

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

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

Absent: None

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

**Approval of the Minutes**

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

**COMMUNICATIONS**

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

**FINANCE COMMITTEE REPORT**

Mr. Corrigan presented the following report.

**Gift Report** (See page 34)

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

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

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

GIFT REPORT  
 Approved

RESOLUTION  
REGARDING  
DECEMBER 31,  
2008 GENERAL  
FUND BALANCE  
Approved

Resolution Regarding December 31, 2008 General Fund  
Balance

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

WHEREAS, *Ohio Revised Code* Section 3375.40 (K) provides for the set aside of unencumbered General Fund balances at the end of each fiscal year; and

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

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

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

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

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

First Amendment to the Year 2009 Appropriation

(See pages 35-39)

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

WHEREAS, *Ohio Revised Code* Section 5705.40 provides for the amendment of an appropriation measure when necessary; and

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

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

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

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

Resolution for Agreement for Telecommunications Services

(See pages 40-52)

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

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

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

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

for selected telecommunication costs; and

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

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

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

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

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

Change Order #1: New Rice Branch Library Project

(See page 53)

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

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

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

**CHANGE ORDER  
#1: NEW RICE  
BRANCH LIBRARY  
PROJECT**  
Approved

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

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

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

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

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

Mr. Corrigan submitted the following reports.

Clerk-Treasurer's Report

(See pages 54-98)

Special Report on Income and Expenditures

(See pages 99-103)

CLERK-TREAS.  
REPORT  
Submitted

SPECIAL REPORT  
ON INCOME &  
EXPENDITURES  
Submitted

**REPORT ON  
INVESTMENTS**  
Submitted

Report on Investments

(See page 104)

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

Report on Conference and Travel Expenditures

(See pages 105-106)

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

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

(See page 107)

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

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

(See pages 108-109)

**HUMAN RESOURCES COMMITTEE REPORT**

Mr. Seifullah presented the following report.

**REGULAR  
EMPLOYMENT  
REPORT**  
Approved

Regular Employee Report (See pages 110-111)

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

**RETIREMENT  
RECOGNITION  
CITATION**  
Approved

Retirement Recognition Citation

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

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

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

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

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

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

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

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

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

Mr. Seifullah submitted the following reports.

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

(See pages 112-127)

Report on Paid Sick Time Used by the Month

(See page 128)

Affirmative Action Plan Report

(See page 129)

Insurance Summary Report

(See page 130)

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

**REPORT ON  
PAID SICK TIME  
Submitted**

**AFFIRMATIVE  
ACTION PLAN  
REPORT  
Submitted**

**INSURANCE  
SUMMARY  
REPORT  
Submitted**

COMMUNITY SERVICES

Ms. Rodriguez submitted the following reports.

Monthly Activity Report

(See pages 131-137)

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

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

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

NEW BUSINESS

Mr. Corrigan presented the following item of new business.

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

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

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

MONTHLY  
ACTIVITY REPORT  
Submitted

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



Mr. Thomas in that capacity;

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

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

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

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

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

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

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

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

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

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

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

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

**DIRECTOR'S  
REPORT**  
Presented

**DIRECTOR'S REPORT**

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

**Facilities**

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

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

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

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

### 2009 Budget

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

### Other Updates

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

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

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

BRANCHES AND OUTREACH SERVICES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### MAIN LIBRARY

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

### TECHNICAL SERVICES

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

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

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

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

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

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

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

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

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

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

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

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

## PUBLIC RELATIONS

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

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

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

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

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

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

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

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

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

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

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

### BUILDINGS SERVICES

Buildings Office: Made numerous branch inspections.

Monitoring utilities usage.

Attended construction meeting for Rice Branch.

Monitoring roof replacement at Lorain Branch.

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

Prepared Rice Branch for ceiling repairs.

Prepped floor for painting at the Lake Shore facility.

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

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

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

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

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

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

Replaced exhaust fan for public restrooms at Fulton Branch.

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

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

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

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

Repaired custodial sink drain at Rice Branch.

Upgraded control for heating pumps at West Park Branch.

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

Garage: Installed light on vehicle #18.

Repaired taillight on delivery truck #5.

Replaced hose and thermostat on truck #6.

### SECURITY OPERATIONS

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

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

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

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

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

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

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

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

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

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

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



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

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

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

#### AUTOMATION SERVICES

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

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

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

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

#### **Other CPL Projects**

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

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

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

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

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

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

#### **Other CLEVNET Projects**

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

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

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

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

The Zimbra email server was tuned to improve overall performance.

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

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

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

the acquisitions module in 2009.

The Flowan HelpDesk software was upgraded to improve performance.

#### **KnowItNow**

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

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

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

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

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

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

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

**Statistics**

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

Automation Services Statistics, 12/2008				
	# Cases Opened	# Cases Closed	Site Visits	TOTAL
<b>HARDWARE</b>				
CPL Main	75	64	32	171
CPL Branch	70	60	17	147
CPL Lake Shore	21	19	3	43
CLEVNET	17	13	22	52
PUBLIC				0
<b>HARDWARE TOTAL</b>	<b>183</b>	<b>156</b>	<b>74</b>	<b>413</b>
<b>SOFTWARE</b>				
CPL Main	21	20		41
CPL Branch	15	15		30
CPL Lake Shore	17	17		34
CLEVNET	57	56		113
PUBLIC	11	11		22
<b>SOFTWARE TOTAL</b>	<b>100</b>	<b>99</b>	<b>0</b>	<b>240</b>
<b>WEBWARE</b>				
CPL Main	7	7		14
CPL Branch	3	3		6
CPL Lake Shore				0
CLEVNET	2	1		3
PUBLIC	24	22		46
<b>WEBWARE TOTAL</b>	<b>36</b>	<b>33</b>	<b>0</b>	<b>69</b>
<b>KIN</b>				
CPL Main	5	5	0	10
CPL Branch	2	2	0	4
CLEVNET			0	0
PUBLIC			0	0
KIN Library	9	9	0	18
OHIOLink Library	2	2	0	4
After Dark			0	0
<b>KIN TOTAL</b>	<b>18</b>	<b>18</b>	<b>0</b>	<b>36</b>
<b>GRAND TOTAL</b>	<b>337</b>	<b>306</b>	<b>74</b>	<b>758</b>

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

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Alice G. Butts  
President

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Maritza Rodriguez  
Secretary

2009 ORGANIZATIONAL MEETING OF THE LIBRARY BOARD

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

Election of Officers

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

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

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

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

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

Election of Fiscal Officer & Appointment of Deputy Fiscal Officers

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

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

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

**OFFICERS**  
Elected

**FISCAL OFFICER**  
Elected

**DEPUTY FISCAL OFFICERS**  
Appointed



the duties as First and Second Deputy Fiscal Officer.

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

Renewal of Surety Bonds on Fiscal Officers

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

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

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

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Alice G. Butts  
President

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Maritza Rodriguez  
Secretary

**SURETY BOND ON  
FISCAL OFFICERS**  
Approved

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee  
January 22, 2009**

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

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

**MONEY GIFTS**

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

**SUMMARY**

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

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

Form Prescribed by the Bureau of Inspection and Supervision of Public Offices.  
County Auditor's Form No. 139

**AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES**  
Based on 84.57% current collection of current levy for previous tax year.  
Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

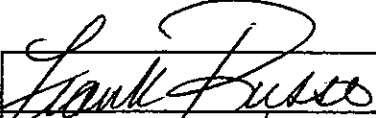

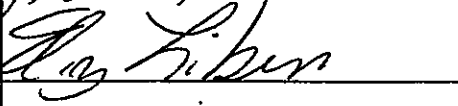
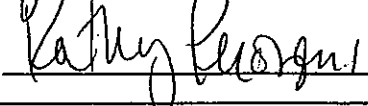
Cleveland, Ohio

December 31, 2008  
(2009 PLF Entitlement Reduction)

Library Trustees of the: Cleveland Library

The following is the amended official certificate of estimated resources for the fiscal year  
1st, 2009, as revised by the Budget Commission of said County, which shall govern the total of appropriations  
at any time during such fiscal year:

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

	<b>Budget</b>	
	<b>Commission</b>	

Form Prescribed by the Bureau of Inspection and Supervision of Public Offices.  
County Auditor's Form No. 139

**AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES**

Based on 84.57% current collection of current levy for previous tax year.

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

January 15, 2009

To the Board of Library Trustees of the:

Cleveland Library

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1st, 2009, as revised by the Budget Commission of said County, which shall govern the total of appropriations appropriations made at any time during such fiscal year:

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

<i>Frank Russo</i>	Budget	<i>Jim Costello</i>
<i>Elyse Libens</i>	Commission	<i>Kathy Keozen</i>

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

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

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

(1) Certificate dated December 11, 2008

(2) Certificate dated January 15, 2009

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

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

SPECIAL REVENUE FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
Anderson	139,500.00	33,036.47	172,536.47
Endowment for the Blind	1,232,800.00	124,960.22	1,357,760.22
Founders	1,291,000.00	537,551.19	1,828,551.19
Kaiser	25,900.00	14,244.59	40,144.59
Kraley	102,700.00	39,209.99	141,909.99
Library	111,800.00	58,268.50	170,068.50
Pepke	66,000.00	20,789.54	86,789.54
Wickwire	798,700.00	208,063.80	1,006,763.80
Wittke	46,400.00	14,160.11	60,560.11
Young	2,060,000.00	571,940.87	2,631,940.87
Friends	14,000.00	7,540.13	21,540.13
Judd	190,000.00	-30,000.00	160,000.00
Lockwood Thompson	180,000.00	31,483.26	211,483.26
Ohio Center for the Book	1,900.00	0.00	1,900.00
Schweinfurth	50,000.00	3,040.53	53,040.53
Cleveland NCA Kiosks	14,300.00	69.66	14,369.66
Bill & Melinda Gates	0.00	0.00	0.00
Harvard Kiosk	8,700.00	56.23	8,756.23
MetLife-Fit for Life	23,800.00	0.00	23,800.00
LSTA-LBPH	0.00	0.00	0.00
LSTA-Know It Now	331,651.00	-36,301.57	295,349.43
<b>TOTAL SPECIAL REVENUE</b>	<b>6,689,151.00</b>	<b>1,598,113.52</b>	<b>8,287,264.52</b> (5)
<b>CAPITAL PROJECTS FUNDS</b>	<b>Prior Fund Balance</b>	<b>Increase/ Decrease</b>	<b>Amended Fund Balance</b>
<b>BUILDING &amp; REPAIR</b>	<b>5,400,000.00</b>	<b>-433,840.29</b>	<b>4,966,159.71</b> (6)

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

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

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

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

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

152 T1ZFCLEVOH62DCO CLEWOHOWJOO 5 primes

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

ISDN PRIME pricing - Unlimited 36

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

ISDN PRIME pricing - Unlimited 60

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

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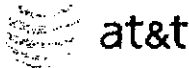
3,519.40 x

12.00 =

42,232.80 +



JAN 05 2009



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

Service Agreement Provided Pursuant to Custom Terms

Customer ("Customer")

AT&amp;T ("AT&amp;T")

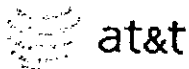
20090107-0177

CLEVELAND PUBLIC LIBRARY 325 SUPERIOR AVE CLEVELAND OHIO 44114 USA	For purposes of this Service Agreement, AT&T means the Service Provider specifically identified herein.
<b>Customer Contact (for notices)</b>	<b>AT&amp;T Contact (for notices)</b>
Name: Larry Finnigan Title: Director of IT Telephone: 216-623-2811 Fax: E-mail: larry.finnegan@cpl.org <u>Address, if different from above:</u> Street Address City State Zip Code USA	Account Rep Name: ANDREA PHILLIPS Title: Street Address: 208 PORTAGE TRAIL 3RD FLOOR City: CUYAHOGA FALLS State: OH Zip Code: 44221 Telephone: 3304056970 Fax: 3304055027 Email: ap1825@sbc.com <u>With a copy to:</u> AT&T Corp. One AT&T Way, Bedminster, NJ 07921-0752 Attn: Master Agreement Support Team E-mail: mast@att.com
<b>AT&amp;T Authorized Agent or Representative Information (if applicable) <input type="checkbox"/> Primary Sales Contact</b>	
Name: Company Name: Agent Street Address: City: State: Zip Code: Telephone: Fax: Email: Agent Code	

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

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

<b>Customer (by its authorized representative)</b>	<b>AT&amp;T (by its authorized representative)</b>
By:	By:
Printed or Typed Name:	Printed or Typed Name: <b>GABRIELA RATULOWSKI</b>
Title:	Title: <b>Contract Management</b>
Date:	Date: <b>1-7-2009</b>



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

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

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

**Conversion from Month-to-Month**

**Upgrade from Measured ISDN PRI to Unlimited ISDN PRI**

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

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

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

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

<input type="checkbox"/> Illinois Bell Telephone Company d/b/a AT&T Illinois - Tariff No. 19, Part 15 and Part 17
<input type="checkbox"/> Indiana Bell Telephone Company, Incorporated d/b/a AT&T Indiana - AT&T Indiana Guidebook
<input type="checkbox"/> Michigan Bell Telephone Company d/b/a AT&T Michigan - Retail Catalog/Guidebook, Part 15 and Part 17
<input checked="" type="checkbox"/> The Ohio Bell Telephone Company d/b/a AT&T Ohio - AT&T Ohio Guidebook, Part 15 and Part 17
<input type="checkbox"/> Wisconsin Bell, Inc. d/b/a AT&T Wisconsin - Tariff No. 20, Part 15 and Part 17

**Order information:**

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

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

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

109 T1ZF CLEVOH62DCO CLEWOHOWH00 BTN 216 R01-8556

110 T1ZF CLEVOH62DCO CLEWOHOWH00 BTN 216 R01-8556

112 T1ZF CLEVOH62DCO CLEWOHOWH00 BTN 216 R01-8556

112 T1ZF CLEVOH62DCO CLEWOHOWH00 BTN 216 R01-8335

IV. **Requested Installation Date:**

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

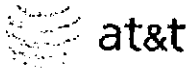
\*If Yes, Central Office CLLI Serving the Circuit Location Address: CLEVOH6262F

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

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

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

AT&T and Customer Confidential Information


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

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

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

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

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

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

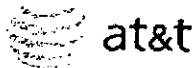
**B. Monthly Charges – Optional Features - Optional features available on month-to-month rates.**

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

**C. Non-recurring Charges**

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

**AT&T and Customer Confidential Information**



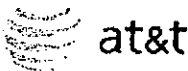
AT&T ILEC ISDN Prime (PRI) with DS1 Service ("Service")  
Service Agreement Provided Pursuant to Custom Terms

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

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

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

<b><i>This section for internal use only</i></b>	
Billing Telephone Number for Existing service, if applicable:	216-r01-8556,216r018335
Program Code:	PRIULICB



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

TERMS AND CONDITIONS

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

1. **Definitions**

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

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

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

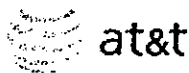
2. **Description of Service.** The Services described below are provided solely by the AT&T entity identified above and are not jointly provided with any other carrier. Service(s) are provided pursuant to the terms and conditions set forth in the appropriate Tariff, Guidebook, or BSA.

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

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

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

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



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

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

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

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

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

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

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

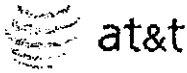
- 6.1. If Customer cancels this Agreement prior to the Term Start Date, Customer will reimburse AT&T for time and materials incurred prior to the effective date of termination, plus any third-party charges resulting from the termination.
- 6.2. If Customer terminates Service(s) before expiration of the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

**7. Tariff and Regulations.**

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

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

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



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

Service Agreement Provided Pursuant to Custom Terms

- 9. Publicity and Trademarks.** Neither party may issue any public statements or announcements relating to the terms of this Agreement or the provision of Services without the prior written consent of the other party. Each party agrees not to display or use, in advertising or otherwise, any of the other party's trade names, logos, trademarks, service marks or other indicia of origin without the other party's prior written consent, which consent may be revoked at any time by notice.
- 10. Governing Law.** This Agreement and any claims arising hereunder or related hereto, whether in contract or tort, shall be governed by the domestic laws of the State in which the Services are provided.
- 11. Severability.** If any portion of this Agreement is found to be invalid or unenforceable, or if applicable law mandates a different interpretation or result, the remaining provisions will remain in effect and the parties will negotiate in good faith to substitute for such invalid, illegal, or unenforceable provision a mutually acceptable provision consistent with the original intention of the parties.
- 12. Amendments and Waivers.** Any supplement to or modification or waiver of any provision of this Agreement must be in writing and signed by authorized representatives of both parties. A waiver by either party of any breach of this Agreement will not operate as a waiver of any other breach of this Agreement.
- 13. Notices.** All notices required under this Agreement will be delivered in writing to the recipient's contact designated on the first page of this Agreement, or to such other contact as designated in writing from time to time. Notices shall be by internationally recognized overnight courier, certified or registered mail, email, or facsimile and will be effective upon receipt or when delivery is refused, whichever occurs sooner.
- 14. Confidentiality.** This Agreement and any pricing or other proposals are confidential to Customer and AT&T. Neither party may publicly disclose any confidential information without the prior written consent of the other, unless authorized by applicable law, regulation or court order. Until directed otherwise by Customer in writing, if AT&T designates a dedicated account representative as Customer's primary contact with AT&T, Customer authorizes that representative to discuss and disclose Customer's customer proprietary network information to any employee or agent of Customer without a need for further authentication or authorization.
- 15. Ohio Terms and Conditions.**
- To the extent this Agreement relates to regulated Services provided in Ohio:
- 15.1 Inclusion of termination liability in this Agreement does not constitute a determination by the Public Utilities Commission of Ohio (PUCO) that the termination liability is approved or sanctioned. The Customer is free to pursue its legal remedies should a dispute arise.
- 15.2 Approval of limitation of liability language by the PUCO does not constitute a determination by the Commission that the limitation of liability imposed by AT&T should be upheld in a court of law. Approval by the Commission merely recognizes that since it is a court's responsibility to adjudicate negligence and consequential damage claims, it is also the court's responsibility to determine the validity of the exculpatory clause.
- 15.3 In Ohio, Customer is not precluded from disclosing the terms and conditions of this or any Ohio agreement to another entity.
- 16. Entire Agreement.** This Agreement and the applicable Tariff(s) or Guidebook(s) constitute the entire agreement between the parties with respect to the Services provided under this Agreement, and supersedes all other agreements, proposals, representations, statements or understandings, whether written or oral, concerning the Services or the rights and obligations relating to the Services, and the parties disclaim any reliance thereon. This Agreement will not be modified or supplemented by any written or oral statements, proposals, representations, advertisements, service descriptions or purchase order forms not expressly set forth in this Agreement.

End of Document

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

MW ISDN PRI Competitive Verification Form

Customer Section

Customer Name **CLEVELAND PUBLIC LIBRARY**  
 Customer Address **325 Superior Ave** City **Cleveland** State **OH**  
 Opportunity Type **New**  Retention  Winback  Renewal (Existing CN)  Existing PRI BTN  
 Quantity of ISDN PRI Circuits requested **5** Serving Central Office CLLI **CLEVOH6262F** NPA NXX **216-623**  
 DS1 Needed?  YES, Qualifies for DS1 Metro Blitz?  YES  NO\* FX or Host/Remote?  YES (Note: DS1 Mileage Chrgs apply)  NO

Competitive Information Section

NOTE: IF USING \$160 AS SAVE OFFER, MUST ATTACH COMPETITIVE QUOTE OR CUSTOMER LETTER/EMAIL

Competitor Name: **xo** Competitor Type: **Reseller**  
 Cust. Contact (who indicated competitive threat) **Larry Finnigan** Title **Director Of IT** Phone **330-623-2811**  
 Competitor Quoted Rates: Attach supporting documentation - Actual quote or evidence of competitive rates in specific area. REQUIRED. PRI Rate **\$ 700** Contract Term **36** Installation **\$ 0**  
 DS1 Rate **\$ incl** Contract Term  Installation **\$**

Pricing Approval Section - May combine one (1) PRI Program & one (1) DS1 Program per customer order.  
 NOTICE: May NOT combine programs with ISDN PRI Unlimited Local ICB Lite as both PRI & DS1 already included.

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

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

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

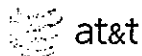
Program Code = **PRIULICB**  
 Offer Level (PRI+DS1 w/o DS1 Mlg) **\$695**  
 Authorizing Signature **Sales RVP (3<sup>rd</sup>/4<sup>th</sup>)** Additional Signature **None**

Form Prepared By:  
 Name **ANDREA PHILLIPS** Title **Account manager**  
 ATTUID **A543144** Phone # **3304056970** Date   
 Sales RVP Name **Ron Hoots** Title **RVP**  
 Sales RVP Signature\* (3<sup>rd</sup>/4<sup>th</sup> level) *[Signature]* Phone # **216-263-6550** Date **1-5-09**

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

Technical Sales Manager Name  ATTUID  Date   
 Signature\*   
 Electronic Signature Here:





## E-rate Rider

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

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

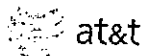
### TERMS AND CONDITIONS APPLICABLE TO E-RATE FUNDED PRODUCTS AND SERVICES

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

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

### CONFIDENTIAL INFORMATION

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



## E-rate Rider

### Customer Must Choose A or B

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

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

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

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

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

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

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

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

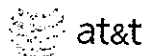
2. Funding Denial Agreement Termination: if a funding request is denied by the USAC/SLD, the Agreement, with respect to such Service(s), shall terminate sixty (60) days from the date of the FCDL in which E-Rate funding is denied or on the 30<sup>th</sup> day following the final appeal of such denial,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

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

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

#### CONFIDENTIAL INFORMATION

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## E-rate Rider

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

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

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

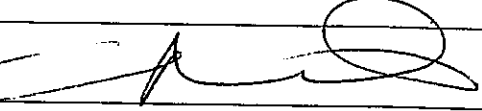
Service Provider Invoice form - ("SPI") – Form 474:

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

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

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

SO AGREED by the Parties' respective authorized signatories:

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

**CONFIDENTIAL INFORMATION**

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## Pre-signature Authorization Form

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

**Provide Legitimate Business Reason:**

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

**Sales Director Approval Signature:**

*Ron Hoots* 1-5-09

**Printed Name:**

\_\_\_\_\_  
Ron Hoots

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

## Cleveland Public Library

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

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

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

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

*H. Sandra Hudson*

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

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

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Total</u>
41 Taxes	27,930,750.52	0.00	0.00	0.00	27,930,750.52
42 Intergovernmental	33,078,067.07	853,218.67	0.00	0.00	33,931,285.74
43 Fines & Fees	318,557.28	0.00	0.00	0.00	318,557.28
44 Investment Earnings	1,569,180.27	(552,366.68)	0.00	(147,994.13)	868,819.46
45 Charges for Services	3,159,938.22	0.00	0.00	0.00	3,159,938.22
46 Contributions & Donations	0.00	601,529.80	0.00	0.00	601,529.80
48 Miscellaneous Revenue	490,587.42	338.00	0.00	0.00	490,925.42
<b>Total Revenues</b>	<b>\$ 66,547,080.78</b>	<b>\$ 902,719.79</b>	<b>\$ 0.00</b>	<b>\$(147,994.13)</b>	<b>\$ 67,301,806.44</b>
51 Salaries/Benefits	42,752,368.54	462,531.10	0.00	0.00	43,214,899.64
52 Supplies	1,303,624.52	11,100.00	0.00	7,144.31	1,321,868.83
53 Purchased/Contracted Services	10,172,257.79	753,244.47	0.00	11,460.79	10,936,963.05
54 Library Materials	12,375,080.67	190,031.65	0.00	36,011.41	12,601,123.73
55 Capital Outlay	273,973.72	49,831.46	1,947,654.95	2,953.80	2,274,413.93
57 Miscellaneous Expenses	79,880.32	43,299.34	0.00	0.00	123,179.66
<b>Total Expenditures</b>	<b>\$ 66,957,185.56</b>	<b>\$ 1,510,038.02</b>	<b>\$ 1,947,654.95</b>	<b>\$ 57,570.31</b>	<b>\$ 70,472,448.84</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$(410,104.78)</b>	<b>\$(607,318.23)</b>	<b>\$(1,947,654.95)</b>	<b>\$(205,564.44)</b>	<b>\$(3,170,642.40)</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	0.00
98 Advances	94,500.00	(94,500.00)	0.00	0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	0.00
<b>Total Other Sources / Uses</b>	<b>\$ 94,500.00</b>	<b>\$(94,500.00)</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$(315,604.78)</b>	<b>\$(701,818.23)</b>	<b>\$(1,947,654.95)</b>	<b>\$(205,564.44)</b>	<b>\$(3,170,642.40)</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 29,389,714.84</b>	<b>\$ 10,922,842.78</b>	<b>\$ 11,446,825.38</b>	<b>\$ 2,755,808.52</b>	<b>\$ 54,515,191.52</b>
<b>Current Cash Balance</b>	<b>\$ 29,074,110.06</b>	<b>\$ 10,221,024.55</b>	<b>\$ 9,499,170.43</b>	<b>\$ 2,550,244.08</b>	<b>\$ 51,344,549.12</b>

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

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





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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
54310 Video Media	1,733,025.00	1,879,278.54	1,764,316.36	109,983.37	4,978.81
54320 Audio Media - Spoken	471,167.00	507,035.44	376,867.57	101,816.26	28,351.61
54325 Audio Media - Music	769,150.00	993,142.71	809,234.60	152,280.93	31,627.18
54350 Computer Media	402,520.00	458,158.59	353,399.61	94,964.71	9,794.27
54500 Database Services	1,844,400.00	1,958,782.45	1,568,056.03	17,836.00	372,890.42
54600 Interlibrary Loan	7,000.00	7,177.92	6,785.92	386.08	5.92
54710 Bookbinding	100,000.00	132,556.30	101,653.35	902.95	30,000.00
54720 Preservation Services	85,000.00	133,852.92	97,785.18	36,123.19	(55.45)
54730 Preservation Boxing	20,000.00	24,951.10	24,203.44	732.50	15.16
54790 Preservation Reformatting	75,000.00	87,675.50	59,969.39	27,610.04	96.07
<b>Library Materials</b>	<b>13,460,000.00</b>	<b>\$ 15,493,484.06</b>	<b>\$ 12,375,080.67</b>	<b>\$ 1,932,275.94</b>	<b>\$ 1,186,127.45</b>
55510 Furniture	130,500.00	147,349.00	100,362.57	24,932.97	22,053.46
55520 Equipment	254,000.00	249,300.78	128,551.51	14,789.00	105,960.27
55530 Computer Hardware/Software	0.00	0.00	6,060.24	0.00	(6,060.24)
55700 Motor Vehicles	80,000.00	110,599.40	38,999.40	0.00	71,600.00
<b>Capital Outlay</b>	<b>464,500.00</b>	<b>\$ 507,249.18</b>	<b>\$ 273,973.72</b>	<b>\$ 39,721.97</b>	<b>\$ 193,553.49</b>
57100 Memberships	77,000.00	85,745.94	62,527.94	3,504.00	19,714.00
57200 Taxes	3,000.00	3,511.84	659.16	652.68	2,200.00
57500 Refunds/Reimbursements	23,000.00	26,845.26	16,693.22	12,120.34	(1,968.30)
<b>Miscellaneous Expenses</b>	<b>103,000.00</b>	<b>\$ 116,103.04</b>	<b>\$ 79,880.32</b>	<b>\$ 16,277.02</b>	<b>\$ 19,945.70</b>
59810 Advances Out	0.00	0.00	95,000.00	0.00	(95,000.00)
<b>Advances</b>	<b>0.00</b>	<b>\$ 0.00</b>	<b>\$ 95,000.00</b>	<b>\$ 0.00</b>	<b>\$ (95,000.00)</b>
59900 Transfers Out	3,000,000.00	3,000,000.00	0.00	0.00	3,000,000.00
<b>Transfers</b>	<b>3,000,000.00</b>	<b>\$ 3,000,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 3,000,000.00</b>
<b>TOTAL</b>	<b>74,764,776.42</b>	<b>\$ 79,506,423.75</b>	<b>\$ 67,052,185.56</b>	<b>\$ 4,178,900.08</b>	<b>\$ 8,275,338.11</b>

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

	<u>Beginning Year 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	66,736,580.78	67,052,185.56	4,178,900.08	24,895,209.98
<b>Total General Fund</b>	<b>\$ 29,389,714.84</b>	<b>\$ 66,736,580.78</b>	<b>\$ 67,052,185.56</b>	<b>\$ 4,178,900.08</b>	<b>\$ 24,895,209.98</b>
201 Anderson	204,897.02	(10,884.28)	4,216.44	1,617.32	188,178.98
202 Endowment for the Blind	1,501,617.50	(173,877.85)	2,779.43	0.00	1,324,960.22
203 Founders	4,398,948.96	(88,387.86)	88,487.51	19,860.04	4,202,213.55
204 Kaiser	43,259.77	(2,498.08)	1,517.10	0.00	39,244.59
205 Kralej	149,649.29	(7,143.47)	3,007.15	288.68	139,209.99
206 Library	113,289.30	35,811.95	832.75	0.00	148,268.50
207 Pepke	92,236.33	(4,792.60)	1,654.19	0.00	85,789.54
208 Wickwire	1,079,906.25	(58,985.01)	26,701.20	3,903.61	990,316.43
209 Wittke	64,355.18	(3,467.18)	1,727.89	0.00	59,160.11
210 Young	2,735,413.87	(96,520.50)	66,952.50	0.00	2,571,940.87
225 Friends	9,953.79	18,000.00	18,413.66	0.00	9,540.13
226 Judd	5,245.74	218,932.00	222,494.61	1,683.13	0.00
228 Lockwood Thompson Memorial	277,560.31	168,064.00	185,202.15	208,938.90	51,483.26
229 Ohio Center for the Book	0.00	1,900.00	900.00	0.00	1,000.00
230 Schweinfurth	30.07	60,850.00	56,985.00	854.54	3,040.53
242 Cleveland NCA Kiosk	16,965.30	0.00	2,348.28	247.36	14,369.66
243 Gates Foundation	43,004.17	0.00	43,004.17	0.00	0.00
244 Harvard CS Kiosk Project	9,686.49	0.00	857.62	72.64	8,756.23
251 LSTA-Library for the Blind	0.00	129,572.00	129,572.00	0.00	0.00
252 LSTA-Know It Now	176,823.44	798,646.67	840,684.37	131,087.31	3,698.43
253 MetLife-Fit for Life II	0.00	12,500.00	1,200.00	0.00	11,300.00
<b>Total Special Revenue Funds</b>	<b>\$ 10,922,842.78</b>	<b>\$ 997,719.79</b>	<b>\$ 1,699,538.02</b>	<b>\$ 368,553.53</b>	<b>\$ 9,852,471.02</b>
401 Building & Repair	11,446,825.38	0.00	1,947,654.95	4,533,010.72	4,966,159.71

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

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

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

<b>Balance of All Funds</b>	<b><u>\$ 51,344,549.12</u></b>
Chase-Checking	9,999.00
National City-Checking	10,000.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	(1,577,928.80)
KeyBank-MC/MISA	105,091.99
Fifth Third - Checking	154,225.85
Petty Cash	350.00
Change Fund	5,100.00
KeyBank-Payroll Account (ZBA)	0.00
KeyBank-Savings Bond Acct	0.00
<b>Cash in Library Treasury</b>	<b><u>\$(1,293,161.96)</u></b>
National City - Investments	30,865,615.91
NCB/Allegiant Money Market	1,301,345.36
KeyBank - Victory Fund	2,154,602.79
STAR OHIO Investment	6,236,980.81
<b>Investments</b>	<b><u>\$ 40,558,544.87</u></b>
NCB Endowment Acct	12,079,166.21
<b>Endowment Account</b>	<b><u>\$ 12,079,166.21</u></b>
<b>Cash in Banks and On Hand</b>	<b><u>\$ 51,344,549.12</u></b>

**National City**<sup>®</sup>

National City Bank



RECEIVED  
FINANCIAL SERVICES

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

2009 JAN -6 AM 10:44

CLEVELAND PUBLIC LIBRARY ENDOWMENT  
FUND

ACCOUNT NUMBER: 01404713000

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

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

**IMPORTANT INFORMATION ABOUT YOUR ACCOUNT**

MARKET VALUES SHOWN ON THIS STATEMENT ARE OBTAINED FROM SOURCES BELIEVED TO BE RELIABLE. HOWEVER, NATIONAL CITY AND ITS AFFILIATES CANNOT GUARANTEE THEIR ACCURACY NOR THE LIQUIDITY OF ANY INVESTMENT. FOR ASSETS NOT TRADED ON AN EXCHANGE, INCLUDING BUT NOT LIMITED TO CLOSELY-HELD SECURITIES, LIMITED PARTNERSHIPS AND HEDGE FUNDS, THE MARKET VALUE IS REPORTED BASED ON EITHER A VALUATION/ESTIMATE OR COST OR AT A NOMINAL AMOUNT. IN ANY EVENT, THE REPORTED MARKET VALUE MAY NOT BE CURRENT TRUE MARKET VALUE AND SHOULD NOT BE RELIED UPON FOR PURPOSES SUCH AS LOAN COLLATERAL.

**STATUTE OF LIMITATIONS:**

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

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

**COMMON TRUST FUNDS / COLLECTIVE FUNDS:**

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

**TEMPORARY INVESTMENT PRACTICES:**

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

**SHAREHOLDER SERVICING FEES:**

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

**INVESTMENT MANAGEMENT FEES:**

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

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

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



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CLEVE PUB LIB ENDMT FD  
ACCOUNT: 01404713000

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National City Bank

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

ASSET SUMMARY

AS OF 12/31/08

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



CASH/COST RECONCILIATION

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

10/01/08 THROUGH 12/31/08

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

National City Bank

MARKET VALUE RECONCILIATION

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

10/01/08 THROUGH 12/31/08

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BEGINNING MARKET VALUE	12,739,771.53
ASSET RELATED ACTIVITY	
REALIZED GAINS/LOSSES	736,981.63-
UNREALIZED GAINS/LOSSES	1,071,072.78-
FREE RECEIPTS	164,775.89
FREE DELIVERIES	164,775.89-
TOTAL ASSET RELATED ACTIVITY	1,808,054.41-
INCOME	
CASH EQUIVALENTS	688.59
FIXED INCOME SECURITIES	66,919.69
EQUITIES	17,263.69
MUTUAL FUNDS	30,623.04
OTHER INCOME	21.15-
TOTAL INCOME	115,473.86
RECEIPTS AND DISBURSEMENTS	
FEE AND OTHER EXPENSES	8,703.12-
TOTAL RECEIPTS AND DISBURSEMENTS	8,703.12-
ENDING MARKET VALUE	11,038,487.59
ACCRUED INCOME	43,810.96
TOTAL VALUE	11,082,298.55



EQUITY DIVERSIFICATION SCHEDULE

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

AS OF 12/31/08

PAGE 4 OF 134

<u>COMMON STOCKS</u>	<u>MARKET VALUE</u>	<u>PERCENT OF INDUSTRY</u>	<u>PERCENT OF STOCK</u>
<u>ENERGY</u>			
ENERGY EQUIPMENT & SERVICES	268,334.65	40.72%	6.41%
OIL AND GAS	279,249.60	42.37%	6.67%
ENERGY - MISC	111,467.30	16.91%	2.66%
TOTAL ENERGY	659,051.55	100.00%	15.75%
<u>MATERIALS</u>			
CHEMICALS	124,368.05	100.00%	2.97%
TOTAL MATERIALS	124,368.05	100.00%	2.97%
<u>INDUSTRIALS</u>			
AEROSPACE & DEFENSE	171,101.90	37.10%	4.09%
INDUSTRIAL CONGLOMERATES	49,772.10	10.79%	1.19%
MACHINERY	103,030.20	22.34%	2.46%
COMMERCIAL SERVICES & SUPPLIES	85,411.20	18.52%	2.04%
AIR FREIGHT & LOGISTICS	51,901.20	11.25%	1.24%
TOTAL INDUSTRIALS	461,216.60	100.00%	11.02%
<u>CONSUMER DISCRETIONARY</u>			
TEXTILES, APPAREL, LUXURY GOODS	117,810.00	48.52%	2.81%
HOTELS, RESTAURANTS & LEISURE	68,409.00	28.06%	1.63%
SPECIALTY RETAIL	57,568.80	23.61%	1.38%
TOTAL CONSUMER DISCRETIONARY	243,787.80	100.00%	5.82%
<u>CONSUMER STAPLES</u>			
FOOD & STAPLES RETAILING	156,878.00	28.32%	3.75%
BEVERAGES	97,490.60	17.60%	2.33%
FOOD PRODUCTS	191,358.10	34.54%	4.57%
HOUSEHOLD PRODUCTS	108,293.20	19.55%	2.59%
TOTAL CONSUMER STAPLES	554,019.90	100.00%	13.24%

National City Bank

EQUITY DIVERSIFICATION SCHEDULE

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

AS OF 12/31/08

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COMMON STOCKS

HEALTH CARE

HEALTH CARE EQUIPMENT, SUPPLIES  
BIOTECHNOLOGY  
PHARMACEUTICALS

TOTAL HEALTH CARE

FINANCIALS

COMMERCIAL BANKS  
DIVERSIFIED FINANCIAL SERVICES  
CAPITAL MARKETS  
INSURANCE

TOTAL FINANCIALS

INFORMATION TECHNOLOGY

INTERNET SOFTWARE & SERVICES  
SOFTWARE  
COMMUNICATIONS EQUIPMENT  
COMPUTERS & PERIPHERALS  
SEMICONDUCTORS & EQUIPMENT

TOTAL INFORMATION TECHNOLOGY

TELECOMMUNICATION SERVICES

DIVERSIFIED TELECOMM SERVICES  
WIRELESS TELECOMM SERVICES

TOTAL TELECOMMUNICATION SERVICES

UTILITIES

GAS UTILITIES  
MULTI-UTILITIES & UNREG. POWER

TOTAL UTILITIES

TOTAL STOCK

	MARKET VALUE	PERCENT OF INDUSTRY	PERCENT OF STOCK
HEALTH CARE EQUIPMENT, SUPPLIES	152,968.50	25.25%	3.65%
BIOTECHNOLOGY	210,983.10	34.83%	5.04%
PHARMACEUTICALS	241,813.90	39.92%	5.78%
TOTAL HEALTH CARE	605,765.50	100.00%	14.47%
COMMERCIAL BANKS	76,243.20	13.51%	1.82%
DIVERSIFIED FINANCIAL SERVICES	114,611.55	20.31%	2.74%
CAPITAL MARKETS	173,400.20	30.72%	4.14%
INSURANCE	200,158.70	35.46%	4.78%
TOTAL FINANCIALS	564,413.65	100.00%	13.48%
INTERNET SOFTWARE & SERVICES	92,295.00	16.34%	2.21%
SOFTWARE	269,018.00	47.64%	6.43%
COMMUNICATIONS EQUIPMENT	79,299.50	14.04%	1.89%
COMPUTERS & PERIPHERALS	69,987.00	12.39%	1.67%
SEMICONDUCTORS & EQUIPMENT	54,098.10	9.58%	1.23%
TOTAL INFORMATION TECHNOLOGY	564,697.60	100.00%	13.49%
DIVERSIFIED TELECOMM SERVICES	63,649.20	28.28%	1.52%
WIRELESS TELECOMM SERVICES	161,418.80	71.72%	3.86%
TOTAL TELECOMMUNICATION SERVICES	225,068.00	100.00%	5.38%
GAS UTILITIES	107,360.00	58.63%	2.57%
MULTI-UTILITIES & UNREG. POWER	75,766.80	41.37%	1.81%
TOTAL UTILITIES	183,126.80	100.00%	4.38%
TOTAL STOCK	4,185,515.45		100.00%



BOND MATURITY SCHEDULE

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

AS OF 12/31/08

INDIVIDUAL ISSUES

LESS THAN 1 YEAR  
1 TO 5 YEARS  
5 TO 10 YEARS  
10 TO 15 YEARS  
15 TO 20 YEARS  
20 + YEARS

	FACE VALUE	% OF TOTAL FACE VALUE	MARKET VALUE	% OF BOND MARKET VALUE
	25,000.00	0.53 %	17,750.25	0.37 %
	2,042,825.11	43.63 %	2,137,513.66	44.21 %
	1,187,163.98	25.36 %	1,221,536.23	25.27 %
	258,511.31	5.09 %	245,475.54	5.08 %
	0.00	0.00 %	0.00	0.00 %
	<u>1,188,165.69</u>	<u>25.38 %</u>	<u>1,212,626.92</u>	<u>25.08 %</u>
TOTAL	4,681,666.09	100.00 %	4,834,882.67	100.00 %

National City Bank

BOND QUALITY SCHEDULE

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

AS OF 12/31/08

PAGE 7 OF 134

	FACE VALUE	% OF TOTAL FACE VALUE	MARKET VALUE	% OF BOND MARKET VALUE
<u>MOODY'S BOND RATING</u>				
AAA	1,977,729.54	42.24 %	2,096,971.09	43.37 %
AA	290,000.00	6.19 %	300,189.15	6.21 %
A	850,000.00	18.16 %	847,271.35	17.52 %
BAA OR LOWER	50,000.00	1.07 %	37,381.50	0.77 %
NOT RATED	<u>1,513,936.55</u>	<u>32.34 %</u>	<u>1,553,062.58</u>	<u>32.12 %</u>
TOTAL	4,681,666.09	100.00 %	4,834,882.67	100.00 %

National City Bank

BOND QUALITY SCHEDULE

CLEVE PUB LIB ENDMT FD  
ACCOUNT NO. 01404713000

AS OF 12/31/08

PAGE 7 OF 134

MOODY'S BOND RATING	FACE VALUE	% OF TOTAL FACE VALUE	MARKET VALUE	% OF BOND MARKET VALUE
AAA	1,977,729.54	42.24 %	2,096,971.09	43.37 %
AA	290,000.00	6.19 %	300,189.15	6.21 %
A	850,000.00	18.16 %	847,271.35	17.52 %
BAA OR LOWER	50,000.00	1.07 %	37,381.50	0.77 %
NOT RATED	<u>1,513,236.55</u>	<u>32.34 %</u>	<u>1,553,069.58</u>	<u>32.12 %</u>
TOTAL	4,681,666.09	100.00 %	4,834,882.67	100.00 %





ASSET STATEMENT  
AS OF 12/31/08

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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 YIELD AT MARKET
<u>CASH EQUIVALENTS</u>						
<u>CASH EQUIVALENTS - TAXABLE</u>						
<u>PROPRIETARY MM FDS-TAXABLE</u>						
547,030.04	ALLEGiant TREASURY MONEY MARKET FUND CUSIP: 99ARTREAS	547,030.04 1.00	547,030.04 1.000	0.00	71	0.50 %
TOTAL CASH EQUIVALENTS		547,030.04	547,030.04	0.00	71	0.50 %
<u>FIXED INCOME SECURITIES</u>						
<u>TAXABLE FIXED INCOME SECS</u>						
<u>IREASURY</u>						
645,000.00	UNITED STATES TREASURY NOTES DTD 08/15/03 4.25% DUE 08/15/13 CUSIP: 912828BH2 MOODY'S RATING: AAA S&P RATING: AAA	727,500.33 112.79	733,332.75 113.695	5,832.42	10,354	3.74 %
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	152,984.00 117.680	27,031.26	802	4.04 %
TOTAL TREASURY		853,453.07	886,316.75	32,863.68	11,156	3.79 %
<u>TIPS</u>						
155,118.00	US TREASURY NOTE (TIPS) DTD 1/15/08 1.625% DUE 1/15/18 CUSIP: 912828HN3 MOODY'S RATING: AAA S&P RATING: AAA	152,424.25 98.26	147,228.70 94.914	5,195.55-	1,164	1.71 %

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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
<b>AGENCY</b>						
145,000.00	FEDERAL NATL MTG ASSN DTD 10/19/06 5% DUE 10/15/11 CUSIP: 31359MZ30 MOODY'S RATING: AAA S&P RATING: AAA	152,048.45 104.86	158,412.50 109.250	6,364.05	1,551	4.58 %
115,000.00	FEDERAL NATL MTG ASSN DTD 11-23-05 4.75% DUE 12-15-10 CUSIP: 31359MZL0 MOODY'S RATING: AAA S&P RATING: AAA	118,980.03 103.46	122,941.90 106.906	3,961.87	243	4.44 %
10,000.00	JPMORGAN CHASE & CO FDIC GTD TLGP DTD 12/22/08 2.125% DUE 6/22/12 CUSIP: 481247AE4 MOODY'S RATING: AAA S&P RATING: AAA	9,995.00 99.95	10,041.70 100.417	46.70	5	2.12 %
<b>TOTAL AGENCY</b>		<b>281,023.48</b>	<b>291,396.10</b>	<b>10,372.62</b>	<b>1,779</b>	<b>4.44 %</b>
<b>CORPORATE</b>						
30,000.00	ALABAMA POWER CO DTD 01-18-06 5.20% DUE 01-15-16 CUSIP: 010392ER5 MOODY'S RATING: A2 S&P RATING: A	29,930.70 99.77	29,395.50 97.985	535.20-	719	5.31 %
20,000.00	ALLSTATE LIFE GLOBAL FDG SECD MED TERM NTS BOOK ENTRY DTD 4/30/08 5.375% DUE 4/30/13 CUSIP: 02003MBQ6 MOODY'S RATING: AA3 S&P RATING: AA	19,980.00 99.90	19,688.00 98.440	292.00-	182	5.46 %



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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
15,000.00	AMERICAN EXPRESS CORP SR NT DTD 8/28/07 6.15% DUE 8/28/17 CUSIP: 025816AX7 MOODY'S RATING: A2 S&P RATING: A	14,961.30 99.74	14,460.90 96.406	500.40-	315	6.38 %
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: BAA1 S&P RATING: BBB	24,350.85 97.40	17,730.25 70.921	6,620.60-	242	5.46 %
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	15,708.90 104.726	289.65-	198	5.97 %
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	23,865.50 95.462	1,098.25-	400	5.03 %
25,000.00	BANK OF AMERICA CORP NT DTD 12/4/08 3.125% DUE 6/15/12 CUSIP: 06050BA9 MOODY'S RATING: AAA S&P RATING: AAA	25,509.75 102.04	25,979.50 103.918	469.75	59	3.01 %
50,000.00	BEAR STEARNS COS INC MEDIUM TERM NTS BOOK ENTRY TRANCHE # TR 00750 DTD 8/10/07 6.95% DUE 8/10/12 CUSIP: 073928X73 MOODY'S RATING: AA2 S&P RATING: A+	51,917.50 103.83	51,928.50 103.857	11.00	1,361	6.69 %

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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
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: A+	49,732.50 99.46	50,296.50 100.593	564.00	471	5.62 %
10,000.00	CATERPILLAR INC NT DTD 12/5/08 7.00% DUE 12/15/13 CUSIP: 149125BP5 MOODY'S RATING: A2 S&P RATING: A	10,037.45 100.37	10,774.70 107.747	737.25	51	6.50 %
30,000.00	CATERPILLAR FIN SERV CORP MTN BE DTD 02/03/05 4.75% DUE 02/17/15 CUSIP: 14912L2M2 MOODY'S RATING: A2 S&P RATING: A	29,092.00 96.97	27,660.00 92.200	1,432.00-	530	5.15 %
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	9,721.90 97.219	257.60-	215	5.86 %
10,000.00	CISCO SYSTEMS INC DTD 02-22-06 5.50% DUE 02-22-16 CUSIP: 17275RAC6 MOODY'S RATING: A1 S&P RATING: A+	10,081.80 100.82	10,591.80 105.918	510.00	197	5.19 %
75,000.00	CITIGROUP INC GLOBAL SR NT DTD 10/17/07 5.30% DUE 10/17/12 CUSIP: 172967EL1 MOODY'S RATING: A2 S&P RATING: A	75,084.75 100.11	72,279.75 96.373	2,805.00-	817	5.50 %
40,000.00	CITIGROUP INC GTD NT DTD 12/9/08 2.875% DUE 12/9/11 CUSIP: 17313UAA7 MOODY'S RATING: AAA S&P RATING: AAA	39,900.80 99.75	41,246.80 103.117	1,346.00	70	2.79 %



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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
30,000.00	COCA-COLA CO NT DTD 11/01/07 5.35% DUE 11/15/17 CUSIP: 191216AK6 MOODY'S RATING: AA3 S&P RATING: A+	29,955.30 99.85	32,367.30 107.891	2,412.00	205	4.96 %
20,000.00	COLGATE-PALMOLIVE CO MED TERM NTS BOOK ENTRY DTD 5/12/08 4.20% DUE 5/1/13 CUSIP: 19416QDL1 MOODY'S RATING: AA3 S&P RATING: AA-	19,995.40 99.98	20,470.40 102.352	475.00	107	4.10 %
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	9,940.80 99.408	41.70-	56	4.43 %
15,000.00	CONSOLIDATED EDISON NT DTD 9/25/06 5.5% DUE 9/15/16 CUSIP: 20911IEN9 MOODY'S RATING: A1 S&P RATING: A-	14,942.25 99.62	14,859.90 99.066	82.35-	243	5.55 %
15,000.00	COSTCO WHSL CORP NEW DTD 2/20/07 5.50% DUE 3/15/17 CUSIP: 22160KAC9 MOODY'S RATING: A2 S&P RATING: A	14,536.80 96.91	15,945.20 106.288	1,406.40	243	5.17 %
25,000.00	CREDIT SUISSE FIRST BOSTON USA INC DTD 08-17-05 4.875% DUE 08-15-10 CUSIP: 22541LBH5 MOODY'S RATING: AA1 S&P RATING: A+	24,998.00 99.99	24,994.75 99.979	3.25-	460	4.88 %

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



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100,000.00	GENERAL ELECTRIC CO NT DTD 12/6/07 5.25% DUE 12/6/17 CUSIP: 369604BC6 MOODY'S RATING: AAA S&P RATING: AAA	100,245.75 100.25	99,695.00 99.695	550.75-	365	5.27 %
15,000.00	GOLDMAN SACHS GROUP INC DTD 10/14/03 5.25% DUE 10/15/13 CUSIP: 38141GDQ4 MOODY'S RATING: A1 S&P RATING: A	12,900.00 86.00	13,779.75 91.865	879.75	166	5.71 %
25,000.00	GOLDMAN SACHS GROUP INC SR NT DTD 4/1/08 6.15% DUE 4/1/18 CUSIP: 38141GFMI MOODY'S RATING: A1 S&P RATING: A	24,896.55 99.59	24,024.00 96.096	872.55-	384	6.40 %
10,000.00	HEWLETT-PACKARD CO NT DTD 12/5/08 6.125% DUE 3/1/14 CUSIP: 428236AT0 MOODY'S RATING: A2 S&P RATING: A	9,956.10 99.56	10,630.00 106.300	673.90	44	5.76 %
10,000.00	HEWLETT-PACKARD CO DTD 2/27/07 5.40% DUE 3/1/17 CUSIP: 428236AMS MOODY'S RATING: A2 S&P RATING: A	9,923.00 99.23	10,018.80 100.188	95.80	180	5.39 %
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	15,604.35 104.029	633.60	352	5.41 %
25,000.00	INTERNATIONAL LEASE FIN CORP MTN DTD 9/14/07 5.625% DUE 9/15/10 CUSIP: 45974VB56 MOODY'S RATING: BAA1 S&P RATING: A-	25,056.00 100.22	19,651.25 78.605	5,404.75-	414	7.16 %

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25,000.00	JOHN DEERE CAPITAL CORP MTN DTD 4/3/08 5.35% DUE 4/3/18 CUSIP: 24422EQR3 MOODY'S RATING: A2 S&P RATING: A	24,923.50 99.69	23,422.75 93.691	1,500.75-	327	5.71 %
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	34,248.30 114.161	4,248.30	629	4.86 %
10,000.00	JP MORGAN CHASE & CO SR NT DTD 12/20/07 6.00% DUE 1/15/18 CUSIP: 46625HG0 MOODY'S RATING: AA2 S&P RATING: A+	10,390.90 103.91	10,555.20 105.552	164.30	277	5.68 %
20,000.00	KIMBERLY-CLARK SR NT DTD 11/04/08 7.50% DUE 11/01/18 CUSIP: 494368BD4 MOODY'S RATING: A2 S&P RATING: A	19,926.80 99.63	23,551.20 117.756	3,624.40	238	6.37 %
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	72,290.25 96.387	2,334.75-	281	4.67 %
15,000.00	MCDONALDS CORP MED TERM NTS BOOK ENTRY DTD 10/18/07 5.80% DUE 10/15/17 CUSIP: 58013MEB6 MOODY'S RATING: A3 S&P RATING: A	14,969.70 99.80	16,040.55 106.937	1,070.85	184	5.42 %





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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	43,256.25 96.125	1,793.65-	995	5.67 %
15,000.00	METLIFE INC SR DEB SECS DTD 8/15/08 6.817% DUE 8/15/18 SER A CUSIP: 59156RAR9 MOODY'S RATING: A2 S&P RATING: A	15,052.50 100.35	14,286.00 95.240	766.50-	386	7.16 %
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	23,787.50 95.150	768.75-	291	4.89 %
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	24,231.50 96.926	769.70-	691	5.67 %
20,000.00	ORACLE CORP NT DTD 4/29/08 4.95% DUE 4/15/13 CUSIP: 68389XAD7 MOODY'S RATING: A2 S&P RATING: A	19,992.80 99.96	20,619.60 103.098	626.80	209	4.80 %
10,000.00	PECO ENERGY CO1ST & REF MTG 8D 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	9,546.40 95.464	436.80-	178	5.60 %

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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	20,750.60 103.653	1,019.80	83	4.82 %
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	14,579.55 97.197	62.55-	254	5.92 %
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	10,158.10 101.581	163.00	66	5.12 %
20,000.00	PROCTER & GAMBLE CO NT DTD 12/18/08 4.60% DUE 1/15/14 CUSIP: 742718DL0 MOODY'S RATING: AA3 S&P RATING: AA-	19,995.60 99.98	20,958.00 104.790	962.40	33	4.59 %
30,000.00	PUBLIC SVC ELEC GAS CO SECD MED TERM NTS BOOK ENTRY DTD 12/02/08 6.35% DUE 11/01/13 CUSIP: 74456QAT3 MOODY'S RATING: A3 S&P RATING: A-	29,990.70 99.97	30,534.90 101.783	544.20	153	6.22 %
25,000.00	SBC COMMUNICATIONS INC DTD 03-18-04 5.625% DUE 06-15-16 CUSIP: 78387GAL7 MOODY'S RATING: A2 S&P RATING: A	24,940.00 99.76	25,112.00 100.448	172.00	63	5.60 %



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25,000.00	SYSO CORPORATION NT DTD 2/12/08 5.25% DUE 2/12/18 CUSIP: 871829ALL MOODY'S RATING: A1 S&P RATING: A+	24,827.50 99.31	25,359.50 101.358	512.00	507	5.18 %
10,000.00	UNITED TECHNOLOGIES CORP NT DTD 12/18/08 6.125% DUE 2/1/19 CUSIP: 913017BQ1 MOODY'S RATING: A2 S&P RATING: A	9,983.80 99.84	10,698.90 106.989	715.10	22	5.72 %
15,000.00	VERIZON COMMUNICATIONS INC NT DTD 11/04/08 8.75% DUE 11/01/18 CUSIP: 92343VAQ7 MOODY'S RATING: A3 S&P RATING: A	14,744.40 98.30	17,598.30 117.322	2,853.90	208	7.46 %
20,000.00	VERIZON COMMUNICATIONS DTD 02-15-06 5.55% DUE 02-15-16 CUSIP: 92343VAC8 MOODY'S RATING: A3 S&P RATING: A	19,839.80 99.20	19,540.40 97.702	299.40-	419	5.68 %
70,000.00	WACHOVIA CORP 2ND NEW NT DTD 10/23/06 5.30% DUE 10/15/11 CUSIP: 929903CF7 MOODY'S RATING: A1 S&P RATING: A+	66,500.00 95.00	67,510.10 96.443	1,010.10	783	5.50 %
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	22,131.00 110.655	1,113.60	438	5.24 %
15,000.00	WALGREEN CO NT DTD 7/17/08 4.875% DUE 8/1/13 CUSIP: 931422ADI MOODY'S RATING: A2 S&P RATING: A+	14,941.35 99.61	15,447.90 102.986	506.55	333	4.73 %

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20,000.00	WISCONSIN ELEC PWR CO DEB DTD 10/1/08 6.00% DUE 4/1/14 CUSIP: 976656CA4 MOODY'S RATING: A1 S&P RATING: A-	19,961.20 99.81	21,053.60 105.267	1,092.20	300	5.70 %
TOTAL CORPORATE		1,479,117.25	1,484,148.10	5,030.85	18,716	5.31 %
<b>MORTGAGE</b>						
131,079.44	FEDERAL NATL MTG ASSN GTD MTG PASS THRU CTF POOL #902804 DTD 11/01/06 5% DUE 11/01/21 CUSIP: 31411BAD5	128,099.42 97.73	134,804.72 102.842	6,705.30	546	4.86 %
157,045.98	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #255031 DTD 11/01/03 4.50% DUE 12/01/18 CUSIP: 31371LHG7	158,027.50 100.62	161,532.78 102.857	3,505.28	589	4.38 %
43,712.60	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #255364 DTD 08-01-04 6.00% DUE 09-01-34 CUSIP: 31571LTV1	44,863.45 102.63	45,107.91 105.192	244.46	219	5.81 %
118,134.54	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #357707 DTD 2/1/05 5.00% DUE 2/1/35 CUSIP: 31376KKU9	115,282.70 97.59	120,852.82 102.301	5,570.12	492	4.89 %
104,247.18	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #555800 DTD 09/01/03 5.50% DUE 10/01/33 CUSIP: 31385XNR4	105,305.48 101.02	107,118.15 102.754	1,812.67	478	5.35 %
27,076.03	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF PL #745257 DTD 01/01/06 6.00% DUE 01/01/36 CUSIP: 31403C5S6	27,262.74 100.69	27,973.06 103.313	710.32	135	5.81 %

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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 YIELD AT MARKET
98,831.41	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #826905 DTD 7/1/05 5.00% DUE 8/1/35 CUSIP: 31407CU62	97,163.63 98.31	101,044.25 102.239	3,880.62	412	4.89 %
78,737.64	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #852422 DTD 01-01-06 5.444% DUE 01-01-36 CUSIP: 31408JAX9	78,786.87 100.06	80,543.09 102.293	1,756.22	358	5.33 %
97,431.87	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #88459 DTD 5/1/07 4.50% DUE 8/1/20 CUSIP: 31410GB44	95,163.54 97.67	99,971.92 102.607	4,808.38	365	4.39 %
129,324.75	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #88567 DTD 7/1/07 5.50% DUE 12/01/36 CUSIP: 31410GFG3	127,607.17 98.67	132,724.70 102.629	5,117.53	593	5.36 %
88,837.35	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #894634 DTD 11/1/06 6.5% DUE 11/1/36 CUSIP: 31410Q4T5	90,211.54 101.55	92,376.63 103.984	2,165.09	481	6.25 %
29,135.57	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #898415 DTD 10/1/06 6.00% DUE 10/1/36 CUSIP: 31410VDU1	29,420.08 100.98	30,029.16 103.067	609.08	146	5.82 %
36,252.52	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #913304 DTD 4/1/07 5.5% DUE 4/1/37 CUSIP: 31411RU55	35,982.03 99.31	37,183.26 102.624	1,201.23	166	5.36 %
95,642.08	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #944639 DTD 7/1/07 6.00% DUE 7/1/37 CUSIP: 31413F4Y5	95,066.73 99.40	98,569.68 103.061	3,502.95	478	5.82 %

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNLT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (FED TO MKT)	ACCRUED YIELD AT INCOME	INCOME YIELD AT MARKET
97,520.18	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #979899 DTD 5/1/08 5.50% DUE 5/1/38 CUSIP: 31414YDC1	94,266.97 96.66	100,069.36 102.614	5,802.39	447	5.36 %
TOTAL MORTGAGE		1,322,509.85	1,369,901.49	47,391.64	5,905	5.17 %
<b>ASSET BACKED</b>						
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: 06423RB60 MOODY'S RATING: AAA S&P RATING: AAA	48,853.52 97.71	49,843.50 99.687	989.98	67	3.46 %
59,786.43	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	59,816.79 100.05	55,866.83 93.444	3,949.96-	224	4.81 %
50,000.00	CHASE ISSUANCE TRUST SER 2005-A4 CL A4 DTD 05-31-05 4.25% DUE 01-15-13 CUSIP: 161571AL8 MOODY'S RATING: AAA S&P RATING: AAA	49,001.95 98.00	48,358.00 96.716	643.95-	94	4.37 %
100,000.00	CITIBANK CREDIT CARD ISSUANCE TR SER 2006-A5 CL A5 DTD 05/23/06 5.30% DUE 05/20/11 CUSIP: 17305EDH5 MOODY'S RATING: AAA S&P RATING: AAA	100,378.91 100.38	99,644.00 99.644	734.91-	604	5.32 %

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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	
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	148,039.20 102.096	8,839.20	604	4.90 %	
50,000.00	NISSAN AUTO RECEIVABLES OWNER TRUST SERIES 2008-A ASSET BKD CTF CL A3 DTD 1/24/08 3.89% DUE 7/15/10 CUSIP: 65475FAD7 MOODY'S RATING: AAA S&P RATING: AAA	49,994.36 99.99	48,189.50 96.379	1,804.86-	86	4.04 %	
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	98,794.00 98.794	1,192.55-	218	4.96 %	
32,825.11	WFS FINL OWNER TR 2005-5 CL A4 DTD 7-27-05 4.39% DUE 5-17-13 CUSIP: 962215AE9 MOODY'S RATING: AAA S&P RATING: AAA	32,414.80 98.75	32,517.21 99.062	102.41	56	4.43 %	
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	39,510.40 98.776	488.61-	82	5.35 %	
TOTAL ASSET BACKED				619,645.89	820,762.64	2,035	4.75 %

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	<u>CMBS</u>					
35,947.41	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	36,110.30 100.45	35,128.89 97.723	981.41-	170	5.82 %
	TOTAL TAXABLE FIXED INCOME SECS	4,744,284.09	4,834,882.67	90,598.58	40,926	4.76 %
	TOTAL FIXED INCOME SECURITIES	4,744,284.09	4,834,882.67	90,598.58	40,926	4.76 %
	<u>EQUITIES</u>					
	<u>ENERGY</u>					
	<u>ENERGY EQUIPMENT &amp; SERVICES</u>					
2,680.00	NATIONAL OILWELL VARCO INC COM CUSIP: 637071101	122,133.25 45.57	65,499.20 24.440	56,634.05-	0	0.00 %
1,620.00	SCHLUMBERGER LTD COM CUSIP: 806857108	131,537.10 81.19	68,574.60 42.330	62,952.50-	340	1.98 %
1,953.00	TRANSOCEAN LTD ORD SHS CUSIP: H8817H100	164,775.89 84.37	92,279.25 47.250	72,496.64-	0	0.00 %
3,880.00	WEATHERFORD INTL LTD INC BERMUDA COM (N/C FROM WEATHERFORD INTL INC) CUSIP: 695089101	43,579.70 11.23	41,981.60 10.820	1,598.10-	0	0.00 %
	TOTAL ENERGY EQUIPMENT & SERVICES	462,015.94	268,334.65	193,681.29-	340	0.51 %





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

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



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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
<u>CONSUMER DISCRETIONARY</u>						
<u>TEXTILES, APPAREL, LUXURY GOODS</u>						
2,510.00	NIKE INC CL B CUSIP: 654106103	132,993.61 57.57	117,810.00 51.000	15,183.61-	568	1.96 %
<u>HOTELS, RESTAURANTS &amp; LEISURE</u>						
1,100.00	MCDONALDS CORP COM CUSIP: 580135101	60,518.12 55.02	68,409.00 62.190	7,890.88	0	3.22 %
<u>SPECIALTY RETAIL</u>						
4,080.00	DICKS SPORTING GOODS INC COM CUSIP: 253393102	64,549.97 15.82	57,568.80 14.110	6,981.17-	0	0.00 %
TOTAL CONSUMER DISCRETIONARY		258,061.70	245,787.80	14,273.90-	568	1.85 %
<u>CONSUMER STAPLES</u>						
<u>FOOD &amp; STAPLES RETAILING</u>						
1,600.00	COSTCO WHSL CORP NEW COM CUSIP: 22160K105	113,073.68 70.67	84,000.00 52.500	29,073.68-	0	1.22 %
1,300.00	WAL MART STORES INC COM CUSIP: 931142103	79,112.19 60.86	72,878.00 56.060	6,234.19-	309	1.69 %
TOTAL FOOD & STAPLES RETAILING		192,185.87	156,878.00	35,307.87-	309	1.44 %

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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
<b>BEVERAGES</b>						
1,780.00	PEPSICO INC COM CUSIP: 713448108	78,462.40 44.08	97,490.60 54.770	19,028.20	850	3.10 %
<b>FOOD PRODUCTS</b>						
2,030.00	BUNGE LIMITED COM CUSIP: 616962105	87,112.97 42.91	105,095.10 51.770	17,980.13	0	1.43 %
1,420.00	GENERAL MILLS INC COM CUSIP: 370334104	96,151.98 67.71	86,265.00 60.750	9,886.98-	0	2.83 %
<b>TOTAL FOOD PRODUCTS</b>		<b>183,264.95</b>	<b>191,358.10</b>	<b>8,093.15</b>	<b>0</b>	<b>2.06 %</b>
<b>HOUSEHOLD PRODUCTS</b>						
1,580.00	COLGATE-PALMOLIVE CO COM CUSIP: 194162103	74,223.07 46.98	108,293.20 68.540	34,070.13	0	2.33 %
<b>TOTAL CONSUMER STAPLES</b>		<b>528,136.29</b>	<b>554,019.90</b>	<b>25,883.61</b>	<b>1,159</b>	<b>2.12 %</b>
<b>HEALTH CARE</b>						
<b>HEALTH CARE EQUIPMENT,SUPPLIES</b>						
1,780.00	BAXTER INTL INC COM CUSIP: 071813109	112,690.84 63.31	95,390.20 53.590	17,300.64-	463	1.94 %
1,690.00	THERMO FISHER CORP COM CUSIP: 883556102	81,840.90 48.43	57,578.30 34.070	24,262.60-	0	0.00 %
<b>TOTAL HEALTH CARE EQUIPMENT,SUPPLIES</b>		<b>194,531.74</b>	<b>152,968.50</b>	<b>41,563.24-</b>	<b>463</b>	<b>1.21 %</b>

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<u>BIOTECHNOLOGY</u>						
1,400.00	GENENTECH INC COM CUSIP: 368710406	111,123.86 79.37	116,074.00 82.910	4,950.14	0	0.00 %
1,430.00	GENZYME CORP COM-GEN DIV CUSIP: 372917104	86,529.03 60.51	94,909.10 66.370	8,380.07	0	0.00 %
	TOTAL BIOTECHNOLOGY	197,652.89	210,983.10	13,330.21	0	0.00 %
<u>PHARMACEUTICALS</u>						
1,450.00	ABBOTT LABS COM CUSIP: 002824100	76,167.27 52.53	77,386.50 53.370	1,219.23	0	2.70 %
1,930.00	JOHNSON & JOHNSON COM CUSIP: 478160104	131,172.93 67.97	115,471.90 59.830	15,701.03-	0	3.08 %
1,150.00	TEVA PHARMA INDS ADR 1 ADR REPRESENTS 10 SHS CUSIP: 881624209	53,663.65 46.66	48,955.50 42.570	4,708.15-	0	0.97 %
	TOTAL PHARMACEUTICALS	261,003.85	241,813.90	19,189.95-	0	2.55 %
	TOTAL HEALTH CARE	653,188.48	605,765.50	47,422.98-	463	1.31 %
<u>FINANCIALS</u>						
<u>COMMERCIAL BANKS</u>						
5,415.00	BANK OF AMER CORP COM CUSIP: 060505104	151,217.26 27.93	76,243.20 14.080	74,974.06-	0	9.09 %

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



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

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<u>SEMICONDUCTORS &amp; EQUIPMENT</u>						
2,770.00	MICROCHIP TECHNOLOGY INC COM CUSIP: 595017104	86,005.66 31.05	54,098.10 19.530	31,907.56-	0	6.94 %
	TOTAL INFORMATION TECHNOLOGY	647,182.44	564,697.60	82,484.84-	0	1.20 %
<u>TELECOMMUNICATION SERVICES</u>						
<u>DIVERSIFIED TELECOMM SERVICES</u>						
3,480.00	AMDOCS LTD ORD CUSIP: 602602103	113,740.12 32.68	63,649.20 18.290	50,090.92-	0	0.00 %
<u>WIRELESS TELECOMM SERVICES</u>						
3,050.00	AMERICAN TOWER CORP CL A CUSIP: 029912201	102,027.83 33.45	89,426.00 29.320	12,601.83-	0	0.00 %
3,960.00	NII HLDGS INC CL B NEW CUSIP: 62913F201	71,725.60 18.11	71,992.80 18.180	267.20	0	0.00 %
	TOTAL WIRELESS TELECOMM SERVICES	173,753.43	161,418.80	12,534.63-	0	0.00 %
	TOTAL TELECOMMUNICATION SERVICES	287,493.55	225,068.00	62,425.55-	0	0.00 %



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<u>UTILITIES</u>						
<u>GAS UTILITIES</u>						
3,200.00	EQUITABLE RESOURCES INC COM CUSIP: 294549100	86,364.37 26.99	107,360.00 33.550	20,995.63	0	2.62 %
<u>MULTI-UTILITIES &amp; UNREG. POWER</u>						
9,195.00	AES CORP COM CUSIP: 00130H105	83,590.38 9.09	75,766.80 8.240	7,823.58	0	0.00 %
TOTAL UTILITIES		169,954.75	183,126.80	13,172.05	0	1.54 %
TOTAL EQUITIES		4,842,283.61	4,185,515.45	656,768.16	2,814	1.60 %
<u>MUTUAL FUNDS</u>						
<u>LARGE CAP</u>						
<u>LC - VALUE PRPTY</u>						
51,435.816	ALLEGIAN LARGE CAP VALUE FD CLASS I #412 CUSIP: 01748V742	699,529.00 13.60	569,848.87 10.690	149,680.13	0	1.13 %
<u>SMALL CAP</u>						
<u>SC - CORE PRPTY</u>						
57,691.665	ALLEGIAN SMALL CAP CORE FD CLASS I #426 CUSIP: 01748V585	626,551.00 10.86	415,956.90 7.210	210,594.10	0	0.14 %

National City Bank

ASSET STATEMENT  
AS OF 12/31/08

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 (FEED TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME
	<u>DEVELOPED INTL MF'S &amp; ETF'S</u>					
	<u>IM - CORE PRETY</u>					
53,465.996	ALLEGiant INTERNATIONAL EQUITY FD CLASS I #409 CUSIP: 01748E120	619,488.45 11.59	505,253.66 9.450	114,234.79-	0	2.24 %
	TOTAL MUTUAL FUNDS	1,945,568.45	1,471,059.43	474,509.02-	0	1.23 %
	TOTAL ASSETS	12,079,166.19	11,038,487.59	1,040,678.60-	43,811	2.88 %

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

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

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

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

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

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

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

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



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

<b>Strategic Plan Capital Projects - In Dollars</b>						
	Budget	Expended Through 2007	Expended 2008	Encumbered	Balance	
Branch Security Cameras	464,000	427,406	0	35,771	823	
Fulton Branch Exterior	562,000	684,104	0	0	(122,104)	
Collinwood Teen Center	20,000	3,588	0	0	16,412	
Jefferson	134,420	109,541	3,459	0	21,420	
Lorain	152,010	129,534	317,636	40,468	(335,628)	
Woodland - Land	21,000	21,016	176	0	(192)	
Woodland - Expansion/Parking	1,200,000	0	117,290	21,250	1,061,460	
Rice	5,300,000	12,281	425,729	4,053,745	808,245	
South Brooklyn	96,000	77,522	0	0	18,478	
Garden Valley	285,000	50,863	299,156	2,124	(67,143)	
<b>Totals</b>	<b>8,234,430</b>	<b>1,515,855</b>	<b>1,163,446</b>	<b>4,153,358</b>	<b>1,401,771</b>	
Walz						

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – December 2008

1. INTERIM DEPOSITS

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

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

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment		Investment Form
					Income		
12/01/08 - 12/31/08	31	Various	Key Bank	Various	\$	687.85	Sweep Money Market
12/01/08 - 12/31/08	31	Various	STAR Ohio	Various		8,456.24	Investment Pool
12/01/08 - 12/31/08	31	Various	National City Bank	Various		193.24	Sweep Money Market
06/26/08 - 12/10/08	168	1,000,000	Fed Natl Mort Assn	3.400%		15,488.89	Federal Agency
07/28/08 - 12/10/08	136	1,000,000	Federal Home Loan Bank	3.000%		11,000.00	Federal Agency
07/21/08 - 12/10/08	143	750,000	Federal Home Loan Bank	3.375%		9,773.44	Federal Agency
05/06/08 - 12/11/08	220	2,000,000	Federal Home Loan Bank	3.000%		35,833.33	Federal Agency
08/01/08 - 12/11/08	133	1,000,000	Federal Home Loan Bank	3.000%		10,833.33	Federal Agency
06/12/08 - 12/12/08	184	1,000,000	Federal Home Loan Bank	5.000%		25,790.00	Federal Agency
06/18/08 - 12/18/08	184	1,000,000	Federal Home Loan Bank	4.250%		21,250.00	Federal Agency
07/08/08 - 12/30/08	176	1,000,000	Fed Natl Mort Assn	3.925%		18,752.78	Federal Agency

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



**CLEVELAND PUBLIC LIBRARY****Finance Committee  
January 22, 2009****REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR DECEMBER 2008**

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

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

**SUMMARY**

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

**CLEVELAND PUBLIC LIBRARY****FINANCE COMMITTEE**

January 22, 2009

**PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD  
OCTOBER 1 THROUGH DECEMBER 31, 2008**

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

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

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

**CLEVELAND PUBLIC LIBRARY****FINANCE COMMITTEE**

January 22, 2009

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

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

**LIBRARY SERVICES MATERIALS**

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

**AUTOMATED-RELATED GOOD AND SERVICES**

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

OTHERS SERVICES

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

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

**CLEVELAND PUBLIC LIBRARY****Human Resources Committee Report**

January 22, 2009

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

**Resignations:**

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

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

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

**Retirements:**

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

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

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

**Pages:**

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

**APPOINTMENTS, PROMOTIONS AND CHANGES IN RATE:****Change of Status:**

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

**Promotions:**

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

**Return from Leave of Absence:**

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

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

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

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

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

**Longevity:**

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

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

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

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

Goldberg, Aaron	LBPH	12/21/08
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**Cleveland Public Library****Human Resources Committee Report**


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

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



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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

**CLEVELAND PUBLIC LIBRARY****Human Resources Committee Report**  
January 22, 2009**Report on Paid Sick Time Used by the Month**  
**Hours Used Per Each Two Pay Periods**

<b>MONTH</b>	<b>2007</b>	<b>2008</b>
January	3,132.06	4,663.53
February	4,356.90	4,578.13
March	4,441.99	4,671.99
April	4,520.61	4,429.51
May	4,042.01	6,528.18*
June	6,039.32*	3,956.25
July	3,312.20	4,632.69
August	3,884.06	4,306.01
September	3,535.13	4,136.02
October	3,884.29	5,809.41*
November	6,914.39*	4,329.96
December	4,768.46	3,990.42

\*Covers three pay periods



# Human Resources Committee Report

January 22, 2009

Payroll Period Ending December 20, 2008

	FULL-TIME				PART-TIME				%Min.	Total	%Min.				
	FEMALE		MALE		FEMALE		MALE								
	White	Other	White	Black	White	Black	White	Black							
Management/ Supervisory <sup>1</sup>	27	19	0	21	7	2	2	76	36.8	1	0	0	0	1	0
Professional <sup>2</sup>	47	17	5	22	1	1	1	93	25.8	6	2	0	2	10	20.0
Support Staff Maintenance & Security	48	128	16	32	45	4	4	273	70.7	23	44	8	14	131	71.6
Pages	2	2	0	31	52	4	4	91	63.7	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	31	47	15	17	168	71.6
Total	124	166	21	106	105	11	11	*533	56.8	61	93	23	33	310	69.4

FULL TIME EQUIVALENT (FTE): 533

FULL TIME EQUIVALENT (FTE) FOR PART TIME: 147.87

FULL TIME TURNOVER RATE: 6.2%

PART TIME TURNOVER RATE: 17.1%

\*INCLUDES  
3 LEAVES OF ABSENCE

<sup>1</sup> Includes 60 Librarians

<sup>2</sup> Includes 93 Librarians

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

Human Resources Committee Report  
January 22, 2009

**Staff Enrollments-Health Care/Dental**

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

*Payroll has yet to receive  
December's info*

**Workers' Compensation Lost Time Report**

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

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

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

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

COMPUTER USAGE	Number of Computers	Number of Sessions	Total Hours In Use	Avg Session in Minutes	
				2008	2007
Main Library	66	13,602	10,810	47.68	
Branches	214	68,727	34,711	30.30	
<b>TOTAL USAGE</b>	<b>280</b>	<b>82,329</b>	<b>45,520</b>		

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

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

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

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

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

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

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

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

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

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

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

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

**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS DECEMBER 2008**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
1 West Park	27,756	1 Carnegie West	15,796	1 Fleet	33,842
2 South Brooklyn	23,877	2 South Brooklyn	15,662	2 South Brooklyn	32,393
3 Rockport	22,503	3 Hough	14,935	3 West Park	27,835
4 Memorial-Nottingham	18,955	4 Walz	12,977	4 Rice	26,130
5 Eastman	18,740	5 Harvard-Lee	12,887	5 Eastman	25,262
6 Walz	17,557	6 Eastman	12,408	6 Fulton	22,366
7 Addison	14,621	7 West Park	12,053	7 Memorial-Nottingham	21,670
8 Woodland	14,444	8 Rockport	11,127	8 Langston Hughes	21,014
9 Jefferson	13,941	9 Addison	10,841	9 Rockport	20,531
10 Collinwood	12,623	10 Fleet	10,682	10 Glenville	20,174
11 Fleet	12,469	11 Sterling	10,597	11 Harvard-Lee	20,116
12 Carnegie West	12,443	12 Union	9,372	12 Collinwood	19,630
13 South	11,382	13 Memorial-Nottingham	9,089	13 Addison	19,282
14 Harvard-Lee	10,883	14 Woodland	8,992	14 Walz	18,101
15 Glenville	9,416	15 Jefferson	8,828	15 East 131st	17,848
16 Martin Luther King, Jr.	9,356	16 Glenville	8,788	16 Mt. Pleasant	17,085
17 Brooklyn	8,949	17 Collinwood	8,513	17 Martin Luther King, Jr.	15,262
18 Mt. Pleasant	8,922	18 Mt. Pleasant	8,257	18 Lorain	14,499
19 Union	8,684	19 South	7,763	19 Union	12,684
20 Fulton	8,504	20 Garden Valley	7,600	20 Carnegie West	11,552
21 Lorain	7,859	21 Martin Luther King, Jr.	7,116	21 Sterling	9,255
22 Sterling	7,349	22 East 131st	6,611	22 Hough	7,747
23 Hough	7,028	23 Langston Hughes	6,497	23 South	7,679
24 Langston Hughes	6,418	24 Fulton	6,331	24 Woodland	7,391
25 Garden Valley	5,516	25 Lorain	5,131	25 Brooklyn	6,345
26 East 131st	5,154	26 Brooklyn	3,446	26 Jefferson	3,957
27 Broadway	4,473	27 Rice	2,502	27 Garden Valley	3,490
28 Rice	4,333	28 Broadway	2,072	28 Broadway	1,922
	334,155		256,873		465,062

See footnotes page 4.

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 DECEMBER 2008**

**OTHER TRANSACTIONS**  
Loans\* to:

	Monthly Total	Year-to-Date		YTD
	2008	2008	2007	Gain/Loss
CLEVNET	58,044	731,071	644,885	13.4%
MORE	990	15,443	14,839	4.1%
Other Libraries	532	7,957	8,156	-2.4%
<b>TOTAL</b>	<b>59,566</b>	<b>754,471</b>	<b>667,880</b>	<b>13.0%</b>

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

**PHOTODUPLICATION**

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

**ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD**

	Monthly Total	Year-to-Date		YTD
	2008	2008	2007	Gain/Loss
Projected (Mon - Sat)	23,793	315,733	381,348	-17.2%
KnowitNow Web Reference*	2,257	37,206	40,914	-9.1%
Research Correspondence**	856	15,711	5,910	165.8%
Interlibrary Loan Requests	4,297	64,400	63,915	0.8%
Sunday Count	1,078	833	11,039	-8.8%
<b>TOTAL</b>	<b>32,281</b>	<b>443,118</b>	<b>503,126</b>	<b>-11.9%</b>

\*Questions taken by CPL staff.  
\*\*Research correspondence underreported prior to Nov-07 when reporting procedures were revised.

**CHANGES IN PERMANENT COLLECTION**

	Monthly Total	Year-to-Date		YTD
	2008	2008	2007	Gain/Loss
New Titles Added	6,628	102,209	84,745	20.6%
Total Items Added	31,301	411,768	389,783	5.6%

**PERMANENT CARDS ISSUED**

	Monthly Total	Year-to-Date		YTD
	2008	2008	2007	Gain/Loss
	5,028	83,174	78,477	6.0%

**DAYS OPEN**

	2008	2007
Main Library	27.0	25.5
Branches	25.0	24.0



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

