19,801	36,614	56,415	60,995	-4,580	27.0	2,089
March	20,743	37,261	58,004	63,798	-5,794	26.5	2,189
April	21,524	41,747	63,271	58,732	4,539	28.0	2,260
May	21,109	37,475	58,854	59,588	-734	27.5	2,140
June	20,808	37,528	58,336	57,763	573	25.0	2,333
July	21,980	41,461	63,441	60,085	3,356	26.0	2,440
August	21,648	40,563	62,211	57,129	5,082	26.0	2,393
September	21,919	40,120	62,039	56,680	5,359	27.0	2,298
October	23,629	42,122	65,751	63,865	1,886	29.0	2,267
November	20,784	35,866	56,650	56,188	462	26.5	2,138
December	20,315	35,196	55,511	49,779	5,732	27.0	2,056
<b>TOTAL</b>	<b>253,759</b>	<b>463,735</b>	<b>717,764</b>	<b>700,913</b>	<b>16,851</b>	<b>322.5</b>	<b>2,226</b>

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

<b>BRANCH</b>	<b>2008</b>	<b>2007</b>	<b>Change</b>	<b>% Change</b>
Addison	137,419	123,879	13,540	10.9%
Broadway	24,036	14,781	9,255	62.6%
Brooklyn	60,295	71,458	-11,163	-15.6%
Carnegie West	202,015	166,735	35,280	21.2%
Collinwood	113,182	118,481	-5,299	-4.5%
East 131st	88,142	83,435	4,707	5.6%
Eastman	156,100	129,331	26,769	20.7%
Fleet	139,398	141,579	-2,181	-1.5%
Fulton	88,734	103,535	-14,801	-14.3%
Garden Valley <sup>1</sup>	84,096	9,283	74,813	805.9%
Glenville	109,670	105,135	4,535	4.3%
Harvard-Lee	159,254	153,913	5,341	3.5%
Hough	217,384	188,983	28,401	15.0%
Jefferson	114,032	117,607	-3,575	-3.0%
Langston Hughes	89,589	106,347	-16,758	-15.8%
Lorain <sup>2</sup>	100,441	126,232	-25,791	-20.4%
M. L. King, Jr.	92,219	103,863	-11,644	-11.2%
Memorial-Nottingham	122,970	124,713	-1,743	-1.4%
Mt. Pleasant	112,878	99,186	13,692	13.8%
Rice <sup>3</sup>	74,463	85,788	-11,325	-13.2%
Rockport	148,572	146,355	2,217	1.5%
South	115,496	113,424	2,072	1.8%
South Brooklyn	198,673	199,217	-544	-0.3%
Sterling	149,829	125,528	24,301	19.4%
Union	125,233	122,117	3,116	2.6%
Walz	128,031	114,658	13,373	11.7%
West Park	146,500	132,877	13,623	10.3%
Woodland	111,418	119,466	-8,048	-6.7%
<b>BRANCH TOTAL</b>	<b>3,410,069</b>	<b>3,247,906</b>	<b>162,163</b>	<b>5.0%</b>
<b>Mobile Unit</b>	<b>9,697</b>	<b>9,570</b>	<b>127</b>	<b>1.3%</b>
<b>TOTAL</b>	<b>3,419,766</b>	<b>3,257,476</b>	<b>162,290</b>	<b>5.0%</b>

<sup>1</sup> Garden Valley Branch provided service at 7100 Kinsman Road through 2/15/08; the Branch reopened in its current location at Bridgeport Place Plaza on 2/18/08.

<sup>2</sup> Lorain Branch closed 9/23/08 for roof repairs; reopened 12/10/08.

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

**CLEVELAND PUBLIC LIBRARY  
BRANCH AND MOBILE UNIT CIRCULATION TRANSACTIONS FOR 2008**

<b>BRANCH</b>	<b>2008</b>	<b>2007</b>	<b>Change</b>	<b>% Change</b>
Addison	187,391	168,662	18,729	11.1%
Broadway	48,843	37,251	11,592	31.1%
Brooklyn	110,020	106,093	3,927	3.7%
Carnegie West	142,699	136,583	6,116	4.5%
Collinwood	151,249	121,659	29,590	24.3%
East 131st	61,972	53,404	8,568	16.0%
Eastman	216,276	201,032	15,244	7.6%
Fleet	145,010	141,993	3,017	2.1%
Fulton	118,417	114,266	4,151	3.6%
Garden Valley	59,973	12,093	47,880	395.9%
Glenville	107,074	86,419	20,655	23.9%
Harvard-Lee	124,991	109,759	15,232	13.9%
Hough	84,044	75,852	8,192	10.8%
Jefferson	146,070	115,539	30,531	26.4%
Langston Hughes	89,667	94,065	-4,398	-4.7%
Lorain	126,994	141,936	-14,942	-10.5%
M. L. King, Jr.	112,499	108,027	4,472	4.1%
Memorial-Nottingham	233,257	226,314	6,943	3.1%
Mt. Pleasant	101,443	83,517	17,926	21.5%
Rice	95,720	100,130	-4,410	-4.4%
Rockport	273,060	269,492	3,568	1.3%
South	119,892	105,186	14,706	14.0%
South Brooklyn	296,427	283,840	12,587	4.4%
Sterling	75,628	71,791	3,837	5.3%
Union	99,370	90,270	9,100	10.1%
Walz	197,312	173,406	23,906	13.8%
West Park	352,628	337,140	15,488	4.6%
Woodland	137,937	110,708	27,229	24.6%
<b>BRANCH TOTAL</b>	<b>4,015,863</b>	<b>3,676,427</b>	<b>339,436</b>	<b>9.2%</b>
<b>Mobile Unit</b>	<b>75,446</b>	<b>63,428</b>	<b>12,018</b>	<b>18.9%</b>
<b>TOTAL</b>	<b>4,091,309</b>	<b>3,739,855</b>	<b>351,454</b>	<b>9.4%</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH PROGRAMS AND FACILITY USE FOR 2008**

AGENCY	LIBRARY SPONSORED PROGRAMS				LIBRARY SPONSORED PROGRAMS				FACILITY USE BY OTHER GROUPS	
	PROGRAMS INSIDE THE LIBRARY				PROGRAMS OUTSIDE THE LIBRARY				Use	Attend.
	Adult	Attend.	Juvenile	Attend.	Adult	Attend.	Juvenile	Attend.		
Addison	54	379	150	2,062	7	65	24	682	36	356
Broadway	1	5	182	2,179	7	380	16	284	0	0
Brooklyn	83	330	261	2,290	8	81	83	1,549	116	1,081
Carnegie West	166	584	317	5,513	15	434	1	156	154	1,808
Collinwood	308	1,856	371	7,075	38	937	35	922	466	7,573
East 131	160	299	109	2,515	7	176	24	644	49	566
Eastman	63	121	155	2,301	2	26	84	3,017	42	636
Fleet	122	219	81	1,583	9	304	47	1,146	155	3,117
Fulton	98	737	309	3,546	14	152	147	2,563	317	3,278
Garden Valley	25	439	170	3,664	3	72	68	1,264	3	21
Glenville	24	1,396	99	1,831	40	1,565	75	1,459	308	5,683
Harvard-Lee	31	167	252	4,020	8	376	62	1,680	218	2,346
Hough	39	91	196	2,014	2	468	28	1,580	99	1,258
Jefferson	21	1,087	711	8,805	56	2,610	87	2,222	47	503
Langston Hughes	15	154	57	962	7	99	40	961	127	1,547
Lorain	34	391	228	2,663	3	42	25	1,182	46	62
Martin Luther King, Jr.	34	1,429	251	3,957	18	1,042	83	2,212	534	10,210
Memorial-Nottingham	306	574	252	3,270	24	178	22	800	631	7,830
Mt. Pleasant	94	506	229	3,840	22	1,008	42	2,295	179	3,334
Rice	110	246	120	1,628	14	217	45	401	207	1,603
Rockport	200	752	215	2,293	4	270	47	1,026	101	1,372
South	312	454	256	1,717	1	1	5	77	90	662
South Brooklyn	282	392	152	1,322	14	165	145	2,440	101	892
Sterling	73	225	261	3,136	40	292	93	892	188	2,150
Union	176	687	254	2,847	30	635	88	2,254	197	2,784
Walz	414	800	281	4,269	19	463	42	1,129	77	726
West Park	305	773	298	6,302	0	0	34	1,806	94	1,248
Woodland	23	189	242	5,068	9	178	71	1,346	185	2,263
<b>BRANCH TOTAL</b>	<b>3,573</b>	<b>15,282</b>	<b>6,459</b>	<b>92,672</b>	<b>421</b>	<b>12,236</b>	<b>1,563</b>	<b>37,989</b>	<b>4,767</b>	<b>64,909</b>
Mobile Units	4	34	0	0	145	1,861	579	6,362	n/a	n/a
<b>TOTAL</b>	<b>3,577</b>	<b>15,316</b>	<b>6,459</b>	<b>92,672</b>	<b>566</b>	<b>14,097</b>	<b>2,142</b>	<b>44,351</b>	<b>4,767</b>	<b>64,909</b>

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**CLEVELAND PUBLIC LIBRARY  
BRANCH COLLECTION COUNT**

<b>BRANCH</b>	<b>TOTAL</b>
Addison	48,883
Broadway	12,950
Brooklyn	34,079
Carnegie West	57,617
Collinwood	37,244
East 131st	30,483
Eastman	73,670
Fleet	54,922
Fulton	46,844
Garden Valley	23,491
Glenville	45,246
Harvard-Lee	41,934
Hough	32,314
Jefferson	36,526
Langston Hughes	52,304
Lorain	39,398
M. L. King, Jr.	55,057
Memorial-Nottingham	67,235
Mt. Pleasant	32,439
Rice	39,623
Rockport	64,296
South	40,191
South Brooklyn	69,926
Sterling	25,089
Union	39,371
Walz	53,909
West Park	66,357
Woodland	40,691
Mobile Unit	35,006
<b>TOTALS</b>	<b>1,297,095</b>

**CLEVELAND PUBLIC LIBRARY  
2008 COLLECTION STATISTICS**

<b>FORMAT</b>	<b>MAIN COLLECTION</b>	<b>BRANCH COLLECTION</b>	<b>TOTAL COLLECTION</b>
<b>Books</b>	2,644,423	830,999	3,475,422
<b>Bound Periodicals</b>	266,133	0	266,133
<b>Computer Media (CD-ROM, Software)</b>	4,036	3,980	8,016
<b>Government Documents</b>	817,915	0	817,915
<b>Maps</b>	179,125	0	179,125
<b>Microforms</b>	4,680,917	0	4,680,917
<b>Paperbacks</b>	21,589	101,199	122,788
<b>Photographs, Pictures</b>	1,383,854	0	1,383,854
<b>Sheet Music</b>	18,000	0	18,000
<b>Sound Recordings</b>	71,666	112,060	183,726
<b>Video</b>	50,199	123,714	173,913
<b>TOTAL ITEMS</b>	<b>10,137,857</b>	<b>1,171,952</b>	<b>11,309,809</b>

**TOTAL SYSTEM TITLES: 2,359,706**