

CLEVELAND PUBLIC LIBRARY
 Minutes of the Regular Board Meeting
 October 15, 2009
 Trustees Room Louis Stokes Wing
 12:00 Noon

Present: Ms. Butts, Mr. Corrigan, Ms. Rodriguez,
 Mr. Werner, Mr. Parker, Mr. Seifullah (arrived
 12:08 p.m.)

Absent: Mr. Hairston

Ms. Butts called the meeting to order at 12:06 p.m.

Approval of the Minutes

Ms. Butts moved approval of the minutes for the 9/17/09 Regular Board Meeting; and the 9/15/09 Joint Finance and Human Resources Committees Meeting. Ms. Rodriguez seconded the motion, which passed unanimously by roll call vote.

COMMUNICATIONS

Director Thomas acknowledged the following emails from: Laurie Earnest, City of Cleveland Department of Finance Sinking Fund Commission acknowledges her positive experience at the Main Library staff during her recent visit; Barbara Grants expressing her appreciation for the computer classes at Carnegie West Branch and the patient and supportive staff; and a letter from Mary Jane Mallonee thanking library staff for honoring Charles Dickens with an exhibit at the Dickens Conference.

FINANCE COMMITTEE REPORT

Mr. Corrigan presented the following report.

Gift Report for September

(See page 886)

Mr. Corrigan moved approval of the Gift Reports.
 Ms. Rodriguez seconded the motion, which passed

MINUTES OF REG.
 BRD. MTG. OF
 9/17/09; JOINT
 FINANCE & HUMAN
 RESOURCES COM.
 MTG. OF 9/15/09
 Approved

EMAILS FROM:
 LAURIE EARNEST,
 CITY OF
 CLEVELAND
 DEPARTMENT OF
 FINANCE SINKING
 FUND
 COMMISSION;
 BARBARA
 GRANTS; LETTER
 FROM: JANE
 MALLONEE
 Acknowledged

GIFT REPORT
 Approved

unanimously by roll call vote.

**CHANGE ORDER
#10: NEW RICE
BRANCH LIBRARY
PROJECT**

Approved

Change Order #10: New Rice Branch Library Project

(See pages 887-893)

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., Plumbing to Harner Plumbing, HVAC to T. H. Martin, Inc. and Fire Suppression to R&M Heating and Air Conditioning; and

WHEREAS, On December 16, 2008, the Board of Library Trustees awarded the Technology contract to East-West Construction Co., Inc. and Electrical contract to Doan/Pyramid LLC; and

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. (General Trades)	CO-12	\$ + 4,533.54	For purchase and install slat wall/cork wall to handle information and Literature for distribut- ion.

Total \$ + 4,533.54

BE IT RESOLVED, That the Change Order above be approved with the \$4,533.54 increase being charged to the Building and Repair Fund: 40177605-55300-10776.

Mr. Corrigan stated that we discussed this item at length at Finance Committee Meeting and will provide for a wall to accommodate informational materials at the new Rice Branch Library.

Resolution to Accept LSTA Grant for Services to Targeted Populations Project for the Ohio Library for the Blind and Physically Disabled at Cleveland Public Library

(See pages 894--906)

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

WHEREAS, Effective July 1, 2009, the Cleveland Regional Library for the Blind and Physically Handicapped started providing service to individuals and organizations formerly served by the Cincinnati Regional Library; and

WHEREAS, The State Library of Ohio is supportive of the consolidation of the two (2) regional libraries; and

WHEREAS, The Library and State Library of Ohio desires an additional focus on services to this targeted population; therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees accepts the LSTA funds of \$100,000 into LSTA LBPH Fund Account: 251042-42100 Federal Aid for supplies and equipment promoting this activity to begin immediately upon acceptance through September 30, 2010.

Mr. Corrigan stated that this item was discussed at length at the Finance Committee Meeting that these funds will provide the equipment and supplies required for the transition from cassette tapes to the more updated digital formatting.

RESOLUTION TO
ACCEPT LSTA
GRANT FOR
SERVICES TO
TARGETED
POPULATIONS FOR
THE OHIO LIBRARY
FOR THE BLIND
AND PHYSICALLY
DISABLED AT
CLEVELAND
PUBLIC LIBRARY
Approved

RESOLUTION TO
ACCEPT HEALTH
LITERACY
THROUGH HEALTH
PROMOTION
CONTRACT
Approved

Resolution to Accept Health Literacy Through Health
Promotion Contract

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

(See pages 907-909)

WHEREAS, The Cleveland Public Library is committed to
promoting lifelong learning for seniors; and

WHEREAS, The Cleveland Public Library wishes to
participate in a contract to receive \$4,300 to buy books
and play-a-ways for the Senior Health Clubs at J. Glenn,
McCafferty and Broadway Miles health clinics with the
materials becoming a part of the Cleveland Public
Library collection; now therefore be it

RESOLVED, That the Board of Library Trustees of the
Cleveland Public Library accepts the Health Literacy
through Health Promotion Contract from the Cleveland
Dept. of Public Health in the amount of \$4,300 as
detailed in the scope of work proposal to be deposited
using 101048-48900 General Fund Miscellaneous Revenue
and expenditures from 11310054-54110 General Fund
Deputy/Literacy Books.

Mr. Corrigan stated that this item was discussed at the
Finance Committee and expressed that our participation
in this worthy program will help strengthen our
relationship with the City of Cleveland Department of
Public Health.

Resolution to Accept Gates Grant

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

(See pages 910-912)

RESOLUTION TO
ACCEPT GATES
GRANT
Approved

WHEREAS, The Cleveland Public Library is committed to providing access to information in all formats; and

WHEREAS, The Cleveland Public Library participated in three (3) prior grants from the Bill and Melinda Gates Foundation in 2000, 2004 and in 2006 which provided public access computers in various Library facilities; and

WHEREAS, The Gates Foundation has selected the Library to receive funding in the amount of \$89,700 in Year 1, 2009, and \$54,600 in Year 2, 2010, to replace and upgrade existing equipment; and

WHEREAS, This grant requires a 25% match of \$29,900 in Year 1 and a 50% match of \$54,600 in Year 2; now therefore be it

RESOLVED, That the Board of Library Trustees of the Cleveland Public Library accept the two-year Opportunity Online Hardware Grant from the Bill and Melinda Gates Foundation in the amount of \$144,300 into the Gates Fund Account: 243046-46100 Restricted Gifts; and further be it

RESOLVED, That the Board approves a transfer of required matching funds from the General Fund Account: 13010055-55530 Computer Hardware for \$29,900 during 2009 and for \$54,600 during 2010 to the Gates Fund Account: 243049-49900 Transfers In.

Mr. Corrigan stated that this item was discussed at the Finance Committee and noted that this is a part of continued expansion of public access and increased computers in our branches.

Mr. Corrigan stated that he appreciates the staff time required to complete grant applications and monitor them.

Fifth Amendment to the Year 2009 Appropriation

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

(See pages 913-920)

FIFTH AMENDMENT
TO THE YEAR 2009
APPROPRIATION
Approved

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 October 8, 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 Fifth Amendment to the Year 2009 Appropriation Schedule be approved.

Mr. Corrigan stated that this item was discussed at the Finance Committee and these funds authorized to receive are reflected in this amendment and is a standard adjustment.

Mr. Corrigan submitted the following reports.

**FISCAL OFFICER'S
REPORT**

Submitted

Fiscal Officer's Report

(See pages 921-969)

**SPECIAL REPORT
ON INCOME &
EXPENDITURES**

Submitted

Special Reports on Income and Expenditures

(See pages 970-974)

**REPORT ON
INVESTMENTS**

Submitted

Reports on Investments

(See page 975)

**REPORT ON
CONFER. &
TRAVEL
EXPENDITURES**

Submitted

Reports on Conference and Travel Expenditures

(See page 976)

**PURCHASES FROM
\$5,000-\$25,000,
7/1/09 - 9/30/09**

Submitted

Purchases from \$5,000-\$25,000, 7/1/09-9/30/09

(See page 977)

Purchases Exceeding \$25,000, 7/1/09-9/30/09

(See page 978)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Seifullah presented the following report.

Regular Employee Report

(See pages 979-980)

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

Retirement Recognition Citation

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

Citations have been issued for the following staff members on the occasion of their retirements:

Lucille Mack (after 4 years of service), Branch Clerk (part-time regular), Grade B, South Branch, retires 10/31/09

Barbara Mates (after 35 years of service), OLBPD Manager, Grade L, Ohio Library for the Blind and Physically Disabled, retires 10/10/09

Michael T. Sparrow (after 30 years of service), Library Assistant (subject), Grade F, General Reference, retires 10/10/09

Louis F. Toth (after 25 years of service), Custodian II, Grade B, Building Service (Lake Shore), retires 10/31/09

Valentina Travka (after 33 years of service), Technical Services Associate, Grade D, Catalog Department, retires 10/31/09

PURCHASES
EXCEEDING
\$25,000,
7/1/09 - 9/30/09
Submitted

REGULAR
EMPLOYMENT
REPORT
Approved

RETIREMENT
RECOGNITION
CITATION
Approved

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

BE IT FURTHER RESOLVED, That the citations be sent to them forthwith if they are not present at this meeting of the Board of Trustees.

Trustees, Administrators and staff offered their congratulations and well-wishes to retirees Lucille Mack and Michael Sparrow who were present.

Proposed Revisions to the Human Resources Manual

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

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

(See pages 981-983 for full report)

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

Larry Novotny, Assistant Human Resources Administrator, gave a detailed overview of the proposed revisions that provide a separate section for layoffs that clearly identify management rights during layoffs. The terminations section will have a more inclusive list of terminable offenses and a change in the appeals process. The appeals will no longer be reviewed by the Board but will be conducted by the American Arbitration Association. Legal counsel, Ogletree-Deakins, has reviewed and recommends the revisions.

Mr. Corrigan stated that this update is appropriate for non-bargaining unit employees providing due process.

Mr. Seifullah submitted the following reports.

Reports on Paid Sick Time Used by the Month

(See page 984)

Affirmative Action Plan Report

(See page 985)

Insurance Summary Report

(See page 986)

COMMUNITY SERVICES REPORT

Ms. Rodriguez submitted the following report.

Monthly Activity Report

(See pages 987-993)

Building Status Update

Architect Lester Cumberlander, Moody Nolan, Inc., gave a power point presentation on the status of the Mobile Services Unit and the Woodland Branch upgrades including parking lot expansion. Upgrades will include new ADA-accessible restrooms; ADA-accessible front doors; energy-efficient lighting; and a new HVAC system.

Timothy Diamond, Special Assistant to the Director, stated that the Woodland Branch will close on Wednesday, October 28, 2009, and reopen to the public Friday, November 13, 2009. Patrons are alerted to the closing via signs on the outside of the branch, fliers and a notice located on the Library website.

Mr. Cumberlander stated that the project is on schedule with a completion date of December 16, 2009.

Myron Scruggs, Facility Administrator, gave a slide show update on the new Rice Branch Library project that included the installation of art work, homework help center, offices, restrooms, circulation, work room, and children's play areas.

**REPORT ON PAID
SICK TIME**
Submitted

**AFFIRMATIVE
ACTION PLAN
REPORT**
Submitted

**INSURANCE
SUMMARY REPORT**
Submitted

**MONTHLY
ACTIVITY REPORT**
Submitted

**BUILDING STATUS
UPDATE**
Presented

Ms. Rodriguez stated that the kick-off for the newly renovated Novak Park has been postponed and will be rescheduled. When the new date is selected, the Board will be notified.

**DIRECTOR'S
REPORT**
Presented

DIRECTOR'S REPORT

Before Director Thomas presented his report, he noted the following: circulation have increased 5% from last year; KnowItNow reference transactions have decreased due to support provided by staff from other KnowItNow participating libraries; Community Outreach & Public Affairs office has officially begun this month and will begin to seek grant opportunities; gave background information including the benefits of the floating collections process which is currently in experimental pilot phase; and introduced September WOW Awardees Ann Olzewski and Anne Marie Warren.

Monthly Statistics

Circulation for the month of September was 579,398. This is an increase of 5% from last year's September circulation of 549,419. These are impressive numbers considering the fact that we were open to the public on four Sundays in September last year. Despite being open 36 hours less in September 2009, we were able to average a significantly higher circulation per hour.

Reference transactions for the month of September were 91,922. This is a decrease of almost 2% from last year's September reference transactions of 93,363. Attendance for the month of September was 354,967. This is a decrease of 2% from last year's September attendance of 362,597. We will continue to monitor our attendance and reference transactions numbers to determine if Sunday closings are affecting these numbers.

Program and Outreach Highlights

September extended a summer of great change and progress at the Cleveland Public Library. The Community Outreach and Public Affairs division of the Library officially began its important work. The department will oversee system-wide programming, public affairs, grants and development, the scheduling of meeting rooms, Mobile Services, the Ohio Library for the Blind and Physically

Disabled, and the Literacy office / Ohio Center for the Book.

An important new aspect of the department will be the additional emphasis on grants and development. There have been some initial successes. The department received a \$100,000 grant from the State Library of Ohio to purchase cartridges for the duplication of digital titles. The department also continued to facilitate the implementation of a \$123,000 grant from Family and Children's Services First Council and a \$144,300 grant from the Bill and Melinda Gates Foundation.

Marketing and Communications

The Marketing, Graphics and Webware staff were busy in September with a number of campaigns, but most important was our National Library Card Sign-Up Month campaign entitled "Start Fresh." The Library teamed up with the Cleveland Cavaliers to promote the program, and kicked off the month with "Library Night with the Cleveland Indians." That event featured Overdrive's high-tech digital bookmobile being stationed right in front of Progressive Field. I did several media interviews to promote the month including a mid-day newscast on WKYC TV channel 3.

Buildings Update

The building projects for our new Rice Branch and the addition to the Woodland Branch are proceeding on time and on budget. In September's board meeting, staff brought the possibility to the board of a temporary closing for Woodland to do some building upgrades. The specifics of the closing have now been confirmed.

Scheduled repairs and much-needed building updates will begin at the Woodland Branch of Cleveland Public Library on Wednesday, October 28. In order to complete all of the construction work, the library will be closed from that date until Thursday, November 12. It will re-open on Friday, November 13.

The renovations are designed to make the building ADA-compliant and more energy efficient. As a result of the projected energy savings and building improvements, the library expects to reduce energy-related costs and maintenance requirements. Upgrades include restroom

renovations, new energy-efficient lighting, handicapped-accessible entrance doors and a new HVAC system.

Meetings and Activities

- Director met with Lynda Murray, Ohio Library Council's Director of Government and Legal Services in Columbus and other directors from around the state to discuss our future legislative options.
- Director provided the introduction of author Jamaica Kincaid at Case Western Reserve University's Amasa Stone Chapel.
- Director attended the first Leadership Cleveland meeting which was a retreat in Aurora. The meeting featured former Mayor Michael White.
- Director attended the Turning the Page Advocacy training with Library Trustee Rick Werner, the conference a requirement for those library systems receiving funding from the Bill and Melinda Gates Foundation.

Technical Service

Another pilot program that branches are currently examining is floating the collections of DVDs, CDs, Audiobooks and Playaways. The piloting will reveal whether the current system of delivering millions of items through our branches can be streamlined. Our initial findings are that the number of items that were in transit for the month of September was reduced by 35%. Kudos go to **Patricia Lowrey** and her staff for coordinating this effort.

Staff Highlights

The Cleveland Public Library's "Works of Wonder" (WOW) award winners for September were **Ann Olszewski**, Preservations, and **Ann Marie Wieland**, Archives, for their outstanding work on the Carnegie libraries tour project with the Friends of the Library.

COMMUNITY OUTREACH & PUBLIC AFFAIRS

It is official! On September 1, 2009, Community Outreach and Public Affairs - COPA - took the first tentative steps as a new administrative unit, part of the

Library's reorganization. COPA will oversee system-wide programming; public affairs; grants and development; the scheduling of meeting rooms; Mobile Services; Ohio Library for the Blind and Physically Disabled, and the Literacy Office\Ohio Center for the Book (outreach services); and, serve as liaison to the Friends of Cleveland Public Library.

Although planning for the new administrative unit began during the summer, we are still very much in the germinal stages of the transition - trying to locate a staff of five and finalize physical work spaces. Kudos to Heidi Strickland Yarimilka Beavers for all the support provided this month.

Chrystal Carr Jeter, formerly Manager of Youth Services, is now a member of COPA's team. She used the month of September to transition duties and responsibilities and to begin closing her office for the move. She continued to plan the Annual Children's Book Week Program and Teen Summit, and to provide leadership for the juried Sugarman Children's Biography Award and the annual publication *Celebrate with Books*. Ms. Jeter attended the Youth Services meeting and led the evaluation of the 2009 Summer Reading Club, "Be Creative @ Your Public Library".

Mobile Services Manager Linda Sperry continued to participate in construction progress meetings for their new and expanded facility, which is on schedule and should be completed mid-December. The bus was off road for two weeks this month for annual maintenance and repairs but still made 34 stops, served 404 persons on board, and filled 1369 holds. Technical Services Administrator Tish Lowrey rode the bus on September 30, to see service delivery up close. Doris Yee, Library Assistant - Youth, began full time hours in the Department.

The "On the Road to Reading" van served 14 pediatric and WIC sites and made 139 contacts. Seventy-four day care classes were visited (26 sites, including four Cleveland Metropolitan School District preschool classrooms and a special needs class at Merrick House.) Laura's House, The City Mission's home for homeless women and children, was added as a service site this month and also received a deposit collection for use by the residents.

The Ohio Library for the Blind and Physically Disabled (OLBPD) continued to transition the merger of statewide services, receiving the final equipment from Cincinnati. Lake Shore Shelf\Shipping completed clearing shelf units for the digital collection. The department received a \$100,000.00 grant from the State Library of Ohio to purchase cartridges for the duplication of digital titles.

Family Fun and Learning Day, on September 16, attracted over 130 attendees and featured local mystery author Les Roberts. The annual Volunteer Luncheon on September 23, 2009 provided the opportunity to thank a core group of volunteers who support the activities of OLBPD. After 35 years of full time services (plus time as a page), Manager Barbara Mates submitted her retirement papers, effective October 30, 2009.

Merce Robinson and Chrystal Jeter attended Branch Managers, Main Subject Department and Youth Services meeting, representing COPA. Additionally, Ms. Robinson continued to facilitate the Library\Museum Pass Project and will take the leadership role for MYCOM grant implementation. The Library Board approved a resolution to accept the \$123,000.00 grant from Family and Children's Services First Council which gives Cleveland Public Library lead agency responsibility for administering their Transitions initiative in 8 Cuyahoga County neighborhoods. Jan Ridgeway, COPA Administrator, joined Merce Robinson in Washington, D.C., on September 26, representing the Ohio Center for the Book in the Pavilion of the States. More than 130,000 visitors attended the event on the National Mall and by 3 p.m. we felt as if they all had stopped by our table!

Additionally, COPA supported the annual Hispanic Heritage Month Kick-off program at Carnegie West; planned and implemented a successful 101 training session on library services to Latino populations, facilitated by Las Vegas Public Library's Salvador Avila. We also began scheduling meeting rooms (\$2,000 in September).

Planning continued with the Girl Scouts of North East Ohio program initiative; *Picking Cotton* authors' visit with the Federal Bar Association; Michael Jackson: the Icon program; the annual Spectrum Initiative with Fine Arts' Pam Eyerdam and Cleveland Public Art; the Teen

Summit; and, the Ohio film premiere of "Inside Buffalo", a partnership with the City of Cleveland and the Italian Consulate of Detroit. COPA staff also attended a MYCOM P-16 council meeting; a Sisters of Charity Grant Review session; meetings with a representative of Cuyahoga Community College, Eastern Campus, Educational Opportunity Center; A Cultural Exchange; the Friends of Cleveland Public Library; the Sugarman Committee meeting; Cleveland Public Library Teen Librarians; Center for Community Solutions; and, Cleveland State University to plan a Cleveland Chautauqua Series.

Jan Ridgeway also attended a Fundraising Workshop in Cincinnati, Ohio, the Library Board Retreat at Lake Shore, a prep session with Falls Communications, and a Writers and Readers staff committee meeting; facilitated the first Program Champions meeting; and, attended the Anisfield Wolf Book Awards event at Cleveland Playhouse.

PUBLIC SERVICES

This is the first monthly report for the newly formed Public Services Agency, which now provides oversight and daily management of the Main Library facility as well as the 28 neighborhood branches. The Public Services Administrative Team, composed of the Public Services Administrator, four large Subject Department Managers, four Branch Managers, and the three Neighborhood Team Managers, will be working to bring greater system-wide consistency to the application of Library policies and procedures, improve the customer experience, and reduce barriers between Main Library and the neighborhood branches to allow for a freer exchange of materials and staff expertise.

Public Service Administrator activities that took place in September to support these priorities include:

- Holding a joint meeting with Branch Managers and Custodians to clarify expectations
- Establishing pilot project partnerships between Main subject departments and branches, in which each of four Subject Department Managers will directly oversee one branch facility
- Meeting with Children's Librarians across the system

- Visiting each of the branches to evaluate what work needs to be done in the areas of physical facilities and collections
- Taking on responsibility for the Youth Services Department at Main Library
- Managing the Youth Services Department in the absence of a department manager (to be hired January 1, 2010)
- Attending monthly team meetings for the Central, East, and West teams
- Addressing a wide variety of new and long standing personnel issues

Main Library

Programs/Exhibits: The Business, Economics and Labor Department partnered with the Hough Branch and local business owners in presenting a small business program on starting a beauty salon.

Fine Arts and Youth Services hosted "*The Rambling Sailors*" for about 30 people.

Foreign Literature Department continued to showcase ESL materials and promote a new citizenship DVD in the East Wing of the department, with ongoing displays.

The History Department Genealogy Clinics continue to be popular. On Saturday, September 12, twelve people were helped by four volunteers from the African-American Genealogical Society.

Literature Department participated in a panel discussion on the works and career of Jamaica Kincaid, Tuesday, Sept 15 at 6:00 p.m. at the Martin Luther King Branch.

Popular Library displays included Graphic novels and a selection of non-fiction titles dealing with cancer. Richard Fox led a discussion for the Friends of the Cleveland State University Libraries on September 30. The play, *Amsterdam* by Michael Frayn was chosen as the 2009 Common Reading Selection at CSU. Over sixty students and faculty crowded into the room for a spirited discussion of the play.

Social Sciences Librarian Mark Moore attended Sustainable Cleveland 2019 meetings of the Compact Committee at Cleveland City Hall and submitted Department programming plans supporting the *Writers and Readers* program featuring James Kunstler. Harriette Parks and Helena Travka presented the September Social Sciences Book Club. Helena Travka presented a Grants Workshop. There were 26 patrons for the first portion of the event and 19 stayed for the second half. The workshop was the first venture between the Foundation Center and the CPL's Foundation Center Cooperating Collection.

Outreach: Susan Mullee from Business participated in the "Employment Expo: Celebrating Older Workers Week," held at Employment Connection on September 24.

The Computer Learning Connection produced and distributed: How to use your mp3 player at the library; How to connect with the CPL wifi; How to use your USB drive at the library; How to send an attachment via email; How to send a link via email; and How to send your resume via email.

Special Collections staff members Lissa Waite and Pam Eyerdam attended the Anisfield Wolf book awards and had the winning titles autographed by the authors (to be added to the Anisfield Wolf Book Collection located in Special Collections. Ms. Eyerdam and Ron Burdick participated in a library instruction session with CSU's History of the Modern Middle East class with Dr. Cory. CPL research resources were reviewed located in the History and Special Collections departments.

During September, the Highland Branch of Medina County Public Library and the Rockport Branch were added to the Foreign Literature Department's Long Loan program, bringing the number of participating agencies to forty. Mary Torres's posting of a brief video clip of departmental resources continued to gain viewers on YouTube and Facebook.

Pam Benjamin, Melanie McCarter and Ted McCafferty of General Reference presented an overview of General Reference resources and services for Branch Managers at the Branch Manager Meeting on September 2. Kelly Ross created a flyer to aid patrons in obtaining expensive college textbooks.

On Saturday, September 12, a group of ten graduate students in the Historic Preservation Program at Ursuline College visited the Library for a tour conducted by History Department Manager Ron Burdick. On Monday September 15 and 22, eighteen students from East High School visited the History and Geography Department. They are working on a project documenting the history of the Hough area in Cleveland.

Public Administration Manager Karen Martines attended meetings for the Cuyahoga County Bicentennial Commission and the Italian American Heritage Committee. An email blast was sent to all City Hall employees about the availability of the *Hannah Report* in PAL.

In Science and Technology, ILL is experiencing a marked increase in the demand for ILL requests due to the closing of the Cuyahoga County Public Library's Interlibrary Loan Department.

Social Sciences Librarian Sequoia Brown met with NID housing counselors to discuss plans for continued Homeowner Clinics throughout the Branches. Ms. Brown completed a practicum student project. She submitted an evaluation for supervised practicum student Brett Thomas. Harriette Parks distributed the Fall Quarterly Education List to all Branches and Main.

Annisha Jeffries of Youth Services spoke to 35 students at Monticello Middle School about the Youth Services Department and YRead program. Ms. Jefferies also hosted a class visit of 18 students from North Olmsted High School. Elizabeth Gaughan hosted a class visit of 20 students from Lighthouse Community School. Donna Willingham conducted two story hours at Kidztown with a total attendance of 30 children and two story hours at Old Stone Church with a total attendance of 10 children. Vicki Beggiani was featured in a *Plain Dealer* article about reading and young children.

Collections/Reference: In Fine Arts Kent intern Sara Schmidt completed the DACS entry for the *William Sommer Library*, created an EAD document and posted it on the OhioLINK EAD site, and created a blog entry. Ms. Bernice Davis (donor of the David E. Davis Sketchbooks) visited Special Collections to see the sketchbooks on display (part of a joint exhibit with the Sculpture Center). Lissa Waite researched on how to obtain an obscure

thesis by George Gallagher, who wrote about Emanuel Lasker. With the assistance of members of the Ken Whyld Association, they tracked down the author (who is now in his 90's and living in Hawaii). Mr. Gallagher gave permission to have copies made for the John G. White Collection. Lissa Waite began working with the new Kent Intern, Mary Kelly Marsco on a variety of projects.

Waite inventoried the new copy of *Spanish Earth* by Ernest Hemingway which was donated to CPL by History Librarian Chris Wood, son of Jasper Wood. This is a limited edition item published by Jasper Wood with unique end papers. Hemingway was disappointed with the publication and demanded that its publication be ceased. This copy is in pristine condition.

General Reference Manager Pamela Benjamin convened a meeting of the Electronic Resources Committee (ERC) on September 15. As of September 11, due to negotiations and prudent spending, the 4500 Electronic Resources budget showed a surplus of \$109,734. The committee voted to acquire Gale Legal Forms on behalf of the Social Sciences Department for \$8,153.10. The ERC recognized that any remaining surplus in funding should be dedicated to the future cost of the digitized *Plain Dealer*. Kelly Ross worked with Marilyn Nichols from ILL/Photo duplication, and staff from the Accounting Department to initiate Interlibrary Loan Fee Management (IFM) for the Library. IFM will save money and time in reduced ILL processing. General Reference ILL staff were acknowledged for their assistance by author Arnold Reisman in two of his recent books, *Arts in Turkey: How Ancient Became Contemporary* and *Post-Ottoman Turkey: Classical European Music and Opera*.

The History and Geography staff completed a review of a lengthy "Assumed Lost" report for the Department.

Popular Library ordered new titles for CPL collections at CSU, CWRU, and Chancellor University.

One of the Councilmen called upon Public Administration staff with a list of questions to be answered for information that was to be used in support of getting the Gay Olympics Games in Cleveland. We were happy to provide the requested information. The September 30, 2009 issue of the *Plain Dealer* reported that the City has been awarded the games.

In Science and Technology a three-week trial period started for a new GALE GREENR electronic informational resource.

Shelf: Business as usual, nothing to report.

Social Sciences Department Manager John Skrtic, who is now responsible for overseeing the Eastman branch as part of the new Public Services Administrative Team, weeded portions of the Eastman Branch collection on Saturday, September 12.

Youth Services professional staff met with Cindy Lombardo to initiate changes to Youth Services collections and shelving locations. Orders were placed for a collection of classics and common reading list titles to more efficiently serve youth services patrons with assigned reading.

Staff/Professional Development: Main Subject Department Managers attended the monthly Management Training session on performance evaluation. A number of Main staff attended the "Crash Course on Library Services for the Latino Population" workshop.

Anastasia Diamond-Ortiz and the Computer Learning Connection staff continued the Learning 2.0 program. Topics for the staff included Facebook, Goodreads, Twitter and Flickr

Ernest Edwards trained staff from Business Department and Harvard-Lee Branch on how to process Long Loan materials.

One-half of the General Reference staff toured the Cuyahoga County Archives on September 29 with the second half slated to go on October 6.

Tonya Jenkins, Co-Chair of the CLEVNET Training SIG, attended a meeting on September 15 and worked on the coordination of *OhioLINK* and *ReferenceUSA* training for CLEVNET staff.

Michelle Skrovan was appointed a member of the Library's Program Champions committee and attended their first meeting.

Multiple staff members participated in the free, online RefUSA database webinar on September 29.

Map Librarian Tom Edwards attended an Esri software update workshop in Washington D.C. on September 29.

Lending Supervisor Daniel Oreskovic and Dave Swinerton, Accounting Manager, led the training of Branch Clerks and Branch Managers through the new cash handling procedures. The new cash handling procedures were implemented on September 22, 2009.

Science Manager Carmen Harris attended a sustainability meeting in the CPL Director's office on Tuesday September 29 with Tri-C's Metropolitan Campus President, Dr. Michael Schoop.

Social Sciences Librarian Mark Moore acted as a GoodReads trainer for the Web 2.0 Training Session at the Lake Shore Facility on September 15. Helena Travka participated in the Webinar -- *The Scoop on Series Nonfiction: Best Uses, Best Practices, and Best New Books for Fall*. John Skrtic was sworn in as a NEO-RLS Board of Trustees member on September 15.

Elizabeth Gaughan of Youth Services has been selected to run for the 2012 Printz Committee.

Branches

East Team Summary

East Team Branches worked diligently at preparing staff for the implementation of system-wide initiatives established to support the internal operations of Cleveland Public Library. Staff received training in MUNIS ESS (Employee Self Service), Cash Handling/Accounting Procedures, and the Floating Collection. In addition, East Team Branches participated in promoting the Library Sign-Up Campaign and Hispanic Heritage Month through programming efforts.

East Team Branch highlights include:

- Forty-five teens from East Clark visited the Collinwood Branch during a classroom visit to check out books. The teens checked out 3 books each totaling 135 books for the group.

- The Glenville Branch was used a training site by Cuyahoga County Board of Elections to prepare poll workers for the September 8 primary and November 3rd general elections.
- Primary elections were held at several East Team Branches on September 8: Addison, Glenville, Martin Luther King, Jr., and Mt. Pleasant.
- Hough Branch hosted CPL's *Small Business Lecture Series*: "Ever Thought About Owning Your Own Beauty Salon?" on Saturday, September 26. The program was a collaborative effort between the Hough Branch and the Business Department.
- Addison Branch's Kathryn Feeley attended the CLEVNET Public Services SIG joint meeting with the Training SIG on September 15 at the Twinsburg Public Library. Additionally, Kelli Minter and Kathryn Feeley continued serving as Tech Mentors for CPL's Web 2.0.
- A panel discussion on the works of author Jamaica Kincaid was held on September 15 in the Gallery of the Martin Luther King, Jr. Branch. The occasion was a supplemental event for the 2009 Annual Anisfield-Wolf/SAGES Lecture. The panel discussion featured Case Western Reserve University staff and faculty Marilyn Sanders Mobley, Vice President for Inclusion, Diversity and Equal Opportunity, and Erika Olbricht, a SAGES (Seminar Approach to General Education and Scholarship) Instructor.
- The Mount Pleasant Branch collaboration with the Mount Pleasant Community Zone has been extended until December 2009. The teens working with this program will continue to use Mt. Pleasant for training and computer assignments each Tuesday and Thursday.

Central Team Summary

The month of September was filled with the continuation of several major library projects and the start of several new projects. Both the Woodland construction project and the new Rice Branch Library project are making great progress. The new Rice Branch is now fully enclosed and work can proceed on the interior of the library. The Library is anticipating a mid-January opening. The Woodland project is also moving forward. Completion of this project will require the Woodland

Branch to close for approximately 2 weeks at the end of October.

The process of transitioning into the newly created department of Public Services continued throughout the month. The new Public Services Administrative Team meets regularly and is developing and refining the operation of the new department.

The Fresh Start Library Card Sign-Up Campaign is also off to a good start. The Children's Librarians are busy visiting neighborhood schools and promoting library programs.

The Library has provided a great deal of training to all staff during the month of September. In addition to implementing new money handling procedures, the Library has embarked on an electronic time and attendance system. Every staff member in the Library participated in training in the new system. The new money handling procedures have also required many branch staff members to be trained in these new procedures.

Central Team Branch Highlights include:

- The staff at the Broadway Branch is working closely with daycare centers in their service area. One daycare center is visiting the library weekly.
- Garden Valley Branch Manager Gail Hanks and Chrystal Carr-Jeter attended the "Weed and Seed" informational meeting presented by the Burton, Bell and Carr Development Office. This is a national program that focuses on weeding out crime and seeding a community with positive programs.
- The Jefferson Branch Library participated in the annual "Arts and Culture Festival in Tremont." The festival was held in Lincoln Park on September 12 and 13.
- Construction continues for the new Rice Branch Library. The new library is now fully enclosed and construction has begun on the interior of the new facility. The Library is anticipating a mid-January, 2010 grand opening.
- South Branch Manager Jaime Delet organized the Hispanic Heritage Month Program that took place at the Carnegie West Branch Library on Friday, September 18. Salvatore Avila, Branch Manager of

- the Enterprise Library in Las Vegas, Nevada, served as the keynote speaker.
- The Cleveland State University Swim Team is coming into the Sterling Branch Library every other
- Wednesday to tutor and read to the children in the library.
- Library Assistant, Children's Emphasis, Eric Eubanks, kicked-off the Branch's "Fit for Life" Wii Olympics on September 25. This program will continue through the end of October. There were 22 children and adults in attendance for Wii Bowling.
- Woodland Branch Manager Cheryl Diamond and Public Services Manager of the Central Team Ellen Leavitt, participated in the Central Neighborhood Collaborative at the Friendly Inn. In addition, both Ms. Diamond and Ms. Leavitt are involved in the construction meetings at the Woodland Branch Library.

West Team Summary

Major system-wide initiatives dominated services to patrons, programs, events and staff training and activities. The annual Library Card Sign-Up Campaign offered patrons under eighteen the opportunity to have fines cleared so they could have new library cards issued. The floating Audio-Video collection project was implemented in an effort to reduce the number of items in transit as well as to allow materials to flow to those branches where they are requested and to remain there until requested by another location. Some branches observed the inordinate amount of time involved in securing discs and retrieving them to be placed in cases for checkout.

West Team Branch highlights include:

- "Fit for Life" programs began at Lorain, Brooklyn and Carnegie West.
- Hispanic Heritage Month began with a kick-off celebration on September 18 at Carnegie West with approximately 125 in attendance.
- Fulton served as a polling place for the primary election on September 8.
- Brooklyn's America Reads tutor from Tri-C continued her work at the branch.
- South Brooklyn held a *Cloudy with a Chance of*

- *Meatballs* Family Literacy Program to coincide with the release of the feature film.
- Walz reached out to the many nursing homes and assisted living facilities in its vicinity.
- Rockport's Children's Librarian, Diana DeVore attended the workshop on service to the Latino population and is working on a bilingual collection with Mary Torres from the Foreign Literature Department. She also attended the Corporate Challenge event at the Lake Shore Facility.
- West Park, South Brooklyn and Rockport reported the impact, that current, relevant and attractive book displays have had on increasing circulation.

TECHNICAL SERVICES

Branches started floating collections of DVDs, CDs, Audiobooks and Playaways on September 1. This is an effort to reduce the number of items in delivery. Early analyses of the first month's statistics show that the project is working. The number of floating items in transit between branches has been reduced by 35%.

Patricia Lowrey spent a day on the Bookmobile; she enjoyed checking out materials to their patrons. Ms Lowrey chaired meetings of the Digital Projects Committee and the Cost Savings (formerly Efficiencies) Team. Ms Lowrey attended the Anisfield-Wolf Book Awards Ceremony, the Hispanic Heritage Month kickoff event, the Board Retreat, and the Corporate Challenge event.

All Technical Services staff received training on the new MUNIS payroll system.

High Demand: The department ordered 1,644 new titles and 15,877 items. Staff added 17,463 new items to the catalog and paid 597 invoices. Carole Brachna, the Manager attended training sessions on the new payroll system and performance evaluations. She also participated in the CLEVNET Directors' Panel meeting, helping to answer questions about the proposed Cooperative Acquisitions Pilot Project.

Collection Management: Bonnie Bolton continued visiting Branches and Laura Mommers began ordering audiobooks the Main Library's Audio-Visual Department. Rollie Welch

met with Ali Boyd, Branch Manager of Rice on September 9 to plan the ordering new materials for the new branch. Mr. Welch continues to publish reviews in the Cleveland Plain Dealer and Library Journal's online webpage, BookSmack. He also attended the Anisfield-Wolf award ceremony.

Catalog: Yolanda Lawler began a project to add missing records for the Government Documents Department. Michael Monaco has been cataloging collections of chess columns from various newspapers, the rarest being columns from Juediches Nachrichtenblatt, a Jewish newspaper published in the ghetto of Berlin under Gestapo supervision. Staff cataloged 5,897 titles and added 14,678 items.

Andrea Johnson concluded her participation in the Hiring Selection Solutions Team. Rodney Lewallen attended the workshop on Library Services for the Latino Population. Dawn Grattino went to training for the upcoming contract negotiations. Cathy Jo Graves, Yolanda Lawler, Michael Monaco, and Larisa Povitsky attended a CLEVNET Technical Services SIG meeting. Regina Houseman attended also, and provided a tour of Technical Services as well.

Thanks to Jim Benson of Automation for writing a script that adds the CPL DVD number to some bibliographic records.

Shelf/Shipping: A total of 1,419 telescopes of new materials were sent to Main and the Branches. The Receiving/Distribution Technicians bar coded, stamped, and distributed 28,886 items. Almost 250 requests were sent to the Main Library.

Acquisitions: Sandy Jelar Elwell, Gloria Guzi, Acquisitions Librarian - Serials, and Pam Pressly, Acquisitions Serials Clerk, met EBSCO to review Cleveland Public Library's accounts, discuss subscription renewals, and receive information about new services. Ms. Jelar Elwell attended the CPL Management Training workshop on Performance Evaluation and the Fall CLEVNET Technical Services meeting. Alicia Naab began meeting again with the Cost Savings Team, previously named the Efficiencies Team. Gloria Guzi, along with other CPL staff members and representatives from Cleveland State University and Cuyahoga County Public

Library, attended a meeting of the Plain Dealer Digitization Project.

Acquisitions staff ordered a total of 9,047 titles and 14,497 items, received 17,203 items, and processed a total of 2,138 invoices. Serials staff added 201 items and processed 516 periodical and serial claims.

Book Preparation: Book Preparation processed 28,838 library materials during the month of September. Brenda McIntyre and Marianne Monger with their families attended the CPL Corporate Challenge Kickoff Event. Marianne Monger attended the monthly board meeting of the Public Library Employee Credit Union.

Preservation: Elizabeth Bardossy and Ann Olszewski attended "Celebrating Paper," the twenty-fifth anniversary symposium of the Ohio Preservation Council in Columbus. Edward Seely, retired CPL Technical Services head was honored as one of the founders of the Ohio Preservation Council.

Renee Pride made bindings for facsimile copies of the earliest two volumes of the Golden Gloves scrapbooks, (1929/30 and 1930/31) and for the 1903 and 1907 Cleveland Group Plan reports. Elizabeth Bardossy treated two newspapers from 1908 from the Collinwood school fire collection and an 1865 edition of the Cleveland Herald.

Ms Olszewski attended two meetings of OCLC's CONTENTdm metadata working group. The CPL Digital projects committee met September 23. Plans for a central digital repository, digital projects budget, and a standard rights statement were discussed. Ms Olszewski reported on progress implementing the approved proposals.

Microfilm of 5 years of the Haines Greater Cleveland Criss-Cross directories was received. This frequently used resource is vulnerable to damage and not replaceable. Gloria Massey created a poster, The Eastman Legacy, displaying archives photographs and information about Linda Eastman, to hang at the Eastman Branch.

MARKETING & COMMUNICATIONS

September was a month of many highlights: Library Card Sign-Up Campaign, Library Night with the Cleveland

Indians, Hispanic Heritage Month, and television and radio interviews to promote the Cleveland Public Library. Below is a listing of some of the Library's marketing activities for the month.

Public Relations:

Several campaigns were underway during the month of September. Marketing, Graphics and Webware staff wrote and distributed press releases; featured events on the Library website; arranged and prepared interviews; and designed and distributed print materials to promote the following major events:

- CPL to be Closed on Sundays in Response to State's Funding Cuts: Reductions to affect Salaries, Staffing, Materials and Library Hours
- Jamaica Kincaid is Speaker for the 2009 Annual Anisfeld-Wolf/Sages Lecture at CWRU on September 22 (co-sponsored by Cleveland Public Library)
- Anisfeld-Wolf Book Award Winner, Jamaica Kincaid, Topic of Panel Discussion at Cleveland Public Library's Martin L. King, Jr. Branch
- Library Night with the Cleveland Indians (and Slider, Too): High-Tech Digital Bookmobile at Progressive Field to Demonstrate Latest Library Technologies
- Cleveland Public Library Teams Up with the Cleveland Cavaliers to Promote National Library Card Sign-Up Month: Special September Promotion Adds More Value to Library's Greater Access Card
- Library Symposium Scheduled to Provide a "Behind the Scenes" Look at the Life and Times of Michael Jackson: Local Panelists Gather at Cleveland Public Library's Martin Luther King, Jr. Branch to Explore the Life of Musical Icon on Thursday, October 1
- Hispanic Heritage Month Kick-Off at the Cleveland Public Library Carnegie West Branch
- Interview for Tena Wilson, Marketing & Communications Administrator, on "What Works: Give Back" program on WCSB 89.3
- Interview for Felton Thomas, Library Director, on the WERE 1490 AM "Basheer Jones and Company" and WZAK 93.1 FM "Urban Spotlight" programs.
- Interview for Jaime Delet, South Branch Manager, and Salvador Avila, guest speaker from the Las Vegas Clark County Library District, on WNZN 89.1 FM to promote Hispanic Heritage Month Kick-Off

- Interview for Felton Thomas on WKYC TV Channel 3 to promote Library Card Sign-Up Month and the Library
- Interview for Felton Thomas on WDOK 102.1 FM to promote Library Card Sign-Up Month and the Library

The activities of the month are reflected in the meetings that were held or attended by Tena Wilson, Marketing & Communications Department Administrator:

- Met with the Friends of the Library to discuss annual fundraiser and transition to new Library liaison
- Attended and presented marketing report at the Branch Managers monthly meeting
- Attended MUNIS training for new payroll system
- Facilitated Public Relations planning meetings with Falls Communications with whom the Library contracted services for the month
- Attended the Anisfield-Wolf Book Awards
- Attended, photographed and promoted the staff Corporate Challenge Kick-Off event
- Attended weekly Executive Council planning meetings, Library Board meetings and Retreat
- Facilitated internal Communications Team meetings with members Amy Pawlowski, Web Manager, and Cathy Poilpre, Graphics Manager
- Attended, photographed and promoted the Ohio Library for the Blind and Physically Disabled Family Fun and Learning Day event
- Attended planning meetings with Community Outreach and Public Affairs Administrator, Janice Ridgeway and programming staff
- Facilitated planning meetings for Writers and Readers' Neil Gaiman program
- Attended the Hispanic Heritage Month Kick-Off program at the Carnegie West Branch
- Attended planning meetings for the Ohio premiere of the film "Inside Buffalo"
- Facilitated messaging meeting with Falls Communications and key Library spokespersons
- Attended planning meetings for the Spectrum Dialogues program
- Attended Jamaica Kincaid program at Case Western Reserve University
- Attended planning meetings for the Library's website
- Attended monthly YWCA Changemakers workshop, dialogues on diversity issues in the workplace

- Attended meeting with Richard Johnson, editor of Kaleidoscope Magazine

Graphics:

- Cathy Poilpré and staff designed, printed and distributed 166 printed pieces, including slides for the Lobby Message Displays, banners, postcards, forms, routing slips, calendars, signs, flyers, booklets, programs, four staff newsletters, and reading lists for Popular, History and Literature.
- Ads were produced to promote the Writers and Readers author series in the *Plain Dealer* newspaper and *The Call and Post* newspaper.
- Cathy Poilpre attended a paper workshop held at XPEDX to determine sustainability, possible FSC certification and view new copies and other papers
- Tonya Thompson attended Flickr training, part of the Web 2.0 staff training series

Web:

- Amy Dankowski, Web Applications Manager, and David Reynolds, Web Applications Specialist, performed routine updates and maintenance, featured events on the website, and posted press releases upon request.
- September's total CLEVNET eMedia Collection circulation was 12,389 downloads, down from 12,260 reported in August. There are 1,399 total followers on Twitter, up from 1,310 reported in July.

Blog Committee:

- Maureen Mullin, Aaron Mason, Anastasia-Diamond-Ortiz, John Skrtic, Michael Dalby, Ali Boyd: the committee wrote and posted seven new blogs on the website.
- The Blog Committee underwent a change of membership. Amy Pawlowski will become the Chairperson, and Maureen Mullin, Aaron Mason and John Skrtic have resigned. Other new members will be named in October.

Other:

- In an effort to expand the effectiveness of the department, additional marketing services were provided during the month by Falls Communications. The agency provided proactive media relations

counseling, drafting and distribution of press releases and media alerts, media follow-up, and idea development and ongoing strategic planning for upcoming campaigns. The services were provided for a monthly fee of \$5,500.

- The contract with VOCUS PR Management software system ended and was not renewed at \$15,000 a year. This was possible due to the services provided by Falls Communications.
- A complete collection of all media exposure is available in the Marketing and Communications office.

BUILDINGS SERVICES

The Buildings Office completed numerous branch inspections and continues to monitor utility bills. We have attended weekly construction meetings for Rice and Woodland to insure that the construction is proceeding according to plans and moving in a timely manner. Buildings Office also attended a workshop on the update of fire codes presented by Mars Electric and General Electric.

Carpet and furniture cleaning at the branches has begun and will continue until every branch is completed.

Maintenance mechanics continue to maintain our buildings for the safety and comfort of our patrons and staff. A data line was installed in the Louis Stokes Wing auditorium for wireless control. Filters were changed in the air handling units, and several lighting ballasts were changed at Eastman Branch; a new data line was run to the circulation desk at the Glenville Branch; wiring for new controls for heating valves and HVAC were installed at Jefferson Branch. Two rooftop exhaust fans were tied in the Siemens system, and wiring for new controls for heating valves and HVAC were completed at Lorain.

At Main several new light fixtures were installed in the garage to provide better lighting. The power transformer for the Translogic System (book mover) was replaced. The control wiring for the Liebert dry cooler system was also completed.

At Martin L. King, Jr. Branch the drinking fountain was repaired and the fan belts were replaced on the air handling unit.

Even with the retirement of the garage foreman we continued to work hard to keep our fleet of vehicles on the road. The bookmobile was off the road for scheduled service and repair.

SECURITY OPERATIONS

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

Security Systems: The access system in the Main Library complex, Lakeshore Facility and Garden Valley is fully operational.

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

During the month of September 19 alarms was recorded in the alarm log and 7 alarms were caused by staff that Cuyahoga Valley Patrol had to respond to.

All duress buttons are tested on a monthly basis at all stations in the Main Library Building, The Louis Stokes Wing, Lake Shore Facility, the book mobiles and all branches. All devices tested okay for September

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

All CCTV cameras are operational with the exception of the following cameras at this time 1-Broadway,

2-Lakeshore, 1-Rice, 2 Main Complex, 1-Carnegie West and 1-Brooklyn.

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

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

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

Lost and Found: An inventory of all lost and found items is conducted on a monthly basis at the Louis Stokes Wing Security Operations Desk. During the months of September 5 items were returned to their owners; 1 bag of miscellaneous items was donated to Goodwill Industries.

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

The Security Operations Chief Janero and Assistant Chief Abrams met with Central Team Leader Ellen Levitt and the central branch managers to discuss any security concerns

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

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

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 44 branch investigations.

During the month of September the Branch Patrol Units began the pickup of bank deposits at all branches and depositing the bags at the 5th Third Banks. They also count the petit cash and register money.

Training: Continuous training is conducted by the Assistant Chief of Security Operations or a Security Operations Supervisor at Roll Call with all officers.

Chief Janero and Assistant Chief Abrams attended three training class on the new payroll system

All of Security Operations Supervisor and Security Officers attended training on the new pay roll system

SUMMARY OF IRREGULARITY REPORTS RECEIVED

Month	2008	2009	Change
January	102	63	-39
February	90	52	-38
March	119	76	-43
April	79	55	-24
May	59	50	-9
June	56	63	+7
July	61	60	-1
August	56	50	-6
September	53	53	0
Year to Date	675	522	-153

AUTOMATION SERVICES

CPL Projects: Bob Carterette, Ann Palomo, Amy Pawlowski, Jim Benson, and Hilary Prisbylla worked with Financial Services and Human Resources to provide all staff with training and documentation on the new MUNIS time keeping system. Ms. Palomo and Ms. Pawlowski also assisted in refresher training for managers and in assisting managers approve time on Monday, September 28.

Policies were adjusted to enable the CPL local floating collection for September 1. Baseline transit data has been collected and will be compared with numbers of items in transit after the floating collection has been in operation for a while.

At the request of Financial Services a Daily Fine Report is being emailed to each branch manager.

Special reports were created for: Collection Management, Literature, History, Social Sciences, Rice and West Park branches.

The web team completed changes to rebrand the former Library for the Blind and Physically Handicapped to Ohio Library for the Blind and Physically Disabled.

Information was posted on the CPL Staff Center about the changes in Health Care Plans and open enrollment.

Amy Pawlowski met with Cindy Lombardo, Tena Wilson, John Skrtic, and Maureen Mullin to discuss changes in the Blog Committee. Mr. Skrtic, Ms. Mullin, and Aaron Mason will rotate off of the committee, and Steven Capuozzo of the Literature Department will begin to serve on the committee. Ms. Pawlowski was named chair of the committee. Michael Dalby, Anastasia Diamond-Ortiz, and Kathryn Feely will continue to serve as members.

The Spectrum program page (www.cpl.org/spectrum) was updated to reflect the 2009 program.

The Library's public computer management system was updated to display the acceptable use policy for first time logins to SAM and to recognize and reject card numbers reported as lost.

Mr. Finnegan and Mr. McLemore met with at&t at the new Rice branch to go over fiber and telephony installation.

CLEVNET Projects: Circulation policy changes were made for Euclid, Hudson and Medina libraries.

Sirsi Calendar changes were made for Medina.

Reports were done as requested by Hudson, Huron, Lorain and Medina libraries.

Milan-Berlin public library requested that as many of their patrons as possible be switched to email hold notification.

Regular jobs were re-scheduled for Hawken School as they resumed the school year.

In preparation for debt collection, a survey was taken of CLEVNET libraries already using a debt collection process. Five libraries responded with the criteria they use and any special procedures done. The results were sent to the members of the Directors' Panel.

Active Directory Issues are being resolved and tested in preparation for Active Directory Update.

DNS settings for all Active Directory DNS servers have been adjusted to improve performance.

A long-term project to change access control of the Virtual Private Network to Cisco certificates achieved the milestone of successful configuration and testing.

The router at Milan Public Library was replaced. The Cleveland Law Library network design is being evaluated for upgrades.

KnowItNow: Testing of upgrades to the software continued in September. A "load test day" was held on Sept. 29 with librarians from Oregon and Ohio.

Martins Ferry Public Library chose to implement the local queue option, and to also assist in handling email requests. Canal Fulton Public Library has also decided to become a KnowItNow provider, with the local queue option. Columbus Metropolitan Library also plans on implementing the local queue.

Due to staffing cut backs in public libraries throughout Ohio the AfterDark librarians will provide service two hours earlier (6:30 pm instead of 8:30 pm) on weekdays.

On Sept. 17, Don Boozer, Brian Leszcz, and Caleb Tucker-Raymond took part in a 90-minute conference call with Jim Duncan (Director of Networking and Resource Sharing) and Steve Gregory (Web Developer) to discuss details surrounding the possibility of AskColorado joining with KIN24x7 and L-net in their virtual reference collaboration. Many areas of concern were addressed: technological, administrative, organizational, financial, and philosophical.

Meetings and Professional Development: The CLEVNET Directors' Panel met September 11. The agenda for the October CLEVNET Directors' meeting was discussed.

Mr. Benson and Ms. Palomo attended the CLEVNET Technical Services SIG meeting.

Ms. Pawlowski and Mr. Finnegan attended the combined meeting of the CLEVNET Training and Technology SIGs September 14th.

Mr. Finnegan and Mr. Hood attended the CPL East Team Meeting at MLK branch.

Don Boozer and Brian Leszcz met with staff at the Columbus Metropolitan Library to review their use of the libraryh3lp service, which provides routing for instant messaging services.

STATISTICS: September's total OverDrive/CLEVNET eMedia Collection circulation was 12,389 downloads, down from 12,620 reported in August. We currently have 1,399 total followers on Twitter, up from 1,310 reported in July.

Ms. Butts adjourned the Regular Board Meeting at
1:23 p.m.

Alice G. Butts
President

Maritza Rodriguez
Secretary

CLEVELAND PUBLIC LIBRARY

**Finance Committee
October 15, 2009**

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

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	977	7,092
Periodicals	655	1,198
Publishers Gifts	0	593
Non-Print Materials	<u>127</u>	<u>1,114</u>
TOTAL LIBRARY SERVICE MATERIALS	1,759	9,997

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
Library Fund	Unrestricted	\$500	\$3,991
Library Fund	Restricted	237	5,089
Library Fund - Oral History Project	Restricted	0	0
Young Fund	Restricted	11,778	35,335
Friends Fund	Restricted	0	6,000
Schweinfurth Fund	Restricted	0	16,815
Ohio Center for the Book	Restricted	0	900
Judd Fund	Restricted	58,110	174,331
Lockwood Thompson Fund	Restricted	0	88,829
MetLife - Fit for Life	Restricted	0	6,250
Sugarman Fund	Restricted	0	100
Founders Fund	Unrestricted	0	0
Founders Fund	Restricted	<u>0</u>	<u>18,600</u>
TOTAL MONEY GIFTS		\$70,625	\$356,239

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	19	280	1,759	7,346
Money Gifts	<u>5</u>	<u>57</u>	<u>5</u>	<u>57</u>
TOTAL GIFTS	24	337	1,764	7,403

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

Cleveland Public Library

To Sandra Kuban
From Myron Scruggs
Date October 2, 2009
Subject Change Order #12 (East West)

This change order is needed due to the library's request to purchase and install slat wall/cork wall to handle information and Literature for distribution. The total amount for this will be \$4,533.54.


AIA® Document G701™ – 2001
Change Order

PROJECT <i>(Name and address):</i> Rice Branch Cleveland Public Library Corner of Shaker Boulevard and E. 116th Street Cleveland, OH 44104	CHANGE ORDER NUMBER: 012 DATE: 23 September 2009	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR <i>(Name and address):</i> East West Construction Co., Inc. 7120 Harvard Avenue Cleveland, OH 44105-7307	ARCHITECT'S PROJECT NUMBER: 07049 CONTRACT DATE: September 30, 2008 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:*(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)*

Refer to attached Exhibit "A" and related backup materials for this Change Order.

Note, the net change by previously approved Change Orders is \$25,294.70 because Change Order 010 and 011 are still in process.

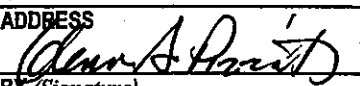
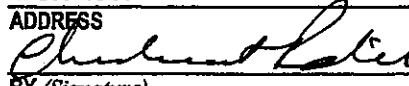
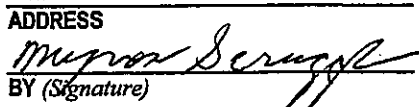
The original Contract Sum was	\$ 2,560,600.00
The net change by previously authorized Change Orders	\$ 25,294.70
The Contract Sum prior to this Change Order was	\$ 2,585,894.70
The Contract Sum will be increased by this Change Order in the amount of	\$ 4,533.54
The new Contract Sum including this Change Order will be	\$ 2,590,428.24

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Bostwick Design Partnership</u> ARCHITECT <i>(Firm name)</i>	<u>East West Construction Co., Inc.</u> CONTRACTOR <i>(Firm name)</i>	<u>Cleveland Public Library</u> OWNER <i>(Firm name)</i>
2729 Prospect Avenue, Cleveland, OH 44115 ADDRESS	7120 Harvard Avenue, Cleveland, OH 44105-7307 ADDRESS	325 Superior Avenue, Cleveland, OH 44114-1271 ADDRESS
 BY <i>(Signature)</i>	 BY <i>(Signature)</i>	 BY <i>(Signature)</i>
Glenn A. Pizzuti, AIA, Vice President <i>(Typed name)</i>	Chad Patel <i>(Typed name)</i>	Myron Scruggs <i>(Typed name)</i>
<u>23 SEP 2009</u> DATE	<u>24 Sep. 2009</u> DATE	<u> </u> DATE



July 15, 2009

GENERAL CONTRACTORS • CONSTRUCTION MANAGERS

7120 Harvard Avenue

Cleveland, Ohio 44105-7307

Phone (216) 883-0445 • Fax (216) 883-0473

www.eastwestconstruction.com

CERTIFIED MINORITY BUSINESS ENTERPRISE

Mr. Bryan Wahl
Associate
Bostwick Design Partnership
2729 Prospect Avenue
Cleveland, Ohio 44115

Re: Slatwall/Cork Wall – Hall 102
New Rice Branch Library
BDP Project No. 07049

Dear Mr. Wahl:

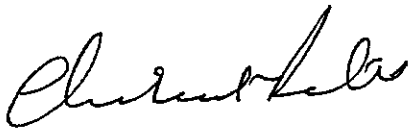
East-West Construction Co., Inc. is pleased to provide the following proposal including all labor, material, equipment & supervision to install approximately 18 LF slatwall & 4 LF of cork wall with edge mouldings as per the PR 010 sketch. This work is above and beyond what was owed to the owner per contract documents. Our total cost for this additional work is \$ 4,533.54 as shown below.

Slatwall/Corkwall, Edge Moulding Material cost		\$2,360.00
Installation cost		\$1,540.00
Clean up and Misc. supplies		\$250.00
	Subtotal	\$4,150.00
5% Profit		\$207.50
	Subtotal	\$4,357.50
2% Bond		\$87.15
	Subtotal	\$4,444.65
2 % Insurance		\$88.89
	Total	\$4,533.54

This request for change order quotation is based on all other construction being completed on schedule without East-West incurring other costs. Because changes that affect either the time or the sequence of construction done prior to or concurrent with our work also affect the time and cost of completion of our work, we hereby reserve the right to request an equitable adjustment for rescheduling, delays, disruptions, acceleration, and/or impact in the event this modification changes the construction sequence and/or time of completion.

Trusting this meets with your approval. Please issue contract modification for this additional scope of work at the earliest. If you should have any question/concerns or need additional information on this proposal, please do not hesitate to contact me.

Sincerely,
East West Construction Co., Inc.



Chad Patel PE
Project Manager

CC: Paul Lenhard, EWC

Cleveland Public Library

Rice Branch Project Tracked Change Orders

Prepared By:
Sandy Kuban

Board Meeting Date	Board Change Order #	1/22/2009	2/19/2009	2/19/2009	2/19/2009	5/21/2009	5/21/2009	6/18/2009
		Change Order #1	Change Order #2	Change Order #3	Change Order #4	Change Order #5	Change Order #6	Change Order #7
Contractor Name		Change Order #1 Electricity To Trailer	Change Order #2 Adhesive for Anchors	Change Order #3 Electricity To Site	Change Order #4 Foundation To Sandstone	Change Order #5 New Entrance, Fence, Gates, Drive	Change Order #6 Change Order #7 Bldg Permits For Others	
East West Construction Co	Original Award	4,046.43	(2,000.00)	2,861.73	7,890.00	6,281.42	14,650.83	
	Architect's Estimate							
Harner Plumbing								
	Type of Contract							
	General Trades							
TH Martin								
	Plumbing							
R & M Heating and Air								
	HVAC							
	Fire Suppression							
Doan/Pyramid								
	Electrical							
East West Construction Co								
	Technology							
Total		4,046.43	(2,000.00)	2,861.73	7,890.00	6,281.42	2,141.92	14,650.83

Cleveland Pacific Library Rice Branch Project Tracked Change Orders

Prepared By:
Sandy Kuban

Board Meeting Date	7/16/2009		8/4/2009		9/17/2009	
Board Change Order #	Change Order #7		Change Order #8		Change Order #9	
Contractor Name	Type of Contract	Architect's Estimate	Original Award	Change Order #8	Change Order #9	Change Order #10
East West Construction Co	General Trades	3,152,926	2,560,600	Change Order #8 Use Existing Key System 5,538.57	Change Order #9 Excavation & Concrete For Foundation & Step Footing 12,995.50	Change Order #10 Grade & Concrete Work 2,976.80
Harner Plumbing	Plumbing	88,292	114,300	Change Order #2 Low Consumption Fixtures 1,097.79		Change Order #11 Add'l Cost For Fence Moving, Stonework, & Phone line 2,501.64
TH Martin	HVAC	539,009	794,228		Change Order #1 Central Siemens System Control 6,522.50	
R & M Heating and Air	Fire Suppression	42,225	54,000			
Doan/Pyramid	Electrical	315,121	403,650		Change Order #1 Wiring & Boxes For Security Cameras 4,105.00	Change Order #3 Install Sleeves under the circular wall for lighting 3,460.00
East West Construction Co	Technology	157,223	91,883	Change Order #1 Thirteen Security Cameras 21,527.15		
Total		4,294,796	4,018,661	28,163.51	12,995.50	2,976.80
					10,627.50	5,961.64
					1,273.00	

THE STATE LIBRARY OF OHIO
COLUMBUS, OHIO
43201

OHIO FFY 2009
LSTA
CLEVELAND PUBLIC LIBRARY
SERVICES TO TARGETED
POPULATIONS PROJECT
CFDA 45.310
PROJECT #VI-8-09
IMLS

This agreement between the Board of Trustees of the
CLEVELAND PUBLIC LIBRARY
hereinafter known as the ADMINISTERING AGENCY,
and the State Library Board, hereinafter known as the STATE LIBRARY,

WITNESSETH THAT:

The ADMINISTERING AGENCY proposes to act as administrative agent for the SERVICES TO TARGETED POPULATIONS PROJECT as described in the project application which shall become part of this AGREEMENT.

This project will BEGIN September 25, 2009 and TERMINATE September 30, 2010.

The STATE LIBRARY agrees to grant to the ADMINISTERING AGENCY the sum of \$100,000 from FY 2009 funds to fund this project.

\$100,000 from FFY 2009 funds shall be paid as soon as possible upon the signing of this agreement by both parties.

Federal funds received prior to September 25, 2009 cannot be obligated or disbursed until after the project officially begins September 25, 2009.

AGREEMENT -2-

All funds must be obligated/encumbered and dispersed on or before September 30, 2010.

The ADMINISTERING AGENCY agrees to expend the federal funds granted by the STATE LIBRARY and local matching funds in accordance with the following budget:

	Federal	Local	Total
Supplies	\$ 80,400.00	\$ -	\$ 80,400.00
Equipment	\$ 19,600.00	\$ -	\$ 19,600.00
Total	\$100,000.00	\$ -	\$100,000.00

Budget amendments may be made only with written approval by the STATE LIBRARY.

The ADMINISTERING AGENCY shall return all unexpended federal grant funds to the STATE LIBRARY at the CLOSEOUT of this project.

The ADMINISTERING AGENCY agrees to make, on a form supplied by the STATE LIBRARY, separate cumulative financial reports of local and federal expenditures for the project quarters ending December 31, 2009, March 31, 2010, and June 30, 2010, and to make a final report of expenditures upon CLOSEOUT of the project on or before September 30, 2010 following the project period.

The ADMINISTERING AGENCY also agrees to make narrative reports for the quarters ending December 31, 2009, March 31, 2001, June 30, 2010, and a cumulative narrative report upon CLOSEOUT of the project (on or before September 30, 2010).

The narrative report shall describe the activities carried on toward reaching the objectives of the project as set forth in the application, including problems encountered as well as successful activities. The cumulative report shall, as objectively as possible, review and evaluate the project as a whole against the objectives and include a statement of whether or not the agency plans to continue project activities as part of its regular program.

AGREEMENT -3-

All financial and narrative reports are due within 15 working days of the report period stated above.

The Single Audit Act of 1984 requires that the STATE LIBRARY ensure that sub-recipients meet the provisions of the Single Audit Act, and that, in instances of non-compliance with Federal laws and regulations, the STATE LIBRARY take appropriate corrective action.

The State Library may request back-up documentation to verify purchases for audit purposes.

The ADMINISTERING AGENCY agrees to submit to the STATE LIBRARY within 30 days from the date the report is issued, one copy of its audit report for each fiscal year which includes any part of this project period.

Two copies of the promotional materials, book lists prepared for this project and newspaper publicity and articles shall be submitted with the narrative reports.

The ADMINISTERING AGENCY agrees that all Federal funds received under this agreement will be expended solely for the purpose stated in the grant application. Any such funds not so expended, including funds lost or diverted to other purposes, shall be repaid to the STATE LIBRARY. In the event that such funds are lost or diverted, the terms of this contract shall cease.

The ADMINISTERING AGENCY shall maintain inventory records of equipment purchased for the project using forms and procedures established by the STATE LIBRARY per Section 1183.130 and 1184.140 Code of Federal Regulations.

At such time that equipment purchased for this project, in whole or in part with Federal funds, is no longer needed or being utilized for the purposes identified in the project application, it shall revert back to the federal government through the STATE LIBRARY, per Section 1183.139 Code of Federal Regulations.

AGREEMENT -4-

The ADMINISTERING AGENCY agrees that if it fails to meet any term of this contract, the STATE LIBRARY may, upon reasonable notice to the ADMINISTERING AGENCY, suspend the payment of funds and/or the project in whole or in part. The notice of suspension shall state the reasons for the suspension and any corrective action required of the ADMINISTERING AGENCY and the Effective date. The suspension shall remain in effect until the ADMINISTERING AGENCY has taken corrective action satisfactory to the STATE LIBRARY or given evidence satisfactory to the STATE LIBRARY that such corrective action will be taken.

Failure of the ADMINISTERING AGENCY to comply with the terms of the suspension may result in termination of the contract.

The ADMINISTERING AGENCY assures that it does not discriminate on The basis of race, religion, age, gender, national origin, or handicapping condition in providing space for public meetings.

The ADMINISTERING AGENCY agrees that it is an Equal Employment Opportunity employer which will comply with all applicable State and Federal EEO Affirmative Action Laws and regulations when filling advertised positions.

The ADMINISTERING AGENCY also agrees to hire personnel for this project in accordance with Section 907 of Public Law 90-132:

"No part of the funds appropriated in this project shall be used to provide payments, assistance, or services, in any form, with respect to any individual convicted in any Federal, State, or Local court of competent jurisdiction, of inciting, promoting, or carrying on a riot, or any group activity resulting in material damage to property or injury to persons, found to be in violation of Federal, State or Local Laws designated to project persons or property in the community concerned."

The ADMINISTERING AGENCY agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended, all requirements imposed by the applicable regulation and all guidelines and interpretations issued pursuant thereto.

AGREEMENT -5-

The ADMINISTERING AGENCY agrees that it will comply with Section 319 of Public Law 101-121:

"No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement."

The ADMINISTERING AGENCY also agrees that it will comply with the Drug-Free Workplace Act of 1988. 34 CRF part 85, subpart F, all requirements imposed by the applicable regulation and all guidelines and interpretations issued pursuant thereto.

The ADMINISTERING AGENCY agrees that it will comply with Section 131.17 of the Ohio Revised Code.

"No contract, agreement, or obligation involving the expenditure of money entered into by any department, office, board, commission, or other agency of the state, nor any resolution or order for the expenditure of money passed by any such entity, shall be valid and enforceable, unless the director of budget and management first certifies that there is a balance in the appropriation not already obligated to pay existing obligations. Any written contract or agreement entered into by the state shall contain a clause stating that the obligations of the state are subject to the provisions of this section."

AGREEMENT -6-

This agreement becomes effective at the time of signing by both parties.

Date

President of the Board

Date

Treasurer

Date

Librarian

Library

9/30/09
Date

Jane M. Budler
State Librarian

The State Library Board approved this grant on September 24, 2009.



**CERTIFICATIONS REGARDING DEBARMENT AND SUSPENSION;
DRUG-FREE WORKPLACE REQUIREMENTS; LOBBYING;
FEDERAL DEBT STATUS; AND NONDISCRIMINATION**

Signature of this form provides for compliance with the statutes and regulations cited below. The certifications shall be treated as material representations of fact upon which reliance will be placed when the Institute of Museum and Library Services determines to award Federal funds to State Library Administrative Agencies.

1. DEBARMENT AND SUSPENSION

The applicant shall comply with 2 CFR Part 3185. The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant nor any of its principals:

- (a) Are presently excluded or disqualified;
- (b) Have been convicted within the preceding three years of any of the offenses listed in 2 CFR section 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;
- (c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses listed in 2 CFR section 180.800(a); or
- (d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

The applicant, as a primary tier participant, is required to comply with 2 CFR Part 180 Subpart C (Responsibilities of Participants Regarding Transactions Doing Business With Other Persons) as a condition of participation in the award. The applicant is also required to communicate the requirement to comply with 2 CFR Part 180 Subpart C (Responsibilities of Participants Regarding Transactions Doing Business With Other Persons) to persons at the next lower tier with whom the applicant enters into covered transactions.

2. DRUG-FREE WORKPLACE REQUIREMENTS

As required by the Drug-Free Workplace Act of 1988 and implemented at 45 C.F.R. Part 1185, the undersigned, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:

- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;
- (b) establishing an ongoing drug-free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and

- (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
- (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) abide by the terms of the statement; and
 - (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
- (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
- (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:
 - (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*); or
 - (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health law or other appropriate agency;
- (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The applicant either shall identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for Federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

3. LOBBYING

As required by Section 1352, Title 31 of the United States Code, and implemented for persons entering into a grant or cooperative agreement over \$100,000, the applicant certifies to the best of his or her knowledge and belief that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than appropriated Federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

4. FEDERAL DEBT STATUS

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any Federal debt.

5. NONDISCRIMINATION

As required by the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Education Amendments of 1972, and the Age Discrimination in Employment Act of 1975, as implemented at 45 C.F.R. Part 1180.44, the undersigned, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving Federal financial assistance;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability in Federally-assisted programs;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance;
- (d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in Federally-assisted programs;

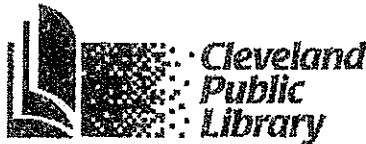
The undersigned further provides assurance that it will include the language of these certifications in all subawards and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Signature of Authorized Certifying Official

Print Name and Title of Authorized Certifying Official

Date



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September 4, 2009

Ms. Jo Budler, State Librarian
Ms. Missy Lodge, LSTA Coordinator
State Library of Ohio
274 East First Street
Columbus, Ohio 43201-3673

Dear Jo and Missy,

Attached is Cleveland Public Library's LSTA grant request submitted in an effort to assist the Ohio Library for the Blind and Physically Disabled (OLBPD). These funds will help to better serve all Ohioans with print disabilities by providing them with an adequate selection of books on digital cartridge. As you know the National Library Service does not have enough money in their budget to provide both the players and the collection. In these transition years the financial burden has been passed onto the regional library to purchase blank cartridges and to duplicate the titles based on patron demand.

Attached is the budget request for the project. We are aware that pricing of the new technology is in flux and that the actual prices may be higher or lower dependent on consumer demand.

We realize this is a one-time grant and have considered everything essential that is needed while at the same time being financially responsible to our taxpayers.

Thank you for your willingness to work with us in assuring that we are able to meet the reading needs of all Ohioans with disabilities and eligible for the National Library's services. We appreciate your continued support in the OLBPD and our patrons.

Sincerely,

Felton Thomas, Director

Attachment

cc: Barbara T. Mates, Head, OLBPD
Janice Ridgeway, Administrator
Community Outreach and Public Affairs



BOARD OF LIBRARY TRUSTEES

• ALICE G. BUTTS, PRESIDENT • THOMAS D. CORRIGAN, VICE PRESIDENT • MARITZA RODRIGUEZ, SECRETARY
• JOHN M. HAIRSTON, JR. • LORI MCCLUNG • ALAN SEIFULLAH • RICK WERNER
• FELTON THOMAS, JR., DIRECTOR

Request for LSTA Funds To Purchase Blank Digital Cartridges For Use In New Digital Talking Book Machines

1. Community Assessment

The Ohio Library for the Blind & Physically Disabled (OLBPD) serves approximately 18,000 individuals and over 1,000 institutions. All users of the service have learning, physical or visual disabilities which prohibit them from using standard print reading materials, as well as standard video/DVD media. Often, people with disabilities experience challenges using their local library and its services, usually due to transportation problems, or a lack of sufficient, accessible library materials.

The OLBPD provides books and reader services to registered users while the State Library of Ohio provides players. The two sites share an on-line database and work closely together to coordinate distribution of machines and books.

In August 2009 the National Library Service (NLS) began the long anticipated transition from talking books produced on analog cassette tapes to digital flash technology. Although NLS is supplying an adequate number of digital talking book machines (DTBMs) to meet user needs, digital books are in short supply. As of September 1, 2009, the OLBPD received 154 digital books from NLS for patron use. In comparison, 233 digital players were received in August 2009. Due to budget constraints, production of NLS supplied digital books is behind schedule. Given the limited number of digital books available, patrons are currently limited to one digital book at a time.

2. Project Proposal/Goal

The OLBPD is requesting one time LSTA funds to purchase bulk supply of blank digital cartridges and specialized labels. These will be used to rapidly expand the library of digital books available for borrowing. OLBPD and State Library staff will download selected titles from the NLS BARD (Braille and Audio Recording Download) site, which has over 20,000 titles from which to choose. Titles will be selected based on popularity and by request. Once downloaded, titles can be quickly and easily copied to additional digital cartridges as needed.

The shortage of digital talking books is a national one and not unique to Ohio. Since the producers of blank digital cartridges offer quantity discounts, the OLBPD plans to submit its order with the Idaho Commission for Libraries Talking Book Service which will result in an overall cost savings for both states.

3. Budgetary Needs

The National Library Service does not anticipate acquiring sufficient numbers of books on cartridge to serve the public until they have an inventory of digital machines to meet demand. Therefore the task of collection building has been given to the regional libraries. The libraries will have to buy the cartridges,

mailing containers, labels for the mailing cartridges & mailing containers (the labels for this task must be printed using an Romeo LE Wide Braille Maker). The Ohio Library for the Blind does not have money in their operating budget to purchase the needed supplies (they must still maintain a cassette collection as well). The following items will need to be purchased:

SUPPLIES:

- The new digital system requires specialized cartridges for the recording process. Currently there are only two vendors producing the cartridges and prices are relatively high.

Purchase 10,000	512 MB cartridges	\$47,700.00
Purchase 2,600	1 GB cartridges	\$19,700.00
- The new digital system requires specialized cartridges for the recording process. Currently there are a limited amount of vendors producing the containers and prices are not competitive:

Purchase 13,000	Containers	\$9,100.00
-----------------	------------	------------
- The cartridges will need to be labeled –they are specialized labels, but, we do have a local vendor who has helped to bring the price to a reasonable level.

Purchase 20,000	Cartridge Labels	\$1,000.00
-----------------	------------------	------------
- In addition to embossing Braille onto the labels, they will need large print Identification

Purchase	Laser Printer Cartridges	\$2,900.00
----------	--------------------------	------------

EQUIPMENT:

- The cartridge labels will have to be embossed using a Braille embosser we do not own

Purchase	2	Romeo LE Wide Braille Maker	\$6,600.00
Purchase	2	Printer Stands & Hoods	\$1,000.00
- USB Copy Centers can built which will enable duplication of 21 sticks at a time. The copy centers must adhere to NLS specifications, and currently there is a limited amount of contractors assembling the devices.

Purchase	2	USB Stick Copy Center	\$ 10,000.00
----------	---	-----------------------	--------------
- Cartridge labels need to be identified.

Purchase	2	Epson (similar) Printer & Stand	\$ 2,000.00
----------	---	---------------------------------	-------------

Total	\$ 100,000.00
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4. Evaluation

The OLBPD will monitor and evaluate requests for books to determine most requested titles. Specific titles will be downloaded and duplicated upon request from readers. The number of titles and copies produced will be tracked. The project will be judged successful if patrons are able to at least borrow 6 books at a time.

5. Funding Justification

Due to the fiscal crisis facing the State, the OLBPH has taken on the responsibility of serving the entire state. This added workload has stretch the Cleveland Public Library's financial capacity. The current budget does not allow the library to expend any funds for items such as cartridges, and containers-we operate at a maintenance level and are maintaining the cassette collection. The library has been placed in the position of having digital playback machines to distribute, but nothing to play -it's an basically like having a brand new library open for the public, but sadly without books on the shelves. This grant will allow the Ohio Library for the Blind and Physically Disabled to work to serve all Ohioans with print disabilities that prevent them from using standard print materials by putting more books on the shelves.

Health Literacy through Health Promotion

Scope of Work

9/1/09 – 4/14/10

Description: Cleveland Public Library will provide administrative and programmatic support for the health literacy program's Senior Health book clubs at J Glenn, McCafferty and Broadway Miles health clinics.

Contractor: Cleveland Public Library
325 Superior Ave.
Cleveland, OH 44114

Contact: Merce Robinson
Literacy Coordinator, Ohio Center for the Book
Cleveland Public Library
216-623-2831
Merce.robinson@cpl.org
www.cpl.org

Method of Selection: Cleveland Public Library was selected to fulfill these contract needs based on their ability or experience in meeting the following:

- a. Choosing and purchasing high quality books and play-a-way devices for the Senior Health Book Clubs.
- b. Their expertise when it comes to literacy
- c. Strength of partnership between CPL and Cleveland Department of Public Health

Length of Contract: The contract with Cleveland Public Library and Cleveland Department of Public Health will be for 12 months, with an opportunity to renew on a yearly basis based upon availability of grant funds.

Monitoring: Cleveland Public Library will be required to provide program and expense reports on a monthly basis. The performance, progress and appropriate spending of funds will be reviewed throughout the year by the contract manager; recommendations for continuation, suspension or revision of the contract will be made throughout the contract year.

Budget : \$4,300
Supplies = \$4,300

Program Tasks:

1. Help to select books for the Senior Health Book clubs.
2. Purchase books and play-a-ways as needed for the senior health book clubs at J. Glen, McCafferty and Broadway Miles health clinics; books will become a part of the Cleveland Library collection.
3. Distribute promotional material provided by the Cleveland Department of Public Health to increase book club participation.
4. Participate in process evaluation as needed to include enhanced reporting.
5. Attend all meetings as required.
6. Obtain prior approval for all budget revisions.
7. Participate in annual site visit.
8. Submit all progress reports and financial claims (with supporting documentation) as required.

Special Conditions:

1. The City (CDPH) has the authority to change the scope of work as deemed appropriate by the City in order to best meet the requirements of the cooperative agreement.
2. This contract is renewed annually, based upon performance and the availability of federal funds.

Lifelong learning gives seniors a boost

At the J. Glen Smith Health Center on Cleveland's East side, a group of senior women are seated in a circle chatting casually as they wait.

Soon the room is full. It is not a doctor's appointment or a test result that bring these women to the health center on this day, but the meeting of their monthly book club.

With books in hand, a lively discussion, complete with rolling laughter and personal stories, begins under the guidance of Merce Robinson, Cleveland Public Library's literacy coordinator.

The book club seeks to improve the health and wellness of participants through discussion of the book's characters and themes, the support and camaraderie of the group, and from an increased presence in the public health center. The program is co-sponsored by the Cleveland Department of Public Health (CDPH), MetroHealth Hospital, the Cleveland Public Library, and the Sisters of Charity Foundation.

Kathy Rothenberg-James, director of the J. Glen Smith Health Center, initiated the collaboration and participates in the club each month. She often observes how the books spark personal sharing and new insights.

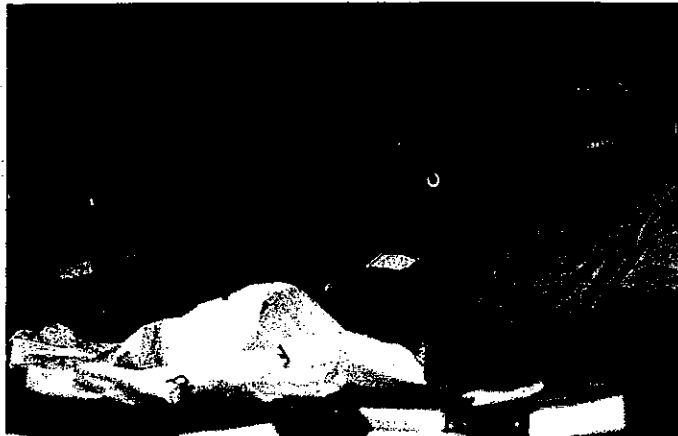
When the book club read "The Soloist," about a mentally ill and musically gifted homeless man, Rothenberg-James witnessed thoughtful discussion and sincere support as some revealed how their families had been touched by mental illness. Later she saw a "breakthrough" when she invited a health care professional to present on schizophrenia.

"At the end of each book, I'm hoping the reader will have something to add to their life that they didn't know before," she said. "My big hope for the future is that lives will be changed."

Book club members recognize the benefits of being part of the group too and the group has grown from six to 20 members. Members cite an increased interest in reading and hearing different viewpoints, gaining new friendships, and the usefulness of being exposed to new information. This concurs with an AARP Survey on Lifelong Learning, published in July 2000 which found that older adults highly value engagement and enrichment.

With increased life expectancies and extended time in the workforce, seniors are most interested in subjects that will improve their quality of life, build on current skills, and help them safeguard their health. AARP also discovered that older learners favor methods that are easy to access, require a small investment of time and money, and let learning begin immediately.

Literacy Chronicle/ Fall 2009



Discussion of the book, *Bring on the Blessings* has Minnie Farmer, Luberta Gilmore, and Sherby Searles (Left to right) sharing a laugh.

The Cleveland Public Library and the CDPH recognized that being a lifelong learner is a key element to successful aging for seniors. Together they have created a program that furthers their individual purposes and goals, but also increases their particular reach and influence, and maximizes their ability to meet a need in the community.

In addition to being the literacy coordinator for the Cleveland Public Library, Robinson also facilitates books clubs for the homeless and veterans. Robinson sees partnerships as opportunities to enhance the mission of the library and serve the community.

"Outreach is one of the duties of the public library," she said. "We must reach people where they are and have something for them. All partnerships increase our network and enhance this mission."

At the end of the meeting, the women pack their bags, tuck away their next book along with a flyer on free immunizations for their grandchildren, and leave in high spirits.

Today's discussion of "Bring on the Blessings" had the seniors reflecting on the benefits of investing in your community, the frailties and possibilities of the human condition, and the importance of sharing your personal history and knowledge with others. One book club member, Barbara Ward, summed up the discussion: "We need to leave a legacy. Knowledge isn't worth anything if you don't pass it along."

For more information:

AARP Survey on Lifelong Learning:
<http://assets.aarp.org/rgcenter/general/lifelong.pdf>

Cleveland Public Library Literacy Services:
<http://www.cpl.org/?q=node/9172>



**Bill & Melinda Gates Foundation Opportunity Online Hardware Grant
Intent to Participate**

Cleveland Public Library hereby certifies that it will participate in the Bill & Melinda Gates Foundation Online Opportunity grant. In doing so the Library Administration acknowledges that it understands and will fulfill all the responsibilities and requirements associated with this initiative.

In order to receive funding from the BMGF the Cleveland Public Library certifies that they will: (please check each item)

- Submit the appropriate documentation certifying that year one matching funds in the amount of \$29,900 for the purpose of purchasing public access computers are available.
- Complete the ALA/FSU Internet and Public Funding survey
- Attend the "Turning the Page" advocacy training (up to 3 attendees)

Upon proof that the Library has completed all three requirements, the State Library of Ohio, on behalf of the BMGF, will issue the Cleveland Public Library a check in the amount of \$89,700.

Additionally, the Library understands that there are additional obligations and a match of \$54,600 for year two of the program.

This agreement becomes effective upon signing by the following parties:

Library Director: *[Signature]*
Date: 4/6/09

Fiscal Officer: *H. Sandra Kuban*
Date: 4/6/09

President of the Board: *Alice L. Butts*
Date: 4/09/09

Please return to the State Library of Ohio by April 24, 2009



RECEIVED APR 07 2009

April 3, 2009

Cleveland Public Library
325 Superior Avenue
Cleveland, Ohio 44114

Dear Mr. Thomas,

Based on concerns raised by the State Libraries acting as intermediaries for the Bill and Melinda Gates Foundation (BMGF) Opportunity Online grants, the Foundation has revised the hardware eligibility date for computers associated with the project. This means that some of your branches which were previously declared "not hardware vulnerable" are now eligible to be a part of the grant and/or branches previously eligible are now eligible for additional computers.

The following libraries are now eligible for inclusion in the proposal.

Library Branch	Number Year 1	Number Year 2
Broadway Branch Library	6	6
Carnegie West Branch	4	4
East 131 st St. Branch Library	11	10
Fleet Branch Library	5	4
Fulton Branch Library	6	5
Glenville Branch Library	4	4
Hough Branch Library	3	3
Langston Hughes Branch	2	2
Walz Branch Library	3	3
Woodland Branch Library	2	1

The number of additional workstations also means that the value of the computers and your match has also been revised. BMGF has placed a value of \$119,600 on the computers you will receive in year one. This means that the BMGF will provide \$89,700 and the library is responsible for the match of **\$29,900**. Under the requirements of the grant you must purchase the stated number of computers and they must be allocated to the outlets as noted.

274 East First Avenue • Columbus, OH 43201

614/644-7061 phone • 614/466-3584 fax • <http://winslo.state.oh.us>

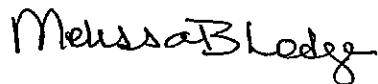
mlodge@SLONIA-STATE-OH.US

At this time, the State Library is asking that you re-confirm your intent to participate in the grant proposal which will be submitted to the Foundation. Please complete and have the appropriate persons sign the enclosed form and return to the State Library by **April 24, 2009**. We must have a signed intent to participate on file in order to include your library in the application.

Please note that the State Library of Ohio has been asked to submit a grant application. However, no grant has yet been awarded and we ask that you not announce your participation in this project until a grant award is officially made in July.

I apologize for any inconvenience or confusion. However, it is extremely gratifying that the BMGF has expanded the number of computers that will be available to Ohio public libraries.

Sincerely,



Melissa B. Lodge
Head, Library Programs and Development

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.

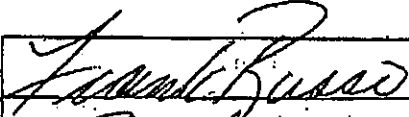
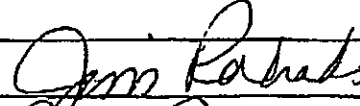


Cleveland, Ohio

October 8, 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	21,692,840.03	10,187,223.00	88,175,521
Special Revenue	9,852,471.02			2,146,867.00	11,999,338
Capital	4,966,159.71			0.00	4,966,159
Permanent	1,815,212.46			53,500.00	1,868,712
Totals/Subtotals	41,529,053.17	31,400,248.16	21,692,840.03	12,387,590.00	107,009,731

	Budget	
	Commission	

**CLEVELAND PUBLIC LIBRARY
2009 APPROPRIATION: FIFTH AMENDMENT
OCTOBER 15, 2009**

GENERAL FUND CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	24,895,209.98	0.00	24,895,209.98 (3)
Taxes - General Property	29,400,248.16	0.00	29,400,248.16
Public Library Fund	21,692,840.03	0.00	21,692,840.03
State Rollbacks	6,489,423.00	0.00	6,489,423.00
Federal Aid	0.00	0.00	0.00
State Aid	960,000.00	314,194.00	1,274,194.00
Fines and Fees	323,500.00	0.00	323,500.00
Earned Interest	1,200,000.00	-314,194.00	885,806.00
Services	2,800,000.00	0.00	2,800,000.00
Miscellaneous	410,000.00	4,300.00	414,300.00
Return of Advances	0.00	0.00	0.00
TOTAL RESOURCES	88,171,221.17	4,300.00	88,175,521.17

GENERAL FUND APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	44,166,224.00	0.00	44,166,224.00
Supplies	1,310,285.00	0.00	1,310,285.00
Purchased/Contracted Services	9,438,398.00	0.00	9,438,398.00
Library Materials/ Information	10,671,770.00	4,300.00	10,676,070.00
Capital Outlay	966,928.00	-29,900.00	937,028.00
Other Objects	83,280.00	29,900.00	113,180.00
SUBTOTAL OPERATING	66,636,885.00	4,300.00	66,641,185.00
Transfers/Advances	3,000,000.00	0.00	3,000,000.00
TOTAL APPROPRIATION	69,636,885.00	4,300.00	69,641,185.00

(1) Certificate dated August 3, 2009

(2) Certificate dated October 8, 2009

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

**CLEVELAND PUBLIC LIBRARY
2009 APPROPRIATION: FIFTH AMENDMENT
OCTOBER 15, 2009**

SPECIAL REVENUE FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
Anderson	172,536.47	0.00	172,536.47
Endowment for the Blind	1,357,760.22	0.00	1,357,760.22
Founders	1,828,551.19	0.00	1,828,551.19
Kaiser	40,144.59	0.00	40,144.59
Kralley	141,909.99	0.00	141,909.99
Library	170,068.50	0.00	170,068.50
Pepke	86,789.54	0.00	86,789.54
Wickwire	1,006,763.80	0.00	1,006,763.80
Wittke	60,560.11	0.00	60,560.11
Young	2,631,940.87	0.00	2,631,940.87
Friends	21,540.13	0.00	21,540.13
Judd	232,441.00	0.00	232,441.00
Lockwood Thompson	229,140.26	0.00	229,140.26
Ohio Center for the Book	1,900.00	0.00	1,900.00
Schweinfurth	53,040.53	0.00	53,040.53
Cleveland NCA Kiosks	14,369.66	0.00	14,369.66
Bill & Melinda Gates	0.00	119,600.00	119,600.00
Harvard Kiosk	8,756.23	0.00	8,756.23
LSTA-Service to Youth	0.00	0.00	0.00
MetLife-Fit for Life	23,800.00	0.00	23,800.00
LBPH - LSTA	355,952.00	100,000.00	455,952.00
KnowItNow-LSTA	849,715.43	0.00	849,715.43
TOTAL SPECIAL REVENUE	9,287,680.52	219,600.00	9,507,280.52 (4)

CAPITAL PROJECTS FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
BUILDING & REPAIR	4,966,159.71	0.00	4,966,159.71 (5)

(4) \$9,852,471 unencumbered cash carried forward (plus \$368,554 encumbered cash.) \$2,146,867 additional revenue. Non-expendable principal amounts of \$2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the certified fund balances but are not included in appropriated amounts.
(\$9,852,471 + \$2,146,867 = \$11,999,338 less \$2,492,057 = \$9,507,281)

(5) \$4,966,160 unencumbered cash carried forward (plus \$4,533,011 encumbered cash.) \$-0- additional revenue, although \$3,000,000 Strategic year end transfer is budgeted.

**CLEVELAND PUBLIC LIBRARY
2009 APPROPRIATION: FIFTH AMENDMENT
OCTOBER 15, 2009**

PERMANENT FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
Abel	154,956.88	0.00	154,956.88
Ambler	1,296.65	0.00	1,296.65
Beard	99,280.92	0.00	99,280.92
Klein	3,047.98	0.00	3,047.98
Malon/Schroeder	99,947.62	0.00	99,947.62
McDonald	116,281.43	0.00	116,281.43
Ratner	54,798.47	0.00	54,798.47
Root	21,001.27	0.00	21,001.27
Sugarman	14,292.88	0.00	14,292.88
Thompson	72,981.93	0.00	72,981.93
Weidenthal	3,913.61	0.00	3,913.61
White	1,226,912.82	0.00	1,226,912.82
TOTAL PERMANENT	1,868,712.46	0.00	1,868,712.46 (6)

(6) \$2,532,248 unencumbered cash carried forward (plus \$17,996 encumbered cash.) \$53,500.00 additional revenue. Non-expendable principal amounts are not included in either the certified fund balances or the appropriated amounts of \$717,036.
(\$2,532,248 + \$53,500 = \$2,585,748 less \$717,036 = \$1,868,712)

CLEVELAND PUBLIC LIBRARY

Special Board Meeting
July 16, 2009

**RESOLUTION TO ACCEPT THE STATE LIBRARY OF OHIO FUNDING FOR
THE OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED
(FORMERLY LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED)**

- WHEREAS, Cleveland Public Library began its first organized service to visually disabled patrons as early as 1903; and
- WHEREAS, Cleveland Public Library was designated a regional library for the blind for Northern Ohio counties under the federal Pratt-Smoot Act of 1931, and under the direction of the Library of Congress; and
- WHEREAS, Cleveland Public Library has provided excellent library service to blind and physically disabled residents needing specialized materials and equipment and where individual libraries cannot provide such services; and
- WHEREAS, As of July 1, 2009, the State Library of Ohio mandated Cleveland Public Library's newly renamed Ohio Library for the Blind and Physically Disabled, its agency to now provide complete statewide services for blind and disabled residents who are eligible for the service and reside in any of the 88 Ohio Counties; and now therefore be it
- RESOLVED, That the Board of Library Trustees agrees to administer statewide library services to blind and physically disabled residents; and be it further
- RESOLVED, That the President of the Board of Library Trustees or her assignee is authorized to execute any agreements or amendments necessary or appropriate to implement said services; and be it further
- RESOLVED, That the Board of Library Trustees accepts the State Library of Ohio funding award of \$1,274,194.00 to be paid from the General State Revenue Fund, recognizing the uncertainty of State Fiscal Year 2010-2011 funding that may result in a different amount from the General State Revenue Fund listed above; and be it further
- RESOLVED, That the Board of Library Trustees also accepts the State Library of Ohio award of \$200,000.00 to be paid from FFY 2008 LSTA carry over funds and \$23,892.00 to be paid from FFY 2009 LSTA funds, to assist with the transition to state-wide service delivery; and be it further
- RESOLVED, That the Board of Library Trustees expresses its appreciation to the State Library of Ohio.

CLEVELAND PUBLIC LIBRARY

New Business
October 15, 2009

**RESOLUTION TO ACCEPT HEALTH LITERACY THROUGH
HEALTH PROMOTION CONTRACT**

WHEREAS, The Cleveland Public Library is committed to promoting lifelong learning for seniors; and

WHEREAS, The Cleveland Public Library wishes to participate in a contract to receive \$4,300 to buy books and play-a-ways for the Senior Health Clubs at J. Glen, McCafferty and Broadway Miles health clinics with the materials becoming a part of the Cleveland Public Library collection; now therefore be it

RESOLVED, That the Board of Library Trustees of the Cleveland Public Library accepts the Health Literacy through Health Promotion Contract from the Cleveland Dept. of Public Health in the amount of \$4,300 as detailed in the scope of work proposal to be deposited using 101048-48900 General Fund Miscellaneous Revenue and expenditures from 11310054-54110 General Fund Deputy/Literacy Books.

Exhibit 5

CLEVELAND PUBLIC LIBRARY

New Business
October 15, 2009

RESOLUTION TO ACCEPT GATES GRANT

- WHEREAS, The Cleveland Public Library is committed to providing access to information in all formats; and
- WHEREAS, The Cleveland Public Library participated in three (3) prior grants from the Bill and Melinda Gates Foundation in 2000, 2004 and in 2006 which provided public access computers in various Library facilities; and
- WHEREAS, The Gates Foundation has selected the Library to receive funding in the amount of \$89,700 in Year 1, 2009, and \$54,600 in Year 2, 2010, to replace and upgrade existing equipment; and
- WHEREAS, This grant requires a 25% match of \$29,900 in Year 1 and a 50% match of \$54,600 in Year 2; now therefore be it
- RESOLVED, That the Board of Library Trustees of the Cleveland Public Library accept the two-year Opportunity Online Hardware Grant from the Bill and Melinda Gates Foundation in the amount of \$144,300 into the Gates Fund Account: 243046-46100 Restricted Gifts; and further be it
- RESOLVED, That the Board approves a transfer of required matching funds from the General Fund Account: 13010055-55530 Computer Hardware for \$29,900 during 2009 and for \$54,600 during 2010 to the Gates Fund Account: 243049-49900 Transfers In.

EXHIBIT 3**CLEVELAND PUBLIC LIBRARY**

Finance Committee
October 15, 2009

**RESOLUTION TO ACCEPT LSTA GRANT FOR SERVICES TO TARGETED POPULATIONS
PROJECT FOR THE OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED AT
CLEVELAND PUBLIC LIBRARY**

- WHEREAS, Effective July 1, 2009, the Cleveland Regional Library for the Blind and Physically Handicapped started providing service to individuals and organizations formerly served by the Cincinnati Regional Library; and
- WHEREAS, The State Library of Ohio is supportive of the consolidation of the two (2) regional libraries; and
- WHEREAS, The Library and State Library of Ohio desires an additional focus on services to this targeted population; therefore be it
- RESOLVED, That the Cleveland Public Library Board of Trustees accepts the LSTA funds of \$100,000 into LSTA LBPH Fund Account: 251042-42100 Federal Aid for supplies and equipment promoting this activity to begin immediately upon acceptance through September 30, 2010.

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF TREASURER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD SEPTEMBER 1 - SEPTEMBER 30, 2009

J. J. Sacha Kubson

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending September 30, 2009

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Total</u>
41 Taxes	30,391,734.86	0.00	0.00	0.00	30,391,734.86
42 Intergovernmental	21,823,218.44	721,572.87	0.00	0.00	22,544,791.31
43 Fines & Fees	241,243.56	0.00	0.00	0.00	241,243.56
44 Investment Earnings	709,461.85	(12,899.84)	0.00	(4,386.12)	692,175.89
45 Charges for Services	2,090,029.04	0.00	0.00	0.00	2,090,029.04
46 Contributions & Donations	0.00	356,138.91	0.00	100.00	356,238.91
48 Miscellaneous Revenue	53,932.96	4,209.00	0.00	215.53	58,357.49
Total Revenues	\$ 55,309,620.71	\$ 1,069,020.94	\$ 0.00	\$(4,070.59)	\$ 56,374,571.06
51 Salaries/Benefits	30,603,307.80	424,162.46	0.00	0.00	31,027,470.26
52 Supplies	782,378.17	21,865.40	0.00	7,749.33	811,992.90
53 Purchased/Contracted Services	7,378,550.98	408,331.07	0.00	28.00	7,786,910.05
54 Library Materials	6,192,653.05	94,107.92	0.00	35,572.62	6,322,333.59
55 Capital Outlay	560,234.04	12,953.39	2,585,686.45	0.00	3,158,873.88
57 Miscellaneous Expenses	68,975.08	7,990.00	0.00	0.00	76,965.08
Total Expenditures	\$ 45,586,099.12	\$ 969,410.24	\$ 2,585,686.45	\$ 43,349.95	\$ 49,184,545.76
Revenue Over/(Under) Expenditures	\$ 9,723,521.59	\$ 99,610.70	\$(2,585,686.45)	\$(47,420.54)	\$ 7,190,025.30
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	0.00
98 Advances	0.00	0.00	0.00	0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	0.00
Total Other Sources / Uses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 9,723,521.59	\$ 99,610.70	\$(2,585,686.45)	\$(47,420.54)	\$ 7,190,025.30
Beginning Year Cash Balance	\$ 29,074,110.06	\$ 10,221,024.55	\$ 9,499,170.43	\$ 2,550,244.08	\$ 51,344,549.12
Current Cash Balance	\$ 38,797,631.65	\$ 10,320,635.25	\$ 6,913,483.98	\$ 2,502,823.54	\$ 58,534,574.42

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending September 30, 2009

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	13,164,132.00	13,064,132.00	9,257,570.38	7,950.66	3,798,610.96
51120 Clerical Salaries	13,348,097.00	12,923,097.00	9,117,517.06	1,150.14	3,804,429.80
51130 Non-Clerical Salaries	1,729,671.00	1,729,671.00	1,204,239.69	8,331.19	517,100.12
51140 Buildings Salaries	5,153,746.00	4,953,746.00	3,342,776.16	21,568.90	1,589,398.94
51150 Other Salaries	1,883,438.00	1,758,438.00	1,102,902.42	5,173.26	650,362.32
51400 OPERS	4,855,191.00	4,876,879.08	3,231,476.08	1,663,469.64	(18,066.64)
51610 Health Insurance	3,931,593.00	4,246,038.86	2,802,125.14	1,273,241.77	170,671.95
51620 Life Insurance	87,192.00	110,477.99	73,567.65	21,487.29	15,423.05
51630 Workers Compensation	373,594.00	373,594.00	220,871.52	0.00	152,722.48
51640 Unemployment Compensation	38,641.00	63,873.19	2,962.92	47,269.27	13,641.00
51900 Other Benefits	569,929.00	664,647.36	247,296.78	196,837.31	220,513.27
Salaries/Benefits	45,135,224.00	\$ 44,764,594.48	\$ 30,603,307.80	\$ 3,246,479.43	\$ 10,914,807.25
52110 Office Supplies	105,867.00	108,484.10	49,037.70	4,903.23	54,543.17
52120 Stationery	177,827.00	218,529.55	127,810.19	25,924.60	64,794.76
52130 Duplication Supplies	121,095.00	127,455.08	70,313.53	11,285.38	45,856.17
52140 Hand Tools	8,379.00	8,922.38	3,337.83	0.00	5,584.55
52150 Book Repair Supplies	106,572.00	123,241.69	90,502.37	9,275.50	23,463.82
52210 Janitorial Supplies	132,160.00	135,876.87	79,158.87	3,748.41	52,969.59
52220 Electrical Supplies	115,814.00	72,040.19	35,834.02	2,377.74	33,828.43
52230 Maintenance Supplies	170,072.00	175,396.34	78,930.43	9,957.20	86,508.71
52240 Uniforms	16,150.00	17,124.50	950.96	9,512.33	6,661.21
52300 Motor Vehicle Supplies	62,647.00	54,960.10	41,436.91	19,618.72	(6,095.53)
52900 Other Supplies	383,702.00	404,399.02	205,065.36	52,870.88	146,462.78
Supplies	1,400,285.00	\$ 1,446,429.82	\$ 782,378.17	\$ 149,473.99	\$ 514,577.66
53100 Travel/Meetings	98,914.00	64,964.66	52,262.70	12,075.85	626.11
53210 Telecommunications	434,659.00	489,043.35	467,268.82	165,713.98	(143,939.45)

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending September 30, 2009

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53230	128,896.00	141,374.63	96,290.04	36,132.61	8,951.98
53240	280,000.00	322,564.76	101,371.30	36,885.54	184,307.92
53310	201,122.00	290,296.17	223,714.28	90,355.11	(23,773.22)
53320	67,506.00	60,763.35	23,215.92	7,991.75	29,555.68
53330	15,000.00	16,450.00	3,538.00	0.00	12,912.00
53340	214,993.00	229,164.77	111,024.13	44,615.37	73,525.27
53350	269,826.00	312,940.75	146,239.43	118,000.11	48,701.21
53360	857,891.00	783,520.52	670,313.42	39,414.52	73,792.58
53370	27,729.00	30,468.75	24,906.46	0.00	5,562.29
53380	974,879.00	1,009,679.53	661,416.14	321,040.78	27,222.61
53390	36,000.00	39,000.00	18,504.76	23,265.24	(2,770.00)
53400	382,136.00	382,606.00	404,326.50	38,249.75	(59,970.25)
53510	84,959.00	104,007.33	80,431.22	56,091.42	(32,515.31)
53520	314,268.00	386,639.08	234,624.30	115,291.92	36,722.86
53610	1,949,602.00	2,131,874.42	1,399,582.61	645,759.77	86,532.04
53620	391,513.00	407,122.63	231,037.33	162,684.07	13,401.23
53630	721,610.00	687,967.44	559,714.26	105,110.60	23,142.58
53640	90,720.00	131,779.57	52,335.54	103,767.06	(24,323.03)
53710	1,914,515.00	1,986,931.93	949,816.21	598,659.73	438,455.99
53720	526,500.00	531,200.00	688,612.77	5,177.49	(162,590.26)
53800	305,000.00	336,248.96	166,276.09	163,822.87	4,150.00
53900	15,160.00	18,169.25	9,728.75	2,391.50	6,049.00
	10,303,398.00	\$ 10,894,777.85	\$ 7,378,550.98	\$ 2,892,497.04	\$ 623,729.83
Purchased/Contracted Services					
54110	3,901,786.00	4,731,580.60	2,490,221.50	889,735.17	1,351,623.93
54120	838,612.00	794,922.10	472,807.00	220,150.29	101,964.81
54210	1,854,238.00	1,680,089.41	166,974.61	1,017,338.21	493,776.59
54220	309,865.00	359,306.00	142,175.12	172,894.58	44,236.30

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending September 30, 2009

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
54310 Video Media	1,651,581.00	1,571,541.17	978,762.92	247,741.48	345,036.77
54320 Audio Media - Spoken	426,023.00	471,845.06	241,040.29	96,736.18	134,068.59
54325 Audio Media - Music	690,775.00	733,051.53	403,882.09	103,380.94	225,788.50
54350 Computer Media	319,800.00	427,190.71	295,760.36	56,536.89	74,893.46
54500 Database Services	1,589,121.78	1,500,004.38	829,264.51	381,915.12	288,824.75
54600 Interlibrary Loan	6,500.00	6,886.08	3,644.82	3,168.26	73.00
54710 Bookbinding	69,971.00	85,873.95	31,848.80	64,054.15	(10,029.00)
54720 Preservation Services	98,727.00	134,850.19	64,601.32	21,515.43	48,733.44
54730 Preservation Boxing	12,674.00	13,406.50	8,136.96	4,306.09	963.45
54790 Preservation Reformatting	65,618.00	93,228.04	61,532.75	18,189.38	13,505.91
Library Materials	11,835,291.78	\$ 12,603,775.72	\$ 6,192,653.05	\$ 3,297,662.17	\$ 3,113,460.50
55510 Furniture	141,409.00	165,370.02	45,842.25	957.51	118,570.26
55520 Equipment	68,629.00	84,389.95	31,999.81	11,419.28	40,970.86
55530 Computer Hardware/Software	964,437.00	719,371.00	458,836.43	33,809.43	226,725.14
55700 Motor Vehicles	37,519.00	37,519.00	23,555.55	0.00	13,963.45
Capital Outlay	1,211,994.00	\$ 1,006,649.97	\$ 560,234.04	\$ 46,186.22	\$ 400,229.71
57100 Memberships	68,278.00	71,782.00	58,321.00	204.00	13,257.00
57200 Taxes	1,000.00	1,652.68	415.25	1,037.43	200.00
57500 Refunds/Reimbursements	14,002.00	26,122.34	10,238.83	6,412.97	9,470.54
Miscellaneous Expenses	83,280.00	\$ 99,557.02	\$ 68,975.08	\$ 7,654.40	\$ 22,927.54
Advances	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
59900 Transfers Out	3,000,000.00	3,000,000.00	0.00	0.00	3,000,000.00
Transfers	3,000,000.00	\$ 3,000,000.00	\$ 0.00	\$ 0.00	\$ 3,000,000.00
TOTAL	72,969,472.78	\$ 73,815,784.86	\$ 45,586,099.12	\$ 9,639,953.25	\$ 18,589,732.49

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2009

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
101 General Fund	29,074,110.06	55,309,620.71	45,586,099.12	9,639,953.25	29,157,678.40
Total General Fund	\$ 29,074,110.06	\$ 55,309,620.71	\$ 45,586,099.12	\$ 9,639,953.25	\$ 29,157,678.40
201 Anderson	189,796.30	(344.39)	5,856.71	265.33	183,329.87
202 Endowment for the Blind	1,324,960.22	(1,223.95)	0.00	0.00	1,323,736.27
203 Founders	4,222,073.59	11,193.35	81,212.61	48,584.48	4,103,469.85
204 Kaiser	39,244.59	0.00	0.00	449.00	38,795.59
205 Kraley	139,498.67	(794.81)	0.00	288.68	138,415.18
206 Library	148,268.50	9,079.97	2,440.00	0.00	154,908.47
207 Pepke	85,789.54	0.00	0.00	0.00	85,789.54
208 Wickwire	994,220.04	(2,568.93)	12,867.81	4,247.43	974,535.87
209 Wittke	59,160.11	(115.71)	1,643.94	0.00	57,400.46
210 Young	2,571,940.87	34,889.29	48,716.05	0.00	2,558,114.11
225 Friends	9,540.13	6,000.00	6,610.58	0.00	8,929.55
226 Judd	1,683.13	174,330.75	101,595.53	9,072.77	65,345.58
228 Lockwood Thompson Memorial	260,422.16	88,828.50	88,459.93	190,343.04	70,447.69
229 Ohio Center for the Book	1,000.00	900.00	1,300.00	492.00	108.00
230 Schweinfurth	3,895.07	16,815.00	37,055.00	1,549.54	(17,894.47)
242 Cleveland NCA Kiosk	14,617.02	0.00	1,736.55	663.45	12,217.02
244 Harvard CS Kiosk Project	8,828.87	0.00	472.32	388.14	7,968.41
251 LSTA-Library for the Blind	0.00	332,060.00	227,440.46	53,829.54	50,790.00
252 LSTA-Know It Now	134,785.74	393,721.87	341,146.18	298,123.15	(110,761.72)
253 MetLife-Fit for Life II	11,300.00	6,250.00	10,856.57	0.00	6,693.43
Total Special Revenue Funds	\$ 10,221,024.55	\$ 1,069,020.94	\$ 969,410.24	\$ 608,296.55	\$ 9,712,338.70
401 Building & Repair	9,499,170.43	0.00	2,585,686.45	3,679,971.97	3,233,512.01
Total Capital Project Funds	\$ 9,499,170.43	\$ 0.00	\$ 2,585,686.45	\$ 3,679,971.97	\$ 3,233,512.01

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2009

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
501 Abel	161,156.88	(19.94)	213.75	0.00	160,923.19
502 Ambler	1,496.65	0.00	0.00	0.00	1,496.65
503 Beard	108,071.85	0.00	4,179.01	0.00	103,892.84
504 Klein	3,547.98	0.00	0.00	0.00	3,547.98
505 Malon/Schroeder	205,747.62	(1,123.80)	3,570.32	0.00	201,053.50
506 McDonald	122,313.03	(184.11)	0.00	0.00	122,128.92
507 Ratner	59,798.47	(24.08)	0.00	0.00	59,774.39
508 Root	26,401.27	(54.11)	0.00	600.00	25,747.16
509 Sugarman	162,670.32	(65.13)	0.00	0.00	162,605.19
510 Thompson	114,305.68	(288.36)	2,570.00	0.00	111,447.32
511 Weidenthal	4,413.61	0.00	0.00	0.00	4,413.61
512 White	1,580,320.72	(2,311.06)	32,816.87	4,934.78	1,540,258.01
Total Permanent Funds	\$ 2,550,244.08	\$(4,070.59)	\$ 43,349.95	\$ 5,534.78	\$ 2,497,288.76
Total All Funds	\$ 51,344,549.12	\$ 56,374,571.06	\$ 49,184,545.76	\$ 13,933,756.55	\$ 44,600,817.87

**Cleveland Public Library
 Depository Balance Detail
 For the Period Ending September 30, 2009**

Balance of All Funds	\$ 58,534,574.42
Chase-Checking	9,767.72
National City-Checking	10,000.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	(183,070.47)
KeyBank-MC/VISA	13,728.74
Fifth Third - Checking	336,120.88
Petty Cash	350.00
Change Fund	5,100.00
KeyBank-Payroll Account (ZBA)	0.00
KeyBank-Savings Bond Acct	0.00
Cash in Library Treasury	\$ 191,996.87
National City - Investments	32,659,576.59
NCB/Allegiant Money Market	195,583.32
KeyBank - Victory Fund	4,042,880.13
STAR OHIO Investment	9,557,757.26
Investments	\$ 46,455,797.30
NCB Endowment Acct	11,886,780.25
Endowment Account	\$ 11,886,780.25
Cash in Banks and On Hand	\$ 58,534,574.42



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

CLEVELAND PUBLIC LIBRARY ENDOWMENT
FUND ROLLUP ACCOUNT

ACCOUNT NUMBER: 01404713003

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

RECEIVED
FINANCIAL SERVICES
2009 OCT -7 AM 10:47

RELATIONSHIP MANAGER: TIMOTHY F MCDONOUGH
PHONE: 216-222-2576
ADMINISTRATIVE OFFICER: BARRY F LENAHAN
PHONE: 216-222-3665

IMPORTANT INFORMATION ABOUT YOUR ACCOUNT

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

STATUTE OF LIMITATIONS:

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

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

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

COMMON TRUST FUNDS / COLLECTIVE FUNDS:

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

TEMPORARY INVESTMENT PRACTICES:

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

SHAREHOLDER SERVICING FEES:

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

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CLEVE PUB LIB ENDMT FD ROLLUP
ACCOUNT: 01404713003

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National City Bank

RELATIONSHIP SUMMARY
 CLEVE PUB LIB ENDMT FD ROLLUP
 ACCOUNT NO. 01404713003

ACCOUNT INFORMATION	FEDERAL TAX COST	MARKET VALUE
CLEVE PUB LIB ENDMT FD FIXED INC 01404713000	4,165,670.07	4,318,156.59
CLEVE PUB LIB ENDMT FD LCC 01404713001	4,290,156.78	5,026,464.20
CLEVE PUB LIB ENDMT MUTUAL FDS 01404713002	3,054,406.28	3,199,962.70
CLEVE PUB LIB ENDMT FD ROLLUP 01404713003	0.00	0.00
TOTAL VALUE	11,510,233.13	12,544,583.49

CLEVE PUB LIB ENDMT FD ROLLUP
ACCOUNT NO. 01404713003

ASSET SUMMARY

AS OF 09/30/09

PAGE 1 OF 144

ASSET CATEGORY	FEDERAL TAX COST	MARKET VALUE	PERCENT OF ACCOUNT	ESTIMATED ANNUAL INCOME	INCOME YIELD AT MARKET
PRINCIPAL CASH	201,605.37-	201,605.37-	1.61-%		
INCOME CASH	201,605.37	201,605.37	1.61 %		
CASH EQUIVALENTS	757,050.08	757,050.08	6.03 %	0	0.00 %
FIXED INCOME SECURITIES	4,121,457.82	4,273,944.34	34.07 %	178,975	4.19 %
EQUITIES	4,242,156.78	4,978,464.20	39.69 %	68,869	1.38 %
MUTUAL FUNDS	2,389,568.45	2,535,124.87	20.21 %	30,511	1.20 %
TOTAL ASSETS	11,510,233.13	12,544,583.69	100.00 %	278,356	2.22 %

CASH/COST RECONCILIATION

CLEVE PUB LIB ENDMT FD ROLLUP
ACCOUNT NO. 01404713003

07/01/09 THROUGH 09/30/09

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	PRINCIPAL CASH	INCOME CASH	TAX COST
BEGINNING BALANCES	136,142.15-	136,142.15	11,443,177.93
ASSET RELATED ACTIVITY			
PURCHASES	1,017,549.46-	0.00	1,017,549.46
SALES/MATURITIES/PRINCIPAL PAYMENTS	1,106,140.03	0.00	1,104,558.75-
CASH SHEEP ACTIVITY	154,227.36-	0.00	154,227.36
FREE RECEIPTS	0.00	0.00	6,631,725.23
FREE DELIVERIES	0.00	0.00	6,631,725.23-
TOTAL ASSET RELATED TRANSACTIONS	65,636.79-	0.00	67,218.07
INCOME			
CASH EQUIVALENTS	0.00	19.80	0.00
FIXED INCOME SECURITIES	0.00	54,664.19	0.00
EQUITIES	0.00	17,318.98	0.00
MUTUAL FUNDS	0.00	2,268.32	0.00
OTHER INCOME	10.70	3.08	0.00
TOTAL INCOME	10.70	74,274.37	0.00
RECEIPTS AND DISBURSEMENTS			
OTHER RECEIPTS	162.87	0.00	162.87-
FEES AND OTHER EXPENSES	0.00	8,811.15-	0.00
TOTAL RECEIPTS AND DISBURSEMENTS	162.87	8,811.15-	162.87-
ENDING BALANCES	201,605.37-	201,605.37	11,510,233.13

MARKET VALUE RECONCILIATION

CLEVE PUB LIB ENDMT FD ROLLUP
ACCOUNT NO. 01404713003

07/01/09 THROUGH 09/30/09

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BEGINNING MARKET VALUE 11,460,049.03

ASSET RELATED ACTIVITY

REALIZED GAINS/LOSSES 1,581.28
UNREALIZED GAINS/LOSSES 1,017,479.26
FREE RECEIPTS 6,631,725.23
FREE DELIVERIES 6,631,725.23-

TOTAL ASSET RELATED ACTIVITY

1,019,060.54

INCOME

CASH EQUIVALENTS 19.80
FIXED INCOME SECURITIES 54,664.19
EQUITIES 17,818.98
MUTUAL FUNDS 2,268.32
OTHER INCOME 13.78

TOTAL INCOME

74,285.07

RECEIPTS AND DISBURSEMENTS

FEES AND OTHER EXPENSES 8,811.15-

TOTAL RECEIPTS AND DISBURSEMENTS

8,811.15-

ENDING MARKET VALUE

12,544,583.49

ACCRUED INCOME

33,767.40

TOTAL VALUE

12,578,350.89

EQUITY DIVERSIFICATION SCHEDULE

CLEVE PUB LIB ENDHT FD ROLLUP
ACCOUNT NO. 01404713003

AS OF 09/30/09

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	MARKET VALUE	PERCENT OF INDUSTRY	PERCENT OF STOCK
<u>COMMON STOCKS</u>			
<u>ENERGY</u>			
ENERGY EQUIPMENT & SERVICES	117,522.80	19.06%	2.36%
OIL AND GAS	528,950.60	80.94%	10.02%
TOTAL ENERGY	616,473.40	100.00%	12.38%
<u>MATERIALS</u>			
CHEMICALS	102,168.00	38.74%	2.05%
CONTAINERS & PACKAGING	52,398.00	19.87%	1.05%
METALS & MINING	56,260.20	21.33%	1.13%
PAPER & FOREST PRODUCTS	52,907.40	20.06%	1.06%
TOTAL MATERIALS	263,733.60	100.00%	5.30%
<u>INDUSTRIALS</u>			
AEROSPACE & DEFENSE	69,460.20	15.17%	1.40%
CONSTRUCTION & ENGINEERING	33,110.80	7.23%	0.67%
ELECTRICAL EQUIPMENT	48,990.00	10.70%	0.98%
INDUSTRIAL CONGLOMERATES	68,634.00	14.99%	1.38%
MACHINERY	50,585.50	11.05%	1.02%
TRADING COMPANIES, DISTRIBUTORS	42,892.80	9.37%	0.86%
AIR FREIGHT & LOGISTICS	47,388.60	10.35%	0.95%
ROAD & RAIL	96,747.10	21.13%	1.95%
TOTAL INDUSTRIALS	457,809.00	100.00%	9.20%
<u>CONSUMER DISCRETIONARY</u>			
AUTO COMPONENTS	49,586.40	10.24%	1.00%
TEXTILES, APPAREL, LUXURY GOODS	51,026.00	10.54%	1.02%
MEDIA	130,259.40	26.90%	2.62%
MULTILINE RETAIL	111,686.10	23.06%	2.24%
SPECIALTY RETAIL	141,700.80	29.26%	2.85%
TOTAL CONSUMER DISCRETIONARY	484,258.70	100.00%	9.73%

EQUITY DIVERSIFICATION SCHEDULE

CLEVE PUB LIB ENDMT FD ROLLUP
ACCOUNT NO. 01404713003

AS OF 09/30/09

PAGE 5 OF 144

	MARKET VALUE	PERCENT OF INDUSTRY	PERCENT OF STOCK
<u>COMMON STOCKS</u>			
<u>CONSUMER STAPLES</u>			
FOOD & STAPLES RETAILING	70,198.70	13.71%	1.41%
BEVERAGES	175,620.20	34.29%	3.53%
FOOD PRODUCTS	45,709.80	8.92%	0.92%
HOUSEHOLD PRODUCTS	220,667.80	43.08%	4.43%
TOTAL CONSUMER STAPLES	512,196.50	100.00%	10.29%
<u>HEALTH CARE</u>			
HEALTH CARE EQUIPMENT, SUPPLIES	123,805.60	19.83%	2.49%
HEALTH CARE PROVIDERS, SERVICES	188,419.10	30.18%	3.78%
BIOTECHNOLOGY	44,570.20	7.14%	0.90%
PHARMACEUTICALS	267,533.80	42.85%	5.37%
TOTAL HEALTH CARE	624,328.70	100.00%	12.54%
<u>FINANCIALS</u>			
COMMERCIAL BANKS	100,884.40	14.52%	2.03%
DIVERSIFIED FINANCIAL SERVICES	155,780.10	22.42%	3.13%
CAPITAL MARKETS	333,808.50	48.05%	6.71%
INSURANCE	104,304.00	15.01%	2.10%
TOTAL FINANCIALS	694,777.00	100.00%	13.96%
<u>INFORMATION TECHNOLOGY</u>			
INTERNET SOFTWARE & SERVICES	159,827.00	14.61%	3.21%
IT SERVICES	88,946.00	8.13%	1.79%
SOFTWARE	220,119.00	20.12%	4.42%
COMMUNICATIONS EQUIPMENT	160,520.90	14.68%	3.22%
COMPUTERS & PERIPHERALS	253,591.60	23.18%	5.09%
ELECTRONIC EQUIP & INSTRUMENTS	111,111.30	10.16%	2.23%
SEMICONDUCTORS & EQUIPMENT	92,674.70	9.11%	2.00%
TOTAL INFORMATION TECHNOLOGY	1,093,790.50	100.00%	21.97%

National City Bank

EQUITY DIVERSIFICATION SCHEDULE

CLEVE PUB LIB ENDMT FD ROLLUP
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	MARKET VALUE	PERCENT OF INDUSTRY	PERCENT OF STOCK
<u>COMMON STOCKS</u>			
<u>TELECOMMUNICATION SERVICES</u>			
DIVERSIFIED TELECOMM SERVICES	74,007.40	58.37%	1.49%
WIRELESS TELECOMM SERVICES	<u>52,780.00</u>	<u>41.63%</u>	<u>1.06%</u>
TOTAL TELECOMMUNICATION SERVICES	126,787.40	100.00%	2.55%
<u>UTILITIES</u>			
ELECTRIC UTILITIES	41,974.80	40.24%	0.84%
MULTI-UTILITIES & UNREG. POWER	<u>62,334.60</u>	<u>59.76%</u>	<u>1.25%</u>
TOTAL UTILITIES	104,309.40	100.00%	2.10%
TOTAL STOCK	4,978,464.20		100.00%

BOND MATURITY SCHEDULE

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	FACE VALUE	% OF TOTAL FACE VALUE	MARKET VALUE	% OF BOND MARKET VALUE
LESS THAN 1 YEAR	189,112.12	4.68 %	193,358.76	4.52 %
1 TO 5 YEARS	1,797,559.20	44.49 %	1,894,525.21	44.33 %
5 TO 10 YEARS	1,357,637.67	33.60 %	1,455,802.77	34.06 %
10 TO 15 YEARS	187,800.35	4.65 %	197,948.35	4.63 %
15 TO 20 YEARS	0.00	0.00 %	0.00	0.00 %
20 + YEARS	508,470.19	12.58 %	532,309.25	12.45 %
TOTAL	4,040,579.53	100.00 %	4,273,944.34	100.00 %

INDIVIDUAL ISSUES

National City Bank

BOND QUALITY SCHEDULE

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MOODY'S BOND RATING	FACE VALUE	% OF TOTAL FACE VALUE	MARKET VALUE	% OF BOND MARKET VALUE
AAA	2,040,871.32	50.51 %	2,148,963.67	50.28 %
AA	345,000.00	8.54 %	365,195.30	8.54 %
A	835,000.00	20.66 %	899,150.85	21.04 %
BAA OR LOWER	0.00	0.00 %	0.00	0.00 %
NOT RATED	819,708.21	20.29 %	860,634.52	20.14 %
TOTAL	4,040,579.53	100.00 %	4,273,944.34	100.00 %

ASSET STATEMENT
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CLEVE PUB LIB ENDMT FD ROLLUP
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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 YIELD AT MARKET
	PRINCIPAL CASH	201,605.37-	201,605.37-			
	INCOME CASH	201,605.37	201,605.37			
CASH EQUIVALENTS						
CASH EQUIVALENTS - TAXABLE						
PROPRIETARY_MM_FDS-TAXABLE						
757,050.08	ALLEGiant TREASURY MONEY MARKET FUND CUSIP: 99ARTREAS	757,050.08 1.00	757,050.08 1.000	0.00	15	0.00 %
TOTAL CASH EQUIVALENTS		757,050.08	757,050.08	0.00	15	0.00 %
FIXED INCOME SECURITIES						
TAXABLE FIXED INCOME SECS						
TREASURY						
35,000.00	UNITED STATES TREASURY NOTE DTD 2/15/09 2.75% DUE 2/15/19 CUSIP: 912828KD1 MOODY'S RATING: AAA S&P RATING: AAA	32,989.01 94.25	33,400.50 95.430	411.49	123	2.88 %
605,000.00	UNITED STATES TREASURY NOTES DTD 08/15/03 4.25% DUE 08/15/13 CUSIP: 912828BH2 MOODY'S RATING: AAA S&P RATING: AAA	662,081.59 109.43	659,685.95 109.039	2,395.64-	3,284	3.90 %
15,000.00	UNITED STATES TREASURY NOTE DTD 05-17-04 4.75% DUE 05-15-14 CUSIP: 912828CJ7 MOODY'S RATING: AAA S&P RATING: AAA	14,533.01 96.89	16,720.35 111.469	2,187.34	269	4.26 %

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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
120,000.00	UNITED STATES TREAS NTS DTD 2/15/00 6.50% DUE 2/15/10 CUSIP: 9128275Z1 MOODY'S RATING: AAA S&P RATING: AAA	125,109.78 104.26	122,822.40 102.352	2,287.38-	996	6.35 %
265,000.00	UNITED STATES TREAS NTS DTD 8/15/06 4.875% DUE 8/15/16 CUSIP: 912828FQ8 MOODY'S RATING: AAA S&P RATING: AAA	297,635.21 112.32	298,167.40 112.516	532.19	1,650	4.33 %
290,000.00	US TREASURY NOTE DTD 4/15/09 1.375% DUE 4/15/12 CUSIP: 912828KK5 MOODY'S RATING: AAA S&P RATING: AAA	289,994.53 100.00	291,270.20 100.438	1,275.67	1,841	1.37 %
TOTAL TREASURY		1,422,343.13	1,422,066.80	276.33-	8,163	3.66 %
TIPS						
154,200.00	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 98.85	155,742.00 101.000	3,317.75	531	1.61 %
AGENCY						
25,000.00	BANK OF AMERICA CORP NT FDIC GTD TLBP DTD 12/4/08 3.125% DUE 6/15/12 CUSIP: 060508AA9 MOODY'S RATING: AAA S&P RATING: AAA	25,509.75 102.04	26,002.00 104.008	492.25	230	3.00 %

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (SEE TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME
40,000.00	CITIGROUP INC NT FDIC GTD TLGP 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	41,291.60 103.229	1,390.80	358	2.79 %
40,000.00	FEDERAL NATL MTG ASSN DTD 2/27/09 1.75% DUE 3/23/11 CUSIP: 31398AVQ2 MOODY'S RATING: AAA S&P RATING: AAA	40,128.32 100.32	40,600.00 101.500	471.68	16	1.72 %
90,000.00	GENERAL ELEC CAP CORP FDIC GTD TLGP DTD 5/12/09 2.125% DUE 12/21/12 CUSIP: 36967HAV9 MOODY'S RATING: AAA S&P RATING: AAA	89,881.20 99.87	90,817.20 100.908	936.00	531	2.11 %
25,000.00	GENERAL ELEC CAP CORP MED TERM SR NT FDIC GTD TLGP DTD 12/09/08 3% DUE 12/09/11 CUSIP: 36967HAD9 MOODY'S RATING: AAA S&P RATING: AAA	25,064.20 100.26	25,874.00 103.496	809.80	233	2.90 %
25,000.00	GENERAL ELEC CAP CORP MED TERM NT BOOK ENTRY FDIC GTD TLGP DTD 1/08/09 1.625% DUE 1/07/11 CUSIP: 36967HAG2 MOODY'S RATING: AAA S&P RATING: AAA	24,983.00 99.93	25,268.50 101.074	285.50	95	1.61 %
15,000.00	GOLDMAN SACHS GRP INC FDIC GTD TLGP DTD 1/21/09 1.625% DUE 7/15/11 CUSIP: 38146FAF8 MOODY'S RATING: AAA S&P RATING: AAA	14,979.60 99.86	15,149.55 100.997	169.95	51	1.61 %

ASSET STATEMENT
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CLEVE PUB LIB ENDMT PD ROLLUP
ACCOUNT NO. 01404713003

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 YIELD AT MARKET
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	10,146.60 101.466	151.60	58	2.09 %
15,000.00	STATE STREET CORP FDIC GTD TLGP DTD 3/6/09 2.15% DUE 4/30/12 CUSIP: 85748KAA1 MOODY'S RATING: AAA S&P RATING: AAA	14,978.40 99.86	15,236.85 101.579	258.45	135	2.12 %
TOTAL AGENCY				4,966.03	1,708	2.23 %
CORPORATE						
15,000.00	ABBOTT LABORATORIES NT DTD 3/3/09 5.125% DUE 4/1/19 CUSIP: 002824AU4 MOODY'S RATING: A1 S&P RATING: AA	14,935.05 99.57	15,895.80 105.972	960.75	444	4.84 %
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	31,623.30 105.411	1,692.60	329	4.93 %
20,000.00	ALLSTATE LIFE GLOBAL FDG SECD HED TERM NTS BOOK ENTRY DTD 4/30/08 5.375% DUE 4/30/13 CUSIP: 02003MBQ6 MOODY'S RATING: A1 S&P RATING: AA-	19,980.00 99.90	21,288.00 106.440	1,308.00	451	5.05 %

ASSET STATEMENT
AS OF 09/30/09

CLEVE PUB LIB ENDMT FD ROLLUP
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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 YIELD AT MARKET
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	26,642.00 106.568	1,678.25	100	4.50 %
20,000.00	BANK NEW YORK INC MED TERM SR NTS DTD 5/12/09 4.30% DUE 5/15/14 CUSIP: 06406HBL2 MOODY'S RATING: AA2 S&P RATING: AA-	19,993.60 99.97	21,179.00 105.895	1,185.40	332	4.06 %
20,000.00	BERKSHIRE HATHAWAY FIN CORP SR NT DTD 11/15/08 4.6% DUE 5/15/13 CUSIP: 084664BD2 MOODY'S RATING: AA2 S&P RATING: AAA	20,606.60 103.03	21,188.00 105.940	581.40	348	4.34 %
55,000.00	BANK OF AMERICA CORP NTS DTD 5/2/08 5.65% DUE 5/1/18 CUSIP: 06051GD4 MOODY'S RATING: A2 S&P RATING: A	34,812.75 99.46	34,558.65 98.739	254.10-	824	5.72 %
10,000.00	BOEING CO DTD 3/13/09 5.00% DUE 3/15/14 CUSIP: 097023AV7 MOODY'S RATING: A2 S&P RATING: A	9,955.80 99.56	10,904.50 109.045	948.70	22	4.59 %
15,000.00	CAMPBELL SOUP CO NT DTD 1/20/09 4.50% DUE 2/15/19 CUSIP: 134629AT6 MOODY'S RATING: A2 S&P RATING: A	14,892.75 99.28	15,391.35 102.609	498.60	86	4.39 %
20,000.00	CAROLINA POWER & LIGHT 1ST MTG DTD 1/15/09 5.30% DUE 1/15/19 CUSIP: 144141CZ9 MOODY'S RATING: A1 S&P RATING: A-	19,981.60 99.91	21,660.40 108.302	1,678.80	224	4.89 %

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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
10,000.00	CATERPILLAR INC NT DTD 12/5/08 7.00% DUE 12/15/13 CUSIP: 149123BP5 MOODY'S RATING: A2 S&P RATING: A	10,037.45 100.37	11,479.80 114.798	1,442.35	206	6.10 %
15,000.00	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	14,239.30 94.93	15,614.25 104.095	1,374.95	87	4.56 %
10,000.00	CATERPILLAR INC DTD 8/8/06 5.7% DUE 8/15/16 CUSIP: 149123BM2 MOODY'S RATING: A2 S&P RATING: A	9,979.50 99.80	10,696.50 106.965	717.00	73	5.33 %
20,000.00	CHEVRON CORP NT DTD 3/03/09 3.95% DUE 3/03/14 CUSIP: 166751AHO MOODY'S RATING: AA1 S&P RATING: AA	19,963.20 99.82	21,058.20 105.291	1,095.00	61	3.75 %
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	11,011.50 110.115	929.70	60	4.99 %
45,000.00	CITIGROUP INC GLOBAL SR NT DTD 10/17/07 5.30% DUE 10/17/12 CUSIP: 172967EL1 MOODY'S RATING: A3 S&P RATING: A	45,050.85 100.11	46,428.75 103.175	1,377.90	1,087	5.14 %
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	32,758.80 109.196	2,803.50	606	4.90 %

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (SEE TO MKT)	ACCRUED YIELD AT _INCOME _MARKET	INCOME YIELD AT _MARKET
20,000.00	COLGATE-PALMOLIVE CO MED TERM NTS BOOK ENTRY DTD 5/12/08 4.20% DUE 5/1/13 CUSIP: 19416QDL1 MOODY'S RATING: A3 S&P RATING: AA-	19,995.40 99.98	21,407.20 107.036	1,411.80	317	3.92 %
55,000.00	CONOCOPHILLIPS GTD NT DTD 2/3/09 5.75% DUE 2/1/19 CUSIP: 20825CAR5 MOODY'S RATING: A1 S&P RATING: A	55,344.50 100.63	59,921.40 108.948	4,576.90	527	5.28 %
15,000.00	CONSOLIDATED EDISON NT DTD 9/25/06 5.5% DUE 9/15/16 CUSIP: 20911LEN9 MOODY'S RATING: A3 S&P RATING: A-	14,942.25 99.62	16,108.50 107.390	1,166.25	37	5.12 %
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	16,399.95 109.333	1,863.15	37	5.03 %
25,000.00	CREDIT SUISSE FIRST BOSTON USA INC DTD 08-17-05 4.875% DUE 08-15-10 CUSIP: 22541LBH5 MOODY'S RATING: AA1 S&P RATING: A+	24,998.00 99.99	25,718.00 102.872	720.00	156	4.74 %
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	16,797.00 111.980	1,830.45	185	5.36 %

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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 YIELD AT MARKET
20,000.00	DU PONT E I DE NEMOURS & CO NT DTD 7/28/08 5.00% DUE 7/15/13 CUSIP: 263534BU2 MOODY'S RATING: A2 S&P RATING: A	19,801.60 99.01	21,786.20 108.931	1,984.60	211	4.59 %
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: A1 S&P RATING: A	9,966.00 99.66	10,720.60 107.206	754.60	111	4.90 %
10,000.00	EMERSON ELEC CO NT DTD 1/21/09 4.875% DUE 10/15/19 CUSIP: 291011AY0 MOODY'S RATING: A2 S&P RATING: A	9,961.90 99.62	10,581.30 105.813	619.40	225	4.61 %
15,000.00	FLORIDA PWR & LIGHT NT DTD 10/10/07 5.55% DUE 11/01/17 CUSIP: 341081EZ6 MOODY'S RATING: AA2 S&P RATING: A	14,995.80 99.97	16,417.80 109.452	1,422.00	347	5.07 %
65,000.00	GENERAL ELECTRIC CO NT DTD 12/6/07 5.25% DUE 12/6/17 CUSIP: 369604BC6 MOODY'S RATING: AA2 S&P RATING: AA+	65,116.95 100.18	66,706.25 102.625	1,589.30	1,090	5.12 %
40,000.00	GOLDMAN SACHS GROUP INC SR NT DTD 4/1/08 6.15% DUE 4/1/18 CUSIP: 38141GFH1 MOODY'S RATING: A1 S&P RATING: A	39,813.00 99.53	42,076.40 105.191	2,263.40	1,230	5.85 %

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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
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	11,258.30 112.583	1,302.20	51	5.44 %
10,000.00	HEWLETT-PACKARD CO DTD 2/27/07 5.40% DUE 3/1/17 CUSIP: 428236AM5 MOODY'S RATING: A2 S&P RATING: A	9,923.00 99.23	10,907.10 109.071	984.10	45	4.95 %
20,000.00	HONEYWELL INTL INC SR NT DTD 2/20/09 3.875% DUE 2/15/14 CUSIP: 438516AY2 MOODY'S RATING: A2 S&P RATING: A	19,947.20 99.74	20,817.80 104.089	870.60	99	3.72 %
15,000.00	HONEYWELL INTL NT DTD 7/27/07 5.625% DUE 8/01/12 CUSIP: 438516AV8 MOODY'S RATING: A2 S&P RATING: A	14,970.75 99.80	16,456.20 109.708	1,485.45	141	5.13 %
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	26,576.25 106.305	1,652.75	661	5.03 %
30,000.00	JOHNSON & JOHNSON DTD 8/16/07 5.55% DUE 8/15/17 CUSIP: 478160AQ7 MOODY'S RATING: AAA S&P RATING: AAA	30,000.00 100.00	33,711.60 112.372	3,711.60	213	4.94 %
20,000.00	JP MORGAN CHASE & CO SR NT DTD 12/20/07 6.00% DUE 1/15/18 CUSIP: 46625HG0 MOODY'S RATING: AA3 S&P RATING: A+	20,138.50 100.69	21,466.60 107.333	1,328.10	253	5.59 %

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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 INCOME	INCOME YIELD AT MARKET
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	24,901.40 124.507	4,974.60	625	6.02 %
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	77,181.75 102.909	2,556.75	150	4.37 %
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	16,816.35 112.109	1,846.65	401	5.17 %
10,000.00	MERRILL LYNCH & CO INC MEDIUM TERM NTS BOOK ENTRY DTD 4/25/08 6.875% DUE 4/25/18 CUSIP: 59018YNG4 MOODY'S RATING: A2 S&P RATING: A	9,367.10 93.67	10,517.00 105.170	1,149.90	298	6.54 %
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	16,695.00 111.300	1,642.50	131	6.12 %
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	26,576.25 106.305	2,020.00	581	4.37 %

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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
25,000.00	NATIONAL RURAL UTIL COOP NT DTD 6/30/08 5.50% DUE 7/01/13 CUSIP: 637432LMS MOODY'S RATING: A1 S&P RATING: A+	25,001.20 100.00	27,221.50 108.886	2,220.30	344	5.05 %
20,000.00	NORTHERN TR CORP NT DTD 5/1/09 4.625% DUE 5/1/14 CUSIP: 665859AK0 MOODY'S RATING: A1 S&P RATING: AA-	20,000.00 100.00	21,281.00 106.405	1,281.00	385	4.35 %
10,000.00	OCCIDENTAL PETE CORP NT DTD 5/15/09 4.125% DUE 6/1/16 CUSIP: 674599BX2 MOODY'S RATING: A2 S&P RATING: A	9,929.20 99.29	10,285.30 102.853	356.10	156	4.01 %
20,000.00	ORACLE CORP DTD 7/8/09 5.00% DUE 7/8/19 CUSIP: 68389XAG0 MOODY'S RATING: A2 S&P RATING: A	19,925.40 99.63	21,039.80 105.199	1,114.40	231	4.75 %
10,000.00	PECO ENERGY CO1ST & REF MTG BD DTD 3/3/08 5.35% DUE 3/1/18 CUSIP: 693304AL1 MOODY'S RATING: A2 S&P RATING: A-	9,983.20 99.83	10,654.60 106.546	671.40	45	5.02 %
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	21,409.40 107.047	1,698.60	333	4.67 %
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	14,662.10 97.61	16,191.60 107.944	1,549.50	38	5.33 %

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CLEVE PUB LIB ENDMT FD ROLLUP
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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
10,000.00	PRINCIPAL LIFE INC FNDG DTD 11/10/05 5.20% DUE 11/15/10 CUSIP: 74254PJR4 MOODY'S RATING: AA3 S&P RATING: A+	9,995.10 99.95	10,045.20 100.452	50.10	196	5.18 %
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	21,486.00 107.430	1,490.40	194	4.28 %
15,000.00	PROCTER & GAMBLE CO NT DTD 2/6/09 4.70% DUE 2/15/19 CUSIP: 742718DN6 MOODY'S RATING: AA3 S&P RATING: AA-	14,973.60 99.82	15,676.80 104.512	703.20	90	4.50 %
30,000.00	PUBLIC SVC ELEC GAS CO SECD MED TERM NTS BOOK ENTRY DTD 12/02/08 6.33% DUE 11/01/13 CUSIP: 74456QAT3 MOODY'S RATING: A2 S&P RATING: A-	29,990.70 99.97	33,777.30 112.591	3,786.60	791	5.62 %
25,000.00	SBC COMMUNICATIONS INC DTD 08-13-04 5.625% DUE 06-15-16 CUSIP: 78387GAL7 MOODY'S RATING: A2 S&P RATING: A	24,960.00 99.76	26,894.00 107.576	1,934.00	414	5.23 %
10,000.00	SYSCO CORPORATION NT DTD 2/12/08 5.25% DUE 2/12/18 CUSIP: 871829AL1 MOODY'S RATING: A1 S&P RATING: A+	9,931.00 99.31	10,730.10 107.301	799.10	71	4.89 %

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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
25,000.00	UNITED PARCEL SERVICE INC SR NT DTD 3/24/09 3.875% DUE 4/01/14 CUSIP: 911312AL0 MOODY'S RATING: AA3 S&P RATING: AA-	24,944.50 99.78	26,212.25 104.849	1,267.75	503	3.70 %
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	11,441.20 114.412	1,457.40	102	5.35 %
15,000.00	VERIZON COMMUNICATIONS INC DTD 3/27/09 6.35% DUE 4/1/19 CUSIP: 92343VAV6 MOODY'S RATING: A3 S&P RATING: A	15,080.10 100.53	16,564.05 110.427	1,483.95	487	5.75 %
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	21,656.00 108.280	1,816.20	142	5.13 %
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	22,465.80 112.329	1,448.40	148	5.16 %
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	22,306.60 111.533	2,345.40	600	5.38 %
TOTAL CORPORATE				93,239.65	18,733	4.95 %

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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 YIELD AT MARKET
MORTGAGE						
95,689.07	FEDERAL NATL MTG ASSN GTD MTG PASS THRU CTF POOL #902804 DTD 11/01/06 5% DUE 11/01/21 CUSIP: 31411BAD5	93,513.62 97.73	100,884.99 105.430	7,371.37	399	4.74 %
133,437.67	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #255031 DTD 11/01/03 4.50% DUE 12/01/18 CUSIP: 31371LHG7	134,271.65 100.62	140,958.22 105.636	6,686.57	500	4.26 %
34,703.77	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #255364 DTD 08-01-04 6.00% DUE 09-01-34 CUSIP: 31371LTV1	35,617.43 102.63	36,874.84 106.256	1,257.41	174	5.65 %
96,671.14	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #357707 DTD 2/1/05 5.00% DUE 2/1/35 CUSIP: 31376KKU9	94,337.45 97.59	100,270.21 103.723	5,932.76	403	4.82 %
83,677.14	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #555800 DTD 09/01/03 5.50% DUE 10/01/33 CUSIP: 31385XNR4	84,526.62 101.02	88,035.05 105.208	3,508.43	384	5.23 %
23,396.91	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF PL #745257 DTD 01/01/06 6.00% DUE 01/01/36 CUSIP: 31403C5S6	23,558.25 100.69	24,902.27 106.434	1,344.02	117	5.64 %
88,208.28	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #826905 DTD 7/1/05 5.00% DUE 8/1/35 CUSIP: 31407CU62	86,719.77 98.31	91,436.70 103.660	4,716.93	368	4.82 %

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PAR VALUE OR SHARES	ASSET DESCRIPTION	PED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (SEE TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME
82,111.28	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #888459 DTD 5/1/07 4.50% DUE 8/1/20 CUSIP: 314106B44	80,199.63 97.67	86,482.06 105.323	6,282.43	308	4.27 %
59,546.84	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #888567 DTD 7/1/07 5.50% DUE 12/01/36 CUSIP: 314106FG3	58,755.97 98.67	62,536.69 105.021	3,780.72	273	5.24 %
19,988.26	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #898415 DTD 10/1/06 6.00% DUE 10/1/36 CUSIP: 31410VDU1	20,183.44 100.98	21,151.38 105.819	967.94	100	5.67 %
77,346.66	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #944639 DTD 7/1/07 6.00% DUE 7/1/37 CUSIP: 31413F4Y5	76,881.38 99.40	81,774.76 105.725	4,893.38	387	5.68 %
TOTAL MORTGAGE		788,565.21	835,307.17	46,741.96	3,411	4.90 %
ASSET BACKED						
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	51,135.00 102.270	2,133.05	94	4.14 %
44,112.12	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	44,107.14 99.99	44,818.36 101.601	711.22	76	3.83 %

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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 YIELD AT MARKET
50,532.12	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	50,525.32 99.99	51,429.57 101.776	904.25	110	4.81 %
22,027.08	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	22,026.54 100.00	22,492.29 102.112	465.75	45	5.17 %
TOTAL ASSET BACKED		165,660.95	169,875.22	4,214.27	326	4.40 %
CMBS						
24,931.19	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	25,044.16 100.45	25,327.35 101.589	283.19	118	5.60 %
TOTAL TAXABLE FIXED INCOME SECS		4,121,457.82	4,273,944.34	152,486.52	32,990	4.19 %
TOTAL FIXED INCOME SECURITIES		4,121,457.82	4,273,944.34	152,486.52	32,990	4.19 %
EQUITIES						
ENERGY						
ENERGY EQUIPMENT & SERVICES						
1,730.00	NOBLE CORPORATION COM CUSIP: H5833N103	63,428.75 36.66	65,670.80 37.960	2,242.05	0	0.00 %

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (SEE TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME YIELD AT MARKET
870.00	SCHLUMBERGER LTD COM CUSIP: 806857108	65,843.50 73.38	51,852.00 59.600	11,991.50-	0	1.41 %
	TOTAL ENERGY EQUIPMENT & SERVICES	127,272.25	117,522.80	9,749.45-	0	0.62 %
OIL AND GAS						
1,160.00	APACHE CORP COM CUSIP: 037411105	101,745.43 87.71	106,522.80 91.830	4,777.37	0	0.65 %
2,280.00	EXXON MOBIL CORP COM CUSIP: 302316102	163,907.68 71.89	156,430.80 68.610	7,476.68-	0	2.45 %
1,280.00	OCCIDENTAL PETE CORP COM CUSIP: 674599105	77,504.00 60.55	100,352.00 78.400	22,848.00	0	1.68 %
2,890.00	TALISMAN ENERGY INC COM CUSIP: 87425E103	45,104.18 15.61	50,112.60 17.340	5,008.42	0	1.12 %
2,070.00	XTO ENERGY INC CUSIP: 98385X106	84,952.80 41.04	85,532.40 41.320	579.60	259	1.21 %
	TOTAL OIL AND GAS	473,213.89	498,950.60	25,736.71	259	1.57 %
	TOTAL ENERGY	600,486.14	616,473.40	15,987.26	259	1.39 %
MATERIALS						
CHEMICALS						
1,800.00	CELANESE CORP DEL COM SER A CUSIP: 150870103	38,877.87 21.60	45,000.00 25.000	6,122.13	0	0.64 %
800.00	LUBRIZOL CORP COM CUSIP: 549271104	47,976.00 59.97	57,168.00 71.460	9,192.00	0	1.74 %
	TOTAL CHEMICALS	86,853.87	102,168.00	15,314.13	0	1.25 %

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (CFD TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME
<u>CONTAINERS & PACKAGING</u>						
1,420.00	OWENS ILLINOIS INC COM CUSIP: 690768403	37,195.62 26.19	52,398.00 36.900	15,202.38	0	0.00 %
<u>METALS & MINING</u>						
820.00	FREEPORT-MCMORAN COPPER & GOLD INC CL B CUSIP: 35671D857	47,315.21 57.70	56,260.20 68.610	8,944.99	0	0.00 %
<u>PAPER & FOREST PRODUCTS</u>						
2,380.00	INTERNATIONAL PAPER CO COM CUSIP: 460146103	49,443.79 20.77	52,907.40 22.230	3,463.61	0	0.45 %
<u>TOTAL MATERIALS</u>		220,808.49	263,733.60	42,925.11	0	0.58 %
<u>INDUSTRIALS</u>						
<u>AEROSPACE & DEFENSE</u>						
1,140.00	UNITED TECHNOLOGIES CORP COM CUSIP: 913017109	56,445.07 47.76	69,460.20 60.930	15,015.13	0	2.53 %
<u>CONSTRUCTION & ENGINEERING</u>						
1,220.00	AECOM TECHNOLOGY CORP CUSIP: 00766T100	37,479.51 30.72	35,110.80 27.140	4,368.71-	0	0.00 %

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (SEE TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME
ELECTRICAL EQUIPMENT						
1,150.00	ROCKWELL AUTOMATION INC COM NEW (N/C FROM ROCKWELL INTL CORP COM) CUSIP: 773903109	47,102.18 40.96	48,990.00 42.600	1,887.82	0	2.72 %
INDUSTRIAL CONGLOMERATES						
930.00	3M COMPANY COM CUSIP: 88579Y101	65,863.37 70.82	68,634.00 73.800	2,770.63	0	2.76 %
MACHINERY						
970.00	ITT INDUSTRIES INC COM CUSIP: 450911102	45,018.09 46.41	50,585.50 52.150	5,567.41	0	1.63 %
TRADING COMPANIES-DISTRIBUTORS						
480.00	GRAINGER W W INC COM CUSIP: 384802104	42,026.59 87.56	42,892.80 89.360	866.21	0	2.06 %
AIR FREIGHT & LOGISTICS						
630.00	FEDEX CORP COM CUSIP: 31428X106	49,149.45 78.01	47,388.60 75.220	1,760.85-	0	0.58 %
ROAD & RAIL						
1,210.00	CSX CORP COM CUSIP: 126408103	39,626.71 32.75	50,650.60 41.860	11,023.89	0	2.10 %

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790.00	UNION PAC CORP CO COM CUSIP: 907818108	42,612.05 53.94	46,096.50 58.350	3,484.45	0	1.85 %
	TOTAL ROAD & RAIL	82,238.76	96,747.10	14,508.34	0	1.98 %
	TOTAL INDUSTRIALS	423,323.02	457,809.00	34,485.98	0	1.94 %
	CONSUMER DISCRETIONARY					
	AUTO COMPONENTS					
1,940.00	JOHNSON CTLS INC COM CUSIP: 478366107	47,568.61 24.52	49,586.40 25.560	2,017.79	0	2.03 %
	TEXTILES, APPAREL, LUXURY GOODS					
1,550.00	COACH INC COM CUSIP: 189754104	37,263.25 24.03	51,026.00 32.920	13,762.75	0	0.91 %
	MEDIA					
2,820.00	DISCOVERY COMMUNICATIONS NEW COM SER A CUSIP: 25470F104	63,046.85 22.36	81,469.80 28.890	18,422.95	0	0.00 %
1,740.00	VIACOM INC NEW CL B CUSIP: 92553P201	40,863.55 23.48	48,789.60 28.040	7,926.05	0	0.00 %
	TOTAL MEDIA	103,910.40	130,259.40	26,349.00	0	0.00 %

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<u>MULTILINE RETAIL</u>						
970.00	DOLLAR TREE STORES INC CUSIP: 256746108	42,993.60 44.32	47,219.60 48.680	4,226.00	0	0.00 %
1,130.00	KOHL'S CORP COM CUSIP: 500255104	52,800.73 46.73	64,466.50 57.050	11,665.77	0	0.00 %
	TOTAL MULTILINE RETAIL	95,794.33	111,686.10	15,891.77	0	0.00 %
<u>SPECIALTY RETAIL</u>						
240.00	AUTOZONE INC COM CUSIP: 053352102	37,986.86 158.28	35,092.80 146.220	2,894.06-	0	0.00 %
1,850.00	HOME DEPOT INC COM CUSIP: 437076102	44,367.44 23.98	49,284.00 26.640	4,916.56	0	3.38 %
1,200.00	ROSS STORES INC COM CUSIP: 778296103	48,468.53 40.39	57,324.00 47.770	8,855.47	0	0.92 %
	TOTAL SPECIALTY RETAIL	130,822.83	141,700.80	10,877.97	0	1.55 %
	TOTAL CONSUMER DISCRETIONARY	415,339.42	486,258.70	68,919.28	0	0.76 %
<u>CONSUMER STAPLES</u>						
<u>FOOD & STAPLES RETAILING</u>						
1,430.00	WAL MART STORES INC COM CUSIP: 931142103	81,109.48 56.72	70,198.70 49.090	10,910.78-	0	2.22 %

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BEVERAGES						
1,610.00	COCA-COLA CO COM CUSIP: 191216100	79,859.86 49.60	86,457.00 53.700	6,597.14	0	3.05 %
1,520.00	PEPSICO INC COM CUSIP: 713448108	67,589.32 44.47	89,183.20 58.660	21,573.88	0	3.07 %
TOTAL BEVERAGES		147,449.18	175,620.20	28,171.02	0	3.06 %
FOOD PRODUCTS						
710.00	GENERAL MILLS INC COM CUSIP: 370334104	40,638.46 57.24	45,709.80 64.380	5,071.34	0	2.92 %
HOUSEHOLD PRODUCTS						
1,050.00	CLOROX CO COM CUSIP: 189054109	55,865.73 53.19	61,761.00 58.820	5,915.27	0	3.40 %
1,210.00	COLGATE-PALMOLIVE CO COM CUSIP: 194162103	55,109.76 45.55	92,298.80 76.280	37,189.04	0	2.31 %
1,150.00	PROCTER & GAMBLE CO COM CUSIP: 742718109	61,595.96 53.56	66,608.00 57.920	5,012.04	0	3.04 %
TOTAL HOUSEHOLD PRODUCTS		172,551.45	220,667.80	48,116.35	0	2.83 %
TOTAL CONSUMER STAPLES		441,748.57	512,196.50	70,447.93	0	2.84 %

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HEALTH CARE						
HEALTH CARE EQUIPMENT, SUPPLIES						
1,330.00	BAXTER INTL INC COM CUSIP: 071813109	77,171.62 58.02	75,823.30 57.010	1,348.32-	0	1.82 %
1,230.00	ST JUDE MEDICAL INC COM CUSIP: 790849103	49,551.90 40.29	47,982.30 39.010	1,569.60-	0	0.00 %
TOTAL HEALTH CARE EQUIPMENT, SUPPLIES		126,723.52	123,805.60	2,917.92-	0	1.12 %
HEALTH CARE PROVIDERS, SERVICES						
1,160.00	MCKESSON CORP COM (N/C FROM MCKESSON HBOC INC) CUSIP: 58155Q103	48,637.89 41.76	69,078.00 59.550	20,640.11	0	0.81 %
1,130.00	MEDCO HEALTH SOLUTIONS INC COM CUSIP: 58405U102	50,810.22 44.96	62,500.30 55.310	11,690.08	0	0.00 %
2,270.00	UNITEDHEALTH GROUP INC COM CUSIP: 91324P102	61,198.97 26.96	56,840.80 25.040	4,358.17-	0	0.12 %
TOTAL HEALTH CARE PROVIDERS, SERVICES		160,447.08	188,419.10	27,972.02	0	0.33 %
BIOTECHNOLOGY						
740.00	AMGEN INC COM CUSIP: 031162100	46,205.16 62.44	44,570.20 60.230	1,634.96-	0	0.00 %

ASSET STATEMENT
AS OF 09/30/09

CLEVE PUB LIB ENDMT FD ROLLUP
ACCOUNT NO. 01404713003

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
PHARMACEUTICALS						
1,220.00	ALLERGAN INC COM CUSIP: 018490102	55,120.15 45.18	69,247.20 56.760	14,127.05	0	0.35 %
1,570.00	BRISTOL MYERS SQUIBB CO COM CUSIP: 110122108	31,316.16 19.95	35,356.40 22.520	4,040.24	487	5.51 %
1,980.00	JOHNSON & JOHNSON COM CUSIP: 478160104	124,877.57 63.07	120,562.20 60.890	4,315.37-	0	3.22 %
2,560.00	PFIZER INC COM CUSIP: 717081103	57,501.25 14.57	42,368.00 16.550	5,066.75	0	3.87 %
TOTAL PHARMACEUTICALS						
		248,615.13	267,533.80	18,918.67	487	2.88 %
TOTAL HEALTH CARE						
		581,990.89	624,328.70	42,337.81	487	1.56 %
FINANCIALS						
COMMERCIAL BANKS						
3,580.00	WELLS FARGO & CO NEW COM CUSIP: 949746101	95,064.29 26.55	100,884.40 28.180	5,820.11	0	0.71 %
DIVERSIFIED FINANCIAL SERVICES						
3,555.00	JPMORGAN CHASE & CO COM CUSIP: 46625H100	101,741.92 28.62	155,780.10 43.820	54,038.18	0	0.46 %

CLEVE PUB LIB ENDMT FD ROLLUP
ACCOUNT NO. 01404713003

ASSET STATEMENT

AS OF 09/30/09

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (FED TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME YIELD AT MARKET
CAPITAL MARKETS						
520.00	FRANKLIN RES INC COM CUSIP: 354613101	47,451.98 91.25	52,312.00 100.600	4,860.02	0	0.83 %
750.00	GOLDMAN SACHS GROUP INC COM CUSIP: 381416104	59,813.46 79.75	138,262.50 184.350	78,449.04	0	0.76 %
1,120.00	PRICE T ROWE GROUP INC COM CUSIP: 741447108	46,916.81 41.89	51,184.00 45.700	4,267.19	0	2.19 %
1,750.00	STATE STR CORP COM CUSIP: 857477103	81,710.45 46.69	92,050.00 52.600	10,339.55	18	0.08 %
TOTAL CAPITAL MARKETS		235,892.70	333,808.50	97,915.80	18	0.80 %
INSURANCE						
1,110.00	CHUBB CORP COM CUSIP: 171232101	45,649.97 41.13	55,955.10 50.410	10,305.13	0	2.78 %
1,270.00	METLIFE INC COM CUSIP: 59156R108	45,637.20 35.93	48,348.90 38.070	2,711.70	0	1.94 %
TOTAL INSURANCE		91,287.17	104,304.00	13,016.83	0	2.39 %
TOTAL FINANCIALS		523,986.08	694,777.00	170,790.92	18	0.95 %

ASSET STATEMENT
AS OF 09/30/09

CLEVE PUB LIB ENDMT FD ROLLUP
ACCOUNT NO. 01404713003

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>INFORMATION TECHNOLOGY</u>						
<u>INTERNET SOFTWARE & SERVICES</u>						
2,150.00	EBAY INC COM CUSIP: 278642103	46,245.43 21.51	50,740.00 23.600	4,494.57	0	0.00 %
220.00	GOOGLE INC CL A CUSIP: 38259P508	89,126.84 405.12	109,087.00 495.850	19,960.16	0	0.00 %
	TOTAL INTERNET SOFTWARE & SERVICES	135,372.27	159,827.00	24,454.73	0	0.00 %
<u>IT SERVICES</u>						
440.00	MASTERCARD INC COM CUSIP: 57636Q104	73,712.98 167.53	88,946.00 202.150	15,233.02	0	0.30 %
<u>SOFTWARE</u>						
3,405.00	MICROSOFT CORP COM CUSIP: 594918104	36,582.45 10.74	87,576.60 25.720	50,994.15	0	2.02 %
6,360.00	ORACLE CORP COM CUSIP: 68889X105	127,534.40 20.05	132,562.40 20.840	5,008.00	0	0.96 %
	TOTAL SOFTWARE	164,116.85	220,119.00	56,002.15	0	1.38 %
<u>COMMUNICATIONS EQUIPMENT</u>						
3,265.00	CISCO SYS INC COM CUSIP: 17275R102	41,817.92 12.81	76,858.10 23.540	35,040.18	0	0.00 %

ASSET STATEMENT
 AS OF 09/30/09
 CLEVE PUB LIB ENDMT FD ROLLUP
 ACCOUNT NO. 01404713003

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
1,860.00	QUALCOMM INC COM CUSIP: 747525103	84,002.18 45.16	83,662.80 44.980	339.38-	0	1.51 %
	TOTAL COMMUNICATIONS EQUIPMENT	125,820.10	160,520.90	34,700.80	0	0.79 %
COMPUTERS & PERIPHERALS						
910.00	APPLE INC CUSIP: 037833100	63,148.76 69.39	168,668.50 185.350	105,519.74	0	0.00 %
710.00	INTERNATIONAL BUSINESS MACHS CORP COM CUSIP: 459200101	76,774.15 108.13	84,923.10 119.610	8,148.95	0	1.84 %
	TOTAL COMPUTERS & PERIPHERALS	139,922.91	253,591.60	113,668.69	0	0.62 %
ELECTRONIC EQUIP & INSTRUMENTS						
1,540.00	AMPHENOL CORP NEW CL A CUSIP: 032095101	51,962.37 33.74	58,027.20 37.680	6,064.83	0	0.16 %
1,390.00	DOLBY LABORATORIES INC - CL A COM CUSIP: 25659T107	52,700.60 37.91	53,084.10 38.190	383.50	0	0.00 %
	TOTAL ELECTRONIC EQUIP & INSTRUMENTS	104,662.97	111,111.30	6,448.33	0	0.08 %
SEMICONDUCTORS & EQUIPMENT						
1,660.00	BROADCOM CORP CL A CUSIP: 111320107	42,910.83 25.85	50,945.40 30.690	8,034.57	0	0.00 %
2,490.00	INTEL CORP COM CUSIP: 458140100	38,970.16 15.65	48,729.30 19.570	9,759.14	0	2.86 %
	TOTAL SEMICONDUCTORS & EQUIPMENT	81,880.99	99,674.70	17,793.71	0	1.40 %

National City Bank

ASSET STATEMENT
AS OF 09/30/09

CLEVE PUB LI^B ENDMT FD ROLLUP
ACCOUNT NO. 01404713003

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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
	TOTAL INFORMATION TECHNOLOGY	825,489.07	1,093,790.50	268,301.43	0	0.70 %
	TELECOMMUNICATION SERVICES					
	DIVERSIFIED TELECOMM SERVICES					
2,740.00	AT & T INC COM CUSIP: 00206R102	67,347.01 24.58	74,007.40 27.010	6,660.39	0	6.07 %
	WIRELESS TELECOMM SERVICES					
1,450.00	AMERICAN TOWER CORP CL A CUSIP: 029912201	43,847.93 30.24	52,780.00 36.400	8,932.07	0	0.00 %
	TOTAL TELECOMMUNICATION SERVICES	111,194.94	126,787.40	15,592.46	0	3.54 %
	UTILITIES					
	ELECTRIC UTILITIES					
760.00	FPL GROUP INC COM CUSIP: 302571104	42,032.98 55.39	41,974.80 55.230	118.18-	0	3.42 %
	MULTI-UTILITIES & UNREG. POWER					
1,380.00	WISCONSIN ENERGY CORP COM CUSIP: 976657106	55,637.18 40.36	62,334.60 45.170	6,637.42	0	2.99 %
	TOTAL UTILITIES	97,790.16	104,309.40	6,519.24	0	3.16 %
	TOTAL EQUITIES	4,242,156.78	4,978,464.20	736,307.42	763	1.38 %

National City®

NATIONAL CITY BANK

ASSET STATEMENT
AS OF 09/30/09

CLEVE PUB LIB ENDMT FD ROLLUP
ACCOUNT NO. 01404713003

PAGE 37 OF 144

PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (SEE TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME
<u>MUTUAL FUNDS</u>						
<u>LARGE CAP</u>						
51,435.816	ALLEGiant LARGE CAP VALUE FD CLASS I #412 CUSIP: 01748V742	699,529.00 15.60	620,315.94 12.060	79,213.06-	0	2.18 %
<u>SMALL CAP</u>						
103,439.965	ALLEGiant SMALL CAP CORE FD CLASS I #426 CUSIP: 01748V585	895,551.00 8.66	916,478.09 8.860	20,927.09	0	0.11 %
<u>DEVELOPED INTL ME'S & ETF'S</u>						
<u>IM - CORE PRPTY</u>						
75,232.166	ALLEGiant INTERNATIONAL EQUITY FD CLASS I #409 CUSIP: 01748E120	794,488.45 10.56	998,330.84 13.270	203,842.39	0	1.60 %
TOTAL MUTUAL FUNDS		2,389,568.45	2,535,124.87	145,556.42	0	1.20 %
TOTAL ASSETS		11,510,233.13	12,544,583.49	1,034,350.36	33,767	2.22 %

CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON GENERAL FUND INCOME AND EXPENDITURES
AND ON STRATEGIC PLAN EXPENDITURES
THROUGH SEPTEMBER 30, 2009

CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
For the Period Ended
September 30, 2009

General Fund - Receipts						
	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year	
PLF - Public Library Fund	21,692,840	16,950,349	4,742,491	78%	76%	
General Property Tax	29,400,248	30,391,735	(991,487)	103%	102%	
Rollback, Homestead, CAT	6,489,423	4,230,740	2,258,683	65%	60%	
Federal Grants	0	0	0	0%	0%	
State Aid	960,000	642,129	317,871	67%	73%	
Fines & Fees	323,500	241,244	82,256	75%	71%	
Investment Earnings	1,200,000	709,462	490,538	59%	80%	
Services to Others-Clevnet	2,800,000	2,090,029	709,971	75%	91%	
Miscellaneous	410,000	53,933	356,067	13%	55%	
Advances & Transfers	0	0	0	0%	0%	
TOTALS	63,276,011	55,309,621	7,966,390	87%	86%	

(Note (1): Certificate from Cuyahoga County Budget Commission dated August 4, 2009.

CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
For the Period Ended
September 30, 2009

General Fund - Expenditures						
	Appropriation (2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year	
Salaries/Benefits	44,764,594	33,849,787	10,914,807	76%	78%	
Supplies	1,446,430	931,852	514,578	64%	64%	
Purchased Services	10,894,778	10,271,048	623,730	94%	80%	
Library Materials	12,603,776	9,490,315	3,113,461	75%	78%	
Capital Outlay	1,006,650	606,420	400,230	60%	54%	
Other	99,557	76,629	22,928	77%	78%	
					%	
SUBTOTAL	70,815,785	55,226,052	15,589,733	78%	78%	
Advances/Transfers	3,000,000	0	3,000,000	0%	0%	
TOTALS	73,815,785	55,226,052	18,589,733	75%	75%	

Note (2): Appropriation of \$72,969,473 plus carried forward encumbrance of \$846,312.
Note (3): Subtotal includes 62% expended and 13% encumbered.

CLEVELAND PUBLIC LIBRARY
SPECIAL REPORT ON INCOME AND EXPENDITURES
For the Period Ended
September 30, 2009

Strategic Plan Capital Projects - In Dollars						
	Budget	Expended Through 2008	Expended 2009	Encumbered	Balance	
Branch Security Cameras	464,000	427,406	11,520	24,251	824	
Fulton Branch Exterior	562,000	684,104	0	0	(122,104)	
Collinwood Teen Center	20,000	3,588	0	0	16,412	
Jefferson	134,420	113,000	0	0	21,420	
Lorain	152,010	447,170	36,363	4,105	(335,629)	
Woodland - Land	21,000	21,192	0	0	(192)	
Woodland - Expansion/Parking	1,200,000	117,290	295,823	1,295,817	(508,930)	
Rice	5,300,000	438,010	1,970,866	2,246,110	645,014	
South Brooklyn	96,000	77,522	0	0	18,478	
Garden Valley	285,000	350,019	0	2,124	(67,143)	
Totals	8,234,430	2,679,301	2,314,572	3,572,407	(331,850)	

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS -- September 2009

1. INTERIM DEPOSITS

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

Following is a description of interim deposit earnings for the period September 1, 2009 through September 30, 2009.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment	
					Income	Investment Form
09/01/09 - 09/30/09	30	Various	Key Bank	Various	\$ 21.08	Sweep Money Market
09/01/09 - 09/30/09	30	Various	STAR Ohio	Various	1,521.00	Investment Pool
09/01/09 - 09/30/09	30	Various	National City Bank	Various	1.79	Sweep Money Market
03/10/09 - 09/10/09	185	1,580,000	Federal Home Loan Bank	3.000%	23,700.00	Federal Agency
03/11/09 - 09/11/09	185	685,000	Federal Home Loan Bank	3.250%	11,131.25	Federal Agency
03/22/09 - 09/22/09	185	1,000,000	Fed Natl Mort Assn	4.030%	45,510.00	Federal Agency
06/26/09 - 09/24/09	91	500,000	Federal Farm Credit Bank	1.700%	4,265.28	Federal Agency

Earned Interest September 2009 \$ 86,150.40
 Earned Interest Year To Date \$ 709,461.85

CLEVELAND PUBLIC LIBRARY

**Finance Committee
October 15, 2009**

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR SEPTEMBER 2009

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

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Southeast Regional Library System Art of Delegating Seminar Cleveland, Ohio	8/13/09 & 8/20/09	Cynthia Coccaro	\$6.25
Rare Book School Introduction to Bibliographic Description Charlottesville, Virginia	8/2/09 - 8/7/09	Lissa Waite	800.00
American Library Association Annual Conference Chicago, Illinois	7/9/09 - 7/15/09	Tena Wilson	800.00
TOTAL			\$1,606.25

SUMMARY

FUND	AUGUST	YEAR TO DATE
General	\$806.25	\$52,262.70
Judd Fund	0.00	0.00
Founders Fund	0.00	563.22
Lockwood Thompson	800.00	7,446.13
Metlife-Fit for Life	0.00	0.00
LSTA - Know it Know	0.00	5,020.87
TOTAL	\$1,606.25	\$65,292.92

REPORT E

CLEVELAND PUBLIC LIBRARY

FINANCE COMMITTEE

October 15, 2009

PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD
JULY 1 THROUGH SEPTEMBER 30, 2009

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

<u>DATE</u>	<u>ITEM DESCRIPTION</u>	<u>AGENCY</u>	<u>SUPPLIER</u>	<u>AMOUNT</u>
07/08/09	Book/Magazine Covers	Book Prep	KAPCO	\$ 5,164.03
07/10/09	Compressor & Maintenance	Lake Shore	Gardiner Trane	10,104.15
07/20/09	Shop Wipes, Janitorial Papers, Mailing Bags	Stockroom	Ris Paper Company, Inc.	5,126.12
07/27/09	Toner Cartridges	Stockroom	Todays Business Products	5,227.64
07/28/09	DCD2 Security Strips	Stockroom	3M Safety & Security	11,039.20
07/30/09	Computer Equipment	Automation	CDW-G	7,412.00
08/07/09	Form 119-Reserve Routing Slips	Stockroom	Keystone Copy/Printing	10,680.00
08/12/09	Computer Equipment	Automation	Business Smarts, Inc.	13,539.87
08/12/09	Computer Equipment	Automation	Business Smarts, Inc.	7,991.10
08/12/09	Computer Equipment	Automation	Business Smarts, Inc.	8,485.00
09/12/09	Janitorial Supplies	Stockroom	Grainger, Inc.	5,156.81
09/14/09	Copier/Janitorial Papers & Jiffy Mailing Bags	Stockroom	Ris Paper Company, Inc.	6,893.25
09/14/09	DCD2 Security Strips	Stockroom	3M Safety & Security	11,039.20
09/21/09	Office Supplies	Stockroom	Todays Business Products	5,658.29
09/30/09	CPL Tote Bags	Stockroom	S & S Inc.	24,976.00

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

REPORT FCLEVELAND PUBLIC LIBRARY**FINANCE COMMITTEE**

October 15, 2009

PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD
JULY 1 THROUGH SEPTEMBER 30, 2009

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

LIBRARY SERVICES MATERIALS

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
08/14/09	ALLDATA Online	CLEVNET	OHIONET	\$ 83,600.00
08/31/09	Complete Cambridge Sciences Collection – Cambridge Scientific Abstracts	MLO	ProQuest	25,004.70
07/09/09	HeritageQuest Online	CLEVNET	OHIONET	47,679.00
08/30/09	Historical New York Times Online	MLO	ProQuest	35,541.00
09/24/09	IEEE All Society Periodicals Package (ASPP) Electronic Package	MLO	IEEE	38,840.00
08/07/09	INFO USA Package (Includes Reference USA)	CLEVNET	INFO USA Marketing	158,981.00
06/12/09	Opposing Viewpoints Resource Center	CLEVNET	Gale Cengage	47,500.00

AUTOMATED-RELATED GOOD AND SERVICES

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
08/12/09	People Counting Systems Maintenance Renewal – CPL	Automation	Integrated Precision Systems, Inc.	\$ 28,483.00
08/24/09	Annual KnowItNow Support Agreement – CPL	Automation	Northeast Ohio	316,519.00

OTHERS SERVICES

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
07/01/09	Parking Lot Repairs	Branch Libraries	Protect-O-Seal, Inc.	\$ 31,890.00
07/10/09	Server Computer Hosting/ Maintenance Services	OLBPH	Keystone Systems, Inc.	67,776.00

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

CLEVELAND PUBLIC LIBRARY**Human Resources Committee Report**

October 15, 2009

The following report covers the period from September 1, 2009 through September 30, 2009.

Resignation:

Banks, Mario (another position), Custodian II, grade B, Custodial-A, 9/25/09

Retirement:

Anderson, Clinton (after 11 years of service), Lib. Asst. (part-time), grade F, Main Library, 9/30/09

Kaufman, Thomas (after 12 years of service), Auto Foreman, grade G, Garage, 9/30/09

Pages:

Name	Reason for Leaving	Department	Date effective
Conwell, Krystal	(college)	Shelf Division (Main)	9/02/09
Young, Jaison	(another position)	Shelf Division (Main)	9/03/09

Leave of Absence:

Buford, Rose (FMLA), Library Assistant (Comp Emph) grade F, Garden Valley, 9/2/09

Staples, Cheryl (FMLA), Library Assistant (Adult), grade F, Fleet, 9/4/09

Return from Leave:

McCormick, Julie (FMLA), Library Assistant (Subject Dept.), grade F, Social Sciences, 9/14/09

ANNUAL INCREMENTS:

	<u>Salary – 9/12/09</u>			<u>Salary – 9/13/09</u>			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Allen, Sharon	\$ 58,311	J	1	\$ 60,644	J	2	Union
Deng, BiQing	23.43	F	3	24.36	F	4	Walz
Gruder, Robert	31,429	A	3	32,685	A	4	Custodial-C
Jennings, Pamela	74,284	L	1	77,255	L	2	PService
Lannum, Magaly	33,442	B	3	34,780	B	4	Fine Arts
Marcus-Bey, Sheba	80,346	L	3	83,559	L	4	PService
Naab, Alicia	64,961	J	3	67,560	J	4	Acquisitions
Povitsky, Larisa	53,037	H	2	55,159	H	3	Catalog
Spencer, William	22.74	F	3	23.65	F	4	Br. Substitutes

	<u>Salary – 9/26/09</u>			<u>Salary – 9/27/09</u>			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Beavers, Yarimilka	\$ 15.39	B	1	\$ 16.01	B	2	Br. Substitutes
Busta-Peck, Chris	50,998	H	1	53,037	H	2	Hough
Hester, Charles	22.52	F	2	23.43	F	3	Langston Hughes
Schmidt, Kristen	50,998	H	1	53,037	H	2	Glenville

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

	<u>Salary – 9/12/09</u>			<u>Salary – 9/13/09</u>			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Grays, Cathy	\$ 47,936	D	11	\$ 48,895	D	12	Acquisitions
Grayson, Vivian	44,286	D	7	45,172	D	8	Catalog
Harrison-Scott, Angela	38,371	B	7	39,138	B	8	Audio-Video
Johnson, Andrea	90,378	L	6	92,185	L	7	Catalog
Newsom, Kelli	51,384	F	6	52,411	F	7	Mobile Services

	<u>Salary – 9/26/09</u>			<u>Salary – 9/27/09</u>			Assignment
	Rate	Grade	Step	Rate	Grade	Step	
Latimer, Carlos	\$ 88,140	K	11	\$ 89,902	K	12	Audio-Video
McCafferty, Edward	51,384	F	6	52,411	F	7	General Reference
Parsons, Tracy	39,138	B	8	39,921	B	9	Building Services
Prisbylia, Hilary	60,240	H	6	61,444	H	7	Automation
Staples, Cheryl	53,459	F	8	54,529	F	9	Fleet

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

Balford, Anthony

Glenville

9/27/09

CLEVELAND PUBLIC LIBRARY

Human Resources Committee Report
October 15, 2009

PROPOSED REVISIONS TO THE HUMAN RESOURCES MANUAL

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

Section 200 – Employment Practices

Add New Section:

Layoff of Non-Bargaining Unit Employees – 233

Layoff of non-bargaining unit employees is handled in the sole discretion of CPL. Layoff decisions are not based solely on seniority with CPL.

Add New Sub-Section:

233.1 - CPL may, in its sole discretion, consider some or all of the following factors in making layoff decisions for non-bargaining unit employees: work performance, job skills, education, work history, attendance and punctuality, interpersonal communication skills, years of service, the business needs of the Library and any other consideration not prohibited by federal, state or local law.

Recall of non-bargaining unit employees is handled in the sole discretion of CPL.

Tenure - 234

Reads: Every full time and part time regular employee, at the end of his/her probationary period, shall be assured continuous and permanent employment (tenure) so long as his/her assigned duties are performed satisfactorily and in accordance with the policies of the Board of Trustees. Hourly paid employees, including pages, will not be eligible to receive tenure.

Change to:

Termination of Employment of Full-Time and Part-Time Regular Employees - 234

All full-time and part-time regular employees who have completed their probationary period and are not covered by a collective bargaining agreement are employed at-will; however, they are entitled to the rights outlined below

Subsection 234.1

Reads:

No tenured employee may be dismissed without due process, including the filing of written charges and a formal hearing before the Director (or his/ her designee) at which the employee shall have the right to Legal Counsel. The ruling which results from the hearing shall be in writing, and may be appealed to the Board of Trustees. This procedure may be halted at any time by the resignation of the employee concerned.

Change to:**Pre-Termination Hearing and Arbitration Procedure – 234.1**

No full-time or part-time regular employee may be dismissed without due process, including the filing of written charges and a formal hearing before the Director or his or her designee. The employee has the right to legal counsel during this hearing. A written decision will be issued within seven days of the close of the hearing.

If the hearing results in the decision to terminate employment, the employee may appeal to neutral arbitration. The employee must give CPL written notice of the appeal within seven days of the issuance of CPL's written decision to terminate. The arbitration will be conducted by the American Arbitration Association ("AAA") in accordance with AAA's rules and regulations that are applicable as of the day CPL receives the written notice of appeal.

The termination will remain in effect unless and until the results of the arbitration are issued. If an employee receives a favorable arbitration decision, CPL will comply with the arbitrator's decision and a record of the disposition of the case will be made a part of the employee's personnel file.

In the event the matter proceeds to arbitration, the arbitrator will have jurisdiction only over the matter(s) submitted.

234.11 - Hourly, casual and seasonal employees, including pages and substitutes, are employed at-will. They are not entitled to due process rights or the pre-termination hearing and arbitration procedure.

Subsection 234.2**Reads:**

Circumstances which are sufficient cause for dismissal must be clearly evident and substantiated. They shall include, but not be limited to, the following: criminal, dishonest or immoral acts; intoxication while on duty; physical violence against another individual in the Library; gross insubordination; falsification of any Library record which requires a signature verifying that the information contained in that record is true and correct; unsatisfactory quantity or quality of work; excessive absence, poor work habits, or the inability to get along with patrons or staff; physical or mental conditions as may render an employee unable to perform his/her duties; sexual harassment; unlawful manufacture, distribution, dispensation, possession or use of a controlled substance.

Change to:**Non-Exclusive List of Terminable Offenses – 234.2**

Reasons for termination may include, but are not limited to, the following:

- actual or attempted theft, fraud or misappropriation of property, including the aiding and abetting of such misconduct;
- assault, fighting, horseplay or other disorderly, disruptive or unruly conduct;
- criminal, dishonest or immoral acts;

Non-Exclusive List of Terminable Offenses – 234.2

- falsification of any CPL record or documents, including time cards or records;
- gambling, conducting games of chance or using or possessing gambling equipment on CPL premises;
- inability to work with CPL patrons or staff;
- insubordination or refusal to perform job duties or instructions of a manager or supervisor;
- intoxication or drinking alcohol while on duty;
- loitering, loafing or sleeping on the job, excessive visiting or wasting time;
- misuse of a CPL authorized credit card, expense account or cash;
- negligent or deliberate destruction of CPL property or the abuse, misuse or unauthorized use of CPL property;
- overall unacceptable performance or work record;
- physical or mental conditions making an employee unable to perform the essential functions of his/her duties with or without reasonable accommodation;
- physical violence or threats of physical violence on CPL property or toward CPL employees or patrons;
- theft, destruction or unauthorized use or removal of CPL materials or equipment;
- threatening, intimidating, coercing or using abusive language to others;
- unauthorized use, disclosure, possession or removal of CPL records or confidential information;
- unexcused absenteeism or tardiness;
- unlawful harassment, discrimination or retaliation toward CPL patrons or staff;
- unlawful manufacture, distribution, dispensation, possession or use of a controlled substance;
- unsatisfactory work performance including, but not limited to, poor quantity or quality of work or unacceptable work habits;
- use of profanity, obscenities, abusive or other inappropriate language;
- violation of any CPL policies or procedures, in CPL's sole discretion.

Subsection 234.3

Reads:

Lay-off of tenured employees (if required for budgetary reasons) shall be in reverse order of seniority within each service group (professional, non-professional, maintenance, and page). No new employees may be hired until all laid-off employees have been recalled. The Library will assume the responsibility for the payment of a laid-off employee's PERS, hospitalization and group insurance premiums during the first three months of the layoff. Employees refusing to be recalled or resigning during a lay-off will lose their tenure, but will be paid whatever benefits they may have earned. Lay-offs must be approved by the Board of Trustees and may not be appealed.

Delete Subsection 234.3

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

CLEVELAND PUBLIC LIBRARY**Human Resources Committee Report**
October 15, 2009**Report on Paid Sick Time Used by the Month**
Hours Used Per Each Two Pay Periods

MONTH	2008	2009
January	4,663.53	3,990.42
February	4,578.13	3,984.28
March	4,671.99	4,362.18
April	4,429.51	3,948.74
May	6,528.18*	*4,903.71
June	3,956.25	1,653.70
July	4,632.69	3,396.99
August	4,306.01	3,743.54
September	4,136.02	3,845.37
October	*5,809.41	
November	4,329.96	
December	3,990.42	

***Covers three pay periods**

Human Resources Committee Report

October 15, 2009

Payroll Period Ending September 12, 2009

	FULL-TIME				PART-TIME				%Min.	Total	Other	White	Black	Total	%Min.	
	FEMALE		MALE		FEMALE		MALE									
	White	Black	Other	White	Black	Other	White	Black								
Management/ Supervisory ¹	30	23	0	23	9	2	2	87	39.1	1	0	0	0	0	1	0
Professional ²	42	15	6	20	1	1	1	85	27.1	5	2	0	2	0	9	22.2
Support Staff	47	119	14	32	45	4	4	261	69.7	19	40	8	15	39	123	72.4
Maintenance & Security	2	3	0	28	48	3	3	84	64.1	0	0	0	0	0	0	0
Pages	0	0	0	0	0	0	0	0	0	30	42	10	17	46	150	68.7
Total	121	160	20	103	103	10	10	*517	56.7	55	84	18	34	85	283	68.5

FULL TIME EQUIVALENT (FTE): 517

FULL TIME EQUIVALENT (FTE) FOR PART TIME: 130.05

FULL TIME TURNOVER RATE: 2.9%

PART TIME TURNOVER RATE: 20.5%

*INCLUDES
4 LEAVES OF ABSENCE

¹ Includes 60 Librarians

² Includes 88 Librarians

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

Human Resources Committee Report
Oct 15, 2009

Staff Enrollments-Health Care/Dental

	Single	Family	Total
United Healthcare	104	94	198
Kaiser	226	105	331
Delta Dental	260	201	461

Workers' Compensation Lost Time Report		
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>
Lost Time Claim in Pending Status		
		<i>Total days missed during report month</i>

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

CIRCULATION ACTIVITY	Monthly Total		Average Daily		Year-to-Date		YTD Gain/Loss
	2009	2008	2009	2008	2009	2008	
Main Library	162,694	163,382	6,508	6,051	1,492,893	1,446,877	3.2%
Branches & Mobile Units Library for the Blind	362,479	345,151	14,499	13,806	3,212,335	3,069,058	4.7%
	54,225	40,886	2,582	1,947	378,909	379,608	-0.2%
TOTAL CIRCULATION	579,398	549,419			5,084,137	4,895,543	3.9%

REFERENCE TRANSACTIONS	Reference		Average Daily		Year-to-Date		YTD Gain/Loss
	2009	2008	2009	2008	2009	2008	
Main Library	34,213	39,668	1,369	1,469	321,954	334,475	-3.7%
Branches & Mobile Unit Library for the Blind	56,288	51,769	2,252	2,071	477,535	447,740	6.7%
	1,421	1,926	68	92	13,776	14,617	-5.8%
TOTAL QUESTIONS	91,922	93,363			813,265	796,832	2.1%

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use	
			2009	2008	2009	2008
Main Library	67	49 minutes	13,564	14,269	11,164	11,179
Branches	221	31 minutes	67,807	74,416	35,050	36,144
TOTAL USAGE	288		81,371	88,685	46,214	47,323

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

WALK-IN COUNT	Monthly Total		Average Daily		Year-to-Date		YTD Gain/Loss
	2009	2008	2009	2008	2009	2008	
Main Library	56,728	62,039	2,269	2,298	534,257	539,852	-1.0%
Branches	297,835	299,951	11,913	11,998	2,629,145	2,599,934	1.1%
Mobile Unit	404	607			7,045	7,146	-1.4%
TOTAL VISITS	354,967	362,597			3,170,447	3,146,932	0.7%

Note: Main Library, Glenville Branch, and Rockport Branch were open four Sundays in September 2008; these three facilities would have been open three Sundays in September 2009 had cuts in State funding not caused their closure.

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

BRANCH	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLEVNET Systems	e Manual Circulation	f Total Direct Circulation (a+b+c+d+e)	g Sent to Other CLEVNET Systems	h Total Circulation (f+g)
Addison	12,747	940	927	952	0	15,566	1,420	16,986
Broadway	2,857	147	99	184	1	3,288	349	3,637
Brooklyn	6,653	655	387	442	0	8,137	894	9,031
Carnegie West	9,921	793	716	1,010	0	12,440	929	13,369
Collinwood	10,275	638	537	844	0	12,294	1,395	13,689
East 131st	4,233	343	189	318	0	5,083	532	5,615
Eastman	13,806	1,441	1,208	1,745	0	18,200	1,401	19,601
Fleet	12,143	966	849	1,145	0	15,103	1,176	16,279
Fulton	6,971	619	402	793	0	8,785	910	9,695
Garden Valley	3,644	206	69	153	0	4,072	398	4,470
Glenville	5,669	703	422	917	245	7,956	614	8,570
Harvard-Lee	8,338	611	500	743	0	10,192	906	11,098
Hough	5,668	584	368	543	0	7,163	530	7,693
Jefferson	8,394	773	674	997	250	11,088	940	12,028
Langston Hughes	5,813	540	358	595	45	7,351	679	8,030
Lorain	10,189	653	581	809	420	12,652	995	13,647
Martin Luther King, Jr.	6,162	441	853	865	50	8,371	956	9,327
Memorial-Nottingham	14,654	896	1,156	1,731	555	18,992	1,813	20,805
Mt. Pleasant	7,244	648	295	538	0	8,725	619	9,344
Rice	7,786	522	272	547	0	9,127	973	10,100
Rockport	15,756	1,333	1,186	1,785	0	20,060	2,294	22,354
South	9,348	487	296	488	0	10,619	1,291	11,910
South Brooklyn	17,534	1,102	1,294	2,380	0	22,310	2,756	25,066
Sterling	5,184	465	342	474	88	6,553	482	7,035
Union	6,430	749	385	805	0	8,369	641	9,010
Walz	13,216	1,036	907	1,241	0	16,400	1,512	17,912
West Park	19,543	1,548	2,324	3,070	320	26,805	3,433	30,238
Woodland	9,285	765	317	557	0	10,924	1,157	12,081
BRANCH TOTAL	259,463	20,604	17,913	26,671	1,974	326,625	31,995	358,620
Mobile Units	2,205	140	358	211	861	3,775	84	3,859
TOTAL	261,668	20,744	18,271	26,882	2,835	330,400	32,079	362,479

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

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2009	2008	2009	2008		
Addison	16,986	17,080	141,656	140,428	1,228	0.9%
Broadway	3,637	4,256	35,276	35,889	-613	-1.7%
Brooklyn	9,031	9,176	88,007	83,404	4,603	5.5%
Carnegie West	13,369	11,910	116,576	106,104	10,472	9.9%
Collinwood	13,689	12,998	114,538	113,593	945	0.8%
East 131st	5,615	5,923	50,307	45,741	4,566	10.0%
Eastman	19,601	18,140	170,875	158,400	12,475	7.9%
Fleet	16,279	12,782	129,415	106,869	22,546	21.1%
Fulton	9,695	9,709	87,746	90,652	-2,906	-3.2%
Garden Valley	4,470	5,185	41,036	43,496	-2,460	-5.7%
Glenville	8,570	9,517	83,886	79,189	4,697	5.9%
Harvard-Lee	11,098	10,348	93,834	92,972	862	0.9%
Hough	7,693	6,324	66,428	62,724	3,704	5.9%
Jefferson	12,028	12,190	112,878	105,207	7,671	7.3%
Langston Hughes	8,030	6,512	64,787	69,344	-4,557	-6.6%
Lorain	13,647	8,537	121,421	118,263	3,158	2.7%
Martin Luther King, Jr.	9,327	8,656	85,788	84,768	1,020	1.2%
Memorial-Nottingham	20,805	19,228	180,158	175,210	4,948	2.8%
Mt. Pleasant	9,344	9,143	76,707	74,118	2,589	3.5%
Rice	10,100	9,843	81,135	83,276	-2,141	-2.6%
Rockport	22,354	22,977	213,045	204,647	8,398	4.1%
South	11,910	10,454	101,210	87,122	14,088	16.2%
South Brooklyn	25,066	24,325	229,823	223,941	5,882	2.6%
Sterling	7,035	7,095	64,374	53,835	10,539	19.6%
Union	9,010	8,587	75,272	71,540	3,732	5.2%
Walz	17,912	17,361	155,548	141,717	13,831	9.8%
West Park	30,238	28,913	272,015	264,682	7,333	2.8%
Woodland	12,081	12,984	110,165	96,983	13,182	13.6%
BRANCH TOTAL	358,620	340,153	3,163,906	3,014,114	149,792	5.0%
Mobile Units	3,859	4,998	48,429	54,944	-6,515	-11.9%
TOTAL	362,479	345,151	3,212,335	3,069,058	143,277	4.7%

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

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2009	2008	2009	2008		
Addison	9,115	11,707	79,135	97,034	-17,899	-18.4%
Broadway	2,108	2,536	20,672	22,243	-1,571	-7.1%
Brooklyn	4,777	4,984	43,820	44,619	-799	-1.8%
Carnegie West	20,746	20,812	203,825	190,120	13,705	7.2%
Collinwood	10,482	9,842	86,080	88,350	-2,270	-2.6%
East 131st	6,917	7,665	61,536	67,286	-5,750	-8.5%
Eastman	14,326	13,822	125,495	124,243	1,252	1.0%
Fleet	11,488	12,447	105,616	103,434	2,182	2.1%
Fulton	7,309	8,031	65,988	68,438	-2,450	-3.6%
Garden Valley	7,086	7,799	62,923	56,588	6,335	11.2%
Glenville	9,275	10,410	86,423	83,782	2,641	3.2%
Harvard-Lee	12,726	14,386	112,341	112,881	-540	-0.5%
Hough	17,593	15,447	155,199	161,563	-6,364	-3.9%
Jefferson	10,518	9,480	84,718	86,102	-1,384	-1.6%
Langston Hughes	7,342	6,525	63,285	67,135	-3,850	-5.7%
Lorain	8,485	11,548	83,674	82,836	838	1.0%
Martin Luther King, Jr.	6,919	7,679	66,600	64,800	1,800	2.8%
Memorial-Nottingham	10,903	10,390	88,042	91,265	-3,223	-3.5%
Mt. Pleasant	9,710	9,791	84,996	87,524	-2,528	-2.9%
Rice	7,850	7,309	58,693	60,038	-1,345	-2.2%
Rockport	12,549	12,922	113,792	107,214	6,578	6.1%
South	10,469	10,000	89,095	87,350	1,745	2.0%
South Brooklyn	17,030	17,569	155,389	151,646	3,743	2.5%
Sterling	14,280	11,214	115,326	107,628	7,698	7.2%
Union	14,932	12,938	110,054	95,022	15,032	15.8%
Walz	11,329	11,236	104,571	97,461	7,110	7.3%
West Park	12,309	11,887	117,720	114,561	3,159	2.8%
Woodland	9,262	9,575	84,137	78,771	5,366	6.8%
BRANCH TOTAL	297,835	299,951	2,629,145	2,599,934	29,211	1.1%
Mobile Unit*	404	607	7,045	7,146	-101	-1.4%
TOTAL	298,239	300,558	2,636,190	2,607,080	29,110	1.1%

* Mobile Unit off road for maintenance 9/14-25/09.

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS SEPTEMBER 2009**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
					2009
1 West Park	30,238	1 Carnegie West	20,746	1 South Brooklyn	31,511
2 South Brooklyn	25,066	2 Hough	17,593	2 Fleet	27,822
3 Rockport	22,354	3 South Brooklyn	17,030	3 West Park	27,291
4 Memorial-Nottingham	20,805	4 Union	14,932	4 Eastman	23,686
5 Eastman	19,601	5 Eastman	14,326	5 Rice	22,240
6 Walz	17,912	6 Sterling	14,280	6 Fulton	20,026
7 Addison	16,986	7 Harvard-Lee	12,726	7 Memorial-Nottingham	19,553
8 Fleet	16,279	8 Rockport	12,549	8 Rockport	19,404
9 Collinwood	13,689	9 West Park	12,309	9 Harvard-Lee	18,834
10 Lorain	13,647	10 Fleet	11,488	10 Langston Hughes	17,982
11 Carnegie West	13,369	11 Walz	11,329	11 Glenville	17,317
12 Woodland	12,081	12 Memorial-Nottingham	10,903	12 Walz	16,558
13 Jefferson	12,028	13 Jefferson	10,518	13 Collinwood	16,270
14 South	11,910	14 Collinwood	10,482	14 Addison	16,169
15 Harvard-Lee	11,098	15 South	10,469	15 East 131st	15,658
16 Rice	10,100	16 Mt. Pleasant	9,710	16 Martin Luther King, Jr.	15,212
17 Fulton	9,695	17 Glenville	9,275	17 Mt. Pleasant	14,724
18 Mt. Pleasant	9,344	18 Woodland	9,262	18 Lorain	13,233
19 Martin Luther King, Jr.	9,327	19 Addison	9,115	19 Carnegie West	10,549
20 Brooklyn	9,031	20 Lorain	8,485	20 Union	10,316
21 Union	9,010	21 Rice	7,850	21 Sterling	8,046
22 Glenville	8,570	22 Langston Hughes	7,342	22 Woodland	7,492
23 Langston Hughes	8,030	23 Fulton	7,309	23 South	7,009
24 Hough	7,693	24 Garden Valley	7,086	24 Hough	6,197
25 Sterling	7,035	25 Martin Luther King, Jr.	6,919	25 Brooklyn	5,419
26 East 131st	5,615	26 East 131st	6,917	26 Jefferson	3,587
27 Garden Valley	4,470	27 Brooklyn	4,777	27 Garden Valley	2,857
28 Broadway	3,637	28 Broadway	2,108	28 Broadway	1,687
	358,620		297,835		416,649
					473,177

*Prepared By: Northern Ohio Data and Information Service - NODIS,
Maxine Goodman Levin College of Urban Affairs, Cleveland State
University

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

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD
	2009	2008	2009	2008	Gain/Loss
CLEVNET	70,376	60,410	639,714	551,163	16.1%
MORE	1,190	1,402	13,970	11,625	20.2%
Other Libraries	684	785	5,785	6,374	-9.2%
TOTAL	72,250	62,597	659,469	569,162	15.9%

*Totals included in Main Library and Branch circulation counts.

PHOTODUPLICATION	Monthly Total		Year-to-Date		YTD
	2009	2008	2009	2008	Gain/Loss
Items copied	168	212	1,536	1,803	-14.8%
Prints	4,138	3,344	28,642	28,890	-0.9%

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD
	2009	2008	2009	2008	Gain/Loss
Projected (Mon - Sat)	26,793	29,831	229,713	238,196	-3.6%
KnowItNow Web Reference*	1,828	1,567	18,549	26,347	-29.6%
Research Correspondence	603	1,700	12,711	12,996	-2.2%
Interlibrary Loan Requests	4,989	5,517	55,460	50,614	9.6%
Sunday Count**	0	1,053	5,521	6,322	-12.7%
TOTAL	34,213	39,668	321,954	334,475	-3.7%

*Questions taken by CPL staff only. From the time the service went statewide, CPL staff handled a disproportionate share of the question load. Since then some OhioLINK libraries have come on board to monitor some of the subject queues; hence, the decline in CPL transactions.

**Main Library closed on Sundays Sept-09 due to cuts in State funding.

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD
	2009	2008	2009	2008	Gain/Loss
New Titles Added	6,680	8,079	60,077	79,170	-24.1%
Total Items Added	31,804	34,837	247,446	294,098	-15.9%

PERMANENT CARDS ISSUED	Monthly Total		Year-to-Date		YTD
	2009	2008	2009	2008	Gain/Loss
	4,507	8,024	50,115	64,070	-21.8%

DAYS OPEN	2009	2008
	Main Library	25.0
Branches	25.0	25.0

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

