

CLEVELAND PUBLIC LIBRARY
 Minutes of the Regular Board Meeting
 October 16, 2008
 Trustees Room Louis Stokes Wing
 12:00 Noon

Present: Ms. Butts, Ms. Rodriguez, Mr. Corrigan,
 Mr. Werner, Mr. Seifullah (arrived 12:39 p.m.)

Absent: Mr. Hairston, Ms. McClung

Ms. Butts called the meeting to order at 12:15 p.m.

Approval of the Minutes

Mr. Corrigan moved approval of the minutes for the 9/18/08 Regular Board Meeting; 9/16/08 & 10/01/08 Finance Committees Meetings. Mr. Werner seconded the motion, which passed unanimously by roll call vote.

COMMUNICATIONS

Ms. Carroll acknowledged the following letters from: Dr. Eugene T.W. Sanders, Chief Executive Officer, Cleveland Metropolitan School District, responding to recent coverage in The Plan Dealer concerning the CMSD data-reporting practices; Theresa Dunleavy, Reference Librarian II, City of Virginia Beach Department of Public Libraries, commending the outstanding service provided by Mike Sparrow in Periodicals.

FINANCE COMMITTEE REPORT

Mr. Corrigan presented the following report.

Gift Report (See page 879)

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

REG. BRD. MTG. OF
 9/18/08; FINANCE COM.
 MTGS. OF 9/16/08 &
 10/01/08
 Approved

LTRS. FROM: DR.
 EUGENE SANDERS,
 CMSD; THERESA
 DUNLEAVY, CITY OF
 VIRGINIA BEACH
 DEPT. OF PUBLIC
 LIBRARIES
 Acknowledged

GIFT REPORT
 Approved

**RESOLUTION
RATIFYING THE
PURCHASE OF
NATURAL GAS**

Approved

Resolution Ratifying the Purchase of Natural Gas

(See pages 880-884)

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

WHEREAS, Deregulation of the natural gas industry in Ohio allows Dominion East Ohio Gas Customers to select a natural gas supplier; and

WHEREAS, The PUCO-East Ohio Energy Choice Program provides listings of participating suppliers which the Facilities Department reviews; and

WHEREAS, The Library purchases natural gas for 29 locations at an annual cost of over \$300,000; and

WHEREAS, IGS Energy is offering one-year contract pricing of \$9.99 per thousand cubic feet for a savings of \$.78 per thousand cubic feet compared to the price the current provider will offer; and now therefore be it

RESOLVED, That the Board of Library Trustees ratify a one-year agreement for the purchase of natural gas covering the Library's 29 locations with IGS Energy.

Mr. Corrigan stated that this item was discussed at length at the Finance Committee Meeting as a result of direction given to Myron Scruggs, Facilities Administrator to confirm the best pricing for natural gas.

**RESOLUTION TO
RENEW THE
ENGAGEMENT FOR
CLEVELAND PUBLIC
ART**

Approved

Resolution to Renew the Engagement for Cleveland Public Art

(See pages 885-887)

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

WHEREAS, The Board of Trustees of Cleveland Public Library receives a generous annual grant for the Cleveland Foundation from the Lockwood Thompson Memorial Fund; and

WHEREAS, One grant-defined goal stipulates, "The underwriting of expense in bringing to the Library for purpose of one or more lectures, one or more individuals in the field of literature or the visual arts"; and

WHEREAS, In September 2004 Cleveland Public Library engaged Cleveland Public Art; to organize the Lockwood Thompson Spectrum Dialogue Series and related publication; and

WHEREAS, Beginning in 2009, will arrange a competition for a temporary art installation in the Eastman Garden in place of the publication; and

WHEREAS, Cleveland Public Art has presented the attached proposal for the fifth Spectrum Dialogue Series to include one or two speaker programs/events and art competition in 2009 at a cost not-to-exceed \$95,550; now therefore be it

RESOLVED, That Cleveland Public Library engage Cleveland Public Art to organize and market its Lockwood Thompson Spectrum Dialogue Series with fees and reimbursable expenses for the fifth year being charged to the Lockwood Thompson Fund: Account 22892103-53710.

Mr. Corrigan stated that representatives of Cleveland Public Art gave a detailed presentation at the Finance Committee Meeting. He also stated that a public art competition is appropriate in honoring Lockwood Thompson's appreciation for the visual arts. The proposal also calls for an electronic version of the dialogue series transcript rather than creating a book.

Resolution for Bids for the Woodland Branch Improvements and Construction of Mobile Services Office

(See pages 888-889)

**RESOLUTION FOR
BIDS FOR THE
WOODLAND BRANCH
IMPROVEMENTS &
CONSTRUCTION OF
MOBILE SERVICES
OFFICE**

Approved

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

WHEREAS, Sealed bids were received on October 1, 2008 for the construction of the Woodland Branch improvement and Mobile Services office by 12:00 Noon (Local Time) as follows: four (4) for general trades, one (1) site/civil engineering, none (0) mechanical and plumbing and none (0) for electrical and technology; and

WHEREAS, Moody-Nolan, Inc. has evaluated the bids as to technical compliance with the specifications as written, and has found references of the low bidders for general trades to be favorable; and

WHEREAS, Based on this information, Moody-Nolan, Inc. recommends that Cleveland Public Library award a contract to the lowest and responsible contractor for general trades; and

WHEREAS, Only one sealed bid was received for site/civil engineering and no bids were received for mechanical and plumbing and Electrical and technology, Moody-Nolan recommends that the Library re-advertise for these trades; therefore be it

RESOLVED, That Cleveland Public Library award a contract for the general trades for the improvements to Woodland Branch and the construction of the Mobile Services office to:

Contractor	Base Bid	Alt. 3	Alt. 4
Lakeland Management Systems	\$657,000	\$25,000	\$17,500

With the aggregate expenditure of \$699,500 being charged to Building and Repair Fund Account #40179905-55300-1079; and be it further

RESOLVED, That Cleveland Public Library re-bid the mechanical and plumbing, electrical and technology and site/civil engineering bid items as soon as practical.

Mr. Corrigan stated that this item was discussed at length at Finance Committee Meeting and that bid items were intentionally broken into smaller components to

maximize response from minority contractors. Additional costs will now be incurred to re-advertise the bids. He also stated that although the Library is committed to equal opportunity among small and minority businesses, he cautioned the Board to proceed carefully while being cognizant of fiduciary responsibilities.

Ms. Rodriguez stated that Mr. Cumberlander's letter of recommendation cited the possible challenges experienced by smaller and larger construction companies may encounter in bidding on small projects.

Mr. Corrigan stated that he would like for staff to investigate advantages of wrap insurance policies that may help smaller construction companies with the bid process.

Mr. Corrigan submitted the following reports.

Clerk-Treasurer's Report

(See pages 890-934)

Special Report on Income and Expenditures

(See pages 935-939)

Report on Investments

(See page 940)

Report on Conference and Travel Expenditures

(See pages 941-942)

Purchases from \$5,000-\$25,000, 7/1/08-9/30/08

(See page 943)

Purchases Exceeding \$25,000, 7/1/08-6/30/08

(See page 944)

CLERK-TREAS.
REPORT
Submitted

SPECIAL REPORT ON
INCOME &
EXPENDITURES
Submitted

REPORT ON
INVESTMENTS
Submitted

REPORT ON CONFER.
& TRAVEL
EXPENDITURES
Submitted

PURCHASES FROM
\$5,000-\$25,000,
7/1/08-9/30/08
Submitted

PURCHASES
EXCEEDING \$25,000,
7/1/08-9/30/08
Submitted

Mr. Corrigan stated that a Finance Committee Meeting was held to specifically discuss concern about the current financial situation and the recently passed replacement levy and discuss possible strategies to address anticipated revenue reductions. He also requested staff to begin preparation for a similar meeting to continue this discussion before December.

HUMAN RESOURCES COMMITTEE REPORT

Mr. Seifullah presented the following report.

Regular Employment Report

(See pages 945-947)

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

Retirement Recognition Citation

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

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

Linda Glover (after 36 years of service), Material Processing Assistant, Grade C, Book Preparation Department, retires 10/31/08

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

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

REGULAR
EMPLOYMENT
REPORT

Approved

RETIREMENT
RECOGNITION
CITATION

Approved

Ms. Glover thanked the Board for the recognition and stated she has enjoyed working at the Library will miss her many friends and their families. She stated that she is sad to leave but hopes that she left a lasting impression on those with whom she worked.

Marianne Monger stated that Ms. Glover was hard-working, very dedicated and loyal staff member.

Patricia Lowrey stated that Ms. Glover was a wonderful employee who will be missed.

Mr. Corrigan stated that Ms. Glover represents a very understanding and dedicated workforce and was always interested in what best serves the patron.

Deborah Hajzak stated that Ms. Glover is the rock of Book Preparation who is extremely knowledgeable of the entire Department and will be hard to replace.

Proposed Revisions to the Human Resources Manual

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

BE IT RESOLVED, That the proposed revisions to the *Human Resource Manual* be approved by the Library Board of Trustees, to become effective immediately.

(See pages 948-957 for full report)

Mr. Seifullah stated that this item was discussed at length at the Human Resources Committee Meeting.

Sharon Tufts, Human Resources Administrator gave a detailed overview of the proposed revisions that included Section 200 - Employment Practices, to include an Employee Referral and Recommendation Procedure that addresses procedures for employee requests for verbal or written referral references. Also reviewed was a proposed revision to Section 400-Staff Welfare and Economic Benefits Subsection 460 Equal Employment Opportunity to replace Subsection 480 Policy on Sexual Harassment. The new Subsection 460 is an inclusive policy against discrimination including sexual

**PROPOSED
REVISIONS TO THE
HUMAN RESOURCES
MANUAL**
Approved

harassment. This revision would address topics such as the definition, employee/employer responsibility, complaint and investigation procedure. Finally proposed was a revision to Section 600-Library Regulations Subsection 600.8-Email, Internet and the Library's Equipment and Network. The revision will now include Library policies on internet and the library's equipment and network for staff. She also stated that counsel and the Labor representatives have had input and approve the recommended revisions.

Mr. Seifullah submitted the following reports.

**REPORT ON PAID
SICK TIME**
Submitted

Report on Paid Sick Time Used by the Month

(See page 958)

**AFFIRMATIVE ACTION
PLAN REPORT**
Submitted

Affirmative Action Plan Report

(See page 959)

**INSURANCE
SUMMARY REPORT**
Submitted

Insurance Summary Report

(See page 960)

COMMUNITY SERVICES REPORT

Ms. Rodriguez submitted the following report.

**MONTHLY ACTIVITY
REPORT**
Submitted

Monthly Activity Report

(See pages 961-967)

Ms. Rodriguez provided a brief update on the Rice and Woodland construction projects.

Mr. Scruggs provided an update on the roof repairs at the Lorain Branch and perceives no delays in the schedule.

DIRECTOR'S REPORT**DIRECTOR'S REPORT**
Presented

Before presenting the Director's Report, Holly Carroll announced that the new Rice Branch Groundbreaking Ceremony is scheduled for Wednesday, October 29, 2008 at noon on the southwest corner of 116th Street and Shaker Blvd.

Ms. Carroll stated that Attorney Peter Kirsanow advised that the Library lacked sufficient data for a Pre-Disparity Study because of the lack of significant capital improvement building projects over the last five years. It is recommended that we work with a consultant to develop a data tracking system prior to beginning the study.

Ms. Carroll gave an overview and update on the Museum Pass Program following her meeting with the Gund Foundation. This program will allow patrons to check out museum passes at local libraries allowing free admission into participating museums.

Ms. Carroll gave an update on the HRMS evaluation process and stated that after viewing vendor demonstrations two vendors have been selected for elevation to the next phase for additional discovery. A recommendation for contract award will be presented to the Board by year's end.

Director Carroll presented the following report.

Facilities update

Bids were opened for the Woodland Branch project on October 1. This bid package was separated into four bid items to encourage bidding opportunities from a diverse pool of companies. There were four bids received for the General Trades, one bid over the estimate for the site/Civil Engineering and no bids received for the mechanical /plumbing and electrical/technology. Lester Cumberlander from Moody-Nolan is vetting the two lowest bidders for the general trades and may have a recommendation for your approval at the October 16th meeting. The three other bid items were re-advertised the week of October 6 in the *Plain Dealer*, *Call and Post*, *Ohio Construction News* and *City News* with the option of combining the items for bidding purposes and a new bid-opening date of September 24, 2008.

The bid-opening for re-advertised electrical and technology bid items for the new Rice Branch was held Thursday October 9, 2008. Three companies submitted bids as follows: 2 (two) electrical, 2 (two) technology and 2 (two) for combined electrical and technology. The bid amounts for the electrical far exceeded 10% of the architect's estimate. The aggregate of bids for the entire project, however, are well within the 10% estimate. Rich Ortmeyer, Bostwick Design Partnership, will investigate this discrepancy and try to determine the reasons for the high electrical bids. Both Rich and Holly will talk to Jean Korman about next steps.

The Lorain Branch was closed for emergency repairs as scheduled on Tuesday, September 23rd. I was pleased that all departments and agencies worked together in planning library service options for the residents of the Lorain neighborhood. Lorain patrons are being redirected to Eastman, Walz and Carnegie West branches for full service. The bookmobile stops at West 73rd street across from the library on Thursday evenings from 5:30 - 8:00 p.m. and on Saturdays 10:00 a.m. - 5:30 p.m. A temporary computer lab has been arranged in the Eastman meeting room from 2:00 - 8:00 p.m. to better accommodate the increased business at this branch. Branches and Outreach services will be exploring a similar lab at Walz which is also experiencing heavier traffic due to the closing. Myron Scruggs reports that the asbestos abatement has been completed and that the removal of the concrete decking is close to being done.

Other Activities

Cleveland Public Library, Cuyahoga County Public Library and Library Journal are sponsoring the Ohio Day of Dialogue at Corporate College East on October 29, 2008. This day-long event showcases authors, books and publishing houses. It also focuses on ways librarians can further promote reading through merchandizing and booktalks. Ohio authors Thrity Umrigar and John Scalzi are featured speakers.

The nine public libraries of Cuyahoga County met with the budget commission to present our 2009 budget requests and to update one another on significant

projects and new programs and services at each library. The two hour meeting was followed with a tour of the newly renovated Lakewood Public Library. Sandy Kuban and I attended.

Amy Pawlowski, Web Applications Supervisor and David Reynolds, Web Applications Specialist have been working diligently to create a secure web page where board and administrators can view and print, if desired, board meeting materials, print PR items, staff newsletters and other information. Michael Fisher will be entering the data in PDF format prior to each board meeting. This website will allow the library to decrease the number of board packets printed and will eliminate the need to deliver the packets by courier. Printed board packets will be provided for board members on meeting days. Please let Michael know if you have any problems accessing the information.

As a follow-up to the board's approval of a new Equal Employment Opportunity policy, Peter Kirsanow asked George Lanoue, an expert in preparing disparity studies for organizations, to provide the Library a quote for conducting a pre-disparity study. The Library compiled a list of contractors used for all building projects and provided bid tabulations for all contracts over \$25,000 from 2003 to the present. Mr. Lanoue has determined that the Library does not have sufficient data and has not completed a significant number of building programs to conduct a pre-disparity study. Instead, he would like to work with the Library in establishing a data keeping system that would track the information necessary to conduct a pre-disparity study in the future. The cost of his consultation would be between \$10,000 - \$12,000. I will pursue this recommendation and also check to see if there are some turn-key solutions to tracking this information as well.

All administrators and department managers received training in late September in the use of the Tyler/MUNIS software to make 2009 budget requests. A trainer was on site to conduct classes at both Main Library and the Lake Shore facility. For the first time, Sandy and I will receive budget requests that are entered into the financial system by cost center.

Cindy Lombard, Ron Antonucci and I met with Mary Louise Hahn, Cleveland Foundation and Anne Helmreich from CWRU

and the Baker Nord Center for the Humanities on October 9 to discuss ways the Library can partner with both organizations to host a 2009 Anisfield-Wolf Award activity. It was decided that the LSW auditorium will be a venue for the appearance of a previous Anisfield-Wolf award winning author in late September with funding provided by the Cleveland Foundation and Baker Nord Center. Writers that are being considered are Jamaica Kincaid, James McBride, and Colson Whitehead.

Autumn began with a flurry of author appearances. The 2008/09 Sunday Afternoons with Writers and Readers series began October 28 with an appearance of Omar Tyree who also spoke as part of the Urban Experience summit. On October 4th, New York Times journalist, John Leland, spoke about his recent book "Why Kerouac Matters: the lesson of *On the Road*. An audience of over 400 attended the Spectrum: Lockwood Thompson Dialogues to hear Donna Brazile and Frank Rich discuss "Politics and Propaganda: Designing the President." The Urban Experience Summit concludes with author, Carl Weber, at a program at Martin Luther King Branch. Juno Diaz, winner of the a Pulitzer Prize , National Book Critics Circle award and 2008 Anisfield-Wolf Award, speaks October 19.

Director's Attendance at Professional/Community meetings and Events, Sept. 19 - Oct. 16, 2008

September 19	Blogging for Business Presentation
23	HRMS demo - Tyler/MUNIS
24	Cleveland Foundation. Mtg, with Kevin McDaniel concerning museum pass project
25	Budget commission hearing, Lakewood Public Library
	University Circle Inc quarterly directors meeting
	Cleveland Museum of Natural History
	Opening reception for
	Race: Are We so Different
26	Venable Oral History project focus Group
28	Writers and Readers: Omar Tyree
30	City Club: Madeline Albright

October

- 1 Bid Opening: Woodland Branch Project
Finance Meeting
- 4 John Leland presentation
- 6 HRMS Demo - Kronos
Spectrum: Lockwood Thompson Dialogues
- 7 Town Hall Meeting: Inclusion , Equity,
Privilege
Cleveland Museum of Natural History
- 8 HRMS demo - Ceridian
City Club: Jennifer Brunner
Mtg. Mary Louis Hahn, Anisfield-Wolf
Awards
- 9 Bid Opening: Rice Branch
Meeting Cleveland Public Art, 2009
Spectrum
- 10 OPLIN Board Meeting, Columbus
- 15 Project Learn Board Meeting
University Circle Inc, Feasibility Study
Children's Museum/Library
- 16 Gund Foundation, Museum Pass Project

BRANCHES AND OUTREACH SERVICES

The beginning of the school year always marks the Library's strong recommitment to the educational needs of Cleveland's youth as well as curricula support for our local schools.

September's Annual Library Card Sign-Up Campaign gave every student a fresh start-forgiving fines and fees for overdue and lost library materials (except CD's), and allowing use of previously blocked library cards to facilitate class assignments and leisure reading. Collinwood kicked-off the annual initiative with a Welcome Back to School event; 87 youth and parents attended.

Sunday hours resumed at Glenville and Rockport on September 7th, and branches reported increased use of the CMSD textbook collections that are housed at all branch facilities and in Youth Services Department at Main.

The Library's focus on books and reading continued with the Men's Shelter Book Club (25 attended the first Fall session); LBPH's Cyber Dialogue Book Discussion Group with a spirited discussion of the book *Brief Wondrous Life of Oscar Wao*; and, the circulation of 514 titles of the YRead? Collection to classrooms. Additionally, Jefferson Branch Manager, Cal Zunt, and Literacy Coordinator Merce Robinson, represented the Library's Ohio Center for the Book at the National Book Festival in Washington, D.C. The On the Road to Reading van began visiting 25 daycare sites twice a month with the new Fall schedule, allowing more contact with Library staff and more opportunities to demonstrate Every Child Ready to Read skills. Book sales were held at Sterling and Rice, the latter raising \$1,200.00 for the Friends of CPL.

Author Omar Tyree was the featured author for the opening season of Writers and Readers and also spoke as an author For the Urban Experience Summit.

The annual Community Boy Scout Night was held at all branches and continued to introduce scouting to urban boys. Well-received in our neighborhoods, the event attracted 74 at Eastman Branch. The Boy Scouts of America's director, Alan Franks reports that between 120 - 150 attended the one hour Event held throughout branches. The Hispanic Heritage Celebration (September 15 - October 15) held the kick-off event at Carnegie West; thanks to the stellar efforts of South Manager Jaime Deplet, the program was well-implemented. The United Ukrainian Organization of Ohio chose South Brooklyn for its exhibit on The 75th Anniversary of Ukraine's Famine Genocide of 1932-1933.

The movie *The Long Walk Home* began showing in 10 branches and included dialogue among teens on the issues of race. The program supported Karamu and Dobama's presentation of Caroline; the Musical - a collaboration that supported Cleveland Museum of Natural History's exhibition RACE: Are We So Different? Collinwood and Woodland, joining Union, reported successful summer gardens. Woodland has received a \$3,000.00 grant from the City of Cleveland for its 2009 gardening program.

Voter registration activity was brisk in branches in preparation for the General Election in November. Rockport and Martin Luther King, Jr. were venues for poll workers' training, sponsored by Cuyahoga County Board of Election. NBC Nightly News covered the training at Martin Luther King, Jr.

Branches and Outreach Services continued to support community events, including the Susan B. Komen Breast Cancer Walk, the Diabetes Walk (Collinwood), the 11th Congressional District Labor Day Parade and Picnic (Mt. Pleasant), WSEM Back to School Rally (Mobile Services), the Friends of CPL's Blues in the Garden, Charles Eliot School and the Kinship Fair at University Club (Youth Services Department), and the Anisfield Wolf Book Awards.

Although the bookmobile was off the road September 8 - 12 for annual maintenance and repairs, staff still completed 38 stops, welcomed 607 on board, and filled 1,326 holds during the month.

Hurricane Ike left several branches with power outages - Lorain, Martin Luther King, Jr, Hough and Langston Hughes. On September 22, Lorain closed for 6 - 8 weeks for major structural roof repairs. The bookmobile continued to provide library service in the neighborhood on Thursday evenings and on Saturdays. Laptops from the Library's summer Robotics Camp were transferred to Eastman's meeting room, and thanks to wireless technology, a temporary computer laboratory was set-up to facilitate the increased demand in the branch.

Children's librarian Sharon Jefferson (Rice) was selected Project Manager for Fit for Life, a nutrition and fitness program for urban families, funded by Libraries for the Future. Ms. Jefferson and Interim NTM-Central Ali Boyd participated in a training program in New York in preparation for the year long project. This was the second time that the Library received Fit for Life grant funds.

CPL welcomed new Addison Manager Kathryn Feeley and new NTM-West, Pamela Jennings, and supported development opportunities for staff who assumed temporary managerial assignments: Rekiat Olayiwola (Fleet), Paula Logan Reid

(Mt. Pleasant), Sharon Allen (Union), and Malka Khan (Addison). Ali Boyd (Union) continued to serve as Interim NTM-Central during Ellen Leavitt's recent appointment to Interim Manager of Main Library's Science and Technology Department. Sheba Marcus-Bey (Fleet) began as NTM-East and appreciation was extended to Susan Martin (West Park) for six months of highly commendable service as Interim NTM-West.

Correction: The final numbers are in from the City of Cleveland, Department of Recreation. Branches and the Youth Services Department at Main served a total of 17,639 lunches to Cleveland youth this summer! The Library did its part to help meet the growing hunger crisis among children in our neighborhoods. Thank you Managers, Custodians, Substitutes and Volunteers.

MAIN LIBRARY

Programs/Exhibits

On September 19, Thomas Mulready of Cool Cleveland presented a program on "Blogging for Business."

Fine Arts staff prepared an exhibit for *Blues in Garden* fund raiser. The *SOUNDS OF JAZZ* that performed to a small crowd of FA/ SpC Staff assisted Eyerdam with exhibit "Celebrate Democracy." SpC staff assisted Dawson with exhibit "*Luxurious Art of Faberge, Tiffany, and Lalique*"

The History and Geography Department hosted the Cleveland Chapter of the African-American Genealogical Society's Genealogy Conference here at CPL.

Debbie Hajzak has been preparing for the Science & Technology section of the Presidential display which will be placed in display cases throughout Main Library.

Outreach

Anastasia Diamond-Ortiz, Business, worked with Todd Fagan from Community Services to train the Computer Aides and Youth Services staff in the Scratch programming language. She also met with staff from

MC2STEM School at the Great Lakes Science Center and presented at the CSU Library on Graphic Novels as part of the Common Reading Experience program.

CPL will be a site visit for the Society of Vertebrate Paleontology Conference in Cleveland in October and will exhibit the NHM mastodon jawbone & tooth found in 1901 on Euclid Ave site.

Caroline Han and Hung Luong attended annual Vietnamese community Autumn Festival. Victoria Kabo met with leaders of the local Ukrainian community to discuss programming for the fall and into next year.

ForLit hosted six visiting interns from Germany: Marcel Messy, Sabrina Koenig, Heike Jost, Lisa Wohlfahrt, Juliane Bloebaum and Marion Kettermann.

The cover story of National Fire Protection Association's, NFPA JOURNAL for Sept/Oct 2008, is on the Collinwood School Fire. The article acknowledged to the Cleveland Public Library and to Subject Department Librarian Michael Ruffing for assistance.

Literature set up Musicarnival display at Beachwood Recreational Center; on display September 10-22.

Popular Library Manager Richard Fox and Anastasia Diamond-Ortiz (Computer Learning Connection) participated in Cleveland State University's Common Reading Experience program on Sept. 30. Mr. Fox and Cindy Lombardo met with representatives from Myers University (now Chancellor University) to discuss the future of that partnership.

Public Administration Librarian Karen Martines attended City of Cleveland Italian American Heritage Month planning meeting.

Sequoia Brown extended last month's foreclosure program to 19 neighborhood branches. Harriete Parks and Helena Travka conducted a Legal Information Workshop on September 24.

Collection/Reference

Audio-Video patrons have been placing holds on new release entertainment DVDs at a high pace during recent times.

The 2008 NAPC (National Archive Publishing Company) microfilm renewal was re-submitted for the amount of \$158,916.52. It has been decided that General Reference will coordinate a review of microfilm titles in 2009 with the subject departments in order to accommodate budget cuts.

The Microform Center added the Tax Records of Cuyahoga County (56 microfilm reels). Buildings has begun the preparations for moving the "telephone" desk (currently in the NE corner of Brett Hall) to the SW corner to improve assistance with patron computer issues and informational questions (vs. reference questions).

August and September are traditionally the busiest months for ILL. As of September 25, ILL did 160 material searches and made 142 requests for loans and copies.

General Reference Staff continued to contact Automation with reports regarding databases not listed in the A-Z Database List or lost database access (access problems either due to broken links or subscription issues).

Literature continued the shift of Room Reference materials and has begun plans to set up an "Urban Fiction" section in the Reference Desk area in the department.

Science & Technology Department is planning and preparing for a weeding project. The Department placed a major automobile repair and equipment manuals order.

Most of the Social Sciences Department attended the Westlaw Database Training provided by the CSU Law Library on September 11.

Staff/Professional Development

Carlos Latimer attended the 30th annual National Media Market in Lexington, Kentucky.

Ardella Primm and Eugene McCormick, BUS, attended a support staff conference in Columbus.

Oksana Kraus (SpC) presented at the *Gypsy Lore Society Conference* (Aug. 27- Sept. 1, 2008).

General Reference librarians provided training for Sunday staff. Pam Benjamin convened an ERC meeting on September 15. The committee needed to find approximately \$40 k to balance the 2005 fund.

Map Librarian Tom Edwards has received notice that he has achieved GIS Certification by the Geographical Information Systems Institute of Chicago. Certification is recognition by GIS professionals from across the United States for having demonstrated professional competence and integrity in the field.

Most of the Social Sciences Department attended the Westlaw Database Training provided by the CSU Law Library on 9/11/08. Helena Travka was appointed to the OLC Library Development Committee -- the three year term will be from January 1, 2009 through December.

TECHNICAL SERVICES

Patricia Lowrey attended training presentations for MUNIS budgeting and an upgrade of requisition processing. She attended the CLEVNET database budget reduction meeting. She took two online classes on managing the library's e-book collection.

Ms Lowrey enjoyed the Friends of the Library Garden Party and the Anisfield-Wolf Book Award ceremony. She attended the Hispanic Heritage Month Kickoff event and the Omar Tyree Writers & Readers program. There were 44 meetings at the Lake Shore Facility,

Shelf/Shipping: A total of 485 storage items were sent to Main for requests and 1,499 telescopes of new materials were sent to public service agencies. The Receiving/ Distribution Technicians bar coded, stamped, and slipped 41,320 items.

Juanita Turner completed her NEO-RLS leadership series workshop and spoke at the graduation ceremony. Larry

Hinton and Marsha Draeger attended NEO-RLS Resume workshop. Juanita Turner attended Munis upgrade training.

High Demand: A total of 2,382 new titles and 45, 110 items were ordered. There were 1,140 titles cataloged and 20,493 items added. Monica Rudzinski started work as the temporary, part-time High Demand Librarian.

Book Preparation: A total of 29,427 library materials were processed during the month of September. The department has started charging to new materials that are sent to the bindery to CPL-BIND and the item status will indicate BINDERY. The items are then discharged when they are returned. This process will assist our public service librarians and our patrons with more accurate information on the status of library materials.

Marianne Monger attended the Munis training and the monthly Public Library Employee Credit Union Board Meeting.

Collection Management: Department staff attended, in person and online, training in the Munis budgeting system, the OverDrive digital library module, and workshops dealing with quality management techniques. Bonnie Bolton began her weekly visits to branches observing and evaluating the juvenile collections. Laura Mommers also began her scheduled visits to branches to see the volume and placement of DVDs and audiobooks to help her distribute non-print titles.

The eMedia collection is experiencing robust use. Statistics reveal that there were 9,006 check-outs involving 5,481 titles of all digital formats during September.

Rollie Welch had two reviews of young adult books appear in the September 15th issue of *Kirkus* and he had a review published in the *Cleveland Plain Dealer*. Mr. Welch spoke at a Young Adult Literature class in the School of Library Science at Kent State.

Preservation: Elizabeth Bardossy treated 19 drawings from the Cleveland Parks Collection. Ann Olsewski attended the OLC expo in Columbus, the September Main Library managers meeting, and the Green Committee meeting. Ms Olszewski met with Mrs. David Davis on

September 22 to discuss the forthcoming conservation treatment of the Fulton Branch outdoor sculpture, Reader's Column.

Acquisitions: Sandy Jelar Elwell, Acquisitions Manager, and Alicia Naab, Acquisitions Coordinator, attended the MUNIS Budget Entry Training session at the Lake Shore Facility. Ms. Naab also attended the MUNIS Upgrade Requisitions Training session.

Ms. Elwell began a leave of absence on September 11th. Ms. Naab was appointed Acting Acquisitions Manager effective September 14th.

Ms. Naab attended the "Developing the Art of Supervising People" workshop sponsored by Northeast Ohio Regional Library System (NEO-RLS) and the 2008 Ohio Library Council (OLC) Expo. Ginaya Willoughby, Acquisitions Assistant - Serials attended the "Climbing the Library Ladder Part II" workshop sponsored by NEO-RLS.

Acquisitions staff ordered a total of 11,880 titles and 19,022 items, received 18,832 items, and processed a total of 2,250 invoices. Serials staff added 442 items and processed 539 periodical and serial claims.

Catalog: Marilyn Spence retired from CPL on September 30 after thirty-two years in the Catalog Department. Her cataloging expertise and dedication to the library were exceptional! Cathy Jo Graves and Elizabeth Hegstrom attended the class on new features of the MUNIS system, and Andrea Johnson attended the MUNIS budget entry training. Ms. Hegstrom participated in interviews for a position in High Demand.

Regina Houseman, Michael Monaco, and Ms. Johnson presented new workforms at the CLEVNET Technical Services SIG meeting on Sept. 4. Yolanda Lawler attended a NEO-RLS workshop called "The Art of Supervision." Jeninne Delfs, Dawn Grattino, and Ms. Houseman attended the Online Audiovisual Catalogers Conference held jointly with the Music OCLC Users Group in Cleveland September 26-28. Ms. Houseman also participated in a preconference map cataloging workshop.

Staff cataloged 6,443 titles and added 14,722 items.

PUBLIC RELATIONS

September marked the fourth month of transition between the retired David Williams and the new PR Administrator. The decision was made that the hiring of the new administrator will occur after the hiring of the library director. Tena Wilson is acting as Interim Public Relations Administrator.

This month also marked the kickoff of several systemwide initiatives: *Fresh Start* Library Card Sign-up Campaign; Hispanic Heritage Month Kickoff event at Carnegie West Branch; Citizenship Classes at Martin Luther King, Jr. Branch; and "Sunday Afternoons for Writers and Readers" with author Omar Tyree.

Press releases were sent to local media for the following events: Overview of the 2008-2009 Writers & Readers; Hispanic Heritage Month Kickoff; Spectrum's *Politics & Propaganda: Designing the President*; Citizenship Classes; Lorain Branch temporary closing; Urban Experience Summit 2008 *Urban Male Panel Discussion*; Writers & Readers Literary Ventures Fund; and Urban Experience Summit 2008 *Meet Author Carl Weber*.

In an effort to promote the Spectrum event, two ads were placed in *The Plain Dealer* newspaper. This free ticketed event on October 6, 2008, is currently sold out, and an overflow of 100 is expected. Ads were also placed in Cleveland Public Theatre Pandemonium 08 program, and the 7th Biennial Writers & Their Friends Literary Showcase program.

In September, Tena Wilson attended meetings for: Planning Writers & Readers, MUNIS budgets, Radio Disney/Winter Reading Club promotions, Friends fundraiser, Writers and Their Friends at Ohio Theatre at Playhouse Square, Staff holiday party planning, Transportation & Infrastructure at The City Club, Flex Spending, Anisfield Book Awards, NEO-RLS Career Development Workshop Graduation at Cleveland Heights Library, Pandemonium 08 at Cleveland Public Theatre, Wayfinding with Halle Jones Caper and Architectural Firm, VOCUS PR Management Software implementation planning, PR Consultant Linda Bloom, Library Board Meeting, Weekly Administrators meeting, Blogging for Business by Cool Cleveland, Hiram College Oct 22 event planning, *The Plain Dealer* World Class Organizations

planning, CLEVNET logo planning, Spectrum AV planning, Writers & Readers author Omar Tyree, PR department staff meeting, and Madeline Albright at The City Club.

Graphics Manager, Cathy Poilpre, attended both Branch and Main Managers meetings. Her efforts to encourage managers to consolidate programs into monthly flyers have produced results.

The Friends of the Library held their fall fund raiser "A Garden of Blues" on September 5 in the Library's Louis Stokes Wing. Inclement weather prevented use of the Eastman Reading Garden as planned.

Efforts continue to create a marketing plan for 2009, a precursor to a new Strategic Plan. A theme for 2009 to promote CPL to Clevelanders was selected: *World Class Collections & Neighborhood Connections*. Tena Wilson received proposals for advertising and sponsorships from numerous agencies. Those listed below are under consideration for the 2009 budget:

- Plain Dealer Newspaper (Metro: World Class Organizations)
- City News USA Newspaper (Cleveland, Akron, Columbus; Latino)
- Call & Post
- WCPN Ideastream 90.3
- The Wave 107.3 (WEOL AM930, K96 WKFM, 95.3 WLKR, ESPN 1510)
- Majic WMJI 105.7 (KISS, MMS, WGAR, WTAM 1100, MIX 106.5)
- Radio One Cleveland (93.1 WZAK, Z107.9, 1490 WJMO, 1490 WERE AM NewsTalk)
- Soft Rock 102.1 WDOK (CBS Radio)
- Cleveland Jewish News
- Cleveland Magazine
- Cool Cleveland
- Disney Radio - CPL Winter Reading Club January-March 2009
- El Sol De Cleve newspaper
- Sun Newspapers
- Positively Cleveland
- City Club

- The Cleveland Orchestra
- Current News

Meeting Rooms in the Louis Stokes Wing of the Library continued to be in demand as a venue for non-profit groups, organizations and library departments. A total of 63 meetings were held during the month of September.

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

- Ohio Virtual Academy - September 6
- Ohio Patients Rights - September 8
- Recovery, Inc - September 9, 23
- African-American Genealogy Workshop - September 12-13
- American Library Association Schweinfurth Committee Meeting - September 16
- Blogging for Business with Tom Mulready of Cool Cleveland - September 19
- North Olmstead High School - September 22
- National Federation for the Blind - September 27
- Homeless Men's Book Club - September 28
- Mother & Child Housing - September 30

The Library was featured in the following media during the month of September 2008: *The Cleveland Plain Dealer*, REALNEO online, Musical Theatre Education Programming, ArtsinOhio online, *Library Hotline*, Cleveland About.com, Cleveland.com, *Currents News*, *Call and Post*, *Cool Cleveland*, Wire online, *CP2*, *Heritage Preservation*, and *Cleveland Jewish News*, University Circle Incorporated magazine, 73rd Annual Anisfield-Wolf Book Awards program, Cleveland Public Theatre Pandemonium 08 program, 7th Biennial Writers & Their Friends Literary Showcase program, Society of Professional Journalists *Writer's Week*, WCPN-FM 90.3 (NPR), Newsradio WTAM110

BUILDINGS SERVICES

Buildings Office: Made numerous branch inspections.

Monitoring utility usage.

Interviewed and hired for open positions for shipping clerk and painter.

Attended meeting with architects for Woodland and Rice branches.

Monitoring the emergency repairs at Lorain Branch.

Maintenance Mechanics: Replaced supply fan belt on air handler unit #2 in the Louis Stokes Wing.

Replaced old HVAC controls at the Lake Shore facility and replaced 15 HP motor.

Installed new outlet for relocated desk in Brett Hall.

Replaced leaking gasket on hot water pump at Addison Branch.

Replaced leaking domestic hot water pipe at Collinwood Branch.

Replaced bearing assembly for lower pump at Eastman Branch.

Replaced two (2) lighting contactors at Langston Hughes Branch due to power outage also replaced leaking pipe on hot water pump.

Repaired light on ramp at Lorain Branch.

Replaced air compressor and added automatic tank drain to new compressor at Martin L. King, Jr. Branch.

Replaced hand dryers in public restrooms at Sterling Branch.

Carpenters/Painters: Removed blue rubber floor at the Lake Shore Facility.

Removed ductwork and ceiling tile at Lorain Branch.

Replaced stained carpet at Woodland Branch.

Repaired fence and handrail at Walz Branch.

Stripped and clear-coated bookmobile shelves.

Garage: Serviced vehicles #1, #10, #13 and #20.

Replaced fuel pump on pick-up truck #7.

Repaired brake lights on delivery truck #15.

Replaced two (2) tires and rims on vehicle #21.

Replaced relay switch, re-set brakes, tested fuses, checked radiator and repaired seat mount plates on the bookmobile.

Checked water leak on delivery truck #12.

Serviced snow blowers and salt spreaders for branches also checked/serviced snow plows for trucks.

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. 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 Logbook and followed-up by a Security Supervisor on a daily basis. Reports are also produced by Security Operations tallying the alarms and types for each branch for follow-up and training purposes. Branch staff caused 4 alarms that Cuyahoga Valley Patrol responded to.

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

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

Identification Cards: Security Operations issues photo identification cards to new staff members and replaces lost ID cards and issues access cards and replaces lost card 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: 6 items were returned to their owners by Security Operations.

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

Branch Patrol: The three units of the Security Operations Branch Patrol made a total of 311 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 37 branch investigations.

Training:

On 8/30/08, Chief Janero attended an eight hour course
Title

"Introduction to The Incident Command System" at the Cuyahoga County Sheriff's Office in the Justice Center. This course is the first of a series by the U.S Department of Homeland Security (FEMA), Federal Emergency Management Agency.

On 9/5/08, Chief Janero and Assistant Chief Abrams attended the Munis Training class held in the Main Building

On 9/9/08, Supervisor Washington attends a training seminar titled "First Time Supervisor" that was conducted by the National Seminars Group.

During the month of September Security Officers Stefanos and Smith attend a computer training class that was conducted by the Library Computer Learning Connection.

On 9/25-26/08, the Following Security Officers and Supervisor received training for the Ohio Peace Officer Training Commission Firearm Recertification course and Threat Awareness training that was conducted at the Tenable Training Institute. Security Officers Southerland, Tidorescu, Jarret, Harris and Supervisor Washington

On 9/27/08, The following Security Officers and Security Supervisors received training regarding Sexual Harassment and reviewed the library policies on Sexual Harassment that was conducted at Tenable Training Institute, Security Officers Dowdin, Fadil, Colston, Tobin, Roberts, Dayem, Harris and Assistant Chief Abrams along with Security Supervisors Brennan and Nunez.

SUMMARY OF IRREGULARITY REPORTS RECEIVED

Month	2007	2008	Change
January	71	102	+31
February	53	90	+37
March	64	119	+55
April	50	79	+29
May	55	59	+04
June	43	56	+13
July	52	61	+09
August	56	56	0
September	45	53	+08
Year to Date	489	675	+186

AUTOMATION SERVICESTop stories

Budget planning: Automation Services developed plans for the 2009 budget year, with an eye to reducing expenditures. The CLEVNET Online Resources Committee had, in August, reduced the materials budget by over \$300,000. Station count worksheets were distributed to the CLEVNET libraries to gather information on this cost center.

Performance issues: Many users have noticed sporadic performance problems since the migration to version 3.2.1 on August 9. We have worked closely with SirsiDynix and Hewlett Packard and made a number of beneficial changes. However, we are now aware of an issue affecting the Oracle database server. In part, this seems related to load, but may also relate to the server hardware and tuning, or tuning of the Oracle database. George Lenzer is working closely with Oracle, SirisiDynix, and Hewlett Packard to diagnose the problem.

To assist the Board in obtaining Board meeting materials electronically, Amy Pawlowski and David Reynolds worked with the Administration to establish a secure web page for Board Members and Administrators. Board Meeting materials will be available as PDF files.

Automation Services supported the emergency closing of Cleveland Public Library's Lorain Branch closing by installing eight laptops at Eastman Branch for public use; adjusting critical policies to prevent Lorain materials from filling holds; and advising Mobile Services staff on procedures in handling Lorain materials.

It is essential that the new client software provided by SirsiDynix be in use throughout CLEVNET by the end of this year. Under the direction of Ann Palomo, in September the Software team has revised the installation and training schedule for the Library's staff; provided three WebEx training sessions for CLEVNET libraries; and provided training for Medina County District Library staff.

Bob Carterette, Ann Palomo, and Hilary Prisbylla attended the UUGI Consortia Interest Group conference in Secaucus, NJ, September 10th through 12th. Issues with the SirsiDynix software in consortia, including Opensource software; satisfaction with SirsiDynix Client Care performance; the annual consortia survey conducted by the Winnefox Library System (WI); and performance issues relating to the external data included in the public catalog (book jackets, reviews, etc.) were discussed with other consortia customers. Representatives from SirsiDynix provided information on Client Care developments and upcoming software releases.

The Statewide KnowItNow service went live new software on September 2. The first two weeks revealed several software problems that appeared when the new software was put under load, but that did not appear during testing. The developers at Source(N) have expeditiously resolved problems as they arose. Don Boozer and Brian Leszcz continued to develop the collaboration with the NEO-RLS AfterDark service and the inclusion of L-NET, Oregon's statewide virtual reference service. Logistics of the Ohio-Oregon question sharing were finalized and L-NET began operation on the new platform on September

30. Mr. Boozer and Mr. Leszcz did an excellent job in migrating to the new platform, which was adopted to reduce on-going operational costs; provide accessibility for handicapped users; and provide useful new functionality.

Other CPL Projects

CPL Branches moved to the new VOIP phone system: Garden Valley, South Brooklyn, Martin Luther King, Rockport, Woodland and Mobile Services.

Mr. Carterette continued to assist in evaluating vendor proposals for an HRMS/Payroll system.

Promotions for several major programs were added, including *Spectrum: the Lockwood Thompson Dialogues at the Cleveland Public Library*; the latest issue of *Speaking Volumes*; and Omar Tyree's upcoming appearance for the Writers and Readers Series, including an mp3 file of a WZAK radio announcement.

Other CLEVNET Projects

Janet Ford, Director, and Paul Lima of Ritter Public Library visited Automation Services. Mr. Lima was recently hired to manage Ritter's growing technology offerings. Ritter Public Library also asked to have their patron records updated to receive SVA automated calls for hold pickup.

Bill Hood assisted in installing and configuring a server for East Cleveland Public Library's, and in the continuing migration to the Microsoft VISTA operating system.

The CLEVNET Technical Services SIG met at Orrville Public Library.

Mr. Carterette, Holly Carroll, Interim Director, and Tim Diamond, Planning & Research Administrator, held a phone conference with Driscoll and Fleeter to discuss the CLEVNET Return on Investment study.

Mr. Carterette visited Jeff Winkler, Director, of Tiffin-Seneca Public Library, who is investigating joining one of the three major public library consortia in Ohio: CLEVNET, SEO, and SearchOhio. Barberton

Public Library is also strongly considering joining CLEVNET.

Policies for new item types were configured for Hudson Library and Historical Society and for Medina County District Library.

Amy Pawlowski and David Reynolds attended the Training SIG meeting on September 17th at Ritter Public Library in Vermilion, Ohio. Amy and David have agreed to demonstrate FaceBook and Twitter at the next Training SIG meeting on November 18th in Twinsburg.

KnowItNow

Huron Public Library requested promotional materials to distribute through the Boys and Girls Club of Erie County.

Mr. Boozer met with Peter Szabo, Ohio Wesleyan University, to review the University's participation in KnowItNow and to provide promotional materials.

Professional Involvement/Visitors/References

On September 5 Missy Lodge, State Library of Ohio, and Michele Farrell, Program Officer for the federal Institute of Museum and Library Services, paid a visit to Cleveland Public Library. Ms. Farrell was visiting selected LSTA funded programs around the county that are considered exemplary. Ms. Lodge and Ms. Farrell met with Mr. Boozer and Mr. Carterette to discuss KnowItNow, and with Merce Robinson to discuss the Library's long-standing LBPH service.

Tracy Herold, Director, Sun Prairie Public Library (WI) discussed technology planning with Mr. Carterette. Ms. Herold was representing the South Central Library System, a library consortium in Wisconsin.

Ann Palomo spoke with Susan Brown of Ashland Public Library regarding email notification via SirsiDynix software.

Statistics

September's total OverDrive/CLEVNET eMedia Collection circulation was 9,342 downloads, up from 8,990 in August. SecondLife is currently displaying 2,316 unique visitors to-date, up from 2,151 in August. We currently have 236 followers on Twitter, up from 206 in August.

Automation Services Statistics, 09/2008

	# Cases Opened	# Cases Closed	Site Visits	TOTAL
HARDWARE				
CPL Main	109	98	64	271
CPL Branch	129	112	84	325
CPL Lake				
Shore	38	27	20	85
CLEVNET	41	31	16	88
PUBLIC	2	1		3
HARDWARE				
TOTAL	319	269	184	772
SOFTWARE				
CPL Main	9	9		18
CPL Branch	12	12		24
CPL Lake				
Shore	14	13		27
CLEVNET	75	74		149
PUBLIC	14	13		27
SOFTWARE				
TOTAL	124	121	0	245
WEBWARE				
CPL Main	16	15	5	36
CPL Branch	9	9		18
CPL Lake				
Shore	2	2	2	6
CLEVNET	14	15	2	31
PUBLIC	38	36		74
WEBWARE				
TOTAL	79	77	9	165
KIN				
CPL Main	4	4		8
CPL Branch	2	2		4
CLEVNET				0
PUBLIC				0
KIN Library	8	8		16
OHIOlink				
Library	5	3		8
After Dark	5	5		10
KIN TOTAL	24	22	0	46
GRAND TOTAL	546	489	193	1,228

Ms. Butts adjourned the Regular Board Meeting at
1:08 p.m.

Alice G. Butts
President

Maritza Rodriguez
Secretary

CLEVELAND PUBLIC LIBRARY

**Finance Committee
October 16, 2008**

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

DESCRIPTION	QUANTITY
Books	801
Periodicals	65
Publishers Gifts	123
Non-Print Materials	46
Miscellaneous	<u>0</u>
TOTAL LIBRARY SERVICE MATERIALS	1,035

MONEY GIFTS

FUND	PURPOSE	AMOUNT
Library Fund	Restricted	\$ 254
Library Fund	Unrestricted	1,130
Judd Fund	Restricted	54,733
Young Fund	Restricted	13,402
Founders Fund	Unrestricted	10,454
TOTAL MONEY GIFTS		\$ 79,973

SUMMARY

CATEGORY	DONORS	QUANTITY
Library Service Materials	22	1,035
Money Gifts	<u>31</u>	<u>31</u>
TOTAL GIFTS	53	1,066

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

Cleveland Public Library

To Sandra Kuban
From Myron Scruggs
Date October 7, 2008
Subject Natural Gas Supplier

After researching natural gas prices I find that IGS Energy's one (1) year fixed rate of \$9.99 MCF is the most economical plan.

IGS Natural Gas Purchase Confirmation V4CH-IND

Attention: Interstate Gas Supply, Inc. (Seller)

IGS Fax #: 614-923-1010

Industrial/Commercial Sales Division

Company Name	<u>Cleveland Public Library</u>						(Buyer)
Contact Name	<u>Myron Scuggs</u>	Tel	<u>216-623-2800</u>	Fax			
Mailing Address	<u>325 Superior Ave</u>	City	<u>Cleveland</u>	State	<u>OH</u>	Zip	<u>44114</u>
Billing Address	<u>325 Superior Ave</u>	City	<u>Cleveland</u>	State	<u>OH</u>	Zip	<u>44114</u>
Facility Address	<u>See Exhibit A</u>	City		State		Zip	
Dominion East Ohio	<u>Account Number/s ("NGDC")</u>	<u>See Exhibit A</u>					

Critical Day Volume 100% of Usage determined by the NGDC

Initial Term:

The contract will begin effective with the December, 2008 billing cycle and continue through the November, 2009 billing cycle ("Primary Term"), and will renew in one year increments thereafter ("Secondary Term"), unless cancelled by either party as described herein. For notice purposes November, 30th each Year will be the Anniversary Date. At the end of the Primary Term, and at the end of each Secondary Term thereafter, the contract will automatically renew on a year-to-year basis unless either party provides the other with written notice at least sixty (60) days prior to the Anniversary Date. Buyer recognizes that because Seller needs to contract for supplies and transportation each year in advance of the Anniversary Date, Buyer's untimely termination of this contract will harm Seller as detailed herein.

Option 1 Variable Price:

Beginning with the _____, _____ billing cycle through the _____, _____ billing cycle the price per MCF for all gas delivered to the burnertip will be determined monthly by 100% of the applicable Nymex settlement price, (depending on your billing cycle), plus \$_____ which shall include all interstate transportation, pipeline and distribution shrinkage, BTU conversion and pooling fees and excluding all applicable taxes and NGDC distribution and transportation charges. After the Price Expiration Date, the pricing will be as described under Renewal Variable Pricing in V4CH-IND Terms and Conditions. Subject to Credit Approval, Buyer shall have the option to request the Fixed Price option at a mutually agreeable price, which shall be effective only upon written acceptance by Seller of a new Term Sheet.

Option 2 Fixed Price:

Beginning with the December, 2008 billing cycle through the November, 2009 billing cycle, the price per MCF for all gas delivered to the burnertip will be fixed at \$9.99 per MCF, plus all applicable taxes and NGDC distribution and transportation charges. After the Price Expiration Date, the pricing will be as described under Renewal Variable Pricing in V4CH-IND Terms and Conditions.

Option 3 Partial Fixed Price:

Beginning with the _____, _____ billing cycle through the _____, _____ billing cycle, the price per MCF delivered to the burnertip for all gas described under "Partial Fixed Volumes" listed below, without regard for Monthly Tolerance will be fixed at \$_____, plus all applicable taxes and NGDC distribution and transportation charges. The price per MCF delivered to the burnertip for the Reported Volumes in excess of the Partial Fixed Volumes shall be determined using the Variable Price described in Option 1 above. After the Price Expiration Date, the pricing will be as described under Renewal Variable Pricing in V4CH-IND Terms and Conditions.

MCF Volumes at Burnertip: ("Full Contract Volumes") ("Partial Fixed Volumes")

Month	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Full Volumes	4859	4737	2899	1475	779	324	298	308	559	1163	2890	4029
Partial Volumes												
Partial Vols Year												

Other Terms and Conditions: All gas sold under this contract shall be subject to the terms and conditions of the attached IGS Form V4CH-IND a copy of which is attached hereto and incorporated herein by reference. Seller has provided Buyer with a copy of the terms and conditions and by executing this Contract Buyer acknowledges receipt thereof. Should Buyer and Seller execute more than one Natural Gas Purchase Confirmation the terms and conditions of the most recent confirmation shall supercede and take priority over any previous Natural Gas Purchase Confirmations.

Accepted by Buyer: Myron Scuggs Name FACILITIES ADMINISTRATOR Title 10/1/08 Date

Agreed to by Seller: [Signature] Name VP Title 10/1/08 Date

SUPPLY: Interstate Gas Supply, Inc. (IGS) will supply the commodity portion of my natural gas and my utility will be my Natural Gas Distribution Company (NGDC).

CANCELLATION: This contract may be cancelled by either party at the end of each Primary or at the end of any subsequent Secondary term by giving 60 days prior written notice as detailed on the Confirmation Sheet. If I discontinue service or switch back to the NGDC as a result of late payments, this contract may automatically be terminated by Seller with no notice and I agree to pay IGS any applicable amounts due as described under the Damages section of this Contract, plus all other damages to which Seller is entitled. Also, I understand that if I switch my service back to the NGDC, then I may be charged a price other than the GCR rate.

RENEWAL VARIABLE PRICING: Unless otherwise agreed to in writing by the parties, for each Secondary Term(s), the price per MCF delivered to the delivery point for all volumes excluding the LDC distribution/transportation charges and all applicable taxes, will be determined monthly by the first of the month index price of gas delivered to the delivery point, plus transportation, demand charges and shrinkage, BTU conversion, pooling fees and a service fee.

BILLING: For my convenience I will receive only one bill, which will be issued by the NGDC and will contain IGS' gas price plus applicable taxes and all of the NGDC's transportation and other applicable charges. I agree to continue to pay the NGDC for the entire gas bill under the NGDC's payment terms and conditions. Notwithstanding the foregoing, as long as I make timely payments to Seller, Seller may elect to bill me separately from the NGDC for the commodity portion of my natural gas bill, which may also include applicable taxes and NGDC charges. In such event, I agree to pay Seller directly, within the terms set forth on the invoice(s). In the event I fail to pay either the NGDC or Seller timely, I agree that Seller or the NGDC may charge me a late fee of 1.5% per month for all past-due amounts. I acknowledge that the NGDC and not Seller is solely responsible for reading my meter(s) and that any dispute(s) that I have with respect to volumes or adjustments shall be addressed to the NGDC. Adjusted volumes may be priced by Seller, in Seller's sole discretion, at the contract price, or at the then current market price. In the event I fail to timely pay Seller for invoices issued by Seller, Seller shall have the right to put me on a rate code that is billed and collected by the NGDC, and that such rate code may result in a different price than that on the Confirmation Sheet, which I agree to pay. As an alternative, if I fail to pay any invoice(s) timely and I do not want to go onto a NGDC billed rate code, I must pay all past due amounts and provide IGS with a security deposit equal to my two highest consumption times my contract price, within 10 days of such a demand by IGS.

ELIGIBILITY: Participation in the program is subject to the rules of the NGDC. Customers are sometimes terminated from the choice program either in error or for being in arrears. In such instances, I may be able to contact the NGDC to correct the problem and be reinstated in the program. Regardless of the reason for termination, in no event will the original term be extended for months that I was unable to participate nor will IGS have any liability for any early termination or for any months that I was unable to participate in the program.

LIMITATION OF LIABILITY: IGS assumes no liability or responsibility for losses or consequential damages arising from items associated with the NGDC including, but not limited to: operations and maintenance of their system; any interruption of service; termination of service; events of force majeure, or deterioration of service, nor does IGS assume responsibility or liability for damages arising from any in-home or building damages resulting from the use of natural gas and in addition shall not be responsible for any indirect, consequential, special or punitive damages whether arising under contract, tort (including negligence or strict liability) or any other legal theory.

SEVERABILITY: In the event that any of the terms, covenants, or conditions of this Contract or the application of any such term, covenant, or condition shall be held invalid as to any person or circumstance by any court having jurisdiction, all other terms, covenants, or conditions of this Contract and their application shall not be affected thereby but shall remain in full force and effect unless a court holds that the provisions are not separable from all other provisions of the Contract.

ENTIRE CONTRACT: This Contract contains the present understanding between both parties with respect to the subject matter hereof, supersedes any prior understanding, and all prior or contemporaneous representations, statements, negotiations, understandings, and inducements are fully merged and incorporated in this contract. This contract cannot be amended or modified except by a writing executed by both parties.

CREDIT: At any time should Seller, in Seller's sole discretion, deem Buyer's financial condition inadequate to extend credit for gas sales including the performance risk associated with a fixed price commitment under this contract, Seller may require security sufficient to cover volumes for the two largest months billed under "Full Contract Volumes at Burnertip" in the form of either a deposit, standby irrevocable letter of credit, performance bond or security interest in an asset acceptable to Seller. Furthermore, in the event that Buyer shall (i) make an assignment or general contract for the benefit of creditors, (ii) default in any payment or other obligation to Seller (including any obligation to provide additional security as provided above), (iii) file a petition or otherwise commence, authorize, or

acquiesce in the commencement of a proceeding or case under any bankruptcy or similar law for the protection of creditors or have such petition filed or proceeding commenced against it, (iv) otherwise become bankrupt or insolvent (however evidenced), or (v) be unable to pay its debts as they fall due or fail to pay its obligations as required under this contract according to the payment terms, then Seller shall have the right, in Seller's sole discretion, to immediately withhold and/or suspend deliveries, and, in addition, to terminate this Contract upon ten (10) days written notice unless such default is cured within such ten (10) day period. Seller's rights hereunder are in addition to any and all other remedies available hereunder. Notwithstanding anything to the contrary herein, Seller may immediately suspend deliveries to Buyer hereunder in the event Buyer has not paid any amount due Seller on or before the second day following the date such payment is due.

CROSS DEFAULT: In the event Buyer is a party to another gas purchase contract with Seller (e.g. for a separate facility), a default by Buyer under such other contract may, at Seller's option, be treated as a default by Buyer hereunder.

DAMAGES/LIMITATION OF LIABILITY: Buyer recognizes that Seller may hedge its obligations under this Contract by purchasing delivered gas, pipeline transportation or gas futures. Also, Buyer acknowledges that, due to the volatility of the gas market, determination of damages is uncertain as to amount and difficult to prove. Therefore, Buyer agrees that in the event of Buyer's default which results in early termination of this Contract, including but not limited to Buyer's failure to complete the Primary or any Secondary Term of this Contract, Buyer shall be liable to Seller, as liquidated damages, for an amount equal to the result of the following calculation: Six percent (6.0%) of the highest monthly Contract Volumes multiplied by \$9.00 multiplied by the number of months remaining in the Primary or Secondary Term. If this contract includes multiple service locations and an individual location or locations terminate service with Seller (except as stated under Cancellation) prior to the end of a Primary or Secondary Term or otherwise default, Buyer shall be liable to Seller for the proportional amount of aforementioned formula prorated for the individual location(s) that so terminate. Also, in addition to the damages specified in the previous two sentences, if Buyer is on a Fixed Price option and any or all of the locations fail to complete a Primary or Secondary Term, in addition to the foregoing liquidated damages, Buyer shall be liable for any difference between the contract Fixed rate for the volumes not purchased by the defaulting location(s) and, in Seller's sole discretion, either (i) the then current Market Rate or, (ii) if Seller is able to liquidate the gas future(s) or physical gas, the price at which Seller is able, in the exercise of its reasonable business judgment, to sell such gas or gas futures in mitigation of its damages. Nothing herein limits Buyer's obligation to pay Seller for all volumes metered by the NGDC as otherwise detailed herein. IGS reserves the right, and Buyer agrees to permit Seller to temporarily increase the monthly price charged to Buyer to cover any such damages for service locations that have not defaulted. In the event IGS exercises such right, IGS will send Buyer an informational invoice separate from the NGDC, detailing the charges. Neither Party shall be liable for any special, consequential, or indirect damages, and Buyer agrees and acknowledges that the damages detailed in this Contract are not special, consequential, or indirect damages. All remedies of Seller hereunder are cumulative and in addition to any other legal remedies. In the event of the Buyer's default under the terms of this Contract or breach of this Contract, the Buyer shall be obligated to the Seller for the cost to Seller associated with the Buyer's default or breach, including costs incurred in mitigating its damages, costs of collection, reasonable attorneys' fees and litigation costs.

GOVERNING LAW: This Contract shall be governed by the applicable laws of the United States and of the State of Ohio, without regard to Ohio's principles of, or conflicts of, law. Any legal action involving any and all disputes arising under or relating to this contract shall be brought in a court of the State of Ohio sitting in Franklin County, Ohio or in the United States District Court for the Southern District of Ohio sitting in Columbus, Ohio.

REGULATORY: The Energy Choice Program is subject to ongoing Public Utilities Commission of Ohio (PUCO) jurisdiction and I understand that if the Energy Choice Program is terminated this contract will be terminated without penalty to either party.

ASSIGNMENT: This Contract may be assigned only with express written consent of Seller, which consent shall not be unreasonably withheld or delayed. Notwithstanding the foregoing, either the Buyer or Seller may, without the need for further consent, transfer or assign this Contract to any person succeeding to all or substantially all the assets of the transferor, whether by merger or otherwise, so long as such person shall, as part of such succession, assume all the obligations of the transferor under this Contract. However, no such transfer shall relieve the Buyer of its obligations hereunder.

RELATIONSHIP OF THE PARTIES: Seller may, based upon its knowledge of the industry, consult with Buyer regarding the natural gas market, including pricing options, and may give advice or make recommendations to Buyer. However, Buyer recognizes that the gas market is volatile and historical trends may not be indicative of future trends. Buyer will make decisions regarding pricing and volumes in its sole discretion, whether with or without advice or recommendation from Seller, and Seller shall have no liability for Buyer's acting (or failure to act) upon Seller's advice or recommendations.

Exhibit A

Account #	Facility Name	Service Address	City	State	Zip Code
9500033259589	Addison	6901 Superior Ave	Cleveland	OH	44103
9441300128461	Broadway	5417 Broadway Ave	Cleveland	OH	44127
5440100134456	Brooklyn	3706 Pearl	Cleveland	OH	44109
1441200117751	Carnegie West	1900 Fulton Rd	Cleveland	OH	44113
5440100134480	Collinwood	856 E 152 St	Cleveland	OH	44110
5441200134469	East 131 St	3830 E 131 St	Cleveland	OH	44120
0441300126508	Eastman	11601 Lorain Ave	Cleveland	OH	44111
4500034001378	Fleet	7200 Broadway Ave	Cleveland	OH	44105
9440100134533	Fulton	3545 Fulton Ave	Cleveland	OH	44109
9442000134540	Glenville	11900 St. Clare Ave	Cleveland	OH	44108
8441400134563	Harvard-Lee	16918 Harvard Ave	Cleveland	OH	44128
9440500128428	Hough	1525 Crawford Ave	Cleveland	OH	44106
6440400134412	Jefferson	850 Jefferson Ave	Cleveland	OH	44113
9440200128439	Lake Shore Facility	17001 Lake Shore	Cleveland	OH	44110
5441200134473	Lorain	8216 Lorain Ave	Cleveland	OH	44102
5440600134497	M.L. King, JR	1962 Stokes Blvd	Cleveland	OH	44106
5440100401530	(Old) Memorial	15212 Lake Shore Blvd	Cleveland	OH	44110
5441400134434	Mt. Pleasant	14000 Kinsman RD	Cleveland	OH	44120
6441100117764	Rice	2820 E 116 St	Cleveland	OH	44120
9441800128459	Rockport	4421 W 140 St	Cleveland	OH	44135
5442000128370	South	3096 Scranton Ave	Cleveland	OH	44113
5440300134441	South Brooklyn	4303 Pearl Rd	Cleveland	OH	44109
5440600134500	Sterling	2200 E 30 St	Cleveland	OH	44115
9441200134526	Union	3483 E 93 St	Cleveland	OH	44104
9440900128412	Walz	7910 Detroit Ave	Cleveland	OH	44102
8441800118115	West Park	3805 W 157 St	Cleveland	OH	44111
4441100128402	Woodland Branch	5806 Woodland Ave	Cleveland	OH	44104
4441100128399	Woodland Garage	5806 Woodland Ave	Cleveland	OH	44104
500035872369	Garden Valley	7201 Kinsman Suite 101	Cleveland	OH	44104



Integrys Energy Services, Inc.

Suite 350
300 West Wilson Bridge Road
Worthington, OH 43085

www.integrysenergy.com

September 25, 2008

Myron Scruggs
Cleveland Public Library
325 Superior Ave
Cleveland OH 44114

Dear COSE Member Employee:

Thank you for selecting Integrys Energy Services, Inc. as your natural gas supplier through the COSE Natural Gas Program. We appreciate your past business and look forward to continuing as your natural gas supplier for many years to come. Our records show that our current fixed price agreement is set to expire with your November 2008 billing.

As a member of COSE (Council of Smaller Enterprises) your discounted fixed price natural gas rate for the 12-month term is about to expire. We're pleased to offer you another discounted fixed price of \$10.775/mcf for the new 12-month term of December 2008 billing through November 2009 billing! As of 9/21/2008, this is the lowest fixed rate advertised on the PUCO Apples to Apples chart.

If you wish to continue with your COSE member fixed pricing plan and automatically receive the new discounted rate from Integrys Energy for the upcoming contract year, you do not need to notify us. The new rate will automatically be reflected on the bill you receive in December 2008. Your current terms and conditions of service will continue to apply to your new agreement period with the lower fixed price of \$10.775 per mcf.

If you are interested in making changes to your agreement, please call toll-free, 1-888-878-5420 and speak to one of our friendly customer service representatives. If you wish to cancel and return to Dominion East Ohio Gas, please contact us or Dominion as soon as possible.

If you wish to cancel and return to Dominion East Ohio Gas, please contact us or Dominion as soon as possible.

Again, thank you selecting Integrys Energy Services, Inc. as your natural gas supplier and being a part of the COSE natural gas member program.

Sincerely,

Darrell Bragg, President
RD Energy/Exclusive agent for Integrys Energy

Nicole Stika
COSE

**Spectrum: The Lockwood Thompson Dialogues
2009 Program Budget**

Dialogue Costs	
Item	Amount
<u>Speaker Costs</u>	
Speaker(s) + Moderator Fees	37,000
Speaker(s) Travel & Accomodations	5,000
Subtotal	\$42,000
<u>Publicity</u>	
Printing (10,000 pieces)	675
Mail House Fee	550
Postage	1,200
Postcard Design	1,000
Miscellaneous Design Fees	2,000
Subtotal	\$5,425
<u>Program Documentation</u>	
Transcript	300
Web Formatting + Documentation	2,100
Photography & Usage Fees	500
Subtotal	\$2,900
Dialogue Total	\$50,325

Garden Art	
Item	Amount
<u>Call for Artists</u>	
Postcard Design	500
Postcard Printing (5,000)	325
Mail House Fee	275
Postage	600
Jury Expenses + Materials	1,000
Prize Honorariums (One 1st Place, 2 Runners Up)	2,000
Subtotal	\$4,700
<u>Publicity for Event</u>	
Printing (10,000 pieces)	675
Mail House Fee	550
Postage	1,200
Postcard Design	1,000
Subtotal	\$3,425
<u>Event Costs</u>	
Refreshments	600
Subtotal	\$600
<u>Artwork Costs</u>	
Artist Fee	3,500
Cost for Artwork	15,000
Subtotal	\$18,500
Garden Art Total	\$27,225

CPA Management Fees

Organize & coordinate programs

Topic selection

Participant selection & negotiation

Publicity

Event planning & coordination

Garden Art project management

Management Total \$18,000

Spectrum 2009 Program Total \$95,550

CIVIC DESIGN & INSPIRED INFRASTRUCTURE

For centuries, the world's great cities have defined themselves and inspired their citizens with iconic works of civic design, including architecture, public spaces, and infrastructure. From the Colosseum and the Eiffel Tower to the Golden Gate Bridge and Central Park, well-designed infrastructure, public parks, and public buildings have created the backdrops for civic life. Recently, we have witnessed the impact of structures like the "Bird's Nest," Beijing's National Stadium and the Guggenheim in Bilbao have on both the physical landscape of cities and the psychological character of their residents.

Meanwhile, rapid development in cities throughout eastern and southern Asia and the Middle East is resulting in structures that range from brilliant feats of architecture and engineering to cheap and unsafe. Infrastructure in developed countries such as the United States is in need of replacement, though a number of federal and state policies make it difficult for cities to rebuild highways and bridges in a way that combines form and function in a meaningful way.



Civic Design & Inspired Architecture will first seek to place the design of public spaces and public infrastructure into an historical context. Next, the program will examine cities across the world that are making the most of opportunities for the creation of these places and structures. It will go further by exploring how and why cities such as Barcelona have established a public culture that places high expectations on the architecture and design of public and private investments. Finally, the program will link both the historical context and successful strategies of modern cities to projects that are on the horizon for Cleveland, including the redesign of the Innerbelt Highway, the relocation of the Port Authority along Lake Erie, the new design for a relocated Museum of Contemporary Art Cleveland, and the new convention center.

Possible Speakers

- Masimiliano Fuksas, Italian Architect and Designer
- Maxwell Anderson, Indianapolis Museum of Art
- Aaron Betsky, Cincinnati Art Museum
- Renzo Piano, Italian Architect
- Santiago Calatrava, Valencian Spanish Architect

Program Outcome: Policy recommendations on civic design submitted to the State of Ohio

MOODY•NOLAN, INC.

architecture | civil engineering | interior architecture

October 10, 2008

Ms. Holly Carroll, Director
 Cleveland Public Library
 325 Superior Avenue
 Cleveland, Ohio 44114

Re: Letter of Recommendation for Construction

Dear Mrs. Carroll,

On October 1, 2008 at 12:00pm The Cleveland Public Library received and opened the bids for the Bookmobile Garage Addition and Renovation of Woodland Branch Library.

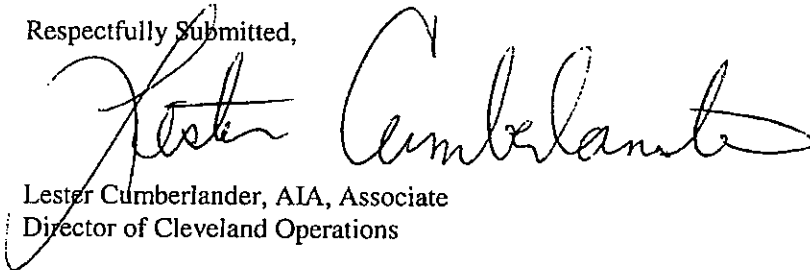
Bids from four Contractors were received for the "General Trades" base bid package, one bid for the "Site / Civil Engineering" base bid package and zero bids for the "Mechanical / Plumbing" and "Electrical / Technology" base bid packages. After careful evaluation of the bid forms the apparent low bidder for General Trade's was **Lakeland Management Systems, Inc.**

On October 9, 2008 at 10:30am Lakeland Management Systems, Inc. was interviewed by Lester Cumberlander of Moody•Nolan and Myron Scruggs of Cleveland Public Library. The interview was to determine if Lakeland Management Systems, Inc. is the lowest responsible bidder, after previous investigation by Moody•Nolan and questions during the interview it was determined that Lakeland Management Systems, Inc. is the lowest responsible Bidder. Moody•Nolan, Inc. recommends that The Cleveland Public Library accept the submitted Bid Forms from **Lakeland Management Systems, Inc.** and proceed with the contract for the construction of the Bookmobile Garage Addition and Renovation of Woodland Branch Library.

It is my professional opinion that this is a small project and the other base bid packages did not receive bids because of the size of the individual bid packages for this project. Due to the current local economic atmosphere the smaller construction companies are experiencing difficulty in obtaining the bonding for construction projects and the larger construction companies are not interested in pursuing projects with small individual bid packages.

Please review the attached bid tabulation sheet. Should you have any questions please do not hesitate to call me. Thank you.

Respectfully Submitted,



Lester Cumberlander, AIA, Associate
 Director of Cleveland Operations

LC/ch

Columbus Cleveland Covington/Cincinnati Indianapolis Kansas City Nashville

**Cleveland Public Library
Bookmobile Garage Addition and Renovation
Woodland Branch Library
BID TABULATIONS**

Bid Opening: October 1, 2008 @ 12:00 p.m.

Bidder	Location	Addendum #1	Addendum #2	Addendum #3	Mechanical and Plumbing - Book Mobile Base Bid	Alternate No. 1 New HVAC System for the Existing Woodland Branch Library Building.	Alternate No. 3 New ADA accessible Rest Rooms for the Existing Woodland Branch Library Building.	General Trades - Book Mobile Base Bid	Alternate No. 3 New ADA accessible Rest Rooms for the Existing Woodland Branch Library Building.	Alternate No. 4 New ADA accessible Front Entrance Doors for the Existing Woodland Branch Library Building.	Electrical and Technology - Book Mobile Base Bid	Alternate No. 2 New Lights in the Reading Area of the Existing Woodland Branch Library Building.	Alternate No. 4 New ADA accessible Front Entrance Doors for the Existing Woodland Branch Library Building.	Site / Civil Engineering- Book Mobile Base Bid	Notes
Design Development Project Estimate					\$159,887.50	\$150,000.00	\$45,400.00	\$834,430.00	\$51,400.00	\$25,000.00	\$117,075.00	\$88,000.00	\$12,000.00	\$228,661.39	Project Total \$1,634,864.00
Regency Construction Services	Lakewood, Ohio 44107	X	X	X	No Bid	No Bid	No Bid	\$1,013,000.00	\$25,000.00	\$25,000.00	No Bid	No Bid	No Bid	No Bid	No Bid
APPARENT LOWEST BIDDER Lakeland Management Systems, Inc.	Painesville Twp, Ohio 44077	X	X	X	No Bid	No Bid	No Bid	\$657,000.00	\$25,000.00	\$17,500.00	No Bid	No Bid	No Bid	\$25,000.00	
Hummel Construction	Revenna, Ohio 44266	X	X	X	No Bid	No Bid	No Bid	\$738,000.00	\$52,000.00	\$28,000.00	No Bid	No Bid	No Bid	No Bid	No Bid
Whitehouse Construction Co.	Bedford Hts, Ohio 44128	X	X	X	No Bid	No Bid	No Bid	\$834,500.00	\$39,500.00	\$19,300.00	No Bid	No Bid	No Bid	No Bid	No Bid

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

H. Sandra Kuback
CLERK TREASURER, BOARD OF LIBRARY TRUSTEES

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

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Total</u>
41 Taxes	26,398,958.94	0.00	0.00	0.00	26,398,958.94
42 Intergovernmental	24,190,434.52	688,930.79	0.00	0.00	24,879,365.31
43 Fines & Fees	248,397.40	0.00	0.00	0.00	248,397.40
44 Investment Earnings	1,201,073.41	17,501.95	0.00	6,016.87	1,224,592.23
45 Charges for Services	2,370,614.66	0.00	0.00	0.00	2,370,614.66
46 Contributions & Donations	0.00	381,958.77	0.00	0.00	381,958.77
48 Miscellaneous Revenue	131,033.61	0.00	0.00	0.00	131,033.61
Total Revenues	\$ 54,540,512.54	\$ 1,088,391.51	\$ 0.00	\$ 6,016.87	\$ 55,634,920.92
51 Salaries/Benefits	31,406,915.30	323,997.80	0.00	0.00	31,730,913.10
52 Supplies	974,746.28	1,563.11	0.00	7,144.31	983,453.70
53 Purchased/Contracted Services	7,297,788.33	591,096.26	0.00	11,460.79	7,900,345.38
54 Library Materials	7,708,493.30	123,148.52	0.00	22,199.89	7,853,841.71
55 Capital Outlay	246,155.79	49,831.46	1,309,834.56	2,953.80	1,608,775.61
57 Miscellaneous Expenses	68,523.64	42,042.75	0.00	0.00	110,566.39
Total Expenditures	\$ 47,702,622.64	\$ 1,131,679.90	\$ 1,309,834.56	\$ 43,758.79	\$ 50,187,895.89
Revenue Over/(Under) Expenditures	\$ 6,837,889.90	\$(43,288.39)	\$(1,309,834.56)	\$(37,741.92)	\$ 5,447,025.03
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	0.00
98 Advances	10,500.00	(10,500.00)	0.00	0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	0.00
Total Other Sources / Uses	\$ 10,500.00	\$(10,500.00)	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 6,848,389.90	\$(53,788.39)	\$(1,309,834.56)	\$(37,741.92)	\$ 5,447,025.03
Beginning Year Cash Balance	\$ 29,389,714.84	\$ 10,922,842.78	\$ 11,446,825.38	\$ 2,755,808.52	\$ 54,515,191.52
Current Cash Balance	\$ 36,238,104.74	\$ 10,869,054.39	\$ 10,136,990.82	\$ 2,718,066.60	\$ 59,962,216.55

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	12,699,276.50	12,699,276.50	9,011,407.70	0.00	3,687,868.80
51120 Clerical Salaries	12,675,450.50	12,675,450.50	9,356,743.53	0.00	3,318,706.97
51130 Non-Clerical Salaries	1,637,189.00	1,637,189.00	1,185,056.02	0.00	452,132.98
51140 Buildings Salaries	5,098,771.00	5,098,771.00	3,575,842.64	0.00	1,522,928.36
51150 Other Salaries	1,926,505.00	1,926,505.00	1,134,347.02	0.00	792,157.98
51400 OPERS	4,779,269.92	5,127,731.45	3,591,432.66	1,516,274.19	20,024.60
51610 Health Insurance	4,143,798.00	4,163,560.05	2,796,622.13	1,265,098.11	101,839.81
51620 Life Insurance	72,868.00	76,991.37	33,713.26	34,860.75	8,417.36
51630 Workers Compensation	460,235.00	460,235.00	396,189.60	0.00	64,045.40
51640 Unemployment Compensation	25,000.00	32,685.46	6,412.52	26,272.94	0.00
51900 Other Benefits	353,265.00	387,772.02	319,148.22	134,065.01	(65,441.21)
Salaries/Benefits	43,871,627.92	\$ 44,286,167.35	\$ 31,406,915.30	\$ 2,976,571.00	\$ 9,902,681.05
52110 Office Supplies	112,400.00	113,676.55	64,169.59	10,731.96	38,775.00
52120 Stationery	149,500.00	205,618.25	158,997.21	14,862.14	31,758.90
52130 Duplication Supplies	160,500.00	167,072.08	80,788.23	11,046.99	75,236.86
52140 Hand Tools	7,000.00	7,008.49	1,687.33	21.52	5,299.64
52150 Book Repair Supplies	133,200.00	141,133.65	91,744.53	22,141.43	27,247.69
52210 Janitorial Supplies	127,100.00	130,050.91	76,889.17	33,634.27	19,527.47
52220 Electrical Supplies	127,300.00	138,562.05	50,711.30	5,763.73	82,087.02
52230 Maintenance Supplies	347,100.00	382,871.33	122,496.95	17,874.87	242,499.51
52240 Uniforms	10,100.00	16,451.50	8,586.12	8,749.00	(883.62)
52300 Motor Vehicle Supplies	76,700.00	77,080.52	62,156.67	19,815.53	(4,891.68)
52900 Other Supplies	402,100.00	420,640.94	256,519.18	29,080.65	135,041.11
Supplies	1,653,000.00	\$ 1,800,166.27	\$ 974,746.28	\$ 173,722.09	\$ 651,697.90
53100 Travel/Meetings	118,000.00	134,318.76	82,669.49	39,477.66	12,171.61
53210 Telecommunications	441,262.50	470,416.88	441,945.78	396,631.81	(368,160.71)

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

	<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
53230	162,325.00	193,314.61	112,029.64	77,436.69	3,848.28
53240	318,600.00	334,380.02	172,377.12	62,444.22	99,558.68
53310	540,500.00	671,466.44	285,044.44	95,276.34	291,145.66
53320	116,000.00	136,963.34	50,408.19	6,310.89	80,244.26
53330	20,000.00	21,450.00	675.08	1,450.00	19,324.92
53340	195,000.00	208,857.42	111,760.28	45,806.30	51,290.84
53350	412,000.00	453,846.94	96,732.21	97,413.13	259,701.60
53360	665,910.00	712,634.16	606,651.62	61,759.68	44,222.86
53370	27,563.00	27,563.00	30,911.06	1,331.47	(4,679.53)
53380	996,468.00	1,115,924.57	730,153.48	381,149.87	4,621.22
53390	51,818.00	60,918.25	24,052.25	37,131.00	(265.00)
53400	417,300.00	417,300.00	402,325.75	26,236.50	(11,262.25)
53510	82,700.00	82,700.00	49,349.30	14,823.33	18,527.37
53520	379,300.00	490,794.00	261,301.36	147,754.08	81,738.56
53610	2,493,855.00	3,011,743.22	1,416,494.53	1,167,420.21	427,828.48
53620	472,500.00	605,538.96	235,795.61	288,086.58	81,656.77
53630	682,500.00	767,247.18	505,814.35	231,953.42	29,479.41
53640	108,675.00	143,404.19	60,754.60	63,911.59	18,738.00
53710	2,495,372.00	3,056,989.37	980,854.73	729,658.29	1,346,476.35
53720	600,000.00	604,322.33	305,496.85	7,010.69	291,814.79
53800	400,000.00	563,300.71	322,148.96	191,151.75	50,000.00
53900	15,000.00	17,859.50	12,041.65	4,204.25	1,613.60
	12,212,648.50	\$ 14,303,253.85	\$ 7,297,788.33	\$ 4,175,829.75	\$ 2,829,635.77
Purchased/Contracted Services					
54110	4,806,313.00	6,035,054.76	2,852,075.82	1,310,835.07	1,872,143.87
54120	834,000.00	840,918.60	733,302.23	312,204.40	(204,588.03)
54210	1,839,425.00	1,947,114.83	578,056.34	1,172,631.84	196,426.65
54220	473,000.00	510,499.40	263,191.10	229,867.21	17,441.09

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
54310 Video Media	1,733,025.00	1,879,278.54	1,124,383.43	390,063.40	364,831.71
54320 Audio Media - Spoken	471,167.00	507,035.44	208,957.35	143,092.47	154,985.62
54325 Audio Media - Music	769,150.00	993,142.71	529,057.43	289,613.19	174,472.09
54350 Computer Media	402,520.00	458,158.59	277,728.39	103,640.53	76,789.67
54500 Database Services	1,844,400.00	1,936,067.45	926,495.49	306,540.15	703,031.81
54600 Interlibrary Loan	7,000.00	7,177.92	4,844.40	2,275.25	58.27
54710 Bookbinding	100,000.00	132,556.30	81,322.65	21,233.65	30,000.00
54720 Preservation Services	85,000.00	133,852.92	64,734.21	50,600.71	18,518.00
54730 Preservation Boxing	20,000.00	24,951.10	17,284.62	6,102.00	1,564.48
54790 Preservation Reformatting	75,000.00	87,675.50	47,059.84	18,907.27	21,708.39
Library Materials	13,460,000.00	\$ 15,493,484.06	\$ 7,708,493.30	\$ 4,357,607.14	\$ 3,427,383.62
55510 Furniture	130,500.00	132,349.00	86,021.29	9,307.64	37,020.07
55520 Equipment	254,000.00	264,300.78	115,074.86	16,118.96	133,106.96
55530 Computer Hardware/Software	0.00	0.00	6,060.24	0.00	(6,060.24)
55700 Motor Vehicles	80,000.00	110,599.40	38,999.40	0.00	71,600.00
Capital Outlay	464,500.00	\$ 507,249.18	\$ 246,155.79	\$ 25,426.60	\$ 235,666.79
57100 Memberships	77,000.00	85,745.94	55,793.94	6,303.00	23,649.00
57200 Taxes	3,000.00	3,511.84	659.16	652.68	2,200.00
57500 Refunds/Reimbursements	23,000.00	26,845.26	12,070.54	15,636.57	(861.85)
Miscellaneous Expenses	103,000.00	\$ 116,103.04	\$ 68,523.64	\$ 22,592.25	\$ 24,987.15
Advances	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
59900 Transfers Out	3,000,000.00	3,000,000.00	0.00	0.00	3,000,000.00
Transfers	3,000,000.00	\$ 3,000,000.00	\$ 0.00	\$ 0.00	\$ 3,000,000.00
TOTAL	74,764,776.42	\$ 79,506,423.75	\$ 47,702,622.64	\$ 11,731,748.83	\$ 20,072,052.28

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

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
101 General Fund	29,389,714.84	54,551,012.54	47,702,622.64	11,731,748.83	24,506,355.91
Total General Fund	\$ 29,389,714.84	\$ 54,551,012.54	\$ 47,702,622.64	\$ 11,731,748.83	\$ 24,506,355.91
201 Anderson	204,897.02	856.44	4,216.44	1,762.27	199,774.75
202 Endowment for the Blind	1,501,617.50	11,650.65	2,779.43	0.00	1,510,488.72
203 Founders	4,398,948.96	10,453.56	80,608.73	27,215.92	4,301,577.87
204 Kaiser	43,259.77	0.00	0.00	0.00	43,259.77
205 Kralej	149,649.29	(70.50)	3,007.15	288.68	146,282.96
206 Library	113,289.30	32,965.23	832.75	0.00	145,421.78
207 Pepke	92,236.33	387.80	929.19	725.00	90,969.94
208 Wickwire	1,079,906.25	2,752.59	13,151.04	10,571.00	1,058,936.80
209 Wittke	64,355.18	231.86	1,727.89	0.00	62,859.15
210 Young	2,735,413.87	54,422.09	49,078.02	0.00	2,740,757.94
225 Friends	9,953.79	12,000.00	10,829.03	0.00	11,124.76
226 Judd	5,245.74	164,199.00	94,672.22	19,020.25	55,752.27
228 Lockwood Thompson Memorial	277,560.31	84,032.00	155,413.25	149,218.81	56,960.25
229 Ohio Center for the Book	0.00	1,900.00	900.00	0.00	1,000.00
230 Schweinfurth	30.07	11,180.00	40,170.00	1,710.00	(30,669.93)
242 Cleveland NCA Kiosk	16,965.30	0.00	1,565.24	1,030.40	14,369.66
243 Gates Foundation	43,004.17	0.00	43,004.17	0.00	0.00
244 Harvard CS Kiosk Project	9,686.49	0.00	604.92	325.34	8,756.23
250 MetLife-Fit for Life	0.00	12,500.00	0.00	1,200.00	11,300.00
251 LSTA-Library for the Blind	0.00	116,000.00	116,000.00	0.00	0.00
252 LSTA-Know It Now	176,823.44	572,930.79	522,690.43	224,197.30	2,866.50
Total Special Revenue Funds	\$ 10,922,842.78	\$ 1,088,391.51	\$ 1,142,179.90	\$ 437,264.97	\$ 10,431,789.42
401 Building & Repair	11,446,825.38	0.00	1,309,834.56	711,525.26	9,425,465.56

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

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
Total Capital Project Funds	\$ 11,446,825.38	\$ 0.00	\$ 1,309,834.56	\$ 711,525.26	\$ 9,425,465.56
501 Abel	171,165.82	613.90	0.00	0.00	171,779.72
502 Ambler	1,586.52	0.00	0.00	0.00	1,586.52
503 Beard	116,771.45	304.66	2,405.00	0.00	114,671.11
504 Klein	3,759.95	0.00	0.00	0.00	3,759.95
505 Maloni/Schroeder	221,485.72	65.05	4,739.31	510.00	216,301.46
506 McDonald	132,437.20	468.99	2,953.80	0.00	129,952.39
507 Ratner	67,312.67	410.51	4,082.05	0.00	63,641.13
508 Root	28,610.63	93.34	685.00	125.43	27,893.54
509 Sugarman	178,754.73	(302.45)	7,351.74	0.00	171,100.54
510 Thompson	123,280.91	273.98	0.00	0.00	123,554.89
511 Weidenthal	4,674.99	0.00	0.00	0.00	4,674.99
512 White	1,705,967.93	4,088.89	21,541.89	12,892.20	1,675,622.73
Total Permanent Funds	\$ 2,755,808.52	\$ 6,016.87	\$ 43,758.79	\$ 13,527.63	\$ 2,704,538.97
Total All Funds	\$ 54,515,191.52	\$ 55,645,420.92	\$ 50,198,395.89	\$ 12,894,066.69	\$ 47,068,149.86

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

Balance of All Funds	<u>\$ 59,962,216.55</u>
Chase-Checking	10,000.00
National City-Checking	10,000.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	(614,377.56)
KeyBank-MC/VISA	99,808.88
Fifth Third - Checking	443,232.46
Petty Cash	350.00
Change Fund	5,100.00
KeyBank-Payroll Account (ZBA)	0.00
KeyBank-Savings Bond Acct	0.00
Cash in Library Treasury	<u>\$(45,886.22)</u>
National City - Investments	29,418,957.77
NCB/Allegiant Money Market	2,427,911.96
KeyBank - Victory Fund	2,166,432.27
STAR OHIO Investment	13,191,754.93
Investments	<u>\$ 47,205,056.93</u>
NCB Endowment Acct	12,803,045.84
Endowment Account	<u>\$ 12,803,045.84</u>
Cash in Banks and On Hand	<u>\$ 59,962,216.55</u>



STATEMENT OF ACCOUNT
FOR THE PERIOD 07/01/08 THROUGH 09/30/08

CLEVELAND PUBLIC LIBRARY ENDOWMENT
FUND

ACCOUNT NUMBER: 01404713000

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

RECEIVED
FINANCIAL SERVICES
2008 OCT -6 PM 12:05

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. FOR ASSETS NOT TRADED ON AN EXCHANGE, INCLUDING BUT NOT LIMITED TO CLOSELY-HELD SECURITIES, LIMITED PARTNERSHIPS AND HEDGE FUNDS, THE MARKET VALUE IS REPORTED BASED ON EITHER A VALUATION/ESTIMATE OR COST OR AT \$1. IN ANY EVENT, THE REPORTED MARKET VALUE IS NOT CURRENT TRUE MARKET VALUE AND SHOULD NOT BE RELIED UPON FOR PURPOSES SUCH AS LOAN COLLATERAL.

STATUTE OF LIMITATIONS:

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

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

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

COMMON TRUST FUNDS / COLLECTIVE FUNDS:

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

TEMPORARY INVESTMENT PRACTICES:

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

SHAREHOLDER SERVICING FEES:

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

INVESTMENT MANAGEMENT FEES:

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

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

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

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CLEVE PUB LIB ENDMT FD
ACCOUNT: 01404713000

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National City Bank

ASSET SUMMARY

CLEVE PUB LIB ENDMT FD
ACCOUNT NO. 01404713000

AS OF 09/30/08

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ASSET CATEGORY	FEDERAL TAX COST	MARKET VALUE	PERCENT OF ACCOUNT	ESTIMATED ANNUAL INCOME	INCOME YIELD AT MARKET
PRINCIPAL CASH	229,959.60-	229,959.60-	1.81 %		
INCOME CASH	229,959.60	229,959.60	1.81 %		
CASH EQUIVALENTS	361,401.79	361,401.79	2.84 %	5,060	1.40 %
FIXED INCOME SECURITIES	4,773,683.89	4,726,865.39	37.10 %	229,196	4.85 %
EQUITIES	5,628,723.02	5,697,651.57	44.72 %	82,354	1.45 %
MUTUAL FUNDS	1,945,568.45	1,953,852.58	15.34 %	25,420	1.30 %
TOTAL ASSETS	12,709,377.15	12,739,771.33	100.00 %	342,030	2.68 %

CASH/COST RECONCILIATION

CLEVE PUB LIB ENDMT FD
ACCOUNT NO. 01404713000

07/01/08 THROUGH 09/30/08

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	PRINCIPAL CASH	INCOME CASH	TAX COST
BEGINNING BALANCES	164,080.98-	164,080.98	12,824,050.89
<u>ASSET RELATED ACTIVITY</u>			
PURCHASES	2,994,833.65-	0.00	2,994,833.65
SALES/MATURITIES/PRINCIPAL PAYMENTS	2,508,238.30	0.00	2,688,873.46-
CASH SWEEP ACTIVITY	420,633.93	0.00	420,633.93-
TOTAL ASSET RELATED TRANSACTIONS	65,961.42-	0.00	114,673.74-
<u>INCOME</u>			
CASH EQUIVALENTS	0.00	2,294.09	0.00
FIXED INCOME SECURITIES	0.00	52,122.28	0.00
EQUITIES	0.00	20,269.11	0.00
MUTUAL FUNDS	0.00	1,586.27	0.00
OTHER INCOME	82.80	47.77-	0.00
TOTAL INCOME	82.80	76,223.98	0.00
<u>RECEIPTS AND DISBURSEMENTS</u>			
FEES AND OTHER EXPENSES	0.00	10,345.36-	0.00
TOTAL RECEIPTS AND DISBURSEMENTS	0.00	10,345.36-	0.00
ENDING BALANCES	229,959.60-	229,959.60	12,709,377.15

National City Bank

MARKET VALUE RECONCILIATION

CLEVE PUB LIB ENDMT FD
ACCOUNT NO. 01404713000

07/01/08 THROUGH 09/30/08

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BEGINNING MARKET VALUE	13,704,927.54
<u>ASSET RELATED ACTIVITY</u>	
REALIZED GAINS/LOSSES	180,635.16-
UNREALIZED GAINS/LOSSES	<u>850,482.47-</u>
TOTAL ASSET RELATED ACTIVITY	1,031,117.63-
<u>INCOME</u>	
CASH EQUIVALENTS	2,294.09
FIXED INCOME SECURITIES	52,122.28
EQUITIES	20,269.11
MUTUAL FUNDS	1,586.27
OTHER INCOME	<u>35.03</u>
TOTAL INCOME	76,306.78
<u>RECEIPTS AND DISBURSEMENTS</u>	
FEES AND OTHER EXPENSES	<u>10,345.36-</u>
TOTAL RECEIPTS AND DISBURSEMENTS	10,345.36-
ENDING MARKET VALUE	12,739,771.33
ACCRUED INCOME	<u>42,263.75</u>
TOTAL VALUE	12,782,035.08

EQUITY DIVERSIFICATION SCHEDULE

CLEVE PUB LIB ENDMT FD
ACCOUNT NO. 01504713000

AS OF 09/30/08

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COMMON STOCKS	MARKET VALUE	PERCENT OF INDUSTRY	PERCENT OF STOCK
<u>ENERGY</u>			
ENERGY EQUIPMENT & SERVICES	480,864.72	56.56%	8.44%
OIL AND GAS	240,225.60	28.25%	4.22%
ENERGY - MISC	129,122.50	15.19%	2.27%
TOTAL ENERGY	850,212.72	100.00%	14.92%
<u>MATERIALS</u>			
CHEMICALS	123,726.00	64.74%	2.17%
METALS & MINING	67,374.00	35.26%	1.18%
TOTAL MATERIALS	191,100.00	100.00%	3.35%
<u>INDUSTRIALS</u>			
AEROSPACE & DEFENSE	228,904.80	35.87%	4.02%
INDUSTRIAL CONGLOMERATES	171,837.15	26.93%	3.02%
MACHINERY	124,920.00	19.57%	2.19%
COMMERCIAL SERVICES & SUPPLIES	112,518.10	17.63%	1.97%
TOTAL INDUSTRIALS	638,180.05	100.00%	11.20%
<u>CONSUMER DISCRETIONARY</u>			
TEXTILES, APPAREL, LUXURY GOODS	155,877.00	42.35%	2.74%
HOTELS, RESTAURANTS & LEISURE	98,208.60	26.68%	1.72%
SPECIALTY RETAIL	113,955.60	30.96%	2.00%
TOTAL CONSUMER DISCRETIONARY	368,041.20	100.00%	6.46%
<u>CONSUMER STAPLES</u>			
FOOD & STAPLES RETAILING	157,789.00	23.36%	2.77%
BEVERAGES	161,070.20	23.85%	2.83%
FOOD PRODUCTS	217,159.00	32.15%	3.81%
HOUSEHOLD PRODUCTS	132,397.50	20.64%	2.45%
TOTAL CONSUMER STAPLES	675,415.70	100.00%	11.85%

National City Bank

EQUITY DIVERSIFICATION SCHEDULE

CLEVE PUB LIB ENDMT FD
ACCOUNT NO. 01404713000

AS OF 09/30/08

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	MARKET VALUE	PERCENT OF INDUSTRY	PERCENT OF STOCK
<u>COMMON STOCKS</u>			
<u>HEALTH CARE</u>			
HEALTH CARE EQUIPMENT, SUPPLIES	368,252.90	48.51%	6.46%
BIOTECHNOLOGY	126,188.40	16.62%	2.21%
PHARMACEUTICALS	264,705.00	34.87%	4.65%
TOTAL HEALTH CARE	759,146.30	100.00%	13.32%
<u>FINANCIALS</u>			
COMMERCIAL BANKS	112,875.00	11.99%	1.98%
DIVERSIFIED FINANCIAL SERVICES	283,042.40	30.06%	4.97%
CAPITAL MARKETS	234,861.40	24.94%	4.12%
INSURANCE	310,732.60	33.00%	5.45%
TOTAL FINANCIALS	941,518.40	100.00%	16.52%
<u>INFORMATION TECHNOLOGY</u>			
INTERNET SOFTWARE & SERVICES	120,156.00	14.97%	2.11%
SOFTWARE	364,080.95	45.36%	6.39%
COMMUNICATIONS EQUIPMENT	109,754.40	13.67%	1.93%
COMPUTERS & PERIPHERALS	88,654.80	11.04%	1.56%
SEMICONDUCTORS & EQUIPMENT	120,074.40	14.96%	2.11%
TOTAL INFORMATION TECHNOLOGY	802,720.55	100.00%	14.09%
<u>TELECOMMUNICATION SERVICES</u>			
DIVERSIFIED TELECOMM SERVICES	109,793.80	39.57%	1.93%
WIRELESS TELECOMM SERVICES	167,663.10	60.43%	2.24%
TOTAL TELECOMMUNICATION SERVICES	277,456.90	100.00%	4.87%
<u>UTILITIES</u>			
GAS UTILITIES	103,437.60	53.36%	1.82%
MULTI-UTILITIES & UNREG. POWER	90,422.15	46.64%	1.52%
TOTAL UTILITIES	193,859.75	100.00%	3.40%
TOTAL STOCK	5,697,651.57		100.00%



BOND MATURITY SCHEDULE

CLEVE PUB LIB ENDMT FD
ACCOUNT NO. 01404713000

AS OF 09/30/08

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	FACE VALUE	% OF TOTAL FACE VALUE	MARKET VALUE	% OF BOND MARKET VALUE
INDIVIDUAL ISSUES				
LESS THAN 1 YEAR	585,000.00	8.04 %	380,880.50	8.06 %
1 TO 5 YEARS	1,831,128.33	38.25 %	1,829,328.21	38.70 %
5 TO 10 YEARS	957,467.00	20.00 %	912,236.42	19.30 %
10 TO 15 YEARS	401,204.91	8.38 %	396,295.97	8.38 %
15 TO 20 YEARS	0.00	0.00 %	0.00	0.00 %
20 + YEARS	1,212,017.56	25.32 %	1,208,124.29	25.56 %
TOTAL	4,786,817.80	100.00 %	4,726,865.39	100.00 %

National City Bank

BOND QUALITY SCHEDULE

CLEVE PUB LIB ENDMT FD
ACCOUNT NO. 01404713000

AS OF 09/30/08

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MOODY'S_BOND_RATING	FACE VALUE	% OF TOTAL FACE VALUE	MARKET VALUE	% OF BOND MARKET VALUE
AAA	1,843,595.33	38.51 %	1,873,198.78	59.65 %
AA	375,000.00	7.83 %	345,896.10	7.32 %
A	630,000.00	13.16 %	577,905.55	12.23 %
BAA OR LOWER NOT RATED	0.00	0.00 %	0.00	0.00 %
	<u>1,938,222.67</u>	<u>40.49 %</u>	<u>1,929,864.96</u>	<u>40.83 %</u>
TOTAL	4,786,817.80	100.00 %	4,726,865.39	100.00 %

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CLEVE PUB LIB ENDMT FD
ACCOUNT NO. 01404713000

PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (SEE TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME
	PRINCIPAL CASH	229,959.60	229,959.60			
	INCOME CASH	229,959.60	229,959.60			
	CASH EQUIVALENTS					
	CASH EQUIVALENTS - TAXABLE					
	PROPRIETARY MM FDS-TAXABLE					
361,401.79	ALLEGiant TREASURY MONEY MARKET FUND CUSIP: 99ARTREAS	361,401.79 1.00	361,401.79 1.000	0.00	332	1.40 %
	TOTAL CASH EQUIVALENTS	361,401.79	361,401.79	0.00	332	1.40 %
	FIXED INCOME SECURITIES					
	TAXABLE FIXED INCOME SECS					
	TREASURY					
125,000.00	UNITED STATES TREASURY NOTES DTD 08/15/05 4.25% DUE 08/15/13 CUSIP: 912828BH2 MOODY'S RATING: AAA S&P RATING: AAA	132,040.85 105.63	132,685.00 106.148	644.15	679	4.00 %
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	141,984.70 109.219	16,031.96	2,332	4.35 %
15,000.00	UNITED STATES TREAS NTS DTD 2/15/00 6.50% DUE 2/15/10 CUSIP: 9128275Z1 MOODY'S RATING: AAA S&P RATING: AAA	15,832.03 105.55	15,945.75 106.305	113.72	125	6.11 %

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (SEE IO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME YIELD AT MARKET
320,000.00	UNITED STATES TREASURY NT DTD 7/31/06 4.875% DUE 7/31/11 CUSIP: 912828FN5 MOODY'S RATING: AAA S&P RATING: AAA	321,061.33 100.33	343,449.60 107.328	22,388.27	2,628	4.54 %
15,000.00	UNITED STATE TREASURY NT DTD 8/15/06 4.875% DUE 8/15/16 CUSIP: 912828FQ8 MOODY'S RATING: AAA S&P RATING: AAA	16,311.39 108.74	16,236.30 108.242	75.09-	93	4.50 %
TOTAL TREASURY		611,198.34	650,301.35	39,103.01	5,857	4.43 %
157,467.00	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 96.80	149,151.17 94.719	3,273.08-	542	1.72 %
TOTAL TIPS						
380,000.00	FEDERAL NATL MTG ASSN DTD 11-23-05 4.75% DUE 12-15-10 CUSIP: 31359HZL0 MOODY'S RATING: AAA S&P RATING: AAA	393,151.42 103.46	392,707.20 103.344	444.22-	5,315	4.60 %
TOTAL AGENCY		773,222.99	773,587.70	364.71	5,315	3.75 %

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (SEE TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME
CORPORATE						
30,000.00	ALABAMA POWER CO DTD 01-18-06 5.20% DUE 01-15-16 CUSIP: 010392ERS MOODY'S RATING: A2 S&P RATING: A	29,930.70 99.77	28,386.00 94.620	1,544.70-	329	5.50 %
20,000.00	ALLSTATE LIFE GLOBAL FDG SECD MED TERM NTS BOOK ENTRY DTD 4/30/08 5.375% DUE 4/30/13 CUSIP: 02003M8Q6 MOODY'S RATING: AA2 S&P RATING: AA	19,980.00 99.90	19,306.80 96.534	673.20-	451	5.57 %
15,000.00	AMERICAN EXPRESS CORP SR NT DTD 8/28/07 6.15% DUE 8/28/17 CUSIP: 025816AX7 MOODY'S RATING: A1 S&P RATING: A+	14,961.30 99.74	12,764.25 85.095	2,197.05-	85	7.23 %
25,000.00	AMERICAN GEN FIN CORP MED TERM SR NT BOOK ENTRY DTD 10-04-04 3.875% DUE 10-01-09 CUSIP: 02635PSS3 MOODY'S RATING: A3 S&P RATING: BBB	24,350.85 97.40	16,412.75 65.651	7,938.10-	484	5.90 %
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	15,509.70 103.398	488.85-	432	6.04 %
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	23,721.25 94.885	1,242.50-	100	5.06 %

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (SEE TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME YIELD AT MARKET
50,000.00	BANK OF AMERICA CORP NTS DTD 5/2/08 5.65% DUE 5/1/18 CUSIP: 060516DX4 MOODY'S RATING: AA2 S&P RATING: AA-	49,732.50 99.46	42,114.50 84.229	7,618.00-	1,169	6.71 %
25,000.00	CATERPILLAR FIN SERV CORP MTN BE DTD 02/03/05 4.75% DUE 02/17/15 CUSIP: 14912L2M2 MOODY'S RATING: A2 S&P RATING: A	24,754.50 99.02	22,739.50 90.958	2,015.00-	145	5.22 %
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	9,847.30 98.473	132.20-	73	5.79 %
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	9,609.20 96.092	472.60-	60	5.72 %
75,000.00	CITIGROUP INC GLOBAL SR NT DTD 10/17/07 5.30% DUE 10/17/12 CUSIP: 172967EL1 MOODY'S RATING: AA3 S&P RATING: AA-	75,084.75 100.11	66,766.50 89.022	8,318.25-	1,811	5.95 %
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	29,657.70 98.859	297.60-	606	5.41 %

ASSET STATEMENT
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CLEVE PUB LIB ENDMT FD
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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (SEE TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME YIELD AT MARKET
20,000.00	COLGATE-PALMOLIVE CO MED TERM NTS BOOK ENTRY DTD 5/12/08 4.20% DUE 5/1/13 CUSIP: 19416QDL1 MOODY'S RATING: AA3 S&P RATING: AA-	19,995.40 99.98	19,876.00 99.380	119.40-	324	4.23 %
10,000.00	CONOCOPHILLIPS DTD 5/8/08 4.40% DUE 5/15/13 CUSIP: 20825CAM6 MOODY'S RATING: A1 S&P RATING: A	9,982.50 99.83	9,639.10 96.391	343.40-	175	4.56 %
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	14,146.05 94.307	796.20-	37	5.83 %
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	14,869.80 99.132	333.00	37	5.55 %
25,000.00	CREDIT SUISSE FIRST BOSTON USA INC DTD 08-17-05 4.875% DUE 08-15-10 CUSIP: 22541LBH5 MOODY'S RATING: AA1 S&P RATING: AA-	24,998.00 99.99	24,850.75 99.403	147.25-	156	4.90 %
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	14,965.95 99.773	0.60-	185	6.01 %

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (SEE TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME YIELD AT MARKET
20,000.00	DU PONT E I DE NEMOURS & CO NT DTD 7/28/08 5.00% DUE 7/15/13 CUSIP: 2635348U2 MOODY'S RATING: A2 S&P RATING: A	19,801.60 99.01	19,698.60 98.493	103.00-	175	5.08 %
10,000.00	DUKE ENERGY CAROLINAS LLC 1ST & REF NTG BD DTD 1/10/08 5.25% DUE 1/15/18 CUSIP: 26442CAC8 MOODY'S RATING: A2 S&P RATING: A	9,966.00 99.66	9,454.10 94.541	511.90-	111	5.55 %
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	14,711.55 98.077	284.25-	347	5.66 %
100,000.00	GENERAL ELECTRIC CO NT DTD 12/6/07 5.25% DUE 12/6/17 CUSIP: 3696048C6 MOODY'S RATING: AAA S&P RATING: AAA	100,245.75 100.25	87,503.00 87.503	12,742.75-	1,677	6.00 %
10,000.00	GENWORTH FINANCIAL INC DTD 09/19/05 4.95% DUE 10/01/15 CUSIP: 37247DAF3 MOODY'S RATING: A2 S&P RATING: A	9,984.90 99.85	8,029.20 80.292	1,955.70-	248	6.16 %
15,000.00	GOLDMAN SACHS GROUP INC DTD 10/14/03 5.25% DUE 10/15/13 CUSIP: 38141GDQ4 MOODY'S RATING: AA3 S&P RATING: AA-	12,900.00 86.00	12,617.25 84.115	282.75-	363	6.24 %



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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 YIELD AT INCOME MARKET	INCOME
25,000.00	GOLDMAN SACHS GROUP INC SR NT DTD 4/1/08 6.15% DUE 4/1/18 CUSIP: 38141GFK1 MOODY'S RATING: AA3 S&P RATING: AA-	24,896.55 99.59	20,787.75 83.151	4,108.80-	769	7.40 %
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	9,412.40 94.124	510.60-	45	5.74 %
15,000.00	HONEYWELL INTL NT DTD 7/27/07 5.625% DUE 8/01/12 CUSIP: 438516AV8 MOODY'S RATING: A2 S&P RATING: A	14,970.75 99.80	15,459.30 103.062	488.55	141	5.46 %
25,000.00	INTERNATIONAL LEASE FIN CORP MTN DTD 9/14/07 5.625% DUE 9/15/10 CUSIP: 45974VB56 MOODY'S RATING: A3 S&P RATING: A-	25,056.00 100.22	16,810.75 67.243	8,245.25-	63	8.37 %
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	22,663.50 90.654	2,260.00-	661	5.90 %
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	30,501.90 101.673	501.90	213	5.46 %
10,000.00	JP MORGAN CHASE & CO SR NT DTD 12/20/07 6.00% DUE 1/15/18 CUSIP: 46625HGY0 MOODY'S RATING: AA2 S&P RATING: AA-	10,390.90 103.91	9,118.70 91.187	1,272.20-	127	6.58 %

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (FEED TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME YIELD AT MARKET
40,000.00	JP MORGAN CHASE & CO SR NT DTD 4/28/08 4.75% DUE 5/01/13 CUSIP: 46625HHB9 MOODY'S RATING: AA2 S&P RATING: AA-	39,877.90 99.69	37,225.60 93.064	2,652.30-	808	5.10 %
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	74,387.25 99.183	237.75-	281	4.54 %
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	14,916.45 99.443	53.25-	401	5.83 %
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	40,536.90 90.082	4,513.00-	382	6.05 %
15,000.00	METLIFE INC SR DEB SECS DTD 8/15/08 6.81% DUE 8/15/18 SER A CUSIP: 59156RAR9 MOODY'S RATING: A2 S&P RATING: A	15,052.50 100.35	14,193.00 94.620	859.50-	131	7.20 %
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	23,172.75 92.691	1,383.50-	581	5.02 %

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (SEE TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME YIELD AT MARKET
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	24,816.75 99.267	184.45-	348	5.54 %
20,000.00	ORACLE CORP NT DTD 4/9/08 4.95% DUE 4/15/13 CUSIP: 68389XAD7 MOODY'S RATING: A2 S&P RATING: A	19,992.80 99.96	19,935.40 99.677	57.40-	473	4.97 %
10,000.00	PECO ENERGY COIST & REF HTG 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	9,084.40 90.844	898.80-	45	5.89 %
20,000.00	PEPSICO INC SR NT DTD 5/28/08 5% DUE 6/01/18 CUSIP: 713448BH0 MOODY'S RATING: AA2 S&P RATING: A+	19,710.80 98.55	19,310.00 96.550	400.80-	342	5.18 %
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	14,661.60 97.744	19.50	38	5.88 %
10,000.00	PRINCIPAL LIFE INC FNDG DTD 11/10/05 5.20% DUE 11/15/10 CUSIP: 74254PJR4 MOODY'S RATING: AA2 S&P RATING: AA	9,995.10 99.95	10,014.80 100.148	19.70	196	5.19 %
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	23,152.75 92.611	1,787.25-	414	6.07 %

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (SEE TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME YIELD AT MARKET
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	24,503.50 98.014	324.00-	179	5.36 %
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	18,432.00 92.160	1,407.80-	142	6.02 %
50,000.00	WACHOVIA CORP GLOBAL MEDIUM TERM SR NTS BOOK ENTRY DTD 4/25/08 5.50% DUE 5/01/13 CUSIP: 92976WBJ4 MOODY'S RATING: A1 S&P RATING: A+	49,887.00 99.77	41,366.00 82.732	8,521.00-	1,192	6.65 %
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	19,538.20 97.691	1,479.20-	148	5.94 %
15,000.00	WALGREEN CO NT DTD 7/17/08 4.875% DUE 8/1/13 CUSIP: 931422AD1 MOODY'S RATING: A1 S&P RATING: A+	14,941.35 99.61	14,995.35 99.969	54.00	150	4.88 %
TOTAL CORPORATE		1,206,159.25	1,116,193.80	89,965.45-	17,846	5.71 %
MORTGAGE						
136,868.55	FEDERAL NATL MTG ASSN GTD MTG PASS THRU CTF POOL #902804 DTD 11/01/06 5% DUE 11/01/21 CUSIP: 31411BAD5	133,756.92 97.73	136,163.68 99.485	2,406.76	570	5.03 %

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163,156.44	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #255031 DTD 11/01/03 4.50% DUE 12/01/18 CUSIP: 313711HG7	164,176.15 100.62	160,756.41 98.529	3,419.74-	612	4.57 %
44,813.39	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #255364 DTD 08-01-04 6.00% DUE 09-01-34 CUSIP: 313711TV1	45,993.23 102.63	45,533.09 101.606	460.14-	224	5.91 %
120,242.88	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #357707 DTD 2/1/05 5.00% DUE 2/1/35 CUSIP: 31376KKU9	117,360.14 97.59	117,429.20 97.660	89.06	501	5.12 %
106,470.49	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #555800 DTD 09/01/03 5.50% DUE 10/01/33 CUSIP: 31385XNR4	107,551.35 101.02	106,488.59 100.017	1,062.76-	488	5.50 %
27,811.63	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF PL #745257 DTD 01/01/06 6.00% DUE 01/01/36 CUSIP: 31403C5S6	28,003.41 100.69	28,237.98 101.533	234.57	139	5.91 %
100,290.29	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #826905 DTD 7/1/05 5.00% DUE 8/1/35 CUSIP: 31407CU62	98,597.89 98.31	97,881.32 97.598	716.57-	418	5.12 %
80,828.26	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #852422 DTD 01-01-06 5.444% DUE 01-01-36 CUSIP: 31408JAX9	80,878.79 100.06	81,874.18 101.294	995.39	367	5.38 %
101,179.92	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #888459 DTD 5/1/07 4.50% DUE 8/1/20 CUSIP: 31410GB44	98,824.33 97.67	99,375.88 98.217	551.55	379	4.58 %

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (SEE TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME YIELD AT MARKET
131,803.03	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #888567 DTD 7/1/07 5.50% DUE 12/01/36 CUSIP: 314106FG3	130,052.53 98.67	131,619.82 99.861	1,567.29	604	5.51 %
91,534.26	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #894634 DTD 11/1/06 6.5% DUE 11/1/36 CUSIP: 31410Q4T5	92,950.17 101.55	93,962.66 102.653	1,012.49	496	6.33 %
29,912.83	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #898415 DTD 10/1/06 6.00% DUE 10/1/36 CUSIP: 31410VDU1	30,204.93 100.98	30,332.51 101.403	127.58	150	5.92 %
36,853.65	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #913304 DTD 4/1/07 5.5% DUE 4/1/37 CUSIP: 31411RU55	36,598.86 99.31	36,782.89 99.808	184.03	169	5.51 %
98,422.72	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #944639 DTD 7/1/07 6.00% DUE 7/1/37 CUSIP: 31413F4Y5	97,830.65 99.40	99,797.69 101.397	1,967.04	492	5.92 %
98,610.10	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #979899 DTD 5/1/08 5.50% DUE 5/1/38 CUSIP: 31414YDC1	95,320.53 96.66	98,410.91 99.798	3,090.38	452	5.51 %
TOTAL MORTGAGE		1,358,079.88	1,364,646.81	6,566.93	6,061	5.33 %
ASSET BACKED						
50,000.00	BANK ONE ISSUANCE TRUST SER 2004-A1 ASSET BACKED NT CL-A1 DTD 02/20/04 3.45% DUE 10/17/11 CUSIP: 06423RBG0 MOODY'S RATING: AAA S&P RATING: AAA	48,853.52 97.71	49,803.50 99.607	949.98	67	3.46 %

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (SEE TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME YIELD AT MARKET
60,000.00	CHASE FUNDING MTG LN ASSET-BACKED 2003-6 MTG LN ASSET-BKD CTF CL 1A4 DTD 12-01-03 4.499% DUE 08-25-30 CUSIP: 161546GZ3 MOODY'S RATING: AAA S&P RATING: AAA	60,030.47 100.05	55,435.80 92.393	4,594.67-	225	4.87 %
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	49,496.00 98.992	494.05	94	4.27 %
100,000.00	CITIBANK CREDIT CARD ISSUANCE TR SER 2005-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	100,443.00 100.443	64.09	1,929	5.28 %
145,000.00	FEDERAL HOME LN MTG CORP MULTICLASS MTG PARTN CTF5 GTD SER 2812 CL OD DTD 06/01/04 5.00% DUE 12/15/29 CUSIP: 31395AV28	139,200.00 96.00	145,414.70 100.286	6,214.70	604	4.99 %
50,000.00	NISSAN AUTO RECEIVABLES OWNER TRUST SERIES 2008-A ASSET BKD CTF CL A3 DTD 1/26/08 3.89% DUE 7/15/10 CUSIP: 65475FAD7 MOODY'S RATING: AAA S&P RATING: AAA	49,994.36 99.99	48,547.50 97.095	1,446.86-	86	4.01 %
100,000.00	USAA AUTO OWNER TRUST SER 2007-2 MTG PASSTHRU CTF CL A3 DTD 10/4/07 4.90% DUE 2/15/12 CUSIP: 90327TAC7 MOODY'S RATING: AAA S&P RATING: AAA	99,986.55 99.99	99,278.00 99.278	708.55-	218	4.94 %

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (FEED TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME YIELD AT MARKET
46,128.33	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	45,551.73 98.75	45,839.11 99.373	287.38	79	4.42 %
40,000.00	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	39,999.01 100.00	39,804.00 99.510	195.01-	82	5.31 %
TOTAL ASSET BACKED		632,996.50	634,061.61	1,065.11	3,384	4.74 %
CMBS						
39,424.03	BANC AMER COML MTG TR 2006-3 MTG PASSTHRU CTF CL A-1 DTD 8/1/06 5.685% DUE 7/10/44 CUSIP: 059500AA6 S&P RATING: AAA	39,602.68 100.45	38,922.95 98.729	679.73-	187	5.76 %
TOTAL TAXABLE FIXED INCOME SECS		4,773,683.89	4,726,865.39	46,818.50-	39,192	4.85 %
TOTAL FIXED INCOME SECURITIES		4,773,683.89	4,726,865.39	46,818.50-	39,192	4.85 %
EQUITIES						
ENERGY						
ENERGY EQUIPMENT & SERVICES						
2,150.00	NATIONAL OILWELL VARCO INC COM CUSIP: 637071101	126,677.74 58.92	107,994.50 50.230	18,683.24-	0	0.00 %

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (SEE TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME
1,330.00	SCHLUMBERGER LTD COM CUSIP: 806857108	116,255.58 87.41	103,859.70 78.090	12,393.88-	279	1.08 %
1,513.00	TRANSOCEAN INC ORD SHS CUSIP: 690073100	136,817.49 90.43	166,187.92 109.840	29,370.43	0	0.00 %
4,090.00	WEATHERFORD INTL LTD INC BERNUDA COM (N/C FROM WEATHERFORD INTL INC) CUSIP: 695089101	58,235.58 14.24	102,822.60 25.140	44,587.02	0	0.00 %
TOTAL ENERGY EQUIPMENT & SERVICES		437,984.39	480,864.72	42,880.33	279	0.23 %
OIL AND GAS						
1,300.00	DEVON ENERGY CORPORATION NEW COM CUSIP: 25179M103	132,452.55 101.89	118,560.00 91.200	13,892.55-	0	0.70 %
1,360.00	EOG RES INC COM CUSIP: 26875P101	110,602.14 81.33	121,665.60 89.460	11,063.46	0	0.60 %
TOTAL OIL AND GAS		243,054.69	240,225.60	2,829.09-	0	0.65 %
ENERGY - MISC						
2,010.00	NEW ORIENTAL EDUCATIO-SP ADR CUSIP: 647581107	117,413.50 58.41	129,122.40 64.240	11,708.90	0	0.00 %
TOTAL ENERGY		798,452.58	850,212.72	51,760.14	279	0.32 %

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (CFED TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME
MATERIALS						
CHEMICALS						
2,550.00	ECOLAB INC COM CUSIP: 278865100	84,523.35 33.15	123,726.00 48.520	39,202.65	332	1.07 %
METALS & MINING						
2,280.00	ALLEGHENY TECHNOLOGIES INC COM (N/C FROM ALLEGHENY TELEDYNE INC) CUSIP: 01741R102	180,569.53 79.20	67,374.00 29.550	113,195.53-	0	2.44 %
TOTAL MATERIALS		265,092.88	191,100.00	73,992.88-	332	1.55 %
INDUSTRIALS						
AEROSPACE & DEFENSE						
1,080.00	BOEING CO COM CUSIP: 097023105	98,565.15 91.26	61,938.00 57.350	36,627.15-	0	2.79 %
2,780.00	UNITED TECHNOLOGIES CORP COM CUSIP: 913017109	135,055.43 48.58	166,966.80 60.060	31,911.37	0	2.13 %
TOTAL AEROSPACE & DEFENSE		233,620.58	228,904.80	4,715.78-	0	2.31 %
INDUSTRIAL CONGLOMERATES						
3,350.00	GENERAL ELEC CO COM CUSIP: 369604103	61,666.43 18.41	85,425.00 25.500	23,758.57	1,039	4.86 %
1,265.00	3M COMPANY COM CUSIP: 88579Y101	81,723.46 64.60	86,412.15 68.310	4,688.69	0	2.93 %

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (SEE TO MKI)	ACCRUED YIELD AT INCOME MARKET	INCOME YIELD AT MARKET
	TOTAL INDUSTRIAL CONGLOMERATES	143,389.89	171,837.15	28,447.26	1,039	3.89 %
	MACHINERY					
1,800.00	DANAHER CORPORATION COM. CUSIP: 235851102	135,357.81 75.20	124,920.00 69.400	10,437.81-	54	0.17 %
	COMMERCIAL SERVICES & SUPPLIES					
1,910.00	STERICYCLE INC COM CUSIP: 858912108	85,517.22 44.77	112,518.10 58.910	27,000.88	0	0.00 %
	TOTAL INDUSTRIALS	597,885.50	638,180.05	40,294.55	1,093	1.91 %
	CONSUMER DISCRETIONARY					
	TEXTILES-APPAREL-LUXURY GOODS					
2,330.00	NIKE INC CL B CUSIP: 654106103	140,126.83 60.14	155,877.00 66.900	15,750.17	536	1.38 %
	HOTELS, RESTAURANTS & LEISURE					
3,490.00	STARWOOD HOTELS & RESORTS WORLDWIDE, INC. COMMON CUSIP: 85590A401	159,783.83 45.78	98,208.60 28.140	61,575.23-	0	3.20 %
	SPECIALTY RETAIL					
5,820.00	DICKS SPORTING GOODS INC COM CUSIP: 253393102	107,455.65 18.46	113,955.60 19.580	6,499.95	0	0.00 %
	TOTAL CONSUMER DISCRETIONARY	407,366.31	368,041.20	39,325.11-	536	1.44 %

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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 YIELD AT INCOME MARKET	INCOME
<u>CONSUMER STAPLES</u>						
<u>FOOD & STAPLES RETAILING</u>						
1,600.00	COSTCO WHSL CORP NEW COM CUSIP: 22160K105	113,073.68 70.67	103,888.00 64.930	9,185.68-	0	0 0.99 %
900.00	WAL MART STORES INC COM CUSIP: 931142103	56,443.10 62.71	53,901.00 59.890	2,542.10-	0	0 1.59 %
	TOTAL FOOD & STAPLES RETAILING	169,516.78	157,789.00	11,727.78-	0	0 1.19 %
<u>BEVERAGES</u>						
2,260.00	PEPSICO INC COM CUSIP: 713448108	105,445.31 46.66	161,070.20 71.270	55,624.89	0	0 2.39 %
<u>FOOD PRODUCTS</u>						
4,000.00	ARCHER DANIELS MIDLAND CO COM CUSIP: 039483102	160,429.07 40.11	87,640.00 21.910	72,789.07-	0	0 2.37 %
2,050.00	BUNGE LIMITED COM CUSIP: 616962105	140,747.89 68.66	129,519.00 63.180	11,228.89-	0	0 1.11 %
	TOTAL FOOD PRODUCTS	301,176.96	217,159.00	84,017.96-	0	0 1.62 %
<u>HOUSEHOLD PRODUCTS</u>						
1,850.00	COLGATE-PALMOLIVE CO COM CUSIP: 194162103	88,809.89 48.01	139,397.50 75.350	50,587.61	0	0 2.12 %
	TOTAL CONSUMER STAPLES	664,948.94	675,415.70	10,466.76	0	0 1.81 %

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (CFED TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME YIELD AT MARKET
HEALTH CARE						
HEALTH CARE EQUIPMENT, SUPPLIES						
1,450.00	BAXTER INTL INC COM CUSIP: 071813109	94,442.22 65.13	95,163.50 65.630	721.28	315	1.33 %
4,110.00	DENTSPLY INTL INC COM CUSIP: 249030107	168,846.26 41.08	154,289.40 37.540	14,556.86-	185	0.48 %
2,160.00	THERMO FISHER CORP COM CUSIP: 883556102	119,320.26 55.24	118,800.00 55.000	520.26-	0	0.00 %
	TOTAL HEALTH CARE EQUIPMENT, SUPPLIES	362,608.74	368,252.90	14,355.84-	500	0.54 %
BIOTECHNOLOGY						
1,560.00	GENZYME CORP COM-GEN DIV CUSIP: 372917104	96,230.92 61.69	126,188.40 80.890	29,957.48	0	0.00 %
PHARMACEUTICALS						
2,300.00	ABBOTT LABS COM CUSIP: 002824100	123,798.44 53.83	132,434.00 57.580	8,635.56	0	2.50 %
1,050.00	JOHNSON & JOHNSON COM CUSIP: 478160104	74,437.97 70.89	72,744.00 69.280	1,693.97-	0	2.66 %
1,300.00	TEVA PHARMA INDS ADR 1 ADR REPRESENTS 10 SHS CUSIP: 881624209	60,773.61 46.75	59,527.00 45.790	1,246.61-	0	0.88 %
	TOTAL PHARMACEUTICALS	259,010.02	264,705.00	5,694.98	0	2.18 %
	TOTAL HEALTH CARE	737,849.68	759,146.30	21,296.62	500	1.02 %

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (FEED TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME YIELD AT MARKET
FINANCIALS						
COMMERCIAL BANKS						
3,225.00	BANK OF AMER CORP COM CUSIP: 060505104	109,769.50 34.04	112,875.00 35.000	3,105.50	0	7.81 %
DIVERSIFIED FINANCIAL SERVICES						
4,590.00	CITIGROUP INC COM CUSIP: 172967101	92,694.60 20.19	94,140.90 20.510	1,446.30	0	6.24 %
4,045.00	JPMORGAN CHASE & CO COM CUSIP: 46625H100	147,406.71 36.44	188,901.50 46.700	41,494.79	0	3.25 %
TOTAL DIVERSIFIED FINANCIAL SERVICES		240,101.31	283,042.40	42,941.09	0	4.25 %
CAPITAL MARKETS						
3,830.00	BANK NEW YORK MELLON CORP COM CONTRA CUSIP: 064058100	160,359.48 41.87	124,781.40 32.580	35,578.08-	0	2.95 %
860.00	GOLDMAN SACHS GROUP INC COM CUSIP: 38141G104	87,440.11 101.67	110,080.00 128.000	22,639.89	0	1.09 %
TOTAL CAPITAL MARKETS		247,799.59	234,861.40	12,938.19-	0	2.08 %

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (FEED TO MKII)	ACCRUED YIELD AT INCOME MARKET	INCOME
INSURANCE						
4,040.00	LOEWS CORP COM CUSIP: 540424108	181,415.16 44.90	159,539.60 39.490	21,875.56-	0	0.63 %
2,700.00	METLIFE INC COM CUSIP: 59156R108	168,226.85 62.31	151,200.00 56.000	17,026.85-	0	1.32 %
TOTAL INSURANCE		349,642.01	310,739.60	38,902.41-	0	0.97 %
TOTAL FINANCIALS		947,312.41	941,518.40	5,794.01-	0	2.99 %
INFORMATION TECHNOLOGY						
INTERNET SOFTWARE & SERVICES						
300.00	GOOGLE INC CL A CUSIP: 38259P508	142,613.59 475.38	120,156.00 400.520	22,457.59-	0	0.00 %
SOFTWARE						
3,600.00	CITRIX SYS INC COM CUSIP: 177376100	120,482.63 33.47	90,936.00 25.260	29,546.63-	0	0.00 %
5,965.00	MICROSOFT CORP COM CUSIP: 594918104	107,590.17 18.04	159,205.85 26.690	51,615.68	0	1.95 %
5,610.00	ORACLE CORP COM CUSIP: 68389X105	124,043.66 22.11	113,939.10 20.310	10,104.56-	0	0.00 %
TOTAL SOFTWARE		352,116.46	364,080.95	11,964.49	0	0.85 %

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PAR VALUE DR. SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (FEED TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME YIELD AT MARKET
<u>COMMUNICATIONS EQUIPMENT</u>						
4,865.00	CISCO SYS INC COM CUSIP: 17275R102	69,704.27 14.33	109,754.40 22.560	40,050.13	0	0.00 %
<u>COMPUTERS & PERIPHERALS</u>						
780.00	APPLE INC CUSIP: 037833100	56,438.29 72.36	88,654.80 113.660	32,216.51	0	0.00 %
<u>SEMICONDUCTORS & EQUIPMENT</u>						
4,080.00	MICROCHIP TECHNOLOGY INC COM CUSIP: 595017104	132,537.43 32.48	120,074.40 29.430	12,463.03-	0	4.59 %
<u>TOTAL INFORMATION TECHNOLOGY</u>		753,410.04	802,720.55	49,310.51	0	1.07 %
<u>TELECOMMUNICATION SERVICES</u>						
<u>DIVERSIFIED TELECOMM SERVICES</u>						
4,010.00	AMDOCS LTD ORD CUSIP: 602602103	132,045.68 32.93	109,793.80 27.380	22,251.88-	0	0.00 %
<u>WIRELESS TELECOMM SERVICES</u>						
2,110.00	AMERICAN TOWER CORP CL A CUSIP: 029912201	77,056.54 36.52	75,896.70 35.970	1,159.84-	0	0.00 %
2,420.00	NIH HLDGS INC CL B NEW CUSIP: 62913F201	55,145.62 22.79	91,766.40 37.920	36,620.78	0	0.00 %
<u>TOTAL WIRELESS TELECOMM SERVICES</u>		132,202.16	167,663.10	35,460.94	0	0.00 %

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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 YIELD AT ACCRUED INCOME MARKET
	TOTAL TELECOMMUNICATION SERVICES	264,247.84	277,456.90	13,209.06	0 0.00 %
	UTILITIES				
	GAS UTILITIES				
2,820.00	EQUITABLE RESOURCES INC COM CUSIP: 294549100	107,099.30 37.98	103,637.60 36.680	3,661.70-	0 2.40 %
	MULTI-UTILITIES & UNREG.POWER				
7,735.00	AES CORP COM CUSIP: 00130H105	85,057.54 11.00	90,422.15 11.690	5,364.61	0 0.00 %
	TOTAL UTILITIES	192,156.84	193,859.75	1,702.91	0 1.28 %
	TOTAL EQUITIES	5,628,723.02	5,697,651.57	68,928.55	2,740 1.45 %
	MUTUAL FUNDS				
	LARGE CAP				
	LC - VALUE PRPTY				
51,435.816	ALLEGIAN LARGE CAP VALUE FD CLASS I #412 CUSIP: 01748V742	699,529.00 13.60	719,587.07 13.990	20,058.07	0 2.05 %

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (SEE TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME
<u>SMALL CAP</u>						
<u>SC - CORE PRPTY</u>						
57,691.665	ALLEGIANT SMALL CAP CORE FD CLASS I #426 CUSIP: 01748V585	626,551.00 10.86	558,455.32 9.680	68,095.68-	0	0.18 %
<u>DEVELOPED INTL MF'S & EIF'S</u>						
<u>IM - CORE PRPTY</u>						
53,465.996	ALLEGIANT INTERNATIONAL EQUITY FD CLASS I #409 CUSIP: 01748E120	619,488.45 11.59	675,810.19 12.640	56,321.74	0	1.43 %
TOTAL MUTUAL FUNDS		1,945,568.45	1,953,852.58	8,284.13	0	1.30 %
TOTAL ASSETS		12,709,377.15	12,759,771.33	30,394.18	42,264	2.68 %

PENDING TRADES
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PAR VALUE OR SHARES	ASSET DESCRIPTION	TRADE DATE SETTLE DATE	TRADE VALUE TRADE PRICE	END OF MONTH MARKET VALUE MARKET PRICE	MARKET VALUE ADJUSTMENT
20.000	WISCONSIN ELEC PWR CO DEB DTD 10/1/08 6.00% DUE 4/1/14 976656CA4	09/25/08 10/01/08	19,961.20 99.806	19,929.80 99.649	31.40-
460	WEATHERFORD INTL LTD INC BERMUDA COM (N/C FROM WEATHERFORD INTL INC) 995089101	09/30/08 10/03/08	11,353.90 24.682	11,564.40 25.140	210.50
TOTAL PENDING ACQUISITIONS			31,315.10	31,494.20	179.10

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PENDING TRADES

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PAR VALUE OR SHARES	ASSET DESCRIPTION	TRADE DATE SETTLE DATE	TRADE VALUE TRADE PRICE	END OF MONTH MARKET VALUE MARKET PRICE	MARKET VALUE ADJUSTMENT
PENDING DISPOSITIONS					
20,000	UNITED STATES TREASURY NOTES DTD 08/15/03 4.25% DUE 08/15/13 9128288H2	09/25/08 10/01/08	21,153.84 105.769	21,229.60 106.148	75.76
370	METLIFE INC COM 59156R108	09/30/08 10/03/08	17,425.09 47.095	20,720.00 56.000	3,294.91
TOTAL PENDING DISPOSITIONS			38,578.93	41,949.60	3,370.67

National City Bank

BROKER COMMISSIONS

CLEVE PUB LIB ENDNT FD
ACCOUNT NO. 01404713000

AS OF 09/30/08

PAGE 113 OF 113

BROKER	COMMISSIONS PAID	% OF TOTAL COMMISSIONS	TOTAL TRANSACTION VALUE	% OF TRANSACTION VALUE
BANC/AMERICA SECURITIES LLC	21.60	0.97%	16,378.33	0.58%
BEAR, STEARNS SECURITIES CORP.	27.00	1.21%	14,018.86	0.50%
BERNSTEIN SANFORD C & CO INC	43.11	1.94%	34,811.91	1.23%
CITIGROUP (THE)	208.21	9.36%	155,398.37	5.49%
CITIGROUP GLOBAL MARKETS INC.	128.07	5.76%	199,825.98	7.06%
COWEN & COMPANY, LLC.	94.36	4.24%	121,395.50	4.29%
CREDIT SUISSE FIRST BOSTON LLC	314.28	14.12%	579,427.28	20.47%
FOX-PITT KELTON INC..	11.25	0.51%	8,593.55	0.30%
GOLDMAN, SACHS & CO	226.49	10.18%	190,170.34	6.72%
INVESTMENT TECHNOLOGY GROUP	272.48	12.25%	459,471.05	16.23%
ISI GROUP, INC.	24.75	1.11%	27,103.36	0.96%
J.P. MORGAN SECURITIES (DTC)	26.00	1.17%	63,647.02	2.25%
KEEFE BRUYETTE AND WOODS INC.	86.49	3.89%	55,290.32	1.95%
LEHMAN BROTHERS INC.	229.65	10.32%	228,422.96	8.07%
LIQUIDNET INC	124.74	5.61%	235,221.57	8.31%
MERRILL LYNCH,	16.20	0.73%	23,115.00	0.82%
MIDWEST RESEARCH SECURITIES	15.30	0.69%	16,828.58	0.59%
MORGAN STANLEY & CO., INC.	47.25	2.12%	67,927.31	2.40%
SIMMONS & COMP. INTERNATIONAL	26.55	1.19%	44,939.24	1.59%
STIFEL NICOLAUS	13.95	0.63%	11,925.45	0.42%
UBS SECURITIES, LLC	267.30	12.01%	276,624.43	9.77%
TOTAL	2,225.03	100.00%	2,830,535.50	100.00%

CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON GENERAL FUND INCOME AND EXPENDITURES
AND ON STRATEGIC PLAN EXPENDITURES
THROUGH SEPTEMBER 30, 2008

CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
For the Period Ended
September 30, 2008

General Fund - Receipts						
	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year	
LLSGF-State Income Tax	27,076,604	20,493,088	6,583,516	76%	75%	
General Property Tax	25,810,282	26,398,959	(588,677)	102%	86%	
Rollback, Homestead, CAT	5,186,306	3,111,936	2,074,370	60%	60%	
Federal Grants	0	0	0	0%	100%	
State Aid	800,000	585,411	214,589	73%	73%	
Fines & Fees	350,000	248,397	101,603	71%	80%	
Investment Earnings	1,500,000	1,201,073	298,927	80%	108%	
Services to Others-Clevnet	2,600,000	2,370,615	229,385	91%	81%	
Miscellaneous	240,000	131,034	108,966	55%	301%	
Advances & Transfers	0	10,500	(10,500)	0%	0%	
TOTALS	63,563,192	54,551,013	9,012,179	86%	81%	

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

CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
 For the Period Ended
 September 30, 2008

General Fund - Expenditures						
	Appropriation (2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year	
Salaries/Benefits	44,286,167	34,383,486	9,902,681	78%	76%	
Supplies	1,800,166	1,148,468	651,698	64%	72%	
Purchased Services	14,303,254	11,473,618	2,829,636	80%	77%	
Library Materials	15,493,484	12,066,100	3,427,384	78%	83%	
Capital Outlay	507,249	271,582	235,667	54%	44%	
Other	116,103	91,116	24,987	78%	84%	
SUBTOTAL	76,506,424	59,434,371	17,072,052	78%	77%	
Advances/Transfers	3,000,000	0	3,000,000	0%	0%	
TOTALS	79,506,424	59,434,371	20,072,052	75%	74%	

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

Note (3): Subtotal includes 60% expended and 15% encumbered.

CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
For the Period Ended
September 30, 2008

Strategic Plan Expenditures - In Millions

	Year 1 - 2004		Year 2 - 2005		Year 3 - 2006		
	Budget	Expended	Budget	Expended	Budget	Expended	
Salaries/Benefits	0.797	0.797	2.199	1.868	3.097	2.546	
Library Materials	0.385	0.385	0.373	0.373	0.118	0.118	
Capital Projects (4)	3.000	0.000	3.000	0.236	3.000	0.845	
TOTALS	4.182	1.182	5.572	2.477	6.215	3.509	

	Year 4 - 2007		Year 5 - 2008		5 Year Budget	Expended To Date
	Budget	Expended	Budget	Expended		
Salaries/Benefits	3.349	3.104	3.622	2.498	13.064	10.813
Library Materials	0.021	0.021	0.029	0.026	0.925	0.924
Capital Projects (4)	3.000	0.435	3.000	0.713	15.000	2.228
TOTALS	6.370	3.560	6.651	3.237	28.990	13.966

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.

Note (4): \$3,000,000 was transferred to Building and Repair Fund on each December 31 - 2004, 2005, 2006 and 2007.

CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
For the Period Ended
September 30, 2008

Strategic Plan Capital Projects - In Dollars					
	Budget	Expended Through 2007	Expended 2008	Encumbered	Balance
Branch Security Cameras	464,000	427,406	0	35,771	824
Fulton Branch Exterior	562,000	684,104	0	0	(122,104)
Collinwood Teen Center	20,000	3,588	0	0	16,412
Jefferson	134,420	109,541	0	3,459	21,420
Lorain	152,010	129,534	11,984	327,440	(316,948)
Woodland - Land	21,000	21,016	176	0	(192)
Woodland - Expansion/Parking	1,200,000	0	105,500	28,800	1,065,700
Rice	5,300,000	12,281	295,951	182,821	4,808,947
South Brooklyn	96,000	77,522	0	0	18,478
Garden Valley	285,000	50,863	299,156	2,124	(67,143)
Totals	8,234,430	1,515,855	712,767	580,415	5,425,393

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS -- September 2008

1. INTERIM DEPOSITS

In accordance with *Ohio Revised Code* Section 135.14, funds that become available periodically throughout the fiscal year are invested in short term investments known as interim deposits. The investments are in securities that provide the highest interest rate consistent with the highest degree of safety. Collected active fund balances are invested in a federal money market fund at the Library's lead bank. Other balances are invested in US Treasury and Agency issues as managed by United American Capital Corporation, STAR Ohio, and a federal money market fund.

Following is a description of interim deposit earnings for the period September 1, 2008 through September 30, 2008.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment	
					Income	Investment Form
09/01/08 - 09/30/08	30	Various	Key Bank	Various	\$ 5,109.85	Sweep Money Market
09/01/08 - 09/30/08	30	Various	STAR Ohio	Various	26,029.18	Investment Pool
09/01/08 - 09/30/08	30	Various	National City Bank	Various	572.79	Sweep Money Market
03/12/08 - 09/12/08	185	1,000,000	Federal Home Loan Bank	4.250%	35,320.00	Federal Agency
03/22/08 - 09/22/08	185	1,000,000	Federal Nat'l Mortgage Assn	4.030%	20,150.00	Federal Agency
03/24/08 - 09/24/08	185	1,000,000	Federal Home Loan Bank	5.000%	25,850.00	Federal Agency
03/10/08 - 09/10/08	185	1,000,000	Fed Home Loan Mort Crp	3.250%	16,250.00	Federal Agency
05/08/08 - 09/10/08	126	1,580,000	Federal Home Loan Bank	3.000%	16,063.34	Federal Agency
05/23/08 - 09/17/08	118	1,000,000	Federal Farm Credit Bank	3.350%	10,608.33	Federal Agency
07/11/08 - 09/11/08	63	685,000	Federal Home Loan Bank	3.250%	3,710.42	Federal Agency

Earned Interest September 2008 \$ 159,663.91
 Earned Interest Year To Date \$ 1,201,073.41

CLEVELAND PUBLIC LIBRARY**Finance Committee
October 16, 2008****REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR SEPTEMBER 2008**

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

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Library Council Children and Teens services Conference Columbus, Ohio	8/20/08 - 8/21/08	Victoria Beggiani	\$310.16
Ohio Library Council Know it Now Software Training Dayton, Ohio	8/19/08 - 8/22/08	Donald Boozer	556.81
African American Genealogical Society Fall Conference Cleveland, Ohio	9/12/08	Leonard Burks	45.00
Society of American Archivists Annual Conference San Francisco, California	8/25/08 - 8/31/08	Amy Dawson	1,622.14
Northeast Ohio Regional Library System Climbing the Library Ladder Part II Seminar Cleveland Heights, Ohio	9/16/08	Diana Devore	16.84
Northeast Ohio Regional Library System Developing the Art of Supervising People Cleveland, Ohio	9/10/08	Shirley Hollingsworth	14.73
Northeast Ohio Regional Library System Library Leadership of Ohio Millersburg, Ohio	7/27/08 - 8/1/08	Julie Kent	79.68
Gypsy Lore Society Annual Conference Washington, D.C.	8/27/08 - 9/3/08	Oksana Kraus	496.76
Ohio Library Council 2008 Ohio Library Exposition Columbus, Ohio	9/12/2008	Michael Monaco	150.93

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Clevnet Special Interest Group Meeting Orrville, Ohio	9/4/08	Michael Monaco	54.46
Unicorn Users Group International Consortia Special Interest Group Annual Meeting Secaucus, New Jersey	9/10/08 - 9/12/08	Ann Palomo	274.27
Unicorn Users Group International Consortia Special Interest Group Annual Meeting Secaucus, New Jersey	9/10/08 - 9/12/08	Hilary Prisbylla	282.43
Northeast Ohio Regional Library System Developing the Art of Supervising People Cleveland, Ohio	9/10/08	Michelle Skrovan	22.82
Ohio Library Council 2008 Ohio Library Exposition Columbus, Ohio	9/12/2008	Deva Walker	172.80
Northeast Ohio Regional Library System Career Development Series Independence, Ohio	9/11/08	Beverly White-Yates	79.91
TOTAL			\$4,179.74

SUMMARY

FUND	SEPTEMBER	YEAR TO DATE
General	\$2,167.76	\$82,669.49
Lockwood Thompson	2,011.98	10,942.15
LSTA - Know it Know	0.00	1,043.54
TOTAL	\$4,179.74	\$94,655.18

CLEVELAND PUBLIC LIBRARY

FINANCE COMMITTEE

October 16, 2008

PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD
JULY 1 THROUGH SEPTEMBER 30, 2008

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

<u>DATE</u>	<u>ITEM DESCRIPTION</u>	<u>AGENCY</u>	<u>SUPPLIER</u>	<u>AMOUNT</u>
07/14/08	Office Supplies	Stockroom	Corporate Express	\$ 5,233.97
07/17/08	Surveillance Cameras	Security	ADS Security Systems	7,690.00
07/18/08	Book/Magazine Covers	Book Prep	KAPCO	5,200.00
07/30/08	Board Shears	Preservation	Bindery Tools LLC	5,010.40
07/30/08	Paper, Jiffy Bags Brag Boxes, Janitorial	Stockroom	Ris Paper Company, Inc.	6,929.16
08/06/08	CD/DVD Circ Labels	Book Prep	BFC Print Network	5,100.00
08/06/08	Computer Equipment	Automation	Business Smarts	21,220.00
08/06/08	Boxes	Day Custodial	S & S Inc.	9,100.00
08/06/08	Computer Equipment	Automation	Neteam & Comstor	8,433.00
08/07/08	Licenses	Automation	Business Smarts	14,034.60
08/07/08	Computer Equipment	Automation	Business Smarts	6,241.03
08/07/08	Magazine Covers	Book Prep	KAPCO	6,414.39
08/14/08	Reserve Routing Slips	Stockroom	Keystone Copy/Printing	10,600.00
08/19/08	Computer Equipment	Automation	Business Smarts	6,273.20
09/03/08	Security Strips	Stockroom	3M Safety & Security	15,082.40
09/11/08	Book/Magazine Covers	Book Prep	KAPCO	14,292.81
09/11/08	Rock Salt	Garage	Dolores Sepsi	12,276.00
09/24/08	Janitorial & Electrical Supplies	Stockroom	Grainger	5,175.96
09/25/08	Computer Equipment	Automation	Business Smarts	11,156.52
09/26/08	Papers, Jiffy Bags, Brag Boxes, Janitorial	Stockroom	Ris Paper Company, Inc.	10,679.22
09/26/08	Office Supplies	Stockroom	Corporate Express	5,209.72
09/29/08	Copier Paper	Stockroom	Millcraft Paper Company	5,900.00

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

CLEVELAND PUBLIC LIBRARY

FINANCE COMMITTEE

October 16, 2008

PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD
JULY 1 THROUGH SEPTEMBER 30, 2008

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

LIBRARY SERVICES MATERIALS

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
09/30/08	Thomson Gale Legalforms	CLEVNET	Gale Cengage	\$ 42,000.00
09/30/08	American Statistics Index	MLO	Lexis Nexis	49,905.00
09/30/08	CIS Microfiche Library	MLO	Lexis Nexis	34,080.00
09/30/08	Statistical Reference Index	MLO	Lexis Nexis	27,145.00

AUTOMATED-RELATED GOOD AND SERVICES

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
07/31/08	KNOWITNOW After Hours Support Services – CPL	Automation	Northeast Ohio	\$309,952.00
08/06/08	Computer Equipment – CPL	Automation	Business Smarts	27,127.85
09/23/08	Computer Equipment – CPL Maintenance Agreement –	Automation	Business Smarts	25,150.00
09/26/08	People Counters – CPL	Automation	Integrated Precision	28,483.00

OTHERS SERVICES

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
07/15/08	Regional Server Computer	LBPH	Keystone Systems, Inc.	\$ 42,168.00
07/24/08	Director Search Services	CPL Board	Miriam Pollack & Assoc.	38,000.00

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**

October 16, 2008

The following report covers the period from September 1, 2008 through September 30, 2008.

Resignations:

Battle, William (discharged), Custodian I, grade A, Custodial-B, 9/19/08

Edwards, Lane (another position), Circulation Manager, grade I, Lending, 9/5/08

Howell, Anthony (relocating), Subject Dept. Clerk, grade B, Audio-Video, 9/5/08

RETIREMENTS:

Spence, Marilyn (32 years of service), Catalog Coordinator, grade J, Catalog, 9/30/08

Pages:

Name	Reason for Leaving	Department	Date effective
Brown, Johnathan	(school)	Glenville	8/28/08
Burse, Caesar	(personal reasons)	Shelf Division (Main)	8/13/08
Good, Michell	(personal reasons)	Shelf Division (Main)	9/01/08
Mallory, De'Lon	(another position)	Shelf Division (Main)	8/11/08

APPOINTMENTS, PROMOTIONS AND CHANGES IN RATE:**Staff Hires:**

Name	Position	Salary and Rate	Effective	Assignment
Beavers, Yarmilka	Branch Clerk (pt)	\$ 15.39 B	9/15/08	Branch Substitutes
Busta-Peck, Chris	Children's Librarian	49,513 H	9/15/08	Hough
Dayem, Jad	Security Officer	32,148 C	9/01/08	Security Operations
Feeley, Kathryn	Branch Manager (M)	58,311 J	9/29/08	Addison
Graziano, Patti	Sub Dept. Librarian (pt)	25.39 H	9/02/08	Main Library Office
Jennings, Pamela	Neighborhood Team Mgr	74,284 L	9/01/08	Branches & Outreach
Majors, Alan	Lib. Asst. (Comp Emp -ptr)	21.03 F	9/29/08	Rice
Pittman, Marcus	Lib. Asst. (Comp Emp -ptr)	21.03 F	9/29/08	East 131 st
Schmidt, Kristen	Children's Librarian	49,513 H	9/15/08	Glenville
Utz, Marilyn	Lending Clerk (pt)	14.47 A	9/15/08	Lending

Change of Status:

Name	Position	Salary and Rate	Effective	Assignment
Bettinger, James	Sr. Sub Dept Librarian	\$ 67,185 I	08/31/08	Science & Technology
	From Sub Dept Mgr – Large (tft)	74,284 L		
Fowlkes, Marcie	Branch Clerk (ft)	30,019 B	09/14/08	Addison
	From Branch Clerk (ptr)	15.39 B		
Martin, Susan	Branch Manager (L)	81,428 K	08/31/08	West Park
	From Neigh. Team Mgr (tft)	83,559 L		

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

Name	Position	Salary and Rate	Effective	Assignment
Drake, Ciara	Branch Clerk (ptr)	15.39 B	09/14/08	Fulton
	From Page (pt)	9.60		
Naab, Alicia	Acquisitions Mgr (tft)	74,284 L	09/14/08	Acquisitions
	From Acquisitions Coordinator	63,069 J		
Rudzinski, Monica	High Demand Libr. (t-ptr)	25.39 H	09/28/08	High Demand Office
	From Lib. Asst. Comp Emp (ptr)	22.74 F		

Leave of Absence:

Allen, Tracey (FMLA), Children's Librarian, grade H, Garden Valley, 9/3/08
 Atwater, Lucius (FMLA), Library Assistant (Youth), grade F, Lorain, 9/10/08
 King, Karen (FMLA), Youth Services Clerk, grade B, Youth Services, 9/25/08

ANNUAL INCREMENTS:

	<u>Salary – 09/13/08</u>			<u>Salary – 09/14/08</u>			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Guder, Robert	\$ 29,340	A	2	\$ 30,513	A	3	Custodial-C
Lannum, Magaly	31,220	B	2	32,468	B	3	Fine Arts/Spec. Coll.
Lenzer, George	76,761	K	5	79,831	K	6	Automation Services
Naab, Alica	60,644	J	2	63,069	J	3	Acquisitions
Nosse, Sandra	57,923	H	5	60,240	H	6	Woodland
Povitsky, Larisa	49,513	H	1	51,492	H	2	Catalog
Shneyder, Tatiana	24.60	F	5	25.58	F	6	Youth Services
Wheeler, Tristan	35,117	B	5	36,522	B	6	Gov. Documents

	<u>Salary – 09/27/08</u>			<u>Salary – 09/28/08</u>			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Buchanan, Adenlike	\$ 21.03	F	1	\$ 21.87	F	2	Branch Substitutes
Ford, Anna	21.87	F	2	22.74	F	3	Branch Substitutes
Mccormick, Julie	44,349	F	3	46,123	F	4	General Reference
Nayak, Sangeeta	21.87	F	2	22.74	F	3	Audio-Video
Strickland, Heidi	16.01	B	2	16.65	B	3	Branch Substitutes

Longevity:

	<u>Salary – 09/27/08</u>			<u>Salary – 09/28/08</u>			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Bolton, Bonnie	\$ 62,673	H	8	\$ 63,926	H	9	Technical Services
Creter, Matthew	38,758	B	9	39,533	B	10	West Park
Dycks, Eugene	40,694	C	8	41,507	C	9	Security Operations
Wallace, Andrea	49,887	F	6	50,885	F	7	Business & Econ.

APPOINTMENTS, PROMOTIONS AND CHANGES IN RATE: continued**Page Appointments & Date Effective****\$9.15 per hour**

Holloway-Walker, Charzil	Mt. Pleasant	9/15/08
Schumann, Adele	Brooklyn	9/29/08
Smith, Ranona	Rice	9/02/08

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

Brown, Darrell	Shelf Division (Main)	9/28/08
Smith, David Demario	Mt. Pleasant	9/28/08
Lewis, Summiere	Shelf Division (Main)	9/28/08
Loper, Steven	Shelf Division (Main)	9/28/08
Murray, Laurie	West Park	9/28/08
Phillips, Stacie	Glenville	9/14/08

CLEVELAND PUBLIC LIBRARY

Human Resources Committee Report
October 16, 2008

PROPOSED REVISIONS TO THE HUMAN RESOURCES MANUAL

In accordance with Section 121.2 of the Human Resources Manual which reads, "No changes may be made in the provisions of this Manual without the approval of the Board of Trustees," the following recommendations are submitted for approval:

Section 200 – Employment Practices**Add New Subsection:** Employee Referral and Recommendation Procedure – 260

When an employee requests a verbal or written referral or recommendation, the following procedures must be followed by the manager or supervisor asked to provide the referral or recommendation. Managers and supervisors may decline to provide a referral or recommendation for employees at any time.

For a Library Employee Who Currently Reports to that Manager or Supervisor

- 260.1 - Upon the request of a current Cleveland Public Library employee applying for an internal position, their current manager or supervisor may provide referrals or recommendations. If the manager or supervisor agrees to provide a referral or recommendation, he or she must complete a written performance evaluation, review the performance evaluation with the employee and place the performance evaluation in the employee's personnel file. That written performance evaluation will serve as the referral or recommendation.

For a Library Employee Who Does Not Report to that Manager or Supervisor

Upon the request of a current Library employee applying for an internal position, managers or supervisors of someone whom they do not currently supervise, but with whom they have previously worked (e.g., on a Library committee or task force), may provide a referral or recommendation. The manager or supervisor must make the referral or recommendation in writing; however, the hiring manager may contact the referring or recommending manager for clarification if needed. The employee requesting the referral or recommendation is responsible for providing a copy of the written referral or recommendation to both the hiring manager and the Human Resources Department.

External Referral or Recommendation

Managers and supervisors may not provide verbal or written referrals or recommendations on behalf of the Library to persons or organizations outside of the Library (e.g., another potential employer, banks or mortgage companies). Such requests must be referred to and handled by the Human Resources Department. See educational references exception, Subsection 260.3

PERSONAL REFERENCES BY CPL MANAGERS OR SUPERVISORS

For a Library Employee Who Currently Reports to that Manager or Supervisor

- 260.2 -** Managers and supervisors may provide personal references provided they are not made on behalf of the Library and are not provided on Library letterhead (including emails with the Library signature blocks or other communications with the Library identification) and do not identify or attribute the reference to the Library, except to the extent necessary to explain how the Library manager or supervisor knows the person.

EDUCATIONAL REFERENCES AND RECOMMENDATIONS BY LIBRARY MANAGERS OR SUPERVISORS

- 260.3 -** Managers and supervisors may provide recommendations for educational opportunities for current Library employees provided that such recommendations are made in writing on Library letterhead. Current Library employees seeking such recommendations must provide a copy to the Human Resources Department for placement in the employee's personnel file.

Managers or supervisors may provide personal references for educational opportunities for former Library employees provided they are not made on Library letterhead (including emails with Library signature blocks or other communication with Library identification) and do not identify or attribute the reference to the Library, except to the extent necessary to explain how the Library manager or supervisor knows the person.

Section 400 – Staff Welfare and Economic Benefits

Subsection 460 - Equal Employment Opportunity

Reads as:

If an employee believes that he/she has been discriminated against by the Cleveland Public Library, a supervisor, or a co-worker, he/she should file a signed, written complaint in the EEO Office as soon as possible after the alleged discrimination takes place.

- 460.1 -** Upon receipt of the complaint, the Equal Employment Opportunity Officer will review the facts and contact the employee either by telephone or in person within seven working days.
- 460.2 -** A copy of the complaint will be given to the person charged with discrimination, who shall be expected to reply in writing within seven working days. The Equal Employment Opportunity Officer shall endeavor to reconcile the parties by informal methods of conference, conciliation, and persuasion.
- 460.3 -** If the Equal Employment Opportunity Officer fails to achieve a solution to the problem within 14 days, the complaint will be referred to the Director for further evaluation and action.
- 460.4 -** If a settlement cannot be reached by the Director within 30 days, the employee may bring the matter before the Human Resources Committee of the Library Board, which shall review all relevant information and determine an appropriate course of action.
- 460.5 -** Nothing in this procedure shall bar an employee from seeking redress through appropriate agencies established by law.

Change to:**Equal Employment Opportunity Policy Against Discrimination,
Including Sexual and Racial Harassment— 460**

The Cleveland Public Library is firmly committed to providing equal employment opportunity to all qualified employees and applicants for employment. The Library does not discriminate on the bases of age (40 or over), disability, race, religion, sex, sexual orientation, creed, color, national origin or any other characteristic protected by federal, state or local law. The Library's commitment to equal opportunity encompasses all aspects of employment including application, training, work assignments, promotion, compensation, benefits, discipline and termination. This commitment includes a prohibition against workplace harassment, which may be a form of discrimination. Because there is sometimes a lack of understanding of what constitutes harassment, set forth below is an explanation. The prohibitions against sexual and racial harassment are included under the Library's policy against harassment and are defined in further detail below for purposes of clarification; however all forms of unlawful discrimination and harassment are prohibited by Library's policy.

Discrimination and Harassment Prohibited

- 460.1-** This policy forbids any unwelcome conduct that is based on an individual's age, disability, race, religion, sex, sexual orientation, creed, color, national origin or any other characteristic protected by federal, state or local law. It is the policy of the Library to maintain a work environment free from all forms of unlawful discrimination including harassment.

Discrimination and Harassment Defined

- 460.2 -** The conduct prohibited by this policy, whether verbal, physical, or visual, includes any discriminatory employment action and any unwelcome conduct that interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment because of that individual's protected status.

Among the types of unwelcome conduct prohibited by this policy are:

- **Verbal harassment**, such as epithets, slurs, slang, innuendo, jokes, negative stereotyping or suggestive comments because of that individual's protected status,
- **Physical harassment**, such as unwelcome touching, physical contact or intimidating acts because of that individual's protected status, or
- **Visual harassment**, such as gestures or the circulation or posting of written or graphic materials that denigrates or shows hostility or aversion toward individuals because of their protected status.

Library policy prohibits such conduct even if it is not sufficiently severe or pervasive to constitute unlawful harassment. Under normal workplace circumstances, however, minor personality conflicts, routine differences of opinion or differences in work styles do not rise to the level of workplace harassment that violates this policy. In addition, appropriate supervisory conduct including, but not limited to, discipline, follow-up or monitoring of performance, is not a violation of this policy.

Racial Harassment

- 460.3 -** The Library strictly prohibits any verbal, visual or physical conduct that insults, degrades, stigmatizes or victimizes an employee on the basis of his or her race, ethnic background or national origin. This includes conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of such prohibited conduct includes, but are not limited to:

- Ethnic or racial slurs or epithets;
- Ethnic or racial innuendoes or slang;
- Negative stereotyping
- Suggestive comments, objects or pictures; or
- Jokes or derogatory names or words of an ethnic or racial nature.

Conduct of this nature is a serious violation of Library policy and will not be condoned or permitted. Any employee who is subjected to or believes he has been subjected to such harassment or discrimination, should immediately follow the **Complaint Procedure and Investigation for Claims of Discrimination and Harassment** set forth below.

Sexual Harassment

- 460.4 -** It has been, and shall continue to be, the policy of the Library to maintain a working environment free from sexual harassment and discrimination, retaliation or intimidation based on sexual harassment. The definition of Sexual Harassment under this policy includes harassment between people of the opposite sex and people of the same sex and between employees and patrons or vendors. The prohibited conduct includes, but is not limited to:

Unwelcome sexual advances, requests for sexual favors, and all other verbal, visual or physical conduct of a sexual or otherwise offensive nature when:

- Submission to such conduct becomes an implicit or explicit term or condition of employment.
- Submission to or rejection of this conduct is used as the basis for any employment decision.
- The conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Verbal sexual harassment may include, but is not limited to:

- Epithets, slurs, negative stereotyping or spreading sexually based rumors that show hostility toward individuals because of their gender.
- Epithets, vulgarity, whistling, unwelcome or derogatory comments or slurs of a sexual nature about an individual's body, appearance or dress that is not relevant to the work environment.

- Unwelcome sexual compliments, innuendos, suggestions or jokes.
- Questions about an individual's sexual activity, sexual proclivity or sexual interests.
- Requests for dates, social contact outside of the work environment, or sexual contact after such requests have received a negative response.

Physical sexual harassment may include, but is not limited to:

- Touching another individual when that touching is not welcomed, whether forcibly or not.
- Intimidating acts of a sexual nature.
- Impeding, interfering with or blocking the movement of another individual.
- Any unwelcome physical contact of a sexual nature, such as fondling, hugging, groping or rubbing against an individual's body.

Visual sexual harassment may include, but is not limited to:

- Leering, staring or ogling.
- The circulation, posting or use of written or graphic materials, either in hardcopy or electronically, that is sexually explicit or sexually derogatory in any work related setting.

The Library does not permit or condone sexual harassment of its employees in any form, whether committed by supervisors, other employees, or non-employees, including patrons, visitors and vendors. This policy applies to decisions including, but not limited to, an employee's compensation, benefits, terms and conditions of employment, opportunities for promotion, training and development, transfer and other privileges of employment.

Sexual favoritism is also forbidden by this policy. This may include, but is not limited to, the making of any employment decision based on sexual favoritism. Sexual favoritism occurs whenever a supervisor makes a decision based upon an employee's receptiveness to sexual advances. The Library prohibits such conduct even if it is isolated in nature and is not sufficiently widespread to create an issue of unlawful conduct.

Personal relationships between employees generally are not prohibited by Library policy; however, if any facet of the relationship affects the work environment in any way, the Library may take any and all corrective actions necessary in compliance with this Sexual Harassment policy, up to and including discharge.

Employee and Supervisor Responsibility

460.5 - Each manager or supervisor is responsible for maintaining an atmosphere free of discrimination and harassment as defined above. All employees, including managers and supervisors, must notify their immediate supervisor, the Human Resources Administrator, the Assistant Human Resources Administrator or the Deputy Director of instances of discrimination or harassment or possible discrimination or harassment coming to their attention. Further, all employees are responsible for respecting the rights of their co-workers and others and for complying with this policy.

Scope of Policy

This policy is intended to prevent situations from arising that may lead to allegations of harassment and/or discrimination. Therefore, the prohibitions of this policy may, in some instances, be broader in scope than the legal prohibitions of state, federal or other laws prohibiting discrimination or retaliation. It is possible for an individual to violate this policy without violating the law. A determination that this policy has been violated is not equivalent to a violation of law. Everyone is expected to avoid behavior that could reasonably be interpreted as prohibited discrimination or retaliation.

Complaint Procedure and Investigation for Claims of Discrimination and Harassment

An employee who believes that he or she has been discriminated against or harassed must immediately report the complaint as follows. Employees are encouraged to follow the steps below, but an employee may make a report directly to the Human Resources Department, the Deputy Director or the Director at any time.

1. Whenever possible, the Library encourages the employee to convey directly to the discriminator or harasser that the behavior is unwelcome and unacceptable.
2. If the employee feels uncomfortable approaching the employee directly or if the matter has not been resolved to the employee's satisfaction, then the employee should promptly report the incident to his or her supervisor and/or follow the procedure below.
3. An employee who believes that he or she has been discriminated against should promptly report the incident in writing to the Human Resources Administrator or the Assistant Human Resources Administrator. Under ordinary circumstances, "promptly report" will mean a report within seven days of the alleged discriminatory act; however, employees are encouraged to report discrimination or retaliation at any time. If the employee feels uncomfortable making a written report, he or she should contact the Human Resources Department for assistance in preparing a written report.
4. If the employee feels uncomfortable reporting the incident to a Human Resources representative, he or she may report the alleged discriminatory act, in writing, to the Deputy Director or Director. If the employee feels uncomfortable making a written report, he or she should contact the Deputy Director or Director for assistance in preparing a written report.

5. A Human Resources representative, the Deputy Director, the Director or their designee will promptly investigate the allegations and notify the complainant of the results of the investigation. A Human Resources representative will notify the complainant in writing if the investigation will take more than fifteen days to complete.

Confidentiality

Complaints will be kept confidential to the extent practical and appropriate under the circumstances.

Employee Cooperation

Employees are expected to cooperate in the investigation of any complaint made pursuant to this policy and must comply with the Library's or its investigator's request for confidentiality. Confidentiality will be maintained throughout the investigation to the extent practical and appropriate under the circumstances.

If the investigation reveals a violation of this policy, the offending party or parties may be subject to discipline, up to and including discharge.

Protection Against Retaliation

The Library prohibits any form of retaliation against an employee who makes a report of discrimination or harassment or who participates in the investigation of a complaint. An individual found to have retaliated against an employee for reporting discrimination or against anyone participating in the investigation of a complaint, may be subject to discipline, up to and including discharge.

If an employee believes he or she has been retaliated against for reporting discrimination or for participating in the investigation of a complaint, he or she should report the incident promptly, in writing, to the Human Resources Administrator or the Assistant Human Resources Administrator. If the employee feels uncomfortable reporting the incident to a Human Resources representative, he or she may report the alleged retaliatory act, in writing, to the Deputy Director or the Director. A Human Resources representative, the Deputy Director, the Director or their designee will promptly investigate the allegations. A Human Resources representative will notify the complainant in writing if the investigation will take more than fifteen days to complete.

False Accusations

Knowingly making a false report of discrimination is also a violation of this policy. This is not meant to discourage individuals from making good faith reports. Employees should not be reluctant to report information because they are uncertain of who will be believed and whether the allegation can be proved. The Library recognizes that possible outcomes of investigations include: (1) that a violation occurred; (2) that no violation occurred; or (3) that the Library cannot conclude whether a violation occurred. If a complaint is made in good faith, but no violation is found to have occurred, this does not mean that a complaint or report is a false accusation. However, if the Library determines that an employee knowingly made a false report, the employee may be subject to discipline, up to and including discharge.

Section 600 – Library Regulations
Subsection 600.8 – E-mail

Reads as:

E-mail is made available to staff as a communication tool for Library business and professional development. Employees of the Library may be assigned e-mail accounts.

Staff use of e-mail must comply with all policies established by the Board of Library Trustees, including without limitation the policy prohibiting sexual harassment (Section 480, Human Resources Manual). Staff may not send, receive, or store materials prohibited by law, including without limitation Chapter 2907 ("Sex Offenses") of the Ohio Revised Code. Staff may not send, receive or store material that could be considered unprofessional, discriminatory, offensive, defamatory, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Staff members who receive such inappropriate material are obliged to report it to a supervisor immediately.

Staff use of e-mail must also comply with copyright and trademark law, other applicable laws, and procedures set by the Library. Staff must also be aware that all e-mail communications may be considered public records under the Ohio Public Records Act, and must be maintained and made accessible to the public upon request as required by law. Staff members who received a request for a copy of an e-mail are obliged to report it to a supervisor immediately.

All e-mail messages created, transmitted, received and/or stored on Library equipment or on the Library's network or transmitted through the Library-issued e-mail account are property of the Library and are not private or confidential. Employees have no interest, expectation, or right to privacy in any transmissions or communications to or from the Library equipment or network, or through the Library-issued e-mail account. By utilizing the e-mail system, employees consent to the Library's right, without prior notice to the employee, to access, monitor and read any e-mail file or mailbox, including without limitation those files which have been stored on floppy disks or hard disks, in order to resolve problems, investigate system abuse, or monitor the use of e-mail, and for enforcement of all legitimate Library policies and procedures.

All e-mail accounts are password-protected and employees are responsible for all e-mail messages transmitted from their accounts. Staff are required to disclose their passwords to the Library upon request. An employee may not use or access another employee's e-mail account except as authorized by the Director or Deputy Director for the purpose of enforcing these policies.

Staff members may not alter the Library's signature block in any manner, and may not send anonymous or pseudonymous messages.

Incidental personal use of the Library's e-mail system is permitted provided it does not interfere with the staff member's productivity or the productivity of his/her co-workers. Library e-mail may not be used for secondary employment.

E-mail is to be used responsibly, professionally, and with discretion. Violation of e-mail privileges will result in disciplinary action, which may include discharge, and may result in the denial of an employee's use of the e-mail system.

Section 600 – Library Regulations
Subsection 600.8

Change to: E-mail, Internet and the Library's Equipment and Network

E-mail, the Internet and the Library's Equipment and Network are made available to Staff members as communication tools for Library business and professional development. Employees of the Library may be assigned e-mail accounts and/or Internet access.

Compliance with CPL Policies

Staff members' use of e-mail, the Internet and the Library's equipment and network must comply with all policies established by the Board of Library Trustees, including without limitation the policy prohibiting discrimination, harassment and retaliation (Section 460, Human Resources Manual). Staff members may not send, receive, or store materials prohibited by law, including without limitation Chapter 2907 ("Sex Offenses") of the Ohio Revised Code. Staff members may not send, receive, or store material that CPL considers unprofessional, discriminatory, offensive, defamatory, obscene, threatening, harassing, intimidating, disruptive or creates an intimidating or hostile environment to Staff members, patrons or visitors. Staff members who receive such inappropriate material from CPL employees (1) should request that the sender stop sending inappropriate material and (2) must report the incident to their supervisor immediately. When appropriate, employees should also follow the procedure set forth in Policy 460 - the Equal Employment Opportunity Policy Against Discrimination Including Sexual Harassment.

Compliance with Copyright, Trademark and Other Laws

Staff members' use of e-mail, the Internet and the Library's equipment and network must also comply with copyright and trademark law, other applicable laws, and procedures set by the Library. Staff members must also be aware that all e-mail communications, internet use and network or equipment usage may be considered public records under the Ohio Public Records Act, and must be maintained and made accessible to the public upon request as required by law. Staff members who receive a request for a copy of such materials must report the request to their supervisor immediately.

Library Property

All e-mail messages created, transmitted, received and/or stored on Library equipment or on the Library's network or transmitted through the Library-issued e-mail account or Internet are the property of the Library and are not private or confidential. Employees have no interest, expectation, or right to privacy in any transmissions or communications to or from the Library equipment or network, or through the Library-issued e-mail or Internet accounts. By utilizing the e-mail system, the Internet and/or the Library's equipment or network, employees consent to the Library's right, without prior notice to the employee, to access, monitor and read any e-mail file or mailbox or access any equipment or network usage including, without limitation, Internet usage and those files that have been stored on floppy disks or hard disks, in order to resolve problems, investigate system abuse, or monitor the use of e-mail, the Internet or the Library's equipment or network, and for enforcement of all Library policies and procedures.

All e-mail accounts are password-protected and employees are responsible for all e-mail messages transmitted from their accounts. Staff members are required to disclose their passwords to Library management upon request. An employee may not use or access another employee's e-mail account except as authorized by the Director or Deputy Director for the purpose of enforcing these policies.

Staff members may not alter the Library's signature block in any manner, and may not send anonymous or pseudonymous messages.

Incidental personal use of the Library's e-mail system, the Internet or the Library's equipment or network is permitted provided it does not interfere with the staff member's productivity or the productivity of his/her co-workers. Library e-mail, the Internet or equipment or network may not be used for secondary employment.

E-mail, Internet and the Library's equipment and network are to be used responsibly, professionally, and with discretion. Violation of such privileges will result in disciplinary action, which may include discharge, and may result in the denial of an employee's use of the e-mail system, the Internet and/or equipment and network.

Be it resolved that the proposed revisions to the Human Resources Manual be approved by the Library Board of Trustees, to become effective immediately.

CLEVELAND PUBLIC LIBRARY

Human Resources Committee Report
 October 16, 2008

**Report on Paid Sick Time Used by the Month
 Hours Used Per Each Two Pay Periods**

MONTH	2007	2008
January	3,132.06	4,663.53
February	4,356.90	4,578.13
March	4,441.99	4,671.99
April	4,520.61	4,429.51
May	4,042.01	6,528.18*
June	6,039.32*	3,956.25
July	3,312.20	4,632.69
August	3,884.06	4,306.01
September	3,535.13	4,136.02
October	3,884.29	
November	6,914.39*	
December	4,768.46	

***Covers three pay periods**

Human Resources Committee Report

October 16, 2008

Payroll Period Ending September 27, 2008

	FULL-TIME				PART-TIME				%Min.	Total	%Min.			
	FEMALE		MALE		FEMALE		MALE							
	White	Black	Other	White	Black	Other	White	Black						
Management/ Supervisory ¹	31	22	0	21	8	2	2	0	0	0	0	0	0	0
Professional ²	45	13	5	22	1	1	1	6	2	0	2	0	0	10
Support Staff	47	128	15	32	44	4	4	24	45	8	15	38	2	132
Maintenance & Security	2	3	0	32	52	4	4	0	0	0	0	0	0	0
Pages	0	0	0	0	0	0	0	25	49	12	24	50	6	166
Total	125	166	20	107	105	11	11	55	96	20	41	88	8	308

FULL TIME EQUIVALENT (FTE): 534

FULL TIME EQUIVALENT (FTE) FOR PART TIME: 158.06

FULL TIME TURNOVER RATE: 4.9%

PART TIME TURNOVER RATE: 11.7%

*INCLUDES
5 LEAVES OF ABSENCE

¹ Includes 70 Librarians

² Includes 87 Librarians

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

Human Resources Committee Report
October 16, 2008

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Health Care	111	88	199
Dental	223	110	333
Total	257	199	456

Workers' Compensation Lost Time Report

Classification	Dept/Location	Date of Injury	Total days missed this month
Painter	Main	08/01/08	30

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

CIRCULATION ACTIVITY	Monthly Total		Average Daily		Year-to-Date		YTD Gain/Loss
	2008	2007	2008	2007	2008	2007	
Main Library	163,382	142,402	6,051	5,477	1,447,360	1,283,451	12.8%
Branches & Mobile Units	345,151	303,457	13,806	12,644	3,069,058	2,766,132	11.0%
Library for the Blind	40,886	42,893	1,947	2,258	379,608	404,581	-6.2%
TOTAL CIRCULATION	549,419	488,752			4,896,026	4,454,164	9.9%

REFERENCE TRANSACTIONS	Reference		Average Daily		Year-to-Date		YTD Gain/Loss
	2008	2007	2008	2007	2008	2007	
Main Library	39,668	42,716	1,469	1,643	333,992	375,133	-11.0%
Branches & Mobile Unit	51,769	49,443	2,071	2,060	447,740	457,562	-2.1%
Library for the Blind	1,926	1,474	92	78	14,617	11,959	22.2%
TOTAL QUESTIONS	93,363	93,633			796,349	844,654	-5.7%

COMPUTER USAGE	Number of Computers	Number of Sessions	Total Hours		Avg Session in Minutes
			In Use	in Minutes	
Main Library	67	14,269	11,180	47.01	
Branches	212	70,848	34,676	29.37	
TOTAL USAGE	279	85,117	45,856		

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

WALK-IN COUNT	Monthly Total		Average Daily		Year-to-Date		YTD Gain/Loss
	2008	2007	2008	2007	2008	2007	
Main Library	62,039	56,680	2,298	2,180	539,852	531,081	1.7%
Branches	295,741	275,887	11,830	11,495	2,585,508	2,439,155	6.0%
Mobile Unit	607	738			7,146	7,441	-4.0%
TOTAL VISITS	358,387	333,305			3,132,506	2,977,677	5.2%

Lorain Branch closed 9/23/08 for roof repairs expected to take 6-8 weeks. Mobile Unit on site Thursdays 5:30-8:00PM and Saturdays 10:00-5:30PM until work is completed. Patrons are picking up holds at Eastman Branch.

CLEVELAND PUBLIC LIBRARY
 BRANCH AND MOBILE UNIT DIRECT & TOTAL CIRCULATION FOR SEPTEMBER 2008

BRANCH	a	b	c	d	e	f	g	h
	Branch Circulation	Sent from Other Branches	Sent from Main	Sent from Other CLEVNET Systems	Manual Circulation	Total Direct Circulation (a+b+c+d+e)	Sent to Other CLEVNET Systems	Total Circulation (f+g)
Addison	13,257	927	754	1,041	0	15,979	1,101	17,080
Broadway	3,704	115	65	105	0	3,989	267	4,256
Brooklyn	6,719	515	274	540	400	8,448	728	9,176
Carnegie West	8,366	774	884	1,163	0	11,187	723	11,910
Collinwood	10,078	580	419	772	0	11,849	1,149	12,998
East 131st	4,806	216	176	338	0	5,536	387	5,923
Eastman	13,293	1,228	1,061	1,598	0	17,180	960	18,140
Fleet	9,542	811	680	1,025	0	12,058	724	12,782
Fulton	7,381	478	478	711	0	9,048	661	9,709
Garden Valley	4,246	226	131	149	0	4,752	433	5,185
Glenville	6,937	748	417	897	37	9,036	481	9,517
Harvard-Lee	8,023	541	481	582	0	9,627	721	10,348
Hough	4,643	491	294	551	0	5,979	345	6,324
Jefferson	9,132	717	557	971	150	11,527	663	12,190
Langston Hughes	5,002	449	203	345	40	6,039	473	6,512
Lorain	6,227	416	278	508	243	7,672	865	8,537
Martin Luther King, Jr.	5,333	441	821	1,059	221	7,875	781	8,656
Memorial-Nottingham	13,624	728	1,178	1,742	397	17,669	1,559	19,228
Mt. Pleasant	7,403	388	217	502	0	8,510	633	9,143
Rice	7,669	430	311	584	0	8,994	849	9,843
Rockport	16,567	1,384	1,152	2,010	0	21,113	1,864	22,977
South	8,506	460	237	386	0	9,589	865	10,454
South Brooklyn	17,586	1,112	1,362	2,254	0	22,314	2,011	24,325
Sterling	5,256	470	298	590	0	6,614	481	7,095
Union	6,210	783	396	636	0	8,025	562	8,587
Walz	12,817	1,009	1,099	1,263	0	16,188	1,173	17,361
West Park	19,562	1,343	2,166	2,932	61	26,164	2,749	28,913
Woodland	10,250	725	344	752	0	12,071	913	12,984
BRANCH TOTAL	252,239	18,505	16,733	26,006	1,549	315,032	25,121	340,153
Mobile Units	3,114	128	226	271	1,111	4,850	148	4,998
TOTAL	255,353	18,633	16,959	26,277	2,660	319,882	25,269	345,151

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

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2008	2007	2008	2007		
Addison	17,080	14,144	140,428	122,201	18,227	14.9%
Broadway	4,256	2,829	35,889	26,601	9,288	34.9%
Brooklyn	9,176	8,483	83,404	79,643	3,761	4.7%
Carnegie West	11,910	11,798	106,104	100,784	5,320	5.3%
Collinwood	12,998	10,755	113,593	86,228	27,365	31.7%
East 131st	5,923	4,313	45,741	40,090	5,651	14.1%
Eastman	18,140	15,289	158,400	149,466	8,934	6.0%
Fleet	12,762	11,394	106,869	109,264	-2,395	-2.2%
Fulton	9,709	9,980	90,652	86,583	4,069	4.7%
Garden Valley	5,185	872	43,496	9,524	33,972	356.7%
Glenville	9,517	7,645	79,189	62,688	16,501	26.3%
Harvard-Lee	10,348	9,041	92,972	79,598	13,374	16.8%
Hough	6,324	6,071	62,724	55,616	7,108	12.8%
Jefferson	12,190	8,909	105,207	84,197	21,010	25.0%
Langston Hughes	6,512	7,456	69,344	69,425	-81	-0.1%
Lorain	8,537	11,686	118,263	104,381	13,882	13.3%
Martin Luther King, Jr.	8,656	9,371	84,768	81,494	3,274	4.0%
Memorial-Nottingham	19,228	17,452	175,210	169,333	5,877	3.5%
Mt. Pleasant	9,143	7,467	74,118	60,160	13,958	23.2%
Rice	9,843	8,266	83,276	73,639	9,637	13.1%
Rockport	22,977	21,122	204,647	199,262	5,385	2.7%
South	10,454	8,491	87,122	77,925	9,197	11.8%
South Brooklyn	24,325	21,976	223,941	211,093	12,848	6.1%
Sterling	7,095	5,557	53,835	54,681	-846	-1.5%
Union	8,587	7,775	71,540	65,574	5,966	9.1%
Walz	17,361	14,363	141,717	126,577	15,140	12.0%
West Park	28,913	26,135	264,682	252,466	12,216	4.8%
Woodland	12,984	9,015	96,983	82,723	14,260	17.2%
BRANCH TOTAL	340,153	297,655	3,014,114	2,721,216	292,898	10.8%
Mobile Units	4,998	5,802	54,944	44,916	10,028	22.3%
TOTAL	345,151	303,457	3,069,058	2,766,132	302,926	11.0%

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

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2008	2007	2008	2007		
Addison	11,707	10,027	102,511	94,790	7,721	8.1%
Broadway	2,536	1,172	17,341	11,116	6,225	56.0%
Brooklyn	4,984	5,812	48,488	54,529	-6,041	-11.1%
Carnegie West	20,812	15,315	143,085	126,136	16,949	13.4%
Collinwood	8,294	10,138	86,477	87,262	-785	-0.9%
East 131st	7,665	7,579	66,654	62,226	4,428	7.1%
Eastman	13,822	12,734	114,418	102,821	11,597	11.3%
Fleet	13,607	12,361	104,469	107,452	-2,983	-2.8%
Fulton	8,031	8,794	67,319	81,671	-14,352	-17.6%
Garden Valley	7,799	803	60,449	7,789	52,660	676.1%
Glenville	10,410	8,699	81,476	79,422	2,054	2.6%
Harvard-Lee	14,386	12,376	119,054	112,829	6,225	5.5%
Hough*	15,447	17,371	165,145	136,164	28,981	21.3%
Jefferson	9,480	9,707	86,102	86,612	-510	-0.6%
Langston Hughes**	7,489	9,685	69,131	79,618	-10,487	-13.2%
Lorain ¹	6,762	10,396	95,310	93,203	2,107	2.3%
Martin Luther King, Jr.*	7,679	10,069	70,671	79,557	-8,886	-11.2%
Memorial-Nottingham	10,390	10,037	94,253	95,424	-1,171	-1.2%
Mt. Pleasant	9,791	8,409	87,003	74,337	12,666	17.0%
Rice	7,309	7,354	65,892	65,164	728	1.1%
Rockport	12,922	11,769	111,192	108,650	2,542	2.3%
South ²	10,000	10,703	88,175	85,628	2,547	3.0%
South Brooklyn	17,569	15,748	149,649	151,031	-1,382	-0.9%
Sterling	11,214	12,002	116,292	91,205	25,087	27.5%
Union	12,938	8,963	90,969	88,647	2,322	2.6%
Walz	11,236	9,977	90,437	87,051	3,386	3.9%
West Park	11,887	10,443	109,076	99,009	10,067	10.2%
Woodland	9,575	7,444	84,470	89,812	-5,342	-5.9%
BRANCH TOTAL	295,741	275,887	2,585,508	2,439,155	146,353	6.0%
Mobile Unit	607	738	7,146	7,441	-295	-4.0%
TOTAL	296,348	276,625	2,592,654	2,446,596	146,058	6.0%

¹Lorain Branch closed for 6-8 weeks beginning 9/23/08 for emergency roof repair; also closed all day 9/13/08.

²South Branch attendance underreported last month and estimated this month due to problem with people counter.

*Branches closed 9/15-17/08 due to power outage from storm. **Branch had no power but remained open using natural light; closed at 5PM each day.

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS SEPTEMBER 2008**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
1 West Park	28,913	1 Carnegie West	20,812	1 Fleet	33,842
2 South Brooklyn	24,325	2 South Brooklyn	17,569	2 South Brooklyn	32,393
3 Rockport	22,977	3 Hough	15,447	3 West Park	27,835
4 Memorial-Nottingham	19,228	4 Harvard-Lee	14,386	4 Rice	26,130
5 Eastman	18,140	5 Eastman	13,822	5 Eastman	25,262
6 Walz	17,361	6 Fleet	13,607	6 Fulton	22,366
7 Addison	17,080	7 Union	12,938	7 Memorial-Nottingham	21,670
8 Collinwood	12,998	8 Rockport	12,922	8 Langston Hughes	21,014
9 Woodland	12,984	9 West Park	11,887	9 Rockport	20,531
10 Fleet	12,782	10 Addison	11,707	10 Glenville	20,174
11 Jefferson	12,190	11 Walz	11,236	11 Harvard-Lee	20,116
12 Carnegie West	11,910	12 Sterling	11,214	12 Collinwood	19,630
13 South	10,454	13 Glenville	10,410	13 Addison	19,282
14 Harvard-Lee	10,348	14 Memorial-Nottingham	10,390	14 Walz	18,101
15 Rice	9,843	15 South*	10,000	15 East 131st	17,848
16 Fulton	9,709	16 Mt. Pleasant	9,791	16 Mt. Pleasant	17,085
17 Glenville	9,517	17 Woodland	9,575	17 Martin Luther King, Jr.	15,262
18 Brooklyn	9,176	18 Jefferson	9,480	18 Lorain	14,499
19 Mt. Pleasant	9,143	19 Collinwood	8,294	19 Union	12,684
20 Martin Luther King, Jr.	8,656	20 Fulton	8,031	20 Carnegie West	11,552
21 Union	8,587	21 Garden Valley	7,799	21 Sterling	9,255
22 Lorain	8,537	22 Martin Luther King, Jr.	7,679	22 Hough	7,747
23 Sterling	7,095	23 East 131st	7,665	23 South	7,679
24 Langston Hughes	6,512	24 Langston Hughes	7,489	24 Woodland	7,391
25 Hough	6,324	25 Rice	7,309	25 Brooklyn	6,345
26 East 131st	5,923	26 Lorain*	6,762	26 Jefferson	3,957
27 Garden Valley	5,185	27 Brooklyn	4,984	27 Garden Valley	3,490
28 Broadway	4,256	28 Broadway	2,536	28 Broadway	1,922
	340,153		295,741		465,062

*See footnotes page 4.

*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 SEPTEMBER 2008**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD	
	2008	2007	2008	2007	Gain/Loss	Gain/Loss
CLEVNET	60,410	50,480	551,163	480,756		14.6%
MORE	1,402	1,475	11,625	10,892		6.7%
Other Libraries	785	644	6,374	6,215		2.6%
TOTAL	62,597	52,599	569,162	497,863		14.3%

*Totals included in Main Library and Branch circulation counts.

PHOTODUPLICATION Items copied Prints	Monthly Total		Year-to-Date		YTD	
	2008	2007	2008	2007	Gain/Loss	Gain/Loss
	212	161	1,803	1,945		-7.3%
	3,344	2,682	28,890	31,053		-7.0%

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD Projected (Mon - Sat)	Monthly Total		Year-to-Date		YTD	
	2008	2007	2008	2007	Gain/Loss	Gain/Loss
KnowItNow Web Reference*	29,831	32,310	238,196	287,282		-17.1%
Research Correspondence**	1,567	2,873	26,347	29,124		-9.5%
Interlibrary Loan Requests	1,700	669	12,513	3,449		262.8%
Sunday Count	5,517	5,740	50,614	47,238		7.1%
TOTAL	1,053	1,124	6,322	8,040		-21.4%

*Questions taken by CPL staff.

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

CHANGES IN PERMANENT COLLECTION New Titles Added Total Items Added	Monthly Total		Year-to-Date		YTD	
	2008	2007	2008	2007	Gain/Loss	Gain/Loss
	7,983	6,082	78,810	63,138		24.8%
	34,837	25,203	293,335	321,936		-8.9%

PERMANENT CARDS ISSUED	Monthly Total		Year-to-Date		YTD	
	2008	2007	2008	2007	Gain/Loss	Gain/Loss
	8,024	7,033	64,070	59,079		8.4%

DAYS OPEN Main Library Branches	2008	2007
	27.0	26.0
25.0	24.0	

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

