

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
January 21, 2010
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Ms. Butts, Ms. Rodriguez, Mr. Hairston,
Mr. Corrigan, Mr. Parker, Mr. Werner (arrived
12:24 pm)

Absent: Mr. Seifullah

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

Approval of the Minutes

Mr. Corrigan moved approval of the minutes for the 12/17/09 Regular Board Meeting; the 12/15/09 Joint Finance and Human Resources Committee Meeting; and the 12/15/09 and 01/07/10 Special Board Meetings. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

REG. BRD. MTG.
OF 12/17/09; JOINT
FINANCE & HUMAN
RESOURCES COM.
MTG. OF 12/15/09; &
SPECIAL BOARD
MTGS. OF 12/15/09
& 01/07/10
Approved

COMMUNICATIONS

Although there were no communications to report, Director Thomas acknowledged that Cleveland Public Library was among several libraries being featured in *Window of Shanghai*, an integral part of China Book International Project initiated by Shanghai Library.

FINANCE COMMITTEE REPORT

Mr. Corrigan presented the following report.

Gift Report (See page 39)

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

GIFT REPORT
Approved

Resolution Regarding December 31, 2009 General Fund
Balance

RESOLUTION
REGARDING
DECEMBER 31,
2009 GENERAL
FUND BALANCE
Approved

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

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

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

WHEREAS, The December 31, 2009 General Fund cash
balance is as follows:

General Fund Balance - Dec. 31, 2009	\$ 32,916,256.19
Transfer - Building and Repair Fund	- 3,000,000.00
Temporary Advance - Schweinfurth Fund	- 30,000.00
Temporary Advance - LSTA KnowItNow Fund	80,000.00
Carry Forward for 2010 Operations	\$ 29,806,256.19
Reserve for Encumbrances	- 5,140,314.79
Unencumbered Balance	\$ 24,665,941.40

BE IT RESOLVED, That the Unencumbered General Fund
Balance of \$24,665,941.40 be carried forward for 2010
operating expenses, that the final annual set aside of
\$3,000,000 for Capital Strategic Plan Initiatives be
transferred to the Building and Repair Fund at this
year-end, that \$30,000.00 be temporarily advanced to
the Schweinfurth Fund, and that \$80,000.00 be temporarily
advanced to the LSTA-KnowItNow Fund.

Mr. Corrigan stated that this item was discussed at
length at Finance Committee meeting and represents the
cooperation of the Union and non-collective bargaining
unit employees in cost-cutting; the slight increase in
the collection of local property taxes mostly connected
to foreclosure sales; and additional funds from the
State allows savings evident in the unencumbered
balance.

First Amendment to the Year 2010 Appropriation

(See pages 40-43)

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

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

WHEREAS, It is now deemed necessary to amend the Year 2010 Appropriation Measure to comply with the attached January 15, 2010 Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission; and

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

RESOLVED, That the sums indicated on the attached First Amendment to the Year 2010 Appropriation Schedule be approved.

Mr. Corrigan stated that this resolution noted the principal changes reflected in the year end resolution, the carry over from the 2009 unencumbered balance as well as the year end transfers and advances from the General Fund resulting in an unencumbered balance of \$24,665,941 plus \$5,140,315 encumbered cash.

Amendment to the Director's Employment Contract

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

WHEREAS, The Trustees of the Cleveland Public Library entered into a 3-year employment contract with Felton Thomas to fill the position of Director of the Library effective January 19, 2009; and

FIRST AMENDMENT
TO THE YEAR 2010
APPROPRIATION
Approved

AMENDMENT TO
THE DIRECTOR'S
EMPLOYMENT
CONTRACT
Approved

WHEREAS, At the December 17, 2009 Board meeting, the Trustees approved the Ratification of Agreement With District 1199 SEIU and the Resolution For Staff Not Covered By The Collective Bargaining Agreement, both of which implemented in part, four furlough days during 2010 in an effort to reduce the financial shortfall caused by the reduction in funding without layoffs; and

WHEREAS, Director Felton Thomas wishes to share in the sacrifice by participating in the same four unpaid furlough days effectively reducing his annual salary accordingly; therefore be it

RESOLVED, That the employment agreement with Director Thomas be so amended for 2010.

Mr. Corrigan stated that this item was discussed at Finance Committee meeting and commended the Director on volunteering to amend his employment contract to share in the sacrifice with all Cleveland Public Library employees during furlough days.

Resolution to Accept Saint Luke's Foundation Grant As Administered By Neighborhood Progress, Inc., for a Student Learning Center at the New Rice Branch

(See page 44)

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

WHEREAS, Neighborhood Progress, Inc., and Saint Luke's Foundation have been invaluable partners to Cleveland Public Library in the development of the new Rice Branch that will open to the public on January 23, 2010; and

WHEREAS, Saint Luke's Foundation has awarded Neighborhood Progress, Inc., the Buckeye-Larchmere Transformation Grant for projects to transform two neighborhoods in Cleveland historically tied to Saint Luke Medical Center's legacy of service; and

WHEREAS, A Student Learning Center at the new Rice Branch on the former grounds of Saint Luke's Medical Center was one of the projects Neighborhood Progress,

RESOLUTION TO
ACCEPT SAINT
LUKE'S
FOUNDATION
GRANT AS
ADMINISTERED BY
NEIGHBORHOOD
PROGRESS, INC.,
FOR A STUDENT
LEARNING CENTER
AT THE NEW RICE
BRANCH

Approved

Inc., included in its proposal to Saint Luke's Foundation; and

WHEREAS, Neighborhood Progress, Inc., will administer the one-year grant for the Rice Branch Student Learning Center with \$45,590.00 budgeted for personnel costs and \$8,400.00 for technology, for a total of \$53,990.00, as detailed in the attached proposal, as amended; and

WHEREAS, Cleveland Public Library welcomes the opportunity to open its first Student Learning Center, one that will provide assistance to students in the Buckeye Neighborhood; now therefore be it

RESOLVED, The Cleveland Public Library Board of Trustees accepts equipment and software acquired by Neighborhood Progress Inc., for the Student Learning Center at the new Rice Branch, and funds from Neighborhood Progress Inc., for personnel to coordinate the Center, tutor students and offer GED instruction.

Mr. Corrigan stated that this item was discussed at length at Finance Committee meeting and that this grant provides support for the Student Learning Center at the new Rice Branch Library for personnel and technology expenses.

Change Order #13: New Rice Branch Library Project

(See pages 45-58)

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

CHANGE ORDER
#13: NEW RICE
BRANCH
LIBRARY
PROJECT
Approved

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

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

<u>Contractor</u>	<u>Change</u>	<u>Amount</u>	<u>Description</u>
East-West Construction Co. (Technology)	CO-2	\$ +3,385.31	Library's request for additional lines & credit for materials
East-West Construction Co. (General Trades)	CO-15	\$ +3,878.09	Remove & replace broken sidewalk not in contract
Harner Plumbing	CO-3	\$ + 908.34	Provide & install pressure reducing valve
	Total	\$ +8,171.74	

BE IT RESOLVED, That the Change Orders above be approved with the \$8,171.74 increase being charged to the Building and Repair Fund: 40177605-55300-10776.

Mr. Corrigan stated that this items was discussed at length at Finance Committee meeting and the total change orders to date are less than 3%. Mr. Corrigan commended the architects and staff for their hard work on this project.

Mr. Corrigan submitted the following reports.

FISCAL OFFICER'S
REPORT

Submitted

Fiscal Officer's Report

(See pages 59-107)

SPECIAL REPORT
ON INCOME &
EXPENDITURES

Submitted

Special Report on Income and Expenditures

(See pages 108-112)

Report on Investments

(See page 113)

Report on Conference and Travel Expenditures

(See page 114)

Purchases from \$5,000 to \$25,000 for the period
10/1/09-12/31/09

(See page 115)

Purchases Exceeding \$25,000 for the period, 10/1/09-
12/31/09

(See page 116)

HUMAN RESOURCES COMMITTEE REPORT

In the absence of Mr. Seifullah, Mr. Corrigan presented the following report.

Regular Employee Report

(See pages 117-127)

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

Retirement Recognition Citation

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

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

Diane Mathews (19 years of service), Subject Department Librarian, Grade H, Science and Technology, retires 12/31/09

BE IT RESOLVED, That the citation for the above staff member be presented by the Board of Trustees in

REPORT ON
INVESTMENTS
Submitted

REPORT ON
CONFER. &
TRAVEL
EXPENDITURES
Submitted

PURCHASES FROM
\$5,000-\$25,000,
10/1/09 - 12/31/09
Submitted

PURCHASES
EXCEEDING
\$25,000,
10/1/09 - 12/31/09
Submitted

REGULAR
EMPLOYMENT
REPORT
Approved

RETIREMENT
RECOGNITION
CITATION
Approved

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

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

Proposed Revisions to the Human Resources Manual

Mr. Corrigan moved approval of the following resolution. Ms. Rodriguez 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 128-130 for full report)

Mr. Corrigan stated that this item was discussed at length at the Human Resources Committee Meeting and the proposed revisions to Section 300-Compensation Practices; 385 Legal Holidays be amended to accommodate the recent District 1199 negotiations. Specifically, for 2010 only, Presidents' day, Columbus day, Veterans' day and June 1 designated as unpaid furlough days with the rate of pay for substitute and page employees adjusted to reflect the equivalent of four furlough days in 2010. Section 200-Employment Practices 241.3 Retirement reflects a new graduated scale that adjusts sick leave payouts at retirements; no change through April 2, 2010; then increasing years of services requirements and per cent reduction effecting payouts at each of these phases in ranges from April 3, 2010 through December 31, 2010; from January 1, 2011 through June 30, 2011; and from July 1, 2011 and thereafter.

Mr. Seifullah submitted the following reports.

Report on Paid Sick Time Used by the Month

(See page 131)

Affirmative Action Plan Report

(See page 132)

PROPOSED
REVISIONS TO THE
HUMAN
RESOURCES
MANUAL
Approved

REPORT ON PAID
SICK TIME
Submitted

AFFIRMATIVE
ACTION PLAN
REPORT
Submitted

Insurance Summary Report

(See page 133)

INSURANCE
SUMMARY REPORT
Submitted**COMMUNITY SERVICES**

Ms. Rodriguez submitted the following report.

Monthly Activity Report

(See pages 134-140)

MONTHLY
ACTIVITY REPORT
Submitted

Ms. Rodriguez stated that a separate meeting will be held to discuss the Woodland Branch and Mobile Services improvement project.

Building Status Update

In lieu of the regular slide-show presentation of the building progress at the new Rice Branch Library, Ms. Rodriguez invited attendees to attend the Opening Celebration of the new Rice Branch Library on January 23, 2010.

BUILDING STATUS
UPDATE
Presented**DIRECTOR'S REPORT**

Before presenting his report, Director Thomas displayed awards given to Cleveland Public Library for the public relations efforts for the Save Our Libraries Rally; commended Marketing and Communications Administrator Tena Wilson for arranging for new Library posters displayed at Cleveland Hopkins Airport at no cost to the Library; announced that Public Services Administrator Cindy Lombardo, will be the next contributing editor of Public Libraries' "By the Book" column; announced that Tanya Bolden has been selected winner of the Sugarman Award; and introduced the Mobile Services staff as the December 2010 WOW Award Winner

DIRECTOR'S
REPORT
Presented**Monthly Statistics**

Circulation for the month of December was 578,877. This is an increase of 7% from last year's December circulation of 539,302. These are again impressive numbers considering that we were open to the public on four Sundays in December last year and our Woodland

branch has been closed unexpectedly throughout the month. Main Library, Branches, and Ohio Library for the Blind and Physically Disabled (OLBPD) showed significant circulation increases.

Reference transactions for the month of December were 88,512. This is an increase from last year's December reference transactions of 83,059. Attendance for the month of September was 299,308. This is a decrease of 5% from last year's December attendance of 315,409. We will continue to monitor our attendance and reference transactions numbers to determine if Sunday or Woodland closings are affecting these numbers.

Human Resources

The Library Board of Trustees ratified a three-year agreement between the Library and the Service Employees International Union (SEIU) District 1199. The Library and District 1199 negotiated through the use of a modified version of Interest Based Bargaining to reach an agreement. The tentative agreement was ratified by the SEIU District 1199 membership on December 16, 2009.

Program and Outreach Highlights

December was a month of programming and holiday gems for the Cleveland Public Library. The Annual Staff Holiday Concert was held on December 11 and once again the Andrew Venable Celebration Library Chorus shined. Under the direction of **Leonard Burks** from the Garden Valley Branch, the choir presented holiday favorites with an updated twist to over two hundred attendees. A special thanks to staff from the Community Outreach and Public Affairs department, **Mercier Robinson** and **Yarimilka Beavers**, for their assistance in the coordination of the event.

Continuing with the holiday theme, the Cleveland School of the Arts lower campus choir performed at the second program supporting the "Our Children Can Soar" art exhibit. Performing a number of holiday classics, the students were well received by the audience of one hundred.

Marketing and Communications

Cleveland Public Library received one Silver and three

Gold 2009 Cleveland Rocks Awards from the Greater Cleveland Chapter of the Public Relations Society of America. PRSA recognizes the area's best in marketing and public relations. Falls Communications supported the library's public relations efforts and entered CPL for these prestigious awards. The awards highlight the tremendous effort put forward by Marketing and Communications Administrator **Tena Wilson** during the "Save Ohio Libraries" campaign that was so successful.

The Cleveland's Hopkins International Airport Marketing Director generously agreed to display eighteen Cleveland Public Library posters on the walls of the concourses for the next six months. At no cost to the library, the "Dare to READ" posters will fill staff corridors and any open poster frames until a new electronic system is installed.

Buildings Update

The building project for our new Rice Branch is proceeding on time and on budget. The opening date has been set for Saturday, January 23, and the community is excited about its opening. The building project at our Woodland Branch continues to face significant challenges. Construction at the Woodland Branch was temporarily suspended on the library side of the renovation due to a finding of asbestos in the ceiling and flooring during the renovation. The construction on the new wing continued and has nearly been completed.

The Woodland Branch renovation was designed to make the building ADA-compliant and more energy efficient. The re-opening date has not yet been set, but staff is working diligently to provide services through a number of outreach efforts in the communities around the Branch.

Meetings and Activities

- I attended the Urban Libraries Council Partners for Success conference with the Board President **Alice Butts** from December 2-4.
- I spoke along with Mayor Frank Jackson at the recognition reception for the 2009 "I Love My Librarian" winner **Karen Martines**.

- I attended Leadership Cleveland's Education Day which featured a number of thriving local schools.
- I met with the Director of Kent State University's School of Library and Information Science Rick Rubin and Dr. Carolyn Brodie about an IMLS grant opportunity.
- I met with Cuyahoga County Public Library (CCPL) Director Sari Feldman, CCPL lobbyist Galen Schuerlein, and Cleveland Public Library lobbyist Tim Cosgrove to discuss legislative advocacy strategy.

Automation

The Cleveland Public Library has made a committed effort to be more involved in the virtual arena through increasing our usage of OverDrive and expanding our followers and fans in the social media realm. Our December OverDrive downloads increased by 52% over last year's numbers. The number of followers on Twitter has multiplied by 500% to 1,533 and we have 1,916 Facebook fans.

Staff Highlights

On Thursday, December 3, Cleveland Public Library's Karen Martines, Manager of the Public Administration Library (PAL) in City Hall, was honored with the "I Love My Librarian Award" in New York City. This award, given by the Carnegie Corporation of New York, *The New York Times* and the American Library Association (ALA), honors public, school, college and academic librarians for their work in helping to improve the lives of the community.

The Library's Work of Wonder (WOW!) Award winner for December was **the Mobile Services Department**.

COMMUNITY OUTREACH & PUBLIC AFFAIRS

Ohio Library for the Blind and Physically Disabled (OLBPD) continued to transition to statewide library service. The results are readily visible in rising circulation statistics. A new service brochure and the statewide distribution of over 14,000 copies of the Fall/Winter edition of the *Dimensions* newsletter,

published in Braille, large print and on cassette, will help to further promote and connect OLBPD's services to patrons across the state.

The Department staff hosted the online book discussion with the Ohio State School for the Blind on December 4 and 11, discussing *Five Alien Elves* by Gregory Maquire

and *Elijah's Angel* by Michael Rosen. The discussion that occurs during the holiday season is always a treat as the contagious excitement of the season is shared by all the young participants as well as by staff.

The retirement of two additional staff member, Clerk II Marlene Iverson and Shipping Clerk Jeffrey Wright, on December 18 totaled 4 recent retirements - a combined 160 plus years of service.

Mobile Services continued to cope with staff having to work and travel daily between the downtown COPA office and the Woodland garage where the bus and van are stored. Staff's flexibility and resilience during the emergency closure of its old workspace and the completion of its new location were recognized by a WOW! (Work of Wonder) winning nomination. The award will be made to staff at the January Library Board of Trustees meeting.

Despite a holding pattern, the December statistics were close to normal. 54 stops were completed in December with 614 visitors aboard the bus; 1016 holds were filled. The "On the Road to Reading" van made 14 pediatric and WIC site visits, making 92 contacts. 48 daycare classes were also visited, with a total of 534 in attendance; 1012 items were circulated.

Library programming highlighted the season with the Annual Staff Holiday Concert on December 11, the Library's gift to the community. The Andrew A. Venable, Jr. staff choir was joined this year by several very accomplished local singers and musicians. Under the direction of Garden Valley staff member and musician and director extraordinaire Leonard Burks, the concert was a huge concert. Thanks is extended to COPA staff Mercier Robinson and Yarimilka Beavers for the support that helped to guarantee such a well-received and uplifting experience for all who attended. Unfortunately, Mr.

Venable was not able to attend and share the continuation of this event named in his honor.

On December 12, an audience of about 100 shared another holiday experience of music at the Martin Luther King, Jr. Branch. The School of the Arts, Lower Campus choir performed both traditional and global selections to mark the season. What a joyful experience! The program was the second in the series to support the art exhibition

"The Children Can Soar" installed in the branch's second floor gallery until mid-February 2010. The office also supported Martin L. King, Jr.'s Circlefest event, an annual University Circle, Inc. program.

Vacations, year-end wrap-ups and program planning for 2010 were interwoven among the department's activities. Office cubicles were erected, a meeting was held to finalize the assignment of the age level specialists to COPA at the first of the year, and planning continued for after school financial workshops with the Girl Scouts of Northeast Ohio; the Sugarman Children Biography Award (deliberations continued during the month); the Girl Empowerment Summit with the office of the 11th Congressional District; MyCom; several grant projects; the Annual Martin L. King, Jr. Commemorative Program; the Opening Day Celebration for the new Rice Branch; Winter Reading Club; and, the program calendar for the system-wide March and April programs, among others.

PUBLIC SERVICES

Programs/Exhibits:

Audio Visual technicians provided technical support for the holiday concert and other holiday programs scheduled throughout the branches.

On [December 5, 2009](#), Business Advisers of Cleveland offered a program on exploring entrepreneurship at the Harvard-Lee Branch. This was a result of the partnership between the branch and the Business Economics and Labor Department.

The *Music at Main* series hosted Baroque music by the *Ensemble Lautenkonzert* for an audience of forty. Special Collections hosted the Friends Annual meeting in

the Treasure Room on December 18.

Foreign Literature featured displays of holiday books from various countries throughout the month. Mary Torres attended UVA Partnership (Spanish Women's Support Group) meeting at Azteca Club social center and hosted a display of reading materials for attendees. Victoria Kabo hosted the regular meeting of Russian Book Club at Memorial-Nottingham Branch.

In General Reference Tonya Jenkins coordinated training and promotion for the multi-location *Know Your Gadgets* training sessions presented by the CLEVNET Training SIG for library and CLEVNET staff.

Literature hosted the Largely Literary Theatre Company production of "A Christmas Carol" on Saturday, December 19 for an audience of eighty.

Popular department displays prepared by April Lancaster and Sarah Moore featured holiday books and the top titles of 2009. Richard Fox led the Main Library Book Discussion Group on December 2 on the book *Beyond the River* by Ann Hagedorn.

On Tuesday December 15, 2009 the Science and Technology Department Green Team members submitted its plan and timeline for the new Green Resource Center.

Mark Moore from Social Sciences attended three meetings for the Cleveland Sports Research Center. On December 10 Harriette Parks and Helena Travka held a book club meeting with author Joseph Kelly to discuss his book *The Origins of Christmas* with a group of thirteen. Sequoia Brown and Pete Elwell submitted graphic requisitions for a January True Crime Display. Helena Travka is working with Mrs. Jaeckel on a Body Art Program that will be presented at the Eastman Branch. On December 5 Eastman Branch hosted author Harvey Pekar and 76 patrons attended this successful event.

Youth Services conducted three preschool story times. Twenty people attended the Winter Holiday Family Story time on December 12.

Outreach:

The Business department has seen an increase in requests

for exam proctoring. In an effort to add to the business materials available to the Harvard-Lee community, Business department books have been sent to Harvard-Lee on long loans.

There were seven entries posted on the Fine Arts & Special Collections blog. [Staff](#) provided a tour for two classes from Benjamin Franklin School (74 students). Amy Dawson and Bruce Biddle volunteered to read essays for Maltz Museum scholarship program "*Stop the Hate.*"

Foreign Literature Manager Milos Markovic arranged a meeting with Mary Brown from the Cleveland International Film Festival to discuss a potential partnership. Westlake Porter Public Library (non-CLEVNET) was welcomed as the newest participant to enroll in the department's long loan program, bringing the total number of active agencies enrolled to thirty-eight.

The Northeast Pre-release Center and County Jail picked up material from the Popular department for their current population.

A class of 55 students from St. Barnabas in Northfield used the resources of the Science and Technology department for their history day project.

Social Sciences Librarian Mark Moore attended three Sustainable Cleveland 2019 meetings. Harriette Parks sent the Winter/Quarterly Education Listing to branches, MLO and various local high schools. Class groups from Friendship Circle, Gilmour Academy, Forest Hills Parkway, Murtis Taylor, and Benjamin Franklin Middle School toured the library (a total of 155 visitors).

Collections/Reference:

In Fine Arts Mr. Anderson worked with Mr. Dalby to develop online music events calendar listings for the Fine Arts & Special Collections blog. Extensive research assistance was provided to Mr. Gary Nelson (New Jersey) researching information about Henry S. Grossman, Cleveland Music Store owner. Ms. Waite completed the Kent Intern's evaluation (Mary Kelly Marsco).

The Periodical Center bound a total of 1,228 titles for 2009 compared with 1,926 in 2008. Staff achieved this reduction by doing no rebinds, decreasing the frequency of binding titles when possible, and cancelling titles.

Tonya Jenkins and Anastasia Diamond met with Felton Thomas to examine grant funding opportunities in order to develop a permanent traveling technology gadget toolkit to be used for training staff and the public.

Along with Cindy Lombardo, Felton Thomas, and Tom Corrigan, Pam Benjamin met with representatives of the Cleveland Law Library Association on December 8.

The main focus of [December](#)'s weeding in the Science and Technology department was moving items to create space for the Green Resource Center as well as weeding and back-shifting the reference collection with an eye toward clearing a larger area for GRC by spring of 2010. When completed, the weeding and shift of the reference collection will allow the move of the indexes into the corner room, reduce the size of the reference collection housed on the third floor, and create a more attractive collection that better meets the changing needs of the department and allows the roll out of the new Green Resource Center as a destination and a premiere collection.

In Social Sciences material selection activities are continuing even though actual ordering is on a hiatus while the books are closed on 2009 orders.

Staff/Professional Development:

Staff from the Harvard-Lee branch visited the Business department on December 9 for an overview and to receive training on business databases. The new Public Services Manager, Youth Service Sandy Nosse visited to receive an overview of the department.

In Fine Arts Mary Ann Weber retired on December 18, 2009 after 35 years of CPL service. Mr. Biddle & Ms. Dawson attended the "*Stop the Hate Readers Orientation*" meeting at the Maltz Museum. Ms. Waite spent several days in Union negotiations and also participated in an email interview with Olimpiu Urcan, a prolific chess author who lives in Singapore for the online monthly website - ChessCafe. The interview can be viewed at

<http://www.chesscafe.com/urcan/urcan.htm> Ms. Eyerdam attended the RTA Arts in Transit Committee meeting to select artwork for the Lee Van Aken station and held the last quarterly meeting of the Schweinfurth Committee. Guests included Mary Helen Hammer (from AIA) and Robert Bostwick (architect).

General Reference librarian Kelly Ross gave an inter-library loan presentation to CPL Youth Services Librarians at Lakeshore on Dec 16. Melanie McCarter provided a SAM Training session for departmental clerical staff now required to spend more time on the reference desk in Brett Hall because of the staff shortage.

Ms. Ross met with Maureen Mullin and Susan Mullee on December 23 to discuss the employment resources display being jointly created by the Business and General Reference staff.

Jack Bailie retired from the Literature department.

Helena Travka, Social Sciences librarian, was appointed to the Ohio Library Council Library Education Committee. On December 8, 2009, it was announced that John Skrtic would take over as Manager of the Public Administration Library (PAL) in City Hall. Mr. Skrtic will serve as manager of both PAL and Social Sciences

WEST TEAM SUMMARY

- A popular and well-attended program featuring Harvey Pekar took place at Eastman as a result of the effective partnership between Branch Manager Linda Jaeckel and John Skrtic, Head of Social Sciences.
- The U.S. Census utilized West Team meeting rooms to begin testing and training workers for the 2010 Census.
- Arrangements for the 2010 tax preparation season began.
- South Brooklyn held a successful book sale in support of The Friends of the Library.
- MyCom began a series of hip-hop dance classes at Rockport that will continue through June 2010. Computer instruction remained in high demand, and more patrons are using personal laptops.
- The most notable personnel occurrence on the West Team was the retirement of Richard Homzy, who had

- served as Manager of Lorain for 26 years. Mr. Homzy had 41 years of service at CPL. Also of note was the retirement of Vanida Bookhanphol, who was a Clerk at Brooklyn with 22 years at the Library.
- Cheryl Diamond, Woodland Branch Manager, served at Lorain during the month while Woodland was closed for remodeling. She was very effective in helping Lorain staff through the transition and in implementing improvements to afford patrons greater ease in locating materials.

CENTRAL TEAM SUMMARY

- During the month of December, Central Team staff members were busy implementing holiday programs and acknowledging the retirements of many colleagues.
- Janet Hutch, Manager of the Broadway Branch, retired after many years of service to the Cleveland Public Library.
- Many of the Central Team staff members are involved in two major construction projects. One is the renovation of the Woodland Branch Library. This project has been delayed by unanticipated issues. The Woodland Branch staff is working in different branches on temporary assignment until the Woodland project is completed. The new Rice Branch Library is the second major construction project. The new building is close to completion. At this point, only the final components of construction remain. Staff and the community are planning a mid-January grand opening. The current Rice Branch Library is scheduled to close on January 9, 2010.
- The staff at the Garden Valley Branch Library organized a "Holiday Extravaganza" on December 21. Guest speakers were invited to discuss all of the holidays that are celebrated at the end of the year. Over sixty people attended the program.
- The staff at the Jefferson Branch was busy providing library service to neighborhood day care centers and schools during the month of December. There were many programs offered throughout the month and attendance was good.
- The South Branch is decorated with several holiday book displays. Displays included materials on Hanukkah, Christmas, Christmas cookery, and crafts.

- This year, the Sterling Branch Library was included in the annual holiday partnership luncheon at Cuyahoga Community College.
- Sharon Allen, Manager of the Union Branch, participated in the Harvard-Union-Miles Toy Give-Away at the Harvard Community Center.
- Cheryl Diamond, Manager of the Woodland Branch, was busy ordering new library enhancements for the Woodland Branch.

EAST TEAM SUMMARY

- East Team Branches ended the year by completing final projects, i.e. weeding, ordering materials, and organizing facilities.
- Paula Logan-Reid was tapped to co-manage the Glenville Branch.
- Several East Team employees retired in December 2009: Ms. Harris, library assistant-youth emphasis – Collinwood Branch, Carolyn Williams, Branch Manager – Glenville Branch, and William Earl, Branch Custodian – Addison Branch.
- The Mount Pleasant Branch Library hosted a literacy-based Christmas Program for children. Mrs. Carter, Library Assistant – Youth Emphasis, read *The Night before Christmas* by Clement Moore and the neighborhood children made reindeer puppets.
- The collaboration with the Mount Pleasant Community Zone continued with meetings on Tuesdays and Thursdays at Mt. Pleasant. The teens in the program are exceptional and have been working very hard to pass the information to their peers and others in the community.
- The Martin Luther King, Jr. Branch participated in University Circle's 16th Annual Holiday Circlefest. This was the ninth year that CPL participated. The branch was one of many University Circle organizations that served as a host site and was open from 1:00 p.m. to 5:30 p.m. The afternoon of family entertainment included a lively performance by Cleveland School of the Arts Concert Choirs and R. Nathaniel Dett Concert Choir.
- Several participants in the Citizenship Classes at the Martin Luther King, Jr. Branch received their United States citizenship as a result of

- the classes. Citizenship Classes ended on December 5. Attendance in the program increased significantly over the course of the year.
- Branches facing ongoing issues continue to be Addison and Hough. Two guards are at Addison and special attention is being given to Hough as well.

TECHNICAL SERVICES

Technical Services said goodbye to seven valued employees who retired on the 19th. Marianne Monger, Book Preparation Supervisor, Roseanne Phelan, Receiving & Distribution Supervisor, Kwang Kim, Catalog Librarian, Cheryl Fedorcio, Collection Management Assistant, Pat Weeden, Acquisitions Assistant, Cathy Grays, Technical Services Associate, and Pam Riley, Technical Services Senior Clerk were all honored at a reception on December 18.

Patricia Lowrey, Technical Services Administrator, participated in contract negotiations with SEIU 1199. She enjoyed the annual Holiday Concert on December 11.

Collection Management: Rollie Welch and Bonnie Bolton met with the new manager of Youth Services on December 29 to discuss ordering juvenile and young adult materials.

Mr. Welch represented the library on December 1 by presenting a list of top young adult books for 2009 at a Northeast Ohio Regional Library System (NEO-RLS) workshop. The workshop was broadcasted by video to ten sites throughout Ohio with over 60 librarians attending. Mr. Welch also had a review published in the Cleveland Plain Dealer on Sunday, December 27.

Preservation: Staff inspected runs of the Collinwood High School yearbooks in preparation for scanning. Preservation Manager Ann Olszewski met with History and Photograph collection staff on December 16 to plan for the implementation of the Photograph department digital project: 500 Hough neighborhood photos taken by the Cleveland Board of Zoning Appeals. Inspection of the 18 reels of the Cleveland Board of Education proceedings was completed and the microfilm was delivered to General Reference. Ann Olszewski served as chair of the jury for the ALA Cunha Swartzburg award in preservation.

Elizabeth Bardossy continued treating chess clippings from the *Australasian* and 1908 newspaper issues from the Collinwood fire collection. The Andrew Carnegie portrait was treated in preparation for display in an administrative office. Framed reproductions of Library artwork by Paul Riba (Rip Van Winkle illustrations from the New Deal art collection) were sent to Carnegie West Branch for display in the children's room.

Catalog: Elizabeth Hegstrom wrote guidelines for handling current issues of serial publications. The goal is to allow patrons to place holds on monographic records at first, while facilitating transfers of the copies to serial records later. A total of 4,315 titles and 12,123 items were added to the catalog for CPL.

High Demand: December was the busiest month of the year for cataloging, receiving and adding items, and also one of the busiest for paying invoices. There were 709 new titles and almost 12,000 items ordered. The department added over 1,000 new titles and 23,522 items; this was more than 1.5 times the usual number of titles and items. In addition, staff paid over 700 invoices, far over the usual number.

Book Preparation: Book Preparation processed 30,016 library materials in the month of December. The annual printing of the Commercial Bindery Titles and Pre-Printed Bind Tickets for the Main Library subject departments was completed and sent out.

Ms. Monger, Ms. Hegstrom and Paula Stout met with James Bratton, VP & General Manager of the HF Group, the library's commercial bindery. Ms. Stout will be taking over the bindery duties. Elizabeth Hegstrom has taken over as Materials Processing Supervisor in addition to remaining the Catalog Clerical Supervisor.

Acquisitions: Acquisitions staff placed the remaining orders for the year completed several end of the year projects. Acquisitions staff ordered a total of 3,547 titles and 8,037 items, received 14,827 items, and processed a total of 2,376 invoices. Serials staff added 424 items and processed 375 periodical and serial claims.

Shelf/Shipping: A total of 217 items were sent to Main for requests. The Lake Shore stack area stored new

material items for both Woodland Branch and Rice Branch while the Branches' renovations and new building were completed. Almost 1,400 telescopes of new materials were sent out to public service agencies. Receiving/Distribution Technicians received, sorted, and labeled 32,773 items.

MARKETING & COMMUNICATIONS

In December Cleveland Public Library received one silver and three gold 2009 Cleveland Rocks Awards from the Greater Cleveland Chapter of the Public Relations Society of America. PRSA recognizes the area's best in marketing and public relations. Falls Communications supported the library's public relations efforts during the "Save Ohio Libraries" campaign and entered CPL for these prestigious awards. Awards were received in the following categories for non-profit agencies: Media Relations, Public Services, Crisis Communications, and Special Events (Planned in 7 days or fewer).

Public Relations:

Several campaigns were underway during the month of December. 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:

- Featured December and January events on online community calendars, the Library website, the CPL Facebook page, Twitter and Flickr accounts. Wrote copy and forwarded with graphics to Webware staff.
- Ordered decals for all CLEVNET libraries to display as "Proud member of CLEVNET library cooperation."
- Wrote and edited copy for the staff newsletters.
- Wrote, distributed and followed up on the following press releases:
 - Library, Union Work Cooperatively to Reach Agreement and Save Jobs
 - CPL Board of Trustees Meeting
 - CPL Librarian Wins "I Love My Librarian Award"
- Promoted Library events in University Circle's "Inner Circle," *Call and Post* newspaper, *CP2* newspaper, WZAK Cleveland 93.1, RealNeo, Ohio.com, Plugged In Cleveland, Singles Events Guide, Cleveland.com, WKYC TV 3, *The Plain Dealer* Newspaper, Ohio Library

- Council's Access Newsletter, and National Public Radio.
- Wrote and implemented pilot procedures for the public distribution of literature.

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

- Attended or held regular weekly meetings with Director and Deputy Director, Administrators, Graphics Manager, Falls Communications and Administrative Assistant.
- Attended regular monthly meetings of Branch Managers, Main Library Managers, and Board of Trustees.
- Met with Social Sciences staff for a presentation utilizing Captivate software to promote the new Sports Research Center collection.
- Attended retirement receptions for seven staff members.
- Met with Jonathan Leach of CBS' 48 Hours news program regarding sponsoring a media event at the Library.
- Attended the Cleveland Rocks Awards 2009 of the Cleveland Chapter of the Public Relations Society of America.
- Photographed program at the Eastman Branch with author Harvey Pekar.
- Planned and facilitated celebration for Karen Martines, Public Administration Library Manager, at City Hall in recognition of the "I Love My Librarian" Award 2009.
- Met with Hyatt representatives regarding holding the 2011 Association of Bookmobile and Outreach Services annual conference in Cleveland, hosted by the Library. Received approval from the City of Cleveland for parking 10 bookmobiles on Rockwell Avenue and East 3rd and East 6th Streets.
- Attended webinar "Doing Social Media So It Matters" with Tonya Thompson, Print Specialist, Graphics.
- Participated in final monthly diversity training workshop as part of the YWCA Changemakers program.
- Attended meeting of CLEVNET PR Special Interest Group (SIG) at Barberton Public Library.
- Met to discuss launch of Cleveland Public Library Sports Research Center with former Cleveland Browns player Joe "Turkey" Jones; Anthony Dick, Coordinator,

Alumni Relations, Cleveland Browns; Eric Reimer, Partner, Hall of Framers Sports Memorabilia; and John Skrtic, Social Sciences Department Manager.

- Met with Paul Mitnick to discuss upgrading sound equipment in auditorium.
- Attended the Andrew Venable Holiday Chorus program.
- Met with Falls Communications, Library Director and Deputy Director to plan and respond to Woodland Branch asbestos crisis.
- Attended part one of media training at Falls Communications with Library Director and Deputy Director.
- Attended program at the Martin Luther King, Jr. Branch of Holiday Concert by Cleveland School of the Arts.
- Met with Carlos Ramos, Cleveland Scene Magazine, to plan ad schedule for 2010.
- Attended and photographed the Works of Wonder (WOW!) award presentation for Lending Clerk Summer Salem.
- Met with the Website Redesign Team: Bob Carterette, Automations Administrator; and Amy Pawlowski, Web Applications Manager; and David Reynolds, Web Specialist.
- Met with Kristy Fine, Hyatt Sales Representative, to solicit proposal to host the 2011 Association of Bookmobile and Outreach Services Conference.
- Photographed retirees and members of the "30 Plus Club" for recognition ceremony in January.
- Met with Todd Payne, Marketing Director at Cleveland Hopkins Airport, and delivered eighteen (18) posters for installation in the airport.
- Met with Pamela Eyerdam, Fine Arts Manager, to continue the planning process for Exhibits.

Graphics:

- Cathy Poilpré and staff designed, printed and/or produced 176 printed pieces, including slides for the lobby message display, banners, signs, cards, fliers, forms, programs, routing slips and calendars.
- Five (5) staff newsletters were produced; WOW award recipients were photographed and posters were designed; retirees were photographed at the Board of Trustees meeting; holiday pole banners were designed; posters and bookmarks for Playhouse Square and Cleveland Playhouse were designed and printed.

- Cathy Poilpré attended Branch and Main Managers and Board of Trustees meetings.

Web: (relating to Marketing and Public Relations)

- Amy Pawkowski and David Reynolds performed routine updates and maintenance, featured events on the Library website, posted events on the Board website, and posted press releases upon request.
- Trained members of the Blog Committee (Steven Capuozzo, Subject Department Librarian; Kathryn Feeley, Addison Branch Manager) in the process of posting a blog story, selecting an image, and publishing the entry to the website.
- Set up a page on the Staff Center for posting of 2009 retirement announcements and party invitations.
- Created a new page for Public Distribution of Literature on the public website.
- Facilitated meeting with Website Redesign Team to review all responses to the distributed Request for Proposal.

Other:

- The Library received coverage or references on 47 occasions in December. A complete listing and printout of all publications 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.

Maintenance mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. The burners on the boiler at Eastman were replaced. The boiler controls at Harvard-Lee were repaired and adjustments to operation were made. The Liebert A/C units in the computer room were cleaned and serviced. A program change for the hot water pumps at Langston Hughes was made to make them run more efficient. The pre-filters in the air handling units in the Louis Stokes Wing have been changed. Work has also started on

servicing the humidifier. Louis Stokes Wing auditorium air handling unit has been winterized we replaced a leaking domestic water pump. Power and data lines have been installed in the new COPA office. A bad fan motor on air handling unit #26 was replaced and air handling unit #25 was winterized in Main. A defective combustion air damper actuator was replaced at Martin L. King, Jr. Branch. Service and filters were completed on the roof top units at Mt. Pleasant.

The Carpenters completed the installation of shelving and built a new table for the COPA office. The Painters continue to make repairs to walls and painting in the Louis Stokes Wing and Main.

The Garage has been working hard to keep our vehicles on the road. The front and rear breaks, rotors, bearings and seals have been replaced on #17. The entire steering linkage and front suspension, front and rear breaks have been replaced on #5. All snow blowers have been serviced and delivered to the branches. The two tractors, snow blowers and a spreader have all been serviced and delivered to the Lake Shore Facility.

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 and Garden Valley is fully operational. The access system at Lakeshore Facility was not fully operational. A service contract and Automation Department is working on the system to resolve issues.

Alarm Systems: Burglar and fire alarm systems at all branches are fully operational. Burglar and no close alarms are documented in the Security Operations Alarm Logbook and followed-up on by Security Operations Supervisors 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 December, the Cuyahoga Valley Patrol responded to three alarms.

All duress buttons are tested on a monthly basis at all stations in the Main Library Building, The Louis Stokes Wing, Lake Shore, and at all branches.

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.

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 the problems at both branches.

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 month of December, eleven items were returned to their owners.

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

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.

The Branch Patrol Security Operations Supervisors investigate all Security Irregularity Reports submitted by staff members from the branches. During the month of December, the Supervisors investigated thirty-eight Security Irregularity Reports. Security Operations produces internal reports each month summarizing the branch locations of each report, the type of incident, and the time and day of the incident to ensure coverage at the branches is adequate.

Training

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

During the month of November, Assistant Chief Abrams attended a training seminar conducted by International Foundation for Cultural Property Protection at the Ohio State University Campus regarding Reducing the Risk, Safekeeping University Assets.

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	59	+ 3
September	53	53	0
October	61	70	+ 9
November	50	51	+ 1
December	64	53	-11
Total	850	705	-145

AUTOMATION SERVICESCPL

The Verdiem Power Management system has been set up and implemented. The system manages how PCs use electricity during closed hours. Schedules for sleeping, waking, and maintenance are in force. Comparison of estimated electrical use before and after installation suggest the system will reduce electricity costs by approximately \$18,000 annually. The cost of the system was about \$17,000.

Members of the Web Site Redesign RFP team (Robert T. Carterette, Tena Wilson, Timothy Diamond, Amy Pawlowski, and David Reynolds) met on Wednesday, December 16th after reviewing all responses to the distributed RFP. The

proposals were narrowed down to three vendors, all of which will present their proposal for the RFP team on Tuesday and Wednesday, January 12-13, 2010.

After a theft at the Mobile Unit garage, reports were provided to help MOB staff identify what was taken.

After favorable reports on the clarity and ease of use for the new uncataloged process from South and West Park branches, the process was put into place. Barcode sheets are on the staff site along with printed and video instructions.

The Software Team began extracting daily circulation statistics for Planning & Research.

Special reports were run upon request for South Brooklyn (2), West Park (3), Lorain (2), Fleet, Harvard-Lee, and History. History's report was to assist with the incorporation of the historic collection of African American literature and history at the MLK branch into the Main Library.

Verified electrical outlet placement at Rice branch for AT&T equipment. Ordered two analog phone lines for alarm systems at Rice branch.

Three cell phones, stolen during Woodland break-in, were replaced for Facilities. Six-button phones were installed in the Purchasing Department. A phone and voicemail were programmed for the new Youth Services Manager.

A job was scheduled to stop the Employee Self Service server during payroll processing on the Monday following the end of a pay period, as requested by Financial Services.

Blog Committee members were trained to post a story, select an image, and publish the entry. Planning & Research staff were trained in the process for posting indexes for the Staff Newsletter and Board Meetings. A blog was established to facilitate communication among branches for the Floating Collection.

New navigation with main headings and sub-sections was introduced on the CPL Staff Center. A page was

established on the Staff Center for posting retirement announcements and party invitations.

Plug-ins and software for Acrobat, Java, Flash and Shockwave have been updated on the Deployment server.

George Lenzer worked with many branches and Comprise over the course of the month to determine the cause of performance problems. Some relate to the SQL server(s) capacity. Some, however, were clearly caused by over-utilization of network bandwidth. This was traced back to the Security Department monitoring multiple cameras at a single location.

CLEVNET

The Zimbra email server was moved to a VMware virtual server and upgraded to version 5.

Euclid Public Library asked Automation to stop printing notices, to save postage costs. Special reports were requested by Ritter, Lorain (3), Medina, Milan-Berlin, Shaker Hts., Euclid (3), Huron, Hudson (2), and Burton (2). New item types and associated circulation map entries were added for Burton and Milan-Berlin. Additional policy changes were made for Euclid.

The recently released mobile version of the EBSCOhost interface was enabled.

A Support Request form was added to the CLEVNET eMedia site to standardize how patrons report problems.

OPLIN provided additional bandwidth for East Cleveland Public Library (from 10mbs to 20mbs) and for Barberton (a new 10mbs fiber connection was added); wireless access points were installed at the Birchard Green Springs Branch and at Ritter Public Library; a faulty switch was replaced at Elyria.

Eight months after revising our notices for new stock, the US Postal Service started refusing to process CPL printed notices because they lacked "ancillary service". This phrase "Return Service Requested" was added to the outside of the notices.

The CLEVNET Active Directory Forest has been upgraded to support 2008 R2 Domain Controllers, and the Euclid

Public Library child domain was upgraded.

The production Oracle server was reconfigured to reclaim 25GB of space to insure successful backups.

DNS changes were made for shakerlibrary.org.

The production Oracle server was reconfigured to reclaim 25GB of space to insure successful backups.

KnowItNow

The KnowItNow suite (KnowItNow, HomeworkNow, and ReadThisNow) have been consolidated into a single service. A new logo, designed by Kristin Klatka of Euclid Public Library was chosen. The web interface has been redesigned to reflect the changes, and new materials were added to the Provider Marketing site to reflect the changes.

Medina County District Library staff received two full days of training. Thirty-two staff members were trained to staff a new local queue.

Two interns from the Kent State School of Library and Information Science were selected to work with KIN24x7 during the 2010 Spring semester. Kristin Steel (Dayton) and Amy Kleman (Centerville) are the successful candidates.

The design by Kristin Klatka of Euclid Public Library was chosen as the new logo for the consolidated KIN24x7 on December 11. Kristin was very pleased and provided the appropriate files for web and print.

On December 18, Don met with Sandra Nosse, the incoming Head of Children/Youth Services at CPL, to discuss KIN24x7.

Brian did an outstanding this job month in readying the new KIN24x7 web site for implementation on Jan. 2. The new site now allows for much more flexible routing of customers as well as improved statistics reporting.

Meetings

Ann Palomo attended a Public Services meeting to answer questions on the capabilities of the Sirsi Software.

Hilary Prisbylla met with Elyria Public Library staff and CPL's High Demand staff to advise on what would be needed for the acquisitions pilot project.

Amy Pawlowski and Tena Wilson attended the CLEVNET PR SIG Meeting in Barberton on Thursday, December 10th. The SIG discussed and sketched out a framework for the promotion of the CLEVNET consortium over the next two years.

Ms. Pawlowski and David Reynolds attended a webinar on the forthcoming changes to our Webfeat (One Search) service.

Don Boozer, the incoming Coordinator of the Ohio Library Council's Reference and Information Services Division, met with the Past-Coordinator and Asst.-Coordinator, and with Action Council members to plan strategy for 2010.

Statistics

	December 2008	December 2009
OverDrive Downloads	9,648	14,675
Twitter Followers	306	1,533
Facebook Fans	Not yet implemented	1,916

Automation Services Statistics, 12/2009				
	# Cases Opened	# Cases Closed	Site Visits	TOTAL
HARDWARE				
CPL Main	60	63	32	155
CPL Branch	59	53	14	126
CPL Lake Shore	29	24	8	61
CLEVNET	14	12		26
PUBLIC				0
HARDWARE TOTAL	162	152	54	368
SOFTWARE				
CPL Main	14	14		28
CPL Branch	12	12		24
CPL Lake Shore	12	11		23
CLEVNET	39	39		78
PUBLIC	2	2		4
SOFTWARE TOTAL	79	78	0	157
WEBWARE				
CPL Main	7	7	3	17
CPL Branch	3	3		6
CPL Lake Shore	2	2		4
CLEVNET	4	4		8
PUBLIC	37	35		72
WEBWARE TOTAL	53	51	3	107
KIN				
CPL Main	7	6		13
CPL Branch	4	4		8
CLEVNET	21	17		38
PUBLIC	2	2		4
KIN Library	49	49		98
OHIOLink Library	1	1		2
After Dark				0
KIN TOTAL	84	79	0	163
GRAND TOTAL				
	378	360	57	795

Ms. Butts adjourned to the Organizational Meeting at
12:46 p.m.

Alice G. Butts
President

Maritza Rodriguez
Secretary

2010 ORGANIZATIONAL MEETING OF THE LIBRARY BOARD

Ms. Butts called the meeting to order at 12:47 p.m.

Election of Officers

On behalf of Mr. Seifullah, Chair of the Nominating Committee, Mr. Werner presented the following report on behalf of the Nominating Committee which was comprised of himself, Alan Seifullah and Anthony Parker.

President-----Thomas D. Corrigan
Vice President-----Maritza Rodriguez
Secretary-----Alan Seifullah

Mr. Werner commended Ms. Butts in her capacity as Board President overseeing the levy campaign and selecting a new library director. Mr. Werner stated that it was important that a rotation process be considered so that all board members equally share in the responsibility by serving in various roles.

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

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

Election of Fiscal Officer & Appointment of Deputy Fiscal Officers

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

BE IT RESOLVED, That H. Sandra Kuban be elected to serve as Fiscal Officer from the Year 2010 Organizational Meeting through the Year 2011 Organizational Meeting and that a stipend of \$400.00 per month be paid for the duties as Fiscal Officer; and

BE IT RESOLVED, That Carolyn Krenicky and Lawrence J. Novotny be appointed to serve as First and Second Deputy Fiscal Officer from the Year 2010 Organizational Meeting through the Year 2011 Organizational Meeting and

OFFICERS
Elected

FISCAL OFFICER
Elected

DEPUTY FISCAL OFFICERS
Appointed

that a stipend of \$250.00 per month be paid to each for the duties as First and Second Deputy Fiscal Officer.

Mr. Corrigan jokingly stated that these are the three individuals, under the Ohio Revised Code, who can go to jail. Mr. Corrigan thanked them for their work with the Board.

Renewal of Surety Bonds on Fiscal Officers

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

BE IT RESOLVED, That the Public Official Surety Bond on the Fiscal Officer and Deputy Fiscal Officers for coverage of \$250,000 be renewed through the next Organizational Meeting in 2011.

The Organizational Meeting was adjourned at 12:55 p.m.

Thomas D. Corrigan
President

Maritza Rodriguez
Vice President

SURETY BOND ON
FISCAL OFFICERS
Approved

CLEVELAND PUBLIC LIBRARY

**Finance Committee
January 21, 2010**

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

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	612	10,416
Periodicals	64	1,526
Publishers Gifts	0	779
Non-Print Materials	<u>82</u>	<u>1,313</u>
TOTAL LIBRARY SERVICE MATERIALS	758	14,034

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
Library Fund	Unrestricted	\$1,005	\$5,544
Library Fund	Restricted	287	5,476
Library Fund - Oral History Project	Restricted	0	0
Young Fund	Restricted	11,778	47,113
Friends Fund	Restricted	10,000	16,000
Gates Foundation	Restricted	89,700	89,700
Schweinfurth Fund	Restricted	8,270	39,085
Ohio Center for the Book	Restricted	900	1,800
Judd Fund	Restricted	58,110	232,441
Lockwood Thompson Fund	Restricted	88,829	177,657
MetLife - Fit for Life	Restricted	0	6,250
Sugarman Fund	Restricted	0	100
Founders Fund	Unrestricted	4,000	4,000
Founders Fund	Restricted	<u>0</u>	<u>18,600</u>
TOTAL MONEY GIFTS		\$272,879	\$643,766

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	19	347	758	14,034
Money Gifts	<u>16</u>	<u>80</u>	<u>16</u>	<u>80</u>
TOTAL GIFTS	35	427	774	14,114

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

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

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES
Based on 84.10% current collection of current levy for previous tax year.
Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

January 15, 2010

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, 2010, 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, 2010	General Property Tax	PLF	Other Sources	Total
General Fund	24,665,941.40	29,738,384.02	19,726,367.80	8,627,349.00	82,758,042.22
Special Revenue	9,838,547.39			719,992.00	10,558,539.39
Capital	5,890,210.76			0.00	5,890,210.76
Permanent	1,698,700.18			35,580.00	1,734,280.18
Totals/Subtotals	42,093,399.73	29,738,384.02	19,726,367.80	9,382,921.00	100,941,072.55

Budget
Commission

**CLEVELAND PUBLIC LIBRARY
2010 APPROPRIATION: FIRST AMENDMENT
JANUARY 21, 2010**

GENERAL FUND CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	24,700,000.00	-34,058.60	24,665,941.40 (3)
Taxes - General Property	27,738,384.02	0.00	27,738,384.02
Public Library Fund (PLF)	19,726,367.80	0.00	19,726,367.80
State Rollbacks/CAT	6,627,349.00	0.00	6,627,349.00
Federal Aid	0.00	0.00	0.00
State Aid	800,000.00	0.00	800,000.00
Fines and Fees	300,000.00	0.00	300,000.00
Earned Interest	300,000.00	0.00	300,000.00
Services	2,400,000.00	0.00	2,400,000.00
Miscellaneous	200,000.00	0.00	200,000.00
Return of Advances	0.00	0.00	0.00
TOTAL RESOURCES	82,792,100.82	-34,058.60	82,758,042.22

GENERAL FUND APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	37,100,000.00	0.00	37,100,000.00
Supplies	1,100,000.00	0.00	1,100,000.00
Purchased/Contracted Services	9,400,000.00	0.00	9,400,000.00
Library Materials/ Information	10,700,000.00	0.00	10,700,000.00
Capital Outlay	820,000.00	0.00	820,000.00
Other Objects	80,000.00	0.00	80,000.00
SUBTOTAL OPERATING	59,200,000.00	0.00	59,200,000.00
Transfers/Advances	3,000,000.00	-3,000,000.00	0.00
TOTAL APPROPRIATION	62,200,000.00	-3,000,000.00	59,200,000.00

(1) Certificate dated December 31, 2009

(2) Certificate dated January 15, 2010

(3) \$24,665,941 unencumbered cash carried forward (plus \$5,140,315 encumbered cash.)

**CLEVELAND PUBLIC LIBRARY
2010 APPROPRIATION: FIRST AMENDMENT
JANUARY 21, 2010**

SPECIAL REVENUE FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
Anderson	147,600.00	13,248.57	160,848.57
Endowment for the Blind	1,100,000.00	186,477.12	1,286,477.12
Founders	1,253,000.00	341,575.80	1,594,575.80
Kaiser	30,560.00	7,706.75	38,266.75
Kraley	121,600.00	15,403.76	137,003.76
Library	146,080.00	13,998.66	160,078.66
Pepke	71,830.00	13,531.57	85,361.57
Wickwire	813,850.00	139,525.83	953,375.83
Wittke	45,800.00	10,831.04	56,631.04
Young	2,369,200.00	183,745.90	2,552,945.90
Friends	13,000.00	10,230.27	23,230.27
Judd	168,000.00	0.00	168,000.00
Lockwood Thompson	160,000.00	148,118.42	308,118.42
Ohio Center for the Book	900.00	1,008.00	1,908.00
Schweinfurth	50,000.00	2,090.53	52,090.53
Cleveland NCA Kiosks	12,200.00	17.02	12,217.02
Bill & Melinda Gates	119,600.00	0.00	119,600.00
Harvard Kiosk	7,900.00	68.41	7,968.41
MetLife-Fit for Life	6,000.00	677.45	6,677.45
LSTA-LBPH	0.00	136,118.84	136,118.84
LSTA-Know It Now	250,000.00	-45,012.05	204,987.95
TOTAL SPECIAL REVENUE	6,887,120.00	1,179,361.89	8,066,481.89 (5)
CAPITAL PROJECTS FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
BUILDING & REPAIR	5,900,000.00	-9,789.24	5,890,210.76 (6)

(5) \$9,838,547 unencumbered cash carried forward (plus \$396,248 encumbered cash.) \$719,992 additional revenue. Non-expendable principal amounts of \$2,492,057 in Anderson, Founders and Wickwire Funds are included in the certified fund balances but are not included in appropriated amounts.

(6) \$5,890,211 unencumbered cash carried forward (plus \$1,663,560 encumbered cash.) \$-0- additional revenue.

**CLEVELAND PUBLIC LIBRARY
2010 APPROPRIATION: FIRST AMENDMENT
JANUARY 21, 2010**

PERMANENT FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
Abel	132,240.00	13,045.11	145,285.11
Ambler	1,000.00	257.48	1,257.48
Beard	86,500.00	6,610.50	93,110.50
Klein	2,000.00	955.59	2,955.59
Malon/Schroeder	77,480.00	11,359.74	88,839.74
McDonald	101,700.00	9,941.87	111,641.87
Ratner	46,860.00	8,116.64	54,976.64
Root	15,360.00	4,059.21	19,419.21
Sugarman	7,040.00	5,570.43	12,610.43
Thompson	61,500.00	4,814.67	66,314.67
Weidenthal	2,000.00	1,799.70	3,799.70
White	1,021,900.00	112,169.24	1,134,069.24
TOTAL PERMANENT	1,555,580.00	178,700.18	1,734,280.18 (7)

(7) \$2,415,735 unencumbered cash carried forward (plus \$10,433 encumbered cash.) \$35,580 additional revenue. Non-expendable principal amounts (\$717,035) are not included in either the certified fund balances or the appropriated amounts.

**SAINT LUKE'S FOUNDATION OF CLEVELAND, OHIO
PROPOSAL BUDGET NARRATIVE
(submit with proposal and electronically)**

AGENCY NAME: Cleveland Public Library

PROJECT TITLE: Harvey Rice School/Library Learning Campus

The budget and budget narrative should clearly outline all expenses the applicant agency will incur to successfully implement the proposed project.

PERSONNEL

Itemize all personnel costs by providing the title and amount requested from Saint Luke's in the first column. In the second column, list percent of effort and primary responsibilities and tasks for all key project personnel. If Executive Director is directly involved in the project, a percentage of effort may be allocated. Otherwise, Executive Director's effort should be allocated to Indirect Cost category as executive oversight.

NONPERSONNEL

Itemize all office space, utilities, office operations (printing, postage, etc.), equipment, supplies, travel, training, and professional services needed to directly support the implementation of the project.

INDIRECT

This includes overhead costs required for the applicant's operation, but not directly associated with a specific project; and can also include executive oversight, accounting, and facility maintenance. Up to 9% of the project's total personnel and direct costs may be requested for overhead expenses. All indirect costs must be itemized on the budget form and explained below.

EXPLANATION

PERSONNEL:	EXPLANATION
One (1) Part time Homework Center Coordinator @ \$24,150.00	Coordinator is a 20 hour week employee and will develop and facilitate teacher, parent/caregiver, and peer-to-peer training. Will also conduct outreach to community and promote the Learning Center. Primary duties will include coordination of after school tutoring program.
Ten (10) students for peer-to-peer tutoring @ \$500.00 (Total \$5,000.00)	Student will provide one-to-one or small group math tutoring on Saturday mornings.
10 Four (4) America Reads Tutors @ \$9.00 an hour (Total \$36,324.00) \$7,440.00 (1) GED instructor @ \$9,000.00 annually	To provide one-to-one and small group tutorial and homework assistance.
	To provide instruction for three, eight week sessions. In the past the Library has contracted with the Cleveland Metropolitan School District Office of Adult Education and/or Cuyahoga Community College Workforce Development.
NONPERSONNEL:	
10 Four (4) Early Learning Stations for Kindergarten - 3 rd Grade students	Developed by Advanced Work Stations in Education, Inc., these early literacy stations are computer learning packages with talking menus and will match young learners to individual learning needs. Includes a DELL computer with 26 pre-installed high quality programs in 7 different curriculum areas, a monitor, and a printer. Includes no Internet component. Specifically targeted for early childhood through third grade. Funding will also support the cabinet for housing the equipment.
One (1) SMARTBoard and Accessories @ \$2,000.00	This equipment will support the Branch's new Homework Center, the first of its kind in Cleveland Public Library, and will complement other out-of-school educational activities on the new learning campus. The SMARTBoard will provide continuity between the student's classroom experience and the after school instructional assistance provided by trained library staff and peer-to-peer math tutoring programs.
INDIRECT:	
(1) Professional Children's Librarian	The Library will provide a trained staff member to work in the Homework Center and the tutors for student assistance. No cost included in proposal.

Cleveland Public Library
Rice Branch Project Requested Change Orders

Prepared By:
By Kuban

Board Meeting Date	1/22/2009	2/19/2009	2/19/2009	2/19/2009	5/21/2009	5/21/2009	5/21/2009	6/18/2009
Board Change Order #	Change Order #1	Change Order #2	Change Order #3	Change Order #4	Change Order #5	Change Order #6	Change Order #7	Change Order #8
Contractor Name East West Construction Co	Change Order #1 Electricity To Trailer 4,046.43	Change Order #2 Adhesive for Anchors (2,000.00)	Change Order #3 Electricity To Site 2,961.73	Change Order #4 Foundation To Sandstone 7,890.00	Change Order #5 New Entrance, Fence, Gates, Driveway 6,281.42	Change Order #6 Relocate Trailer, Bldg Permits For Fence, Gates 2,913.48	Change Order #7 Change Order #7 Others 14,650.83	
Contractor Name Harner Plumbing	Original Award 2,560,600							
Contractor Name TH Martin	Architect's Estimate 3,152,926							
Contractor Name R & M Heating and Air	Type of Contract General Trades							
Contractor Name Dean/Pyramid	Plumbing	88,292						
Contractor Name East West Construction Co	HVAC	539,009						
Contractor Name East West Construction Co	Fire Suppression	42,225						
Contractor Name East West Construction Co	Electrical	315,121						
Contractor Name East West Construction Co	Technology	157,223						
Total		4,294,796	4,018,641	(2,000.00)	2,961.73	7,890.00	6,281.42	2,141.92
								2,913.48
								14,650.83



Cleveland Public Library
Rice Branch Project
Track Change Orders

Prepared By:
 Amy Kuban

Board Meeting Date	Board Change Order #	Contractor Name	Type of Contract	Architect's Estimate	Original Award	7/16/2009 Change Order #7	8/4/2009 Change Order #8	9/17/2009 Change Order #9	10/15/2009 Change Order #10	11/19/2009 Change Order #11
		East West Construction Co	General Trades	3,152,926	2,560,600	Change Order #9 Excavation & Concrete For Foundation & Step Footing 12,995.50 Change Order #8 Use Existing Key System 5,538.57 Change Order #2 Low Consumption Fixtures 1,097.79	Change Order #1 Central Siemens System Control 6,522.50	Change Order #10 Add'l Site Grade & Concrete Work 2,976.80 Change Order #11 Add'l Cost For Fence Moving, Stonework, & Phone line 2,501.64	Change Order #12 Slab/Cork Wall 4,533.54	Change Order #13 Stone Drive & Sidewalk 2,020.98
		Harner Plumbing	Plumbing	88,292	114,300					
		TH Martin	HVAC	539,009	794,238					
		R & M Heating and Air	Fire Suppression	42,225	54,000					
		Doan/Pyramid	Electrical	315,121	403,650		Change Order #2 Add Outlets For Homework & YA areas 1,273.00 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	10,627.50	2,976.80	4,533.54	2,020.98

Cleveland Public Library
Rice Branch Project Requested Change Orders

Prepared By:
Judy Kuban

Board Meeting Date	12/17/2009	1/21/2010									
Board Change Order #	Change Order #12	Change Order #13									
Contractor Name	Change Order #14 Credit on Shades (979,711)	Change Order #15 Remove & Replace Broken Sidewalk	Original Award	Change Order #3 Pressure Reducing Valve	Change Order #2 Add'l Lines & Credit	Architect's Estimate	Type of Contract		Total Change Orders	Change Orders As % of Original	Original Plus Change Orders To Date
East West Construction Co	403,650	3,878.09	2,560,600	908.34	3,385.31	3,152,926	General Trades	70,209.30	2.7%	2,630,809.30	
Harner Plumbing			114,300			88,292	Plumbing	4,148.05	3.6%	118,448.05	
TH Martin			794,228			539,009	HVAC	6,522.50	0.8%	800,750.50	
R & M Heating and Air			54,000			42,225	Fire Suppression			54,000.00	
Doan/Pyramid	1,720.00					315,121	Electrical	10,558.00	2.6%	414,208.00	
East West Construction Co			91,883			157,223	Technology	24,912.46	27.1%	116,795.46	
Total	740.29	8,171.74	4,018,661			4,294,796		116,350.31	2.9%	4,135,011.31	

Cleveland Public Library

To Sandra Kuban
From Myron Scruggs
Date January 11, 2010
Subject Change Order #2 (Technology), #15 (East West), and Allowance
Expenditure E1-003 (Doan Pyramid Electric), G2-003 (East West)

Change Order #2 (Technology East West)

This change order is needed per the Library's request for additional lines and credits for materials not used. The total amount for this is \$3,385.31.

Change Order #15 (East West)

This change order is needed to remove and replace broken sidewalk that was not apart of this contract. The total amount for this work is \$3,878.09.

Allowance Expenditure E1-003

This allowance is needed to install additional outlets in the technology room. The total amount for this is \$547.00.

Allowance Expenditure G2-003

This allowance is needed to install wood decking in the soffit on the exterior of the building. The total amount for this is \$4,430.86



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RECEIVED
FACILITIES

2009 DEC -4 AM 11:00

Change Order

PROJECT (Name and address): New Rice Branch Cleveland Public Library Corner of Shaker Boulevard and E. 116th Street Cleveland, OH 44104	CHANGE ORDER NUMBER: 002 DATE: 30 November 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 (Name and address): East-West Construction Co., Inc. 7120 Harvard Avenue Cleveland, Ohio 44105	ARCHITECT'S PROJECT NUMBER: 07049 CONTRACT DATE: September 30, 2008 CONTRACT FOR: Technology Contract	

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.

The original Contract Sum was	\$ 91,883.00
The net change by previously authorized Change Orders	\$ 21,527.15
The Contract Sum prior to this Change Order was	\$ 113,410.15
The Contract Sum will be increased by this Change Order in the amount of	\$ +3,385.31
The new Contract Sum including this Change Order will be	\$ 116,795.46

The Contract Time will be unchanged 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 (Firm name)	<u>East-West Construction Co., Inc.</u> CONTRACTOR (Firm name)	<u>Cleveland Public Library</u> OWNER (Firm name)
<u>2729 Prospect Avenue, Cleveland, OH 44115</u> ADDRESS	<u>7120 Harvard Avenue, Cleveland, OH 44105-7307</u> ADDRESS	<u>325 Superior Avenue, Cleveland, OH 44114-1271</u> ADDRESS
<u><i>Glenn A. Pizzuti</i></u> BY (Signature)	<u><i>Chad Patel</i></u> BY (Signature)	<u></u> BY (Signature)
<u>Glenn A. Pizzuti, AIA, Vice President</u> (Typed name)	<u>Chad Patel, Project Manager</u> (Typed name)	<u></u> (Typed name)
<u>1 DEC 09</u> DATE	<u>2 Dec. 09</u> DATE	<u></u> DATE



GENERAL CONTRACTORS • CONSTRUCTION MANAGERS

7120 Harvard Avenue

Cleveland, Ohio 44105-7307

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

CERTIFIED MINORITY BUSINESS ENTERPRISE

November 20, 2009

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

Re: Technology/Security Revision – Per Meeting
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 provide the additional work as per our meeting on 11/19/09 and email. Please advise if we have overlooked any other Technology trades' component. Attached please find the back up information and clarification. This work is above and beyond what was owed to the owner per contract documents. Our total cost for this additional work is \$ 3,385.31 as shown below.

Wingate Electric per revised scope		\$2,973.91
Cleanup & Supervision		\$125.00
	Subtotal	\$3,098.91
5% Profit		\$154.95
	Subtotal	\$3,253.86
2% Bond		\$65.08
	Subtotal	\$3,318.93
2 % Insurance		\$66.38
	Total	\$3,385.31

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

Attn: Chad Patel East-West Construction
 From: Chris Gorges Wingate Electric
 Re: revised per approved drawings
 revised per our conversation 11-19-09

11/19/2009

faxed 1 page

cameras					
run one cables out into front lower over hang.	125		125		4
drill through wall	1		15		1
drill through steal support	1	45	45	1	1
separate intrusion system					
credit for mag lok	-1	160.4	-160.42	2	-2
credit for request to exit buttons	-1	95	-95	2	-2
added door strike for family bathroom	1	15	15	2	2
push button for family bathroom	1	28.5	28.5	2	2
additional wiring(see below)	1	0	0	0	0
we have 24 hours and wire for prewiring doors and strikes work was done in effort to stay ahead and finish on time while waiting approval for addition work					
<u>prewire door with door strike releases wire left up in ceilings</u>	<u>1</u>		<u>250</u>		<u>16</u>
<u>run card reader 6 conductor wire left up in ceiling</u>	<u>1</u>		<u>360</u>		<u>8</u>
			583.08		30

	labor	30	62.5	1,875.00
				583.08
				2458.08
	oh	10%		245.8
				2703.88
	profit	5%		270.03
	total cost			2973.91

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Change Order

PROJECT (Name and address): Rice Branch Cleveland Public Library Corner of Shaker Boulevard and E. 116th Street Cleveland, OH 44104	CHANGE ORDER NUMBER: 015 DATE: 15 December 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 (Name and address): 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:

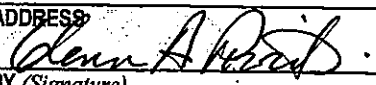
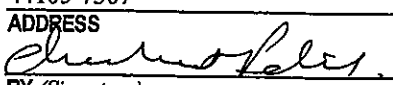
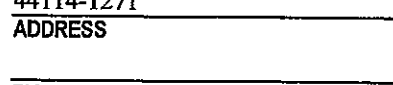
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
Note, The net change by previously approved Change Orders is \$57,399.74 because Change Order 013, 014 are still in process.

The original Contract Sum was	\$ 2,560,600.00
The net change by previously authorized Change Orders	\$ 57,399.74
The Contract Sum prior to this Change Order was	\$ 2,617,999.74
The Contract Sum will be increased by this Change Order in the amount of	\$ 3,878.09
The new Contract Sum including this Change Order will be	\$ 2,621,877.83

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 (Firm name)	<u>East West Construction Co., Inc.</u> CONTRACTOR (Firm name)	<u>Cleveland Public Library</u> OWNER (Firm name)
2729 Prospect Avenue, Cleveland, OH 44115 ADDRESS	7120 Harvard Avenue, Cleveland, OH 44105-7307 ADDRESS	325 Superior Avenue, Cleveland, OH 44114-1271 ADDRESS
 BY (Signature)	 BY (Signature)	 BY (Signature)
Glenn A. Pizzuti, AIA, Vice President <i>(Typed name)</i>	Chad Patel <i>(Typed name)</i>	Myron Scruggs <i>(Typed name)</i>
<u>15 DEC 09</u> DATE	<u>17 Dec. 09</u> DATE	<u> </u> DATE

December 10, 2009

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

Re: Remove & Replace Concrete per walkthrough – Additional(Revised to include Bus Stop Pad)
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 remove and replace concrete city walk two areas and bus stop shelter pad per the walkthrough with owner at south east side of the building. This work is above and beyond what was owed to the owner per contract documents. Our total cost for this additional work is \$ 3,878.09 as shown below.

Remove & Replace concrete per walkthru		\$3,550.00
	Subtotal	\$3,550.00
5% Profit		\$177.50
	Subtotal	\$3,727.50
2% Bond		\$74.55
	Subtotal	\$3,802.05
2 % Insurance		\$76.04
	Total	\$3,878.09

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.

Cleveland Public Library

To Sandra Kuban
From Myron Scruggs
Date January 11, 2010
Subject Allowance Expenditure G2 – 004 & 005 and G3 – 008 & 009 (EastWest)
Change Order #003 (Harner Plumbing, Inc.)

Allowance Expenditure G2-004

This allowance is needed to provide temporary heat during construction (Gas usage). The total amount for this is \$4,681.38.

Allowance Expenditure G2-005

This allowance is needed to provide a framed mirror in the family restroom. The total amount for this is \$180.25.

Allowance Expenditure G3-008

This allowance is needed to provide temporary equipment that will provide the heat during construction. The total amount for this is. \$1,324.84.

Allowance Expenditure G3-009

This allowance is needed to provide and install glass in two (2) doors. The total amount for this is \$202.10.

Change Order #003 (Harner Plumbing)

This change order is needed to provide and install a pressure reducing valve due to high water pressure. The total amount for this is. \$908.34.

Received

AIA Document G701™ – 2001

JAN 08 2010

Bostwick Design Partnership, Inc.

Change Order

PROJECT (Name and address): New Rice Branch Cleveland Public Library Corner of Shaker Boulevard and E. 116th Street Cleveland, OH 44104	CHANGE ORDER NUMBER: 003 DATE: 29 December 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 (Name and address): Harner Plumbing, Inc. 2480 Bartlett Rd. Mantua, Ohio 44255	ARCHITECT'S PROJECT NUMBER: 07049 CONTRACT DATE: September 30, 2008 CONTRACT FOR: Plumbing Contract	

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.

The original Contract Sum was	\$	114,300.00	
The net change by previously authorized Change Orders	\$	3,239.71	
The Contract Sum prior to this Change Order was	\$	116,441.92	117,535
The Contract Sum will be increased by this Change Order in the amount of	\$	+908.34	
The new Contract Sum including this Change Order will be	\$	117,350.26	118,448

The Contract Time will be unchanged 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 (Firm name)	<u>Harner Plumbing, Inc.</u> CONTRACTOR (Firm name)	<u>Cleveland Public Library</u> OWNER (Firm name)
<u>2729 Prospect Avenue, Cleveland, OH 44115</u> ADDRESS	<u>2480 Bartlett Rd. Mantua, Ohio 44255</u> ADDRESS	<u>325 Superior Avenue, Cleveland, OH 44114-1271</u> ADDRESS
<u><i>Glenn A. Pizzuti</i></u> BY (Signature)	<u><i>Kara Greitzer</i></u> BY (Signature)	<u></u> BY (Signature)
<u>Glenn A. Pizzuti, AIA, Vice President</u> (Typed name)	<u>Kara Greitzer</u> (Typed name)	<u></u> (Typed name)
<u>29 DEC 09</u> DATE	<u>1/6/2010</u> DATE	<u></u> DATE

C/O # 06

CHANGE ORDER PRICING REVIEW

Date: 21-Dec-09

Project No.: _____ District: Cleveland County: Cuyahoga
 Project: Cleveland Rice Library Description: Per RFI #9 -Furnish and install a pressure
 Contractor: Harner Plumbing, Inc. reducing valve (500XZY5BR).
 Constr. Mgr.: Bob Melzer
 Architect: _____

A. LABOR: (straight time only)
 worker classification (Plumber) 3 x \$ 36.44
 hours x rate =
 worker classification () 0 0
 hours x rate =

B. FRINGES: (on labor only, may include FICA etc.)
 Health & Welfare 3 \$ 5.13
 hours x rate =
 Pension 3 \$ 6.43
 hours x rate =
 Vacation Fund 3 \$ 1.25
 hours x rate =
 Taxes (FICA, SUTA) 3 \$ 6.09
 hours x rate =
 Group Fringes (shown in table at right) 3 0
 hours x rate =

C. EQUIPMENT RENTALS
 (Heavy/specialized equipment) 0 250
 hour,day,week x rate =

D. OWNED EQUIPMENT
 (Heavy/specialized equipment re: AED Blue Book) 0 75
 hour,day,week x rate =

E. TRUCKING: (no pick-up truck charges allowed)
 (Delivery charge or per mile trucking) 0 0
 hour,day,week x rate =

TOTALS	Additional Fringes			
	Type	hours	x	rate
\$109.32				
\$0.00				
\$15.39				
\$19.29				
\$3.75				
\$18.26				
\$0.00				
Total		0		0

Subtotal (A,B,C,D,E): \$166.01

F. OVERHEAD: @ 10% (on items A,B,C,D & E =< 10%) \$16.60

G. MATERIALS
 (Contractor's actual cost only, this applies to subcontractors also) 1 x \$ 657.28 \$657.28
 quantity x unit cost

Subtotal (A,B,C,D,E,F,G): \$839.89

H. PROFIT: @ 5% (on items A,B,C,D,E,F & G) \$41.99
 (profit on 'G' requires addendum to contract)

Subtotal (A thru H): \$881.88

I. SUBCONTRACTOR
 (reasonable cost for all labor & material) 0 \$0.00

J. SUBCONTRACTOR MARKUP
 (markup is = or < 10%) 10% \$0.00

Subtotal (I and J): \$0.00

TOTAL COST (A thru H) + (I and J): \$881.88

K. MISCELLANEOUS ITEMS (allowable @ cost only)

1. Bond extension Total Cost x 3% \$26.46
 2. *Premium portion of approved OT wages \$0.00
 3. Fees for permits, licenses, etc. \$0.00
 4. *Lodging and travel due to special circumstances \$0.00
 (not to exceed state travel guidelines)

TOTAL COST (A thru H) + (I and J) + (K): \$908.34

*Approved Items = must be approved by both owners, CM and A/E prior to work being performed

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD DECEMBER 1 – DECEMBER 31, 2009

H. Sandra Kuban
FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

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

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Total</u>
41 Taxes	31,835,190.21	0.00	0.00	0.00	31,835,190.21
42 Intergovernmental	30,571,682.34	1,007,989.68	0.00	0.00	31,579,672.02
43 Fines & Fees	327,039.64	0.00	0.00	0.00	327,039.64
44 Investment Earnings	993,230.29	(257,597.73)	0.00	(70,199.90)	665,432.66
45 Charges for Services	2,858,701.80	0.00	0.00	0.00	2,858,701.80
46 Contributions & Donations	0.00	643,666.39	0.00	100.00	643,766.39
48 Miscellaneous Revenue	538,072.25	4,354.00	0.00	215.53	542,641.78
Total Revenues	\$ 67,123,916.53	\$ 1,398,412.34	\$ 0.00	\$(69,884.37)	\$ 68,452,444.50
51 Salaries/Benefits	42,105,606.34	639,999.87	0.00	0.00	42,745,606.21
52 Supplies	1,124,236.96	32,715.66	0.00	5,975.32	1,162,927.94
53 Purchased/Contracted Services	9,518,905.33	586,871.15	0.00	28.00	10,105,804.48
54 Library Materials	9,820,454.17	139,339.72	0.00	48,188.01	10,007,981.90
55 Capital Outlay	704,129.66	13,877.39	4,945,399.32	0.00	5,663,406.37
57 Miscellaneous Expenses	73,537.94	16,738.18	0.00	0.00	90,276.12
Total Expenditures	\$ 63,346,870.40	\$ 1,429,541.97	\$ 4,945,399.32	\$ 54,191.33	\$ 69,776,003.02
Revenue Over/(Under) Expenditures	\$ 3,777,046.13	\$(31,129.63)	\$(4,945,399.32)	\$(124,075.70)	\$(1,323,558.52)
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	0.00
98 Advances	(15,000.00)	15,000.00	0.00	0.00	0.00
99 Transfers	(3,029,900.00)	29,900.00	3,000,000.00	0.00	0.00
Total Other Sources / Uses	\$(3,044,900.00)	\$ 44,900.00	\$ 3,000,000.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 732,146.13	\$ 13,770.37	\$(1,945,399.32)	\$(124,075.70)	\$(1,323,558.52)
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	\$ 29,806,256.19	\$ 10,234,794.92	\$ 7,553,771.11	\$ 2,426,168.38	\$ 50,020,990.60

Cleveland Public Library
Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending December 31, 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	12,985,038.48	440,863.80	(361,770.28)
51120 Clerical Salaries	13,348,097.00	12,923,097.00	11,927,729.82	327,634.68	667,732.50
51130 Non-Clerical Salaries	1,729,671.00	1,729,671.00	1,585,689.61	40,911.60	103,069.79
51140 Buildings Salaries	5,153,746.00	4,953,746.00	4,361,020.68	127,326.36	465,398.96
51150 Other Salaries	1,883,438.00	1,758,438.00	1,587,349.45	58,108.08	112,980.47
51180 Severance Pay	0.00	0.00	651,426.57	53,622.48	(705,049.05)
51190 Non-Base Pay	0.00	0.00	61,311.51	6,086.16	(67,397.67)
51400 OPERS	4,855,191.00	4,876,879.08	4,605,488.58	147,318.87	124,071.63
51610 Health Insurance	3,931,593.00	4,246,038.86	3,668,071.43	0.00	577,967.43
51620 Life Insurance	87,192.00	110,477.99	98,901.30	0.00	11,576.69
51630 Workers Compensation	373,594.00	373,594.00	216,262.18	250,000.00	(92,668.18)
51640 Unemployment Compensation	38,641.00	63,873.19	14,183.00	11,507.66	38,182.53
51650 Medicare - ER	0.00	0.00	93,983.96	0.00	(93,983.96)
51900 Other Benefits	569,929.00	664,647.36	249,149.77	3,027.26	412,470.33
	45,135,724.00	\$ 44,764,594.48	\$ 42,105,606.34	\$ 1,466,406.95	\$ 1,192,581.19
Salaries/Benefits					
52110 Office Supplies	105,867.00	108,190.99	61,959.80	7,658.47	38,572.72
52120 Stationery	177,827.00	218,529.55	193,162.95	42,282.00	(16,915.40)
52130 Duplication Supplies	121,095.00	127,455.08	107,070.30	5,817.06	14,567.72
52140 Hand Tools	8,379.00	8,643.38	3,899.22	669.80	4,074.36
52150 Book Repair Supplies	106,572.00	123,520.69	112,822.71	2,598.45	8,099.53
52210 Janitorial Supplies	132,160.00	135,876.87	131,562.85	17,299.62	(12,985.60)
52220 Electrical Supplies	115,814.00	72,040.19	49,026.79	2,389.71	20,623.69
52230 Maintenance Supplies	170,072.00	175,396.34	111,644.11	11,260.70	52,491.53
52240 Uniforms	16,150.00	16,724.50	9,014.34	1,075.00	6,635.16
52300 Motor Vehicle Supplies	62,647.00	54,960.10	69,546.78	9,449.00	(24,035.68)
52900 Other Supplies	383,702.00	405,092.13	274,527.11	43,821.97	86,743.05
Supplies	1,400,285.00	\$ 1,446,429.82	\$ 1,124,236.96	\$ 144,321.78	\$ 177,871.08

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53100	98,914.00	64,964.66	52,880.34	4,580.00	7,504.32
53210	434,659.00	489,043.35	605,088.33	36,658.18	(152,703.16)
53230	128,896.00	141,374.63	131,289.81	7,142.84	2,941.98
53240	280,000.00	322,564.76	136,789.43	49,285.14	136,490.19
53310	201,122.00	290,296.17	286,957.33	33,850.36	(30,511.52)
53320	67,506.00	60,763.35	36,634.13	6,973.86	17,155.36
53330	15,000.00	16,450.00	3,538.00	0.00	12,912.00
53340	214,993.00	222,964.77	130,908.22	18,929.34	73,127.21
53350	269,826.00	319,140.75	315,762.48	81,693.26	(78,314.99)
53360	857,891.00	783,520.52	736,812.94	11,187.70	35,519.88
53370	27,729.00	30,468.75	38,737.10	2,453.40	(10,721.75)
53380	974,879.00	1,009,679.53	869,948.72	120,948.60	18,782.21
53390	36,000.00	39,000.00	20,829.52	18,300.00	(129.52)
53400	382,136.00	382,606.00	442,883.25	0.00	(60,277.25)
53510	84,959.00	104,007.33	113,062.21	23,460.43	(32,515.31)
53520	314,268.00	386,639.08	312,621.39	36,038.90	37,978.79
53610	1,949,602.00	2,131,874.42	1,929,146.75	177,755.78	24,971.89
53620	391,513.00	407,122.63	269,808.94	25,526.49	111,787.20
53630	721,610.00	687,967.44	792,591.15	77,233.71	(181,857.42)
53640	90,720.00	131,779.57	80,349.30	11,473.69	39,956.58
53710	1,914,515.00	1,986,931.93	1,241,987.58	394,272.56	350,671.79
53720	526,500.00	531,200.00	711,338.24	7,919.17	(188,057.41)
53800	305,000.00	336,248.96	247,461.42	105,384.19	(16,596.65)
53900	15,160.00	18,169.25	11,478.75	10,981.58	(4,291.08)
	10,303,398.00	\$ 10,894,777.85	\$ 9,518,905.33	\$ 1,262,049.18	\$ 113,823.34
Purchased/Contracted Services					
54110	3,901,786.00	4,720,252.10	3,492,692.80	810,058.77	417,500.53
54120	838,612.00	794,922.10	680,121.09	114,320.74	480.27

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
54210	1,854,238.00	1,680,089.41	1,221,648.76	290,067.63	168,373.02
54220	309,865.00	374,934.50	256,290.47	116,368.50	2,275.53
54310	1,651,581.00	1,571,541.17	1,434,886.90	169,446.12	(32,791.85)
54320	426,023.00	471,845.06	338,584.36	109,908.89	23,351.81
54325	690,775.00	733,051.53	696,335.97	43,524.12	(8,808.56)
54350	319,800.00	427,190.71	352,534.59	65,268.71	9,387.41
54500	1,589,121.78	1,500,004.38	1,108,619.85	381,638.86	9,745.67
54600	6,500.00	6,886.08	4,991.66	3,288.18	(1,393.76)
54710	69,971.00	85,873.95	39,552.30	46,350.65	(29.00)
54720	98,727.00	110,850.19	84,940.92	25,570.72	338.55
54730	12,674.00	13,406.50	12,416.54	969.53	20.43
54790	65,618.00	117,228.04	94,837.96	22,071.85	318.23
Library Materials	11,835,291.78	\$ 12,608,075.72	\$ 9,820,454.17	\$ 2,198,853.27	\$ 588,768.28
55510	141,409.00	164,870.02	46,666.88	34,549.29	83,653.85
55520	68,629.00	89,430.95	34,485.97	22,600.66	32,344.32
55530	964,437.00	689,471.00	599,421.26	8,592.77	81,456.97
55700	37,519.00	32,978.00	23,555.55	0.00	9,422.45
Capital Outlay	1,211,994.00	\$ 976,749.97	\$ 704,129.66	\$ 65,742.72	\$ 206,877.59
57100	68,278.00	71,782.00	58,487.00	0.00	13,295.00
57200	1,000.00	1,652.68	415.25	575.77	661.66
57500	14,002.00	26,122.34	14,635.69	2,365.12	9,121.53
Miscellaneous Expenses	83,280.00	\$ 99,557.02	\$ 73,537.94	\$ 2,940.89	\$ 23,078.19
59810	0.00	0.00	110,000.00	0.00	(110,000.00)
Advances	0.00	\$ 0.00	\$ 110,000.00	\$ 0.00	\$(110,000.00)
59900	3,000,000.00	3,029,900.00	3,029,900.00	0.00	0.00
Transfers	3,000,000.00	\$ 3,029,900.00	\$ 3,029,900.00	\$ 0.00	\$ 0.00
TOTAL	72,969,472.78	\$ 73,320,084.86	\$ 66,486,770.40	\$ 5,140,314.79	\$ 2,192,999.67

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

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	29,074,110.06	67,218,916.53	66,486,770.40	5,140,314.79	24,665,941.40
Total General Fund	\$ 29,074,110.06	\$ 67,218,916.53	\$ 66,486,770.40	\$ 5,140,314.79	\$ 24,665,941.40
201 Anderson	189,796.30	(5,333.18)	6,072.04	0.00	178,391.08
202 Endowment for the Blind	1,324,960.22	(38,483.10)	0.00	0.00	1,286,477.12
203 Founders	4,222,073.59	(85,382.41)	90,020.64	40,432.38	4,006,238.16
204 Kaiser	39,244.59	(1,088.84)	449.00	0.00	37,706.75
205 Kraley	139,498.67	(3,806.23)	0.00	288.68	135,403.76
206 Library	148,268.50	8,932.96	2,440.00	762.80	153,998.66
207 Pepke	85,789.54	(2,257.97)	0.00	0.00	83,531.57
208 Wickwire	994,220.04	(28,620.40)	15,995.09	2,826.09	946,778.46
209 Wittke	59,160.11	(1,685.13)	1,643.94	0.00	55,831.04
210 Young	2,571,940.87	(18,995.04)	67,472.05	1,727.88	2,483,745.90
225 Friends	9,540.13	16,000.00	13,885.11	424.75	11,230.27
226 Judd	1,683.13	232,441.00	225,964.29	8,159.84	0.00
228 Lockwood Thompson Memorial	260,422.16	177,657.00	103,371.05	166,589.69	168,118.42
229 Ohio Center for the Book	1,000.00	1,800.00	1,300.00	492.00	1,008.00
230 Schweinfurth	3,895.07	69,085.00	61,610.00	9,279.54	2,090.53
242 Cleveland NCA Kiosk	14,617.02	0.00	2,310.51	89.49	12,217.02
243 Gates Foundation	0.00	119,600.00	0.00	0.00	119,600.00
244 Harvard CS Kiosk Project	8,828.87	0.00	649.22	211.24	7,968.41
251 LSTA-Library for the Blind	0.00	455,952.00	319,833.16	0.00	136,118.84
252 LSTA-Know It Now	134,785.74	636,246.68	600,653.32	164,963.15	5,415.95
253 MetLife-Fit for Life II	11,300.00	6,250.00	10,872.55	0.00	6,677.45
Total Special Revenue Funds	\$ 10,221,024.55	\$ 1,538,312.34	\$ 1,524,541.97	\$ 396,247.53	\$ 9,838,547.39
401 Building & Repair	9,499,170.43	3,000,000.00	4,945,399.32	1,663,560.35	5,890,210.76

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

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
Total Capital Project Funds	\$ 9,499,170.43	\$ 3,000,000.00	\$ 4,945,399.32	\$ 1,663,560.35	\$ 5,890,210.76
501 Abel	161,156.88	(4,311.77)	3,800.00	0.00	153,045.11
502 Ambler	1,496.65	(39.17)	0.00	0.00	1,457.48
503 Beard	108,071.85	(2,876.42)	2,405.00	2,294.00	100,496.43
504 Klein	3,547.98	(92.39)	0.00	0.00	3,455.59
505 Malon/Schroeder	205,747.62	(5,817.56)	3,570.32	0.00	196,359.74
506 McDonald	122,313.03	(3,439.56)	0.00	0.00	118,873.47
507 Rather	59,798.47	(1,681.83)	0.00	0.00	58,116.64
508 Root	26,401.27	(742.06)	0.00	600.00	25,059.21
509 Sugarman	162,670.32	(3,722.45)	0.00	0.00	158,947.87
510 Thompson	114,305.68	(3,167.26)	2,570.00	0.00	108,568.42
511 Weidenthal	4,413.61	(113.91)	0.00	0.00	4,299.70
512 White	1,580,320.72	(43,879.99)	41,846.01	7,538.85	1,487,055.87
Total Permanent Funds	\$ 2,550,244.08	\$ (69,884.37)	\$ 54,191.33	\$ 10,432.85	\$ 2,415,735.53
Total All Funds	\$ 51,344,549.12	\$ 71,687,344.50	\$ 73,010,903.02	\$ 7,210,555.52	\$ 42,810,435.08

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

Balance of All Funds	<u><u>\$ 50,020,990.60</u></u>
Chase-Checking	9,767.72
National City-Checking	10,000.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	(2,608,654.56)
KeyBank-MC/VISA	19,096.46
Fifth Third - Checking	147,458.98
Petty Cash	330.00
Change Fund	5,420.00
KeyBank-Payroll Account (ZBA)	0.00
KeyBank-Savings Bond Acct	0.00
Cash in Library Treasury	<u><u>\$(2,416,581.40)</u></u>
National City - Investments	32,909,451.93
NCB/Allegiant Money Market	227,214.70
KeyBank - Victory Fund	3,664,719.53
STAR OHIO Investment	4,059,917.26
Investments	<u><u>\$ 40,861,303.42</u></u>
NCB Endowment Acct	11,576,268.58
Endowment Account	<u><u>\$ 11,576,268.58</u></u>
Cash in Banks and On Hand	<u><u>\$ 50,020,990.60</u></u>



STATEMENT OF ACCOUNT
FOR THE PERIOD 10/01/09 THROUGH 12/31/09

RECEIVED
FINANCIAL SERVICES

2010 JAN -8 AM 9:09

CLEVELAND PUBLIC LIBRARY ENDOWMENT
FUND ROLLUP ACCOUNT

ACCOUNT NUMBER: 01404713003

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

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, PNC 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.

NOTICE OF LIMITATION OF LIABILITY - TRUST ACCOUNTS

AN ACTION FOR BREACH OF TRUST BASED ON MATTERS DISCLOSED IN A TRUST ACCOUNTING OR OTHER WRITTEN REPORTS OF THE TRUSTEE - SUCH AS THIS STATEMENT - MAY BE SUBJECT TO A STATUTE OF LIMITATIONS, LIMITING YOUR RIGHT TO SUE, MEASURED AS FOLLOWS, FROM EITHER THE DATE THE TRUST ACCOUNTING, STATEMENT OR WRITTEN REPORT IS MAILED OR RECEIVED. IF YOU HAVE QUESTIONS REGARDING YOUR RIGHTS, PLEASE CONTACT YOUR ATTORNEY.

DC: 1 YEAR FROM MAILING
DE: 2 YEARS FROM RECEIPT
FL: 6 MONTHS FROM RECEIPT

IL: 3 YEARS FROM RECEIPT
MI: 1 YEAR FROM MAILING
MO: 1 YEAR FROM MAILING

OH: 2 YEARS FROM MAILING
PA: 5 YEARS FROM RECEIPT
VA: 1 YEAR FROM MAILING

MUTUAL FUNDS ARE NOT INSURED OR GUARANTEED BY PNC 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.



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CLEVE PUB LIB ENDMT FD ROLLUP
ACCOUNT: 01404713003

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

<u>ACCOUNT INFORMATION</u>	<u>FEDERAL TAX COST</u>	<u>MARKET VALUE</u>
CLEVE PUB LIB ENDMT FD FIXED INC 01404713000	4,447,952.41	4,558,079.12
CLEVE PUB LIB ENDMT FD LCC 01404713001	4,339,256.83	5,339,201.92
CLEVE PUB LIB ENDMT MUTUAL FDS 01404713002	2,789,059.34	3,042,164.39
CLEVE PUB LIB ENDMT FD ROLLUP 01404713003	0.00	0.00
TOTAL VALUE	11,576,268.58	12,939,445.43



MESSAGES

CLEVE PUB LIB ENDMT FD ROLLUP
ACCOUNT NO. 01404713003

10/01/09 THROUGH 12/31/09

PAGE 1 OF 91

YOUR STATEMENT HAS A NEW LOOK!
ALLEGiant ASSET MANAGEMENT COMPANY AND ITS PARENT, NATIONAL CITY BANK, BECAME SUBSIDIARIES OF THE PNC FINANCIAL SERVICES GROUP, INC. ("PNC") AS A RESULT OF PNC'S ACQUISITION OF NATIONAL CITY CORPORATION ON DECEMBER 31, 2008. AS OF SEPTEMBER 29, 2009, ALLEGiant ASSET MANAGEMENT COMPANY AND ITS AFFILIATE, PNC CAPITAL ADVISORS, INC. EACH MERGED INTO AND WITH PNC CAPITAL ADVISORS, LLC. ON NOVEMBER 6, 2009 NATIONAL CITY BANK MERGED WITH AND INTO PNC BANK, NATIONAL ASSOCIATION. WELCOME TO PNC!

ASSET SUMMARY

CLEVE PUB LJB ENDHT FD ROLLUP
ACCOUNT NO. 01404715003

AS OF 12/31/09

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ASSET CATEGORY	FEDERAL TAX COST	MARKET VALUE	PERCENT OF ACCOUNT	ESTIMATED ANNUAL INCOME	INCOME YIELD AT MARKET
PRINCIPAL CASH	11,429.50-	11,429.50-	0.09-%		
INCOME CASH	11,429.50	11,429.50	0.09 %		
CASH EQUIVALENTS	402,732.86	402,732.86	3.11 %	0	0.00 %
FIXED INCOME SECURITIES	4,307,553.58	4,417,680.29	34.14 %	181,739	4.11 %
EQUITIES	4,264,876.68	5,264,821.77	40.69 %	79,752	1.51 %
MUTUAL FUNDS	2,601,105.46	2,854,210.51	22.06 %	16,293	0.57 %
TOTAL ASSETS	11,576,268.58	12,939,445.43	100.00 %	277,784	2.15 %



CASH/COST RECONCILIATION

CLEVE PUB LIB ENDMT FD ROLLUP
ACCOUNT NO. 01404713003

10/01/09 THROUGH 12/31/09

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	PRINCIPAL CASH	INCOME CASH	TAX COST
BEGINNING BALANCES	201,605.37-	201,605.37	11,510,233.13
<u>ASSET RELATED ACTIVITY</u>			
PURCHASES			
SALES/MATURITIES/PRINCIPAL PAYMENTS	1,771,250.73-	0.00	1,771,250.73
CASH SWEEP ACTIVITY	1,364,917.56	0.00	1,350,898.06-
TOTAL ASSET RELATED TRANSACTIONS	<u>354,317.22</u>	<u>0.00</u>	<u>354,317.22-</u>
INCOME	52,015.95-	0.00	66,035.45
CASH EQUIVALENTS	0.00	40.27	0.00
FIXED INCOME SECURITIES	0.00	33,352.80	0.00
EQUITIES	0.00	19,998.29	0.00
MUTUAL FUNDS	0.00	3,769.78	0.00
OTHER INCOME	<u>4,163.84</u>	<u>42.27-</u>	<u>0.00</u>
TOTAL INCOME	4,163.84	57,118.87	0.00
<u>RECEIPTS AND DISBURSEMENTS</u>			
FEES AND OTHER EXPENSES	0.00	9,266.76-	0.00
TRANSFERS	<u>238,027.98</u>	<u>238,027.98-</u>	<u>0.00</u>
TOTAL RECEIPTS AND DISBURSEMENTS	<u>238,027.98</u>	<u>247,294.74-</u>	<u>0.00</u>
ENDING BALANCES	11,429.50-	11,429.50	11,576,268.58

MARKET VALUE RECONCILIATION

CLEVE PUB LIB ENDMT FD ROLLUP
ACCOUNT NO. 01404713003

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BEGINNING MARKET VALUE	12,544,583.49
<u>ASSET RELATED ACTIVITY</u>	
REALIZED GAINS/LOSSES	14,019.50
UNREALIZED GAINS/LOSSES	<u>328,826.42</u>
TOTAL ASSET RELATED ACTIVITY	342,845.99
<u>INCOME</u>	
CASH EQUIVALENTS	40.27
FIXED INCOME SECURITIES	33,352.80
EQUITIES	19,998.29
MUTUAL FUNDS	3,769.78
OTHER INCOME	<u>4,121.57</u>
TOTAL INCOME	61,282.71
<u>RECEIPTS AND DISBURSEMENTS</u>	
FEEES AND OTHER EXPENSES	<u>9,266.76-</u>
TOTAL RECEIPTS AND DISBURSEMENTS	9,266.76-
ENDING MARKET VALUE	12,939,445.43
ACCRUED INCOME	<u>48,674.36</u>
TOTAL VALUE	12,988,119.79



EQUITY DIVERSIFICATION SCHEDULE

CLEVE PUB LIB ENDMT FD ROLLUP
ACCOUNT NO. 01404713003

AS OF 12/31/09

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COMMON STOCKS

ENERGY

ENERGY EQUIPMENT & SERVICES
OIL AND GAS

TOTAL ENERGY

MATERIALS

CHEMICALS
METALS & MINING
PAPER & FOREST PRODUCTS

TOTAL MATERIALS

INDUSTRIALS

AEROSPACE & DEFENSE
ELECTRICAL EQUIPMENT
INDUSTRIAL CONGLOMERATES
MACHINERY
TRADING COMPANIES, DISTRIBUTORS
AIR FREIGHT & LOGISTICS
ROAD & RAIL

TOTAL INDUSTRIALS

CONSUMER DISCRETIONARY

AUTO COMPONENTS
TEXTILES, APPAREL, LUXURY GOODS
MEDIA
MULTILINE RETAIL
SPECIALTY RETAIL

TOTAL CONSUMER DISCRETIONARY

CONSUMER STAPLES

FOOD & STAPLES RETAILING
BEVERAGES
FOOD PRODUCTS
HOUSEHOLD PRODUCTS

TOTAL CONSUMER STAPLES

	MARKET VALUE	PERCENT OF INDUSTRY	PERCENT OF STOCK
127,039.30		19.65%	2.41%
519,558.20		80.35%	9.87%
646,597.50		100.00%	12.28%
54,570.00		26.24%	1.04%
79,487.10		38.22%	1.51%
73,912.80		35.54%	1.40%
207,969.90		100.00%	3.95%
81,209.70		15.28%	1.54%
120,943.60		22.75%	2.30%
81,843.30		15.40%	1.55%
68,145.80		12.82%	1.29%
48,415.00		9.11%	0.92%
62,587.50		11.78%	1.19%
68,370.20		12.86%	1.30%
531,515.80		100.00%	10.10%
74,365.20		16.33%	1.41%
53,333.80		11.71%	1.01%
127,098.90		27.90%	2.41%
100,241.70		22.01%	1.90%
100,433.00		22.05%	1.91%
455,472.60		100.00%	8.65%
76,433.50		13.85%	1.45%
190,266.00		34.47%	3.61%
90,636.80		16.42%	1.72%
194,520.60		35.26%	3.70%
551,926.90		100.00%	10.48%

EQUITY DIVERSIFICATION SCHEDULE

CLEVE PUB LIB ENDMT FD ROLLUP
ACCOUNT NO. 01404713003

AS OF 12/31/09

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	MARKET VALUE	PERCENT OF INDUSTRY	PERCENT OF STOCK
<u>COMMON STOCKS</u>			
<u>HEALTH CARE</u>			
HEALTH CARE EQUIPMENT, SUPPLIES	147,450.90	20.57%	2.80%
HEALTH CARE PROVIDERS, SERVICES	201,407.90	28.10%	3.85%
BIOTECHNOLOGY	39,599.00	5.52%	0.75%
PHARMACEUTICALS	328,392.00	45.81%	6.25%
TOTAL HEALTH CARE	716,849.80	100.00%	13.62%
<u>FINANCIALS</u>			
COMMERCIAL BANKS	94,734.90	12.28%	1.80%
DIVERSIFIED FINANCIAL SERVICES	148,136.85	19.21%	2.81%
CONSUMER FINANCE	51,055.20	6.62%	0.97%
CAPITAL MARKETS	293,847.20	38.10%	5.58%
INSURANCE	93,828.30	12.17%	1.78%
FINANCIALS - MISC	82,593.00	11.62%	1.70%
TOTAL FINANCIALS	771,195.45	100.00%	14.65%
<u>INFORMATION TECHNOLOGY</u>			
INTERNET SOFTWARE & SERVICES	184,396.80	16.63%	3.50%
SOFTWARE	259,533.50	23.41%	4.93%
COMMUNICATIONS EQUIPMENT	164,207.70	14.81%	3.12%
COMPUTERS & PERIPHERALS	335,509.72	30.26%	6.57%
ELECTRONIC EQUIP & INSTRUMENTS	66,344.70	5.98%	1.26%
SEMICONDUCTORS & EQUIPMENT	98,630.60	8.90%	1.87%
TOTAL INFORMATION TECHNOLOGY	1,108,622.82	100.00%	21.06%
<u>TELECOMMUNICATION SERVICES</u>			
DIVERSIFIED TELECOMM SERVICES	76,802.20	55.07%	1.46%
WIRELESS TELECOMM SERVICES	62,654.50	44.93%	1.19%
TOTAL TELECOMMUNICATION SERVICES	139,456.70	100.00%	2.65%
<u>UTILITIES</u>			
ELECTRIC UTILITIES	66,448.90	49.14%	1.26%
MULTI-UTILITIES & UNREG. POWER	58,765.40	50.86%	1.31%
TOTAL UTILITIES	125,214.30	100.00%	2.57%
TOTAL STOCK	5,264,821.77		100.00%



BOND MATURITY SCHEDULE

CLEVE PUB LIB ENDMT FD ROLLUP
ACCOUNT NO. 01404713003

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INDIVIDUAL ISSUES

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

	FACE VALUE	% OF TOTAL FACE VALUE	MARKET VALUE	% OF BOND MARKET VALUE
	186,919.96	4.42 %	189,178.15	4.28 %
	1,796,731.01	42.46 %	1,882,167.42	42.61 %
	1,610,621.83	38.07 %	1,680,878.90	38.05 %
	160,703.20	3.80 %	167,856.68	3.80 %
	0.00	0.00 %	0.00	0.00 %
	<u>476,223.47</u>	<u>11.26 %</u>	<u>497,599.14</u>	<u>11.26 %</u>
TOTAL	4,231,199.47	100.00 %	4,417,680.29	100.00 %

BOND QUALITY SCHEDULE

CLEVE PUB LIB ENDMT FD ROLLUP
ACCOUNT NO. 01406713003

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MOODY'S BOND RATING	FACE VALUE	% OF TOTAL FACE VALUE	MARKET VALUE	% OF BOND MARKET VALUE
AAA	2,273,429.97	53.73 %	2,350,478.59	53.21 %
AA	345,000.00	8.15 %	362,364.85	8.20 %
A	850,000.00	20.09 %	908,215.05	20.56 %
BAA OR LOWER	0.00	0.00 %	0.00	0.00 %
NOT RATED	762,769.50	18.03 %	796,621.80	18.03 %
TOTAL	4,231,199.47	100.00 %	4,417,680.29	100.00 %



ASSET STATEMENT
AS OF 12/31/09

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CLEVE PUB LIB ENDMT FD ROLLUP
ACCOUNT NO. 01604713003

PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (CDED TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME YIELD AT MARKET
	PRINCIPAL CASH	11,429.50-	11,429.50-			
	INCOME CASH	11,429.50	11,429.50			
	<u>CASH EQUIVALENTS</u>					
	<u>CASH EQUIVALENTS - TAXABLE</u>					
	<u>PROPRIETARY MN FDS-TAXABLE</u>					
402,732.86	ALLEGIANT TREASURY MONEY MARKET FUND CUSIP: 99ARTREAS	402,732.86 1.00	402,732.86 1.0000	0.00	15	0.00 %
	<u>TOTAL CASH EQUIVALENTS</u>	<u>402,732.86</u>	<u>402,732.86</u>	<u>0.00</u>	<u>15</u>	<u>0.00 %</u>
	<u>FIXED INCOME SECURITIES</u>					
	<u>TAXABLE FIXED INCOME SECS</u>					
	<u>TREASURY</u>					
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	32,222.05 92.063	766.96-	364	2.99 %
590,000.00	UNITED STATES TREASURY NOTES DTD 08/15/03 4.25% DUE 08/15/13 CUSIP: 912828BH2 MOODY'S RATING: AAA S&P RATING: AAA	644,700.76 109.27	636,645.40 107.906	8,055.36-	9,471	3.94 %
20,000.00	UNITED STATES TREASURY NOTE DTD 05-17-04 4.75% DUE 05-15-14 CUSIP: 912828CJ7 MOODY'S RATING: AAA S&P RATING: AAA	20,094.92 100.47	22,006.20 110.031	1,911.28	123	4.32 %

CLEVE PUB LIB ENDMT FD ROLLUP
ACCOUNT NO. 01404713003

ASSET STATEMENT
AS OF 12/31/09

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
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	120,872.40 100.727	4,237.38-	2,946	6.45 %
25,000.00	UNITED STATES TREASURY NT DTD 7/31/06 4.875% DUE 7/31/11 CUSIP: 912828FN5 MOODY'S RATING: AAA S&P RATING: AAA	26,762.70 107.05	26,549.75 106.199	212.95-	510	4.59 %
275,000.00	UNITED STATES TREAS NT DTD 3/31/09 2.375% DUE 3/31/16 CUSIP: 912828KT6 MOODY'S RATING: AAA S&P RATING: AAA	269,671.88 98.06	265,098.00 95.672	6,573.88-	1,678	2.48 %
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	291,417.85 109.969	6,217.36-	4,880	4.43 %
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	290,272.60 100.094	278.07	854	1.37 %
TOTAL TREASURY		1,706,958.79	1,683,084.25	23,874.54-	20,826	3.53 %
IIPS						
154,779.00	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 98.48	158,442.62 102.367	6,018.37	1,162	1.59 %



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 (CED TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME YIELD AT MARKET
25,000.00	BANK OF AMERICA CORP NT FDIC GTD TLBP DTD 12/4/08 3.125% DUE 6/15/12 CUSIP: 06050BAA9 MOODY'S RATING: AAA S&P RATING: AAA	25,509.75 102.04	25,905.00 103.620	395.25	35	3.02 %
40,000.00	CITIGROUP INC NT FDIC GTD TLGP DTD 12/9/08 2.875% DUE 12/9/11 CUSIP: 17313UAAT MOODY'S RATING: AAA S&P RATING: AAA	39,900.80 99.75	41,200.00 103.000	1,299.20	70	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	40,487.60 101.219	359.28	191	1.73 %
90,000.00	GENERAL ELEC CAP CORP FDIC GTD TLGP DTD 5/12/09 2.125% DUE 12/21/12 CUSIP: 36967HAY9 MOODY'S RATING: AAA S&P RATING: AAA	89,881.20 99.87	90,083.70 100.093	202.50	53	2.12 %
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	25,770.50 103.082	706.30	46	2.91 %

CLEVE PUB LIB ENDMT FD ROLLUP
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ASSET STATEMENT
AS OF 12/31/09

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (FED TO MKT)	ACCRUED INCOME	INCOME YIELD AT MARKET
15,000.00	GOLDMAN SACHS GRP INC FDIC GTD TLGP DTD 1/21/09 1.625% DUE 7/15/11 CUSIP: 38146FAP8 MOODY'S RATING: AAA S&P RATING: AAA	14,979.60 99.86	15,134.10 100.894	154.50	112	1.61 %
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	10,114.80 101.148	119.80	5	2.10 %
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	15,196.50 101.310	218.10	55	2.12 %
TOTAL AGENCY		260,437.27	263,892.20	3,454.93	567	2.30 %
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	15,689.55 104.597	754.50	192	4.90 %
30,000.00	ALABAMA POWER CO DTD 01-18-06 5.20% DUE 01-15-16 CUSIP: 010392ER5 MOODY'S RATING: A2 S&P RATING: A	29,930.70 99.77	30,948.60 103.162	1,017.90	719	5.04 %



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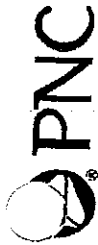
PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (SEE TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME YIELD AT MARKET
20,000.00	ALLSTATE LIFE GLOBAL FDG SECD MED TERM NTS BOOK ENTRY DTD 4/30/08 5.375% DUE 4/30/13 CUSIP: 02003MBQ6 MOODY'S RATING: A1 S&P RATING: AA-	19,980.00 99.90	21,349.40 106.747	1,369.40	182	5.04 %
25,000.00	AVON PRODUCTS INC DTD 3/03/08 4.80% DUE 3/01/13 CUSIP: 054303AT9 MOODY'S RATING: A2 S&P RATING: A	24,963.75 99.85	26,410.75 105.643	1,447.00	400	4.54 %
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	21,049.20 105.246	1,055.60	110	4.09 %
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	21,122.00 105.610	515.40	118	4.36 %
35,000.00	BANK OF AMERICA CORP NTS DTD 5/2/08 5.65% DUE 5/1/18 CUSIP: 06051GDX4 MOODY'S RATING: A2 S&P RATING: A	34,812.75 99.46	35,546.35 101.561	733.60	330	5.56 %
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	10,765.50 107.655	809.70	147	4.64 %

CLEVE PUB LIB ENDMT FD ROLLUP
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ASSET STATEMENT
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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
15,000.00	CAMPBELL SOUP CO NT DTD 1/20/09 4.50% DUE 2/15/19 CUSIP: 134429AT6 MOODY'S RATING: A2 S&P RATING: A	14,892.75 99.28	15,010.50 100.070	117.75	255	4.50 %
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	20,884.60 104.423	903.00	489	5.08 %
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	15,745.65 104.971	1,506.35	265	4.53 %
10,000.00	CATERPILLAR FINL SVCS CORP MED TERM NTS-BOOK ENTRY DTD 2/12/09 6.125% DUE 2/17/14 CUSIP: 14912L4F5 MOODY'S RATING: A2 S&P RATING: A	11,068.90 110.69	11,175.40 111.754	106.50	228	5.48 %
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	10,818.10 108.181	838.60	215	5.27 %
20,000.00	CHEVRON CORP NT DTD 3/03/09 3.95% DUE 3/03/14 CUSIP: 166751AH0 MOODY'S RATING: AA1 S&P RATING: AA	19,963.20 99.82	20,880.40 104.402	917.20	259	3.78 %



CLEVE PUB LIB ENDMT FD ROLLUP
 ACCOUNT NO. 01404713003

ASSET STATEMENT
 AS OF 12/31/09

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
10,000.00	CISCO SYSTEMS INC DTD 02-22-06 5.50% DUE 02-22-16 CUSIP: 17275RAC6 MOODY'S RATING: A1 S&P RATING: A+	10,081.80 100.82	10,979.00 109.790	897.20	197	5.01 %
35,000.00	CITIGROUP INC GLOBAL SR NT DTD 10/17/07 5.30% DUE 10/17/12 CUSIP: 172967ELI MOODY'S RATING: A3 S&P RATING: A	35,039.55 100.11	36,460.90 104.174	1,421.35	381	5.09 %
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	32,316.60 107.722	2,361.30	205	4.97 %
20,000.00	COLGATE-PALMOLIVE CO MED TERM NTS BOOK ENTRY DTD 5/12/08 4.20% DUE 5/1/13 CUSIP: 19416QDL1 MOODY'S RATING: AA3 S&P RATING: AA-	19,995.40 99.98	21,294.20 106.471	1,298.80	107	3.94 %
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	60,200.25 109.455	4,855.75	1,318	5.25 %
15,000.00	CONSOLIDATED EDISON NT DTD 9/25/06 5.5% DUE 9/15/16 CUSIP: 209111EN9 MOODY'S RATING: A3 S&P RATING: A-	14,942.25 99.62	15,819.30 105.462	877.05	243	5.22 %

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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	16,009.20 106.728	1,472.40	243	5.15 %
25,000.00	CREDIT SUISSE FIRST BOSTON USA INC DTD 08-17-05 4.875% DUE 08-15-10 CUSIP: 22541LBH5 MOODY'S RATING: AAL S&P RATING: A+	24,998.00 99.99	25,678.00 102.712	680.00	460	4.75 %
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	16,462.20 109.748	1,495.65	410	5.47 %
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	21,545.00 107.725	1,743.40	461	4.64 %
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	10,470.90 104.709	504.90	242	5.01 %
10,000.00	ERSON 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	10,221.80 102.218	259.90	103	4.77 %



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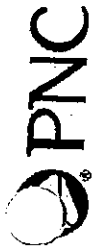
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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (SEE TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME YIELD AT MARKET
15,000.00	FLORIDA PWR & LIGHT NT DTD 10/10/07 5.55% DUE 11/01/17 CUSIP: 341081EZ6 MOODY'S RATING: AA2 S&P RATING: A	14,995.80 99.97	16,188.60 107.924	1,192.80	139	5.14 %
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	66,420.90 102.186	1,303.95	237	5.14 %
40,000.00	GOLDMAN SACHS GROUP INC SR NT DTD 4/1/08 6.15% DUE 4/1/18 CUSIP: 38141GFM1 MOODY'S RATING: A1 S&P RATING: A	39,813.00 99.53	42,820.00 107.050	3,007.00	615	5.74 %
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	11,173.90 111.739	1,217.80	204	5.48 %
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	10,663.60 106.636	740.60	180	5.06 %
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	20,836.40 104.182	889.20	293	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	16,387.65 109.251	1,416.90	352	5.15 %

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25,000.00	JOHN DEERE CAPITAL CORP NTN 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	26,421.00 105.684	1,497.50	327	5.06 %
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	33,090.30 110.301	3,090.30	629	5.03 %
20,000.00	JP MORGAN CHASE & CO SR NT DTD 12/20/07 6.00% DUE 1/15/18 CUSIP: 4662EHGY0 MOODY'S RATING: AAS S&P RATING: A+	20,138.50 100.69	21,499.80 107.499	1,361.30	553	5.58 %
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	24,196.40 120.982	4,269.60	250	6.20 %
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	76,518.00 102.024	1,893.00	150	4.41 %
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	16,577.55 110.517	1,607.85	184	5.25 %



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10,000.00	MERRILL LYNCH & CO INC MEDIUM TERM NTS BOOK ENTRY DTD 4/25/08 6.875% DUE 4/25/18 CUSIP: 59018YN64 MOODY'S RATING: A2 S&P RATING: A	9,367.10 93.67	10,774.40 107.744	1,407.30	126	6.38 %
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: A3 S&P RATING: A-	15,052.50 100.35	16,706.40 111.376	1,653.90	386	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	26,365.00 105.452	1,806.75	291	4.41 %
25,000.00	NATIONAL RURAL UTIL COOP NT DTD 6/30/08 5.50% DUE 7/01/13 CUSIP: 637432LM5 MOODY'S RATING: A1 S&P RATING: A+	25,001.20 100.00	27,060.00 108.240	2,058.80	688	5.08 %
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	21,312.40 106.562	1,312.40	154	4.34 %
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	10,073.20 100.732	144.00	34	4.10 %

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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	20,626.00 103.130	700.60	481	4.85 %
10,000.00	PECO ENERGY CO1ST & REF MTG BD DTD 3/3/08 5.35% DUE 3/1/18 CUSIP: 693304A11 MOODY'S RATING: A2 S&P RATING: A-	9,983.20 99.83	10,509.30 105.093	526.10	178	5.09 %
20,000.00	PEPSICO INC SR NT DTD 5/28/08 5% DUE 6/01/18 CUSIP: 713448BH0 MOODY'S RATING: AA2 S&P RATING: A+	19,710.80 98.55	20,764.60 103.823	1,053.80	83	4.82 %
15,000.00	PITNEY BOWES INC GLOBAL MED TERM NTS DTD 9/11/07 5.750% DUE 9/15/17 CUSIP: 72447XAC1 MOODY'S RATING: A1 S&P RATING: A	14,642.10 97.61	16,071.60 107.144	1,429.50	254	5.37 %
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	10,330.50 103.305	335.40	66	5.03 %
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	21,295.60 106.478	1,300.00	424	4.32 %
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	15,355.20 102.368	381.60	266	4.59 %



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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	33,414.30 111.381	3,423.60	317	5.68 %
25,000.00	SBC COMMUNICATIONS INC DTD 08-18-04 5.625% DUE 06-15-16 CUSIP: 783876AL7 MOODY'S RATING: A2 S&P RATING: A	24,940.00 99.76	26,856.00 107.424	1,916.00	63	5.24 %
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	10,441.00 104.410	510.00	203	5.03 %
25,000.00	UNITED PARCEL SERVICE INC SR NT DTD 3/24/09 3.875% DUE 4/01/14 CUSIP: 911312AL0 MOODY'S RATING: AA3 S&P RATING: AA-	24,944.50 99.78	25,974.25 103.897	1,029.75	242	3.73 %
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	11,050.50 110.505	1,066.70	255	5.54 %
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	16,568.45 110.323	1,468.35	238	5.76 %

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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	21,560.00 107.800	1,720.20	419	5.15 %
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	22,195.00 110.975	1,177.60	438	5.23 %
25,000.00	WELLS FARGO & CO NEW MTN DTD 10/1/09 3.75% DUE 10/1/14 BOOK ENTRY CUSIP: 94974BET3 MOODY'S RATING: A1 S&P RATING: AA-	24,959.25 99.84	24,925.25 99.705	33.00-	234	3.76 %
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	22,332.80 111.664	2,371.60	300	5.37 %
TOTAL CORPORATE		1,297,979.25	1,380,188.20	82,208.95	18,554	4.96 %
MORTGAGE						
83,515.78	FEDERAL NATL MTG ASSN GTD MTG PASS THRU CTF POOL #902804 DTD 11/01/06 5% DUE 11/01/21 CUSIP: 31411BAD5	81,617.08 97.73	87,597.20 104.887	5,980.12	348	4.77 %
125,842.83	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #255031 DTD 11/01/03 4.50% DUE 12/01/18 CUSIP: 31371LHG7	126,629.34 100.62	131,165.98 104.230	4,536.64	472	4.32 %



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32,863.98	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #255364 DTD 08-01-04 6.00% DUE 09-01-34 CUSIP: 31371LTV1	33,729.20 102.63	35,051.41 106.656	1,322.21	164	5.63 %
92,600.59	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #357707 DTD 2/1/05 5.00% DUE 2/1/35 CUSIP: 31376KKU9	90,765.17 97.59	95,325.83 102.943	4,960.66	386	4.86 %
79,798.89	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #555800 DTD 09/01/03 5.50% DUE 10/01/33 CUSIP: 31385XNR4	80,204.92 101.02	83,451.41 105.104	3,246.49	364	5.23 %
22,282.52	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF PL #745257 DTD 01/01/06 6.00% DUE 01/01/36 CUSIP: 31403C5S6	22,436.17 100.69	23,816.00 106.882	1,579.83	111	5.61 %
85,962.64	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #826905 DTD 7/1/05 5.00% DUE 8/1/35 CUSIP: 31407CU62	84,512.03 98.31	88,385.07 102.818	3,873.04	358	4.86 %
77,187.42	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #88459 DTD 5/1/07 4.50% DUE 8/1/20 CUSIP: 31410GB44	75,390.41 97.67	80,259.48 103.980	4,869.07	289	4.33 %
56,255.85	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #888567 DTD 7/1/07 5.50% DUE 12/01/36 CUSIP: 31410GF63	55,508.70 98.67	59,092.27 105.042	3,583.57	258	5.24 %
17,656.01	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #898615 DTD 10/1/06 6.00% DUE 10/1/36 CUSIP: 31410VDU1	17,828.62 100.98	18,754.04 106.219	925.62	88	5.65 %

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68,151.48	FEDERAL NATL MTG ASSN GTD MTG PASSTHRU CTF POOL #944639 DTD 7/1/07 6.00% DUE 7/1/37 CUSIP: 31413F4Y5	67,741.51 99.40	72,293.73 106.078	4,552.22	341	5.66 %
	TOTAL MORTGAGE	735,962.95	775,192.42	39,229.47	3,180	4.92 %
	<u>ASSET BACKED</u>					
50,000.00	CHASE ISSUANCE TRUST SER 2005-A4 CL A4 DTD 05-31-05 4.23% DUE 01-15-13 CUSIP: 161571AL8 MOODY'S RATING: AAA S&P RATING: AAA	49,001.95 98.00	50,696.50 101.393	1,694.55	94	4.17 %
31,919.96	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	31,916.35 99.99	32,297.25 101.182	380.90	55	3.84 %
35,254.25	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	35,249.51 99.99	35,706.21 101.282	456.70	77	4.84 %
16,476.76	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	16,476.36 100.00	16,751.26 101.666	274.90	34	5.19 %
	TOTAL ASSET BACKED	132,644.17	135,451.22	2,807.05	260	4.60 %



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	<u>CMBS</u>					
21,051.51	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	21,146.90 100.45	21,429.38 101.795	282.48	100	5.58 %
	TOTAL TAXABLE FIXED INCOME SECS	4,307,553.58	4,417,680.29	110,126.71	44,628	4.11 %
	TOTAL FIXED INCOME SECURITIES	4,307,553.58	4,417,680.29	110,126.71	44,628	4.11 %
	<u>EQUITIES</u>					
	<u>ENERGY</u>					
	<u>ENERGY EQUIPMENT & SERVICES</u>					
1,730.00	NOBLE CORPORATION COM CUSIP: H5833N103	63,428.75 36.66	70,411.00 40.700	6,982.25	0	0.00 %
870.00	SCHLUMBERGER LTD COM CUSIP: 806857108	63,843.50 73.38	56,528.30 65.090	7,215.20-	183	1.29 %
	TOTAL ENERGY EQUIPMENT & SERVICES	127,272.25	127,039.30	232.95-	183	0.58 %
	<u>OIL AND GAS</u>					
1,130.00	APACHE CORP COM CUSIP: 037411105	99,103.10 87.70	116,582.10 103.170	17,479.00	0	0.58 %
2,310.00	EXXON MOBIL CORP COM CUSIP: 302316102	166,057.88 71.89	157,518.90 68.190	8,538.98-	0	2.46 %

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1,280.00	OCCIDENTAL PETE CORP COM CUSIP: 674599105	77,504.00 60.55	104,128.00 81.350	26,624.00	422	1.62 %
2,640.00	TALISMAN ENERGY INC COM CUSIP: 87425E103	41,194.50 15.60	49,209.60 18.640	8,015.10	0	1.13 %
4,370.00	WILLIAMS COS INC DEL COM CUSIP: 969457100	85,743.77 19.62	92,119.60 21.080	6,375.83	0	2.09 %
	TOTAL OIL AND GAS	469,603.25	519,558.20	49,954.95	422	1.68 %
	TOTAL ENERGY	596,875.50	646,597.50	49,722.00	605	1.46 %
	<u>MATERIALS</u>					
	<u>CHEMICALS</u>					
1,700.00	CELANESE CORP DEL COM SER A CUSIP: 150870103	36,685.35 21.58	54,570.00 32.100	17,884.65	0	0.50 %
	<u>METALS & MINING</u>					
990.00	FREEPORT-MCMORAN COPPER & GOLD INC CL B CUSIP: 35671D857	60,872.84 61.49	79,487.10 80.290	18,614.26	0	0.75 %
	<u>PAPER & FOREST PRODUCTS</u>					
2,760.00	INTERNATIONAL PAPER CO COM CUSIP: 460146103	59,406.52 21.52	73,912.80 26.780	14,506.28	0	0.37 %
	TOTAL MATERIALS	156,966.71	207,969.90	51,005.19	0	0.55 %



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 (SEE TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME YIELD AT MARKET
INDUSTRIALS						
AEROSPACE & DEFENSE						
1,170.00	UNITED TECHNOLOGIES CORP COM CUSIP: 913017109	56,288.87 48.11	81,209.70 69.410	24,920.83	0	2.22 %
ELECTRICAL EQUIPMENT						
1,360.00	COOPER INDS PLC NEW IRELAND COMMON CUSIP: 624140108	57,138.90 42.01	57,990.40 42.640	851.50	0	2.35 %
1,340.00	ROCKWELL AUTOMATION INC COM NEW (N/C FROM ROCKWELL INTL CORP COM) CUSIP: 773903109	55,626.97 41.51	62,953.20 46.980	7,326.23	0	2.47 %
TOTAL ELECTRICAL EQUIPMENT		112,765.87	120,943.60	8,177.73	0	2.41 %
INDUSTRIAL CONGLOMERATES						
990.00	3M COMPANY COM CUSIP: 88579Y101	70,278.17 70.99	81,843.30 82.670	11,565.13	0	2.47 %
MACHINERY						
1,420.00	ILLINOIS TOOL WORKS INC COM CUSIP: 452308109	65,739.35 46.30	68,145.80 47.990	2,406.45	440	2.58 %
TRADING COMPANIES, DISTRIBUTORS						
500.00	GRAINGER W W INC COM CUSIP: 384802104	43,901.39 87.80	48,415.00 96.830	4,513.61	0	1.90 %

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 (SEE TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME YIELD AT MARKET
<u>AIR FREIGHT & LOGISTICS</u>						
750.00	FEDEX CORP COM CUSIP: 31428X106	59,418.77 79.23	62,587.50 83.450	3,168.73	83	0.53 %
<u>ROAD & RAIL</u>						
1,410.00	CSX CORP COM CUSIP: 126408103	48,064.71 34.09	68,370.90 48.490	20,306.19	0	1.81 %
TOTAL INDUSTRIALS		456,457.13	531,515.80	75,058.67	523	2.07 %
<u>CONSUMER DISCRETIONARY</u>						
<u>AUTO COMPONENTS</u>						
2,730.00	JOHNSON CTLS INC COM CUSIP: 478366107	67,749.79 24.82	74,365.20 27.240	6,615.41	355	1.91 %
<u>TEXTILES, APPAREL, LUXURY GOODS</u>						
1,460.00	COACH INC COM CUSIP: 189754104	35,080.74 24.03	53,333.80 36.530	18,253.06	0	0.82 %
<u>MEDIA</u>						
1,680.00	SCRIPPS NETWORKS INTERAC-CL A COM CUSIP: 811065101	63,842.52 38.00	69,720.00 41.500	5,877.48	0	0.72 %
1,930.00	VIACOM INC NEW CL B CUSIP: 92553P201	46,107.55 23.89	57,378.90 29.730	11,271.35	0	0.00 %
TOTAL MEDIA		109,950.07	127,098.90	17,148.85	0	0.40 %



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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
<u>MULTILINE RETAIL</u>						
970.00	DOLLAR TREE STORES INC CUSIP: 256746108	42,993.60 44.32	46,851.00 48.300	3,857.40	0	0.00 %
990.00	KOHL'S CORP COM CUSIP: 500255104	46,233.50 46.70	53,390.70 53.930	7,157.20	0	0.00 %
	TOTAL MULTILINE RETAIL	89,227.10	100,241.70	11,014.60	0	0.00 %
<u>SPECIALTY RETAIL</u>						
1,700.00	HOME DEPOT INC COM CUSIP: 437076102	40,770.08 23.98	49,181.00 28.930	8,410.92	0	3.11 %
1,200.00	ROSS STORES INC COM CUSIP: 778296103	48,468.53 40.39	51,252.00 42.710	2,783.47	0	1.03 %
	TOTAL SPECIALTY RETAIL	89,238.61	100,433.00	11,194.39	0	2.05 %
	TOTAL CONSUMER DISCRETIONARY	391,246.31	455,472.60	64,226.29	355	0.97 %
<u>CONSUMER STAPLES</u>						
<u>FOOD & STAPLES RETAILING</u>						
1,430.00	WAL MART STORES INC COM CUSIP: 931142103	81,109.48 56.72	76,633.50 53.450	4,675.98-	390	2.04 %
<u>BEVERAGES</u>						
1,610.00	COCA-COLA CO COM CUSIP: 191216100	79,859.86 49.60	91,770.00 57.000	11,910.14	0	2.88 %

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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 %
1,620.00	PEPSICO INC COM CUSIP: 713448108	78,645.32 45.46	98,496.00 60.800	24,850.68	729	2.96 %
	TOTAL BEVERAGES	153,505.18	190,266.00	36,760.82	729	2.92 %
	<u>FOOD PRODUCTS</u>					
1,280.00	GENERAL MILLS INC COM CUSIP: 370334104	78,373.62 61.23	90,636.80 70.810	12,263.18	0	2.77 %
	<u>HOUSEHOLD PRODUCTS</u>					
1,210.00	COLGATE-PALMOLIVE CO COM CUSIP: 194162103	55,109.76 45.55	99,401.50 82.150	44,291.74	0	2.14 %
1,570.00	PROCTER & GAMBLE CO COM CUSIP: 742718109	87,745.12 55.89	95,189.10 60.630	7,443.98	0	2.90 %
	TOTAL HOUSEHOLD PRODUCTS	142,854.88	194,590.60	51,735.72	0	2.51 %
	TOTAL CONSUMER STAPLES	455,843.16	551,926.90	96,083.74	1,119	2.63 %
	<u>HEALTH CARE</u>					
	<u>HEALTH CARE EQUIPMENT SUPPLIES</u>					
1,460.00	BAXTER INTL INC COM CUSIP: 071813109	84,200.72 57.67	85,672.80 58.680	1,472.08	423	1.98 %
1,290.00	COVIDIEN PLC CUSIP: 62554F105	61,288.20 47.51	61,778.10 47.890	489.90	0	1.50 %
	TOTAL HEALTH CARE EQUIPMENT, SUPPLIES	145,488.92	147,450.90	1,961.98	423	1.78 %



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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 INCOME	INCOME YIELD AT MARKET
HEALTH CARE PROVIDERS SERVICES						
960.00	MCKESSON CORP COM (N/C FROM MCKESSON HB0C INC) CUSIP: 58155Q103	40,071.77 41.74	60,000.00 62.500	19,928.23	115	0.77 %
1,130.00	MEDCO HEALTH SOLUTIONS INC COM CUSIP: 58405U102	50,810.22 44.96	72,218.30 63.910	21,408.08	0	0.00 %
2,270.00	UNITEDHEALTH GROUP INC COM CUSIP: 91324P102	61,198.97 26.96	69,189.60 30.480	7,990.63	0	0.10 %
TOTAL HEALTH CARE PROVIDERS SERVICES				49,326.94	115	0.26 %
BIOTECHNOLOGY						
700.00	AMGEN INC COM CUSIP: 031162100	43,707.58 62.44	39,599.00 56.570	4,108.58-	0	0.00 %
PHARMACEUTICALS						
1,220.00	ALLERGAN INC COM CUSIP: 018490102	55,120.15 45.18	76,872.20 63.010	21,752.05	0	0.32 %
1,570.00	BRISTOL MYERS SQUIBB CO COM CUSIP: 110122108	31,316.16 19.95	39,642.50 25.250	8,326.34	502	5.07 %
1,120.00	JOHNSON & JOHNSON COM CUSIP: 478160104	65,497.51 58.48	72,139.20 64.410	6,641.69	0	3.04 %
1,380.00	MERCK & CO INC NEW COM CUSIP: 58933Y105	51,762.83 37.51	50,425.20 36.540	1,337.63-	0	4.16 %

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (SEE TO MKI)	ACCRUED YIELD AT INCOME MARKET	INCOME YIELD AT MARKET
4,910.00	PFIZER INC COM CUSIP: 717081103	79,703.83 16.23	89,312.90 18.190	9,609.07	0	3.96 %
	TOTAL PHARMACEUTICALS	283,400.48	528,392.00	44,991.52	502	3.07 %
	TOTAL HEALTH CARE	624,677.94	716,849.80	92,171.86	1,041	1.85 %
	FINANCIALS					
	COMMERCIAL BANKS					
3,510.00	WELLS FARGO & CO NEW COM CUSIP: 949746101	93,115.66 26.53	94,734.90 26.990	1,619.24	0	0.74 %
	DIVERSIFIED FINANCIAL SERVICES					
3,555.00	JPMORGAN CHASE & CO COM CUSIP: 46625H100	101,741.92 28.62	148,136.85 41.670	46,394.93	0	0.48 %
	CONSUMER FINANCE					
1,260.00	AMERICAN EXPRESS CO COM CUSIP: 025816109	52,241.87 41.46	51,055.20 40.520	1,186.67-	0	1.78 %
	CAPITAL MARKETS					
1,360.00	AMERIPRISE FINL INC COM CUSIP: 03076C106	52,349.66 38.49	52,795.20 38.820	445.54	0	1.75 %
520.00	FRANKLIN RES INC COM CUSIP: 354613101	47,451.98 91.25	54,782.00 105.350	7,330.02	0	0.84 %



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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
750.00	GOLDMAN SACHS GROUP INC COM CUSIP: 381416104	59,813.46 79.75	126,630.00 168.840	66,816.54	0	0.83 %
1,120.00	PRICE T ROWE GROUP INC COM CUSIP: 74144T108	46,916.81 41.89	59,640.00 53.250	12,723.19	0	1.88 %
TOTAL CAPITAL MARKETS		206,531.91	293,847.20	87,315.29	0	1.21 %
INSURANCE						
1,110.00	CHUBB CORP COM CUSIP: 171232101	45,649.97 41.13	54,589.80 49.180	8,939.83	389	2.85 %
1,110.00	METLIFE INC COM CUSIP: 59156R108	39,887.63 35.93	39,238.50 35.350	649.13-	0	2.09 %
TOTAL INSURANCE		85,537.60	93,828.30	8,290.70	389	2.53 %
FINANCIALS - MISC						
350.00	MASTERCARD INC COM CUSIP: 57636Q104	58,635.32 167.53	89,593.00 255.980	30,957.68	0	0.23 %
TOTAL FINANCIALS		597,804.28	771,195.45	173,391.17	389	1.10 %
INFORMATION TECHNOLOGY						
INTERNET SOFTWARE & SERVICES						
2,040.00	EBAY INC COM CUSIP: 278642103	43,879.38 21.51	48,001.20 23.530	4,121.82	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 (FEED TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME YIELD AT MARKET
220.00	GOOGLE INC CL A CUSIP: 38259P508	89,126.84 405.12	136,395.60 619.980	47,268.76	0	0.00 %
TOTAL INTERNET SOFTWARE & SERVICES		133,006.22	184,396.80	51,390.58	0	0.00 %
<u>SOFTWARE</u>						
5,175.00	MICROSOFT CORP COM CUSIP: 594918104	85,940.32 16.61	157,734.00 30.480	71,793.68	0	1.71 %
4,150.00	ORACLE CORP COM CUSIP: 68389X105	77,778.46 18.74	101,799.50 24.530	24,021.04	0	0.82 %
TOTAL SOFTWARE		163,718.78	259,533.50	95,814.72	0	1.36 %
<u>COMMUNICATIONS EQUIPMENT</u>						
3,265.00	CISCO SYS INC COM CUSIP: 17275R102	41,817.92 12.81	78,164.10 23.940	36,346.18	0	0.00 %
1,860.00	QUALCOMM INC COM CUSIP: 74752S103	84,002.18 45.16	86,043.60 46.260	2,041.42	0	1.47 %
TOTAL COMMUNICATIONS EQUIPMENT		125,820.10	164,207.70	38,387.60	0	0.77 %
<u>COMPUTERS & PERIPHERALS</u>						
810.00	APPLE INC CUSIP: 037833100	54,150.75 66.85	170,692.92 210.732	116,542.17	0	0.00 %
3,440.00	E M C CORP MASS COM CUSIP: 268648102	58,940.62 17.13	60,096.80 17.470	1,156.18	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
800.00	INTERNATIONAL BUSINESS MACHS CORP COM CUSIP: 459200101	87,717.56 109.65	104,720.00 130.900	17,002.44	0	1.68 %
	TOTAL COMPUTERS & PERIPHERALS	200,808.93	335,509.72	134,700.79	0	0.52 %
	<u>ELECTRONIC EQUIP & INSTRUMENTS</u>					
1,390.00	DOLBY LABORATORIES INC - CL A COM CUSIP: 25659T107	52,700.60 37.91	66,344.70 47.730	13,644.10	0	0.00 %
	<u>SEMICONDUCTORS & EQUIPMENT</u>					
1,520.00	BROADCOM CORP CL A CUSIP: 111320107	39,291.84 25.85	47,834.40 31.470	8,542.56	0	0.00 %
2,490.00	INTEL CORP COM CUSIP: 458140100	38,970.16 15.65	50,796.00 20.400	11,825.84	0	2.75 %
	TOTAL SEMICONDUCTORS & EQUIPMENT	78,262.00	98,630.40	20,368.40	0	1.41 %
	TOTAL INFORMATION TECHNOLOGY	754,316.63	1,108,622.82	354,306.19	0	0.72 %
	<u>TELECOMMUNICATION SERVICES</u>					
2,740.00	AT & T INC COM CUSIP: 00206R102	67,347.01 24.58	76,802.20 28.050	9,455.19	0	5.99 %

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PAR VALUE OR SHARES	ASSET DESCRIPTION	FED TAX COST COST PER UNIT	MARKET VALUE MARKET PRICE	UNREALIZED GAIN/LOSS (SEE TO MKT)	ACCRUED YIELD AT INCOME MARKET	INCOME YIELD AT MARKET
<u>WIRELESS TELECOMM SERVICES</u>						
1,450.00	AMERICAN TOWER CORP CL A CUSIP: 029912201	43,847.93 30.24	62,654.50 43.210	18,806.57	0	0.00 %
	TOTAL TELECOMMUNICATION SERVICES	111,194.94	139,456.70	28,261.76	0	3.30 %
<u>UTILITIES</u>						
<u>ELECTRIC UTILITIES</u>						
1,910.00	AMERICAN ELECTRIC POWER CO INC COM CUSIP: 025537101	63,798.90 33.40	66,448.90 34.790	2,650.00	0	4.71 %
<u>MULTI-UTILITIES & UNREG. POWER</u>						
1,380.00	WISCONSIN ENERGY CORP COM CUSIP: 976657106	55,697.18 40.36	68,765.40 49.830	13,068.22	0	2.71 %
	TOTAL UTILITIES	119,496.08	135,214.30	15,718.22	0	3.69 %
	TOTAL EQUITIES	4,264,876.68	5,264,821.77	999,945.09	4,031	1.51 %
<u>MUTUAL FUNDS</u>						
	LARGE CAP					
	L.C. - VALUE PRPTY					
62,378.707	ALLEGIANTE LARGE CAP VALUE FD CLASS I #412 CUSIP: 01748V742	836,554.00 13.41	770,377.03 12.350	66,156.97-	0	2.01 %



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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 MKTD)	ACCRUED YIELD AT INCOME MARKET	INCOME YIELD AT MARKET
<u>SMALL CAP</u>						
<u>SC - CORE PRPTY</u>						
139,212.764	ALLEGiant SMALL CAP CORE FD CLASS I #426 CUSIP: 01748V585	1,216,433.00 8.74	1,290,502.32 9.270	74,069.32	0	0.00 %
<u>DEVELOPED INTL MF'S & EIF'S</u>						
<u>IM - CORE PRPTY</u>						
58,808.833	ALLEGiant INTERNATIONAL EQUITY FD CLASS I #409 CUSIP: 01748E120	548,158.46 9.32	793,331.16 13.490	245,192.70	0	0.10 %
<u>TOTAL MUTUAL FUNDS</u>		2,601,105.46	2,854,210.51	253,105.05	0	0.57 %
<u>TOTAL ASSETS</u>		11,576,268.58	12,939,445.43	1,363,176.85	48,674	2.15 %

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

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

General Fund - Receipts						
	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year	
PLF - Public Library Fund	21,692,840	21,728,067	(35,227)	100%	100%	
General Property Tax	29,400,248	31,835,190	(2,434,942)	108%	108%	
Rollback, Homestead, CAT	6,489,423	7,850,857	(1,361,434)	121%	113%	
Federal Grants	0	0	0	0%	0%	
State Aid	1,274,194	992,759	281,435	78%	101%	
Fines & Fees	323,500	327,040	(3,540)	101%	91%	
Investment Earnings	885,806	993,230	(107,424)	112%	105%	
Services to Others-Clevnet	2,800,000	2,858,702	(58,702)	102%	122%	
Miscellaneous	414,300	538,072	(123,772)	130%	204%	
Advances & Transfers	0	95,000	(95,000)	0%	0%	
TOTALS	63,280,311	67,218,917	(3,938,606)	106%	101%	

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

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

General Fund - Expenditures						
	Appropriation	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year	
	(2)					
Salaries/Benefits	44,764,594	43,572,013	1,192,581	97%	98%	
Supplies	1,446,430	1,268,559	177,871	88%	80%	
Purchased Services	10,894,778	10,780,955	113,823	99%	81%	
Library Materials	12,608,076	12,019,307	588,768	95%	92%	
Capital Outlay	976,750	769,872	206,878	79%	62%	
Other	99,557	76,468	23,089	77%	83%	
Advances	0	110,000	(110,000)	0%	0%	
SUBTOTAL	70,790,185	68,597,174	2,193,011	97%	93%	
Advances/Transfers	3,029,900	3,029,900	0	100%	3%	
TOTALS	73,820,085	71,627,074	2,193,011	97%	95%	

Note (2): Appropriation of \$72,969,473 plus carried forward encumbrance of \$850,612

Note (3): Subtotal includes 90% expended and 7% encumbered.

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

	Year 1 - 2004		Year 2 - 2005		Year 3 - 2006		Year 4 - 2007		Year 5 - 2008		Year 6 - 2009		5 Year Budget To Date	
	Budget	Expended	Budget	Expended	Budget	Expended	Budget	Expended	Budget	Expended	Budget	Expended	Budget	Expended
Salaries/Benefits	0.797	0.797	2.199	1.868	3.097	2.546	3.425	3.425	3.622	3.425	0.000	1.461	13.064	13.180
Library Materials	0.385	0.385	0.373	0.373	0.118	0.118	0.033	0.033	0.029	0.033	0.000	0.000	0.925	0.931
Capital Projects (4)	3.000	0.000	3.000	0.236	3.000	0.845	1.163	0.435	3.000	1.163	0.000	4.627	15.000	7.306
TOTALS	4.182	1.182	5.572	2.477	6.215	3.509	4.622	3.539	6.651	4.622	0.000	6.088	28.990	21.417

Strategic Plan commitment to Cleveland's neighborhoods is to expend 1 mill of levy revenue for service improvements. One mill is estimated to generate \$5.643 million per year times 5 years for a total commitment of approximately \$28.213 million.

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

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

Strategic Plan Capital Projects - In Dollars					
	Budget	Expended Through 2008	Expended 2009	Encumbered	Balance
Branch Security Cameras	464,000	427,406	14,841	20,929	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	100	0	(292)
Woodland - Expansion/Parking	1,200,000	117,290	835,030	779,832	(532,151)
Rice	5,300,000	438,010	3,741,213	795,842	324,935
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	4,627,547	1,602,832	(675,251)

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS - December 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 December 1, 2009 through December 31, 2009.

Table with columns: Investment Period, No. of Days, Amount, Bank, Interest Rate, Investment Income, Investment Form. Includes rows for various banks like Key Bank, STAR Ohio, National City Bank, and Federal Home Loan Mort Crp, along with interest rates and investment forms.

Earned Interest December 2009 \$ 140,762.92
Earned Interest Year To Date \$ 993,230.29

CLEVELAND PUBLIC LIBRARY**Finance Committee
January 21, 2010****REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR DECEMBER 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
Clevnet Know your Gadgets seminar Twinsburg, Ohio	11/19/09	Leslie Barrett	27.24
Medina County District Library Know it Now Training Medina, Ohio	12/2/09 & 12/10/09	Don Boozer	69.52
Odyssey Events Group Cincinnati Fundraising Conference Cincinnati, Ohio	9/14/09 - 9/15/09	Jan Ridgeway	316.15
TOTAL			\$412.91

SUMMARY

FUND	DECEMBER	YEAR TO DATE
General	\$27.24	\$52,880.34
Judd Fund	0.00	57.00
Founders Fund	0.00	563.22
Lockwood Thompson	316.15	7,762.28
Metlife-Fit for Life	0.00	0.00
LSTA - Know it Know	69.52	5,360.71
TOTAL	\$412.91	\$66,623.55

CLEVELAND PUBLIC LIBRARY**FINANCE COMMITTEE**

January 21, 2010

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

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

<u>DATE</u>	<u>ITEM DESCRIPTION</u>	<u>AGENCY</u>	<u>SUPPLIER</u>	<u>AMOUNT</u>
10/1/09	Security Strips	Stockroom	3M Safety and Security	\$ 11,050.22
11/25/09	Security Strips	Stockroom	3M Safety and Security	14,813.48
10/1/09	Computer Equipment	Automation	Business Smarts	8,695.00
10/1/09	Computer Equipment	Automation	Business Smarts	13,584.87
12/17/09	AV System – Training Center	Automation	Doan Pyramid	8,490.00
10/15/09	Routing Slips	Stockroom	Keystone Copy	5,473.50
12/30/09	Routing Slips	Stockroom	Keystone Copy	5,206.50
11/25/09	Overdue Notices	Stockroom	Moore Wallace	7,760.64
12/17/09	RMS Program Materials	Stockroom	Resource Management	19,328.98
11/12/09	Copier Paper	Stockroom	Ris Paper Company	5,460.00
12/30/09	Copier Paper	Stockroom	Ris Paper Company	6,825.00
11/12/09	Janitorial Supplies	Stockroom	Ris Paper Company	6,248.00
12/10/09	Security Uniforms	Security	Schwarz Uniform Corp	7,900.00
10/8/09	Office Supplies	Stockroom	Today's Business Products	5,463.54
10/22/09	HR Management System	Automation	Tyler Technologies	6,322.75
12/30/09	HR Management System	Automation	Tyler Technologies	9,649.30
10/22/09	Software/Support	Automation	Verdiem	14,300.00

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**

January 21, 2010

**PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD
OCTOBER 1 THROUGH DECEMBER 31, 2009**

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

LIBRARY SERVICES MATERIALS

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
08/24/09	Web of Science: Renewal	MLO	Thompson Scientific	\$ 62,893.00

CLEVNET-RELATED GOOD AND SERVICES

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
None reported				

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

**CLEVELAND PUBLIC LIBRARY
HUMAN RESOURCES DEPARTMENT
LIBRARY BOARD OF TRUSTEES
TERMINATION REPORT
12/01/2009 TO 12/31/2009**

EMPLOYEE NAME DEPARTMENT		JOB TITLE	PAGE	TERMINATE DATE	REASON
RESIGNATIONS					
WATKINS, DALE L	HARVARD LEE			12/12/2009	EMPLOYEE HAS QUIT
RETIREMENTS					
BOONKHANPHOL, VANIDA	BROOKLYN FACILITIES	BRANCH CLERK		12/31/2009	EMPLOYEE HAS RETIRED
CALLIER, HELAINE J		ADMINISTRATIVE ASSISTANT		12/18/2009	EMPLOYEE HAS RETIRED
COBBINS, MARILYNNE D	PURCHASING	PURCHASING SPECIALIST		12/18/2009	EMPLOYEE HAS RETIRED
DOMINAK, MICHAEL L	PURCHASING	PURCHASING MANAGER		12/18/2009	EMPLOYEE HAS RETIRED
EARL, WILLIAM B	ADDISON	CUSTODIAN II (DAYS/BRANCHES)		12/31/2009	EMPLOYEE HAS RETIRED
FEDORCIO, CHERYL A	TECHNICAL SERVICES	COLLECTION MANAGEMENT ASSISTANT		12/18/2009	EMPLOYEE HAS RETIRED
FILE, ZELDA O	PAYROLL	PAYROLL SPECIALIST		12/19/2009	EMPLOYEE HAS RETIRED
GRAYS, CATHY	AQUISITIONS	TECHNICAL SERVICES ASSOCIATE		12/18/2009	EMPLOYEE HAS RETIRED
HARRIS, GLORIA J	COLLINWOOD	LIBRARY ASSISTANT-YOUTH		12/18/2009	EMPLOYEE HAS RETIRED
HOMZY, RICHARD A	LORAIN	BRANCH MANAGER (MEDIUM)		12/05/2009	EMPLOYEE HAS RETIRED
HUNTER, GLORIA C	HUMAN RESOURCES	ADMINISTRATIVE ASSISTANT		12/19/2009	EMPLOYEE HAS RETIRED
HUTCH, JANET R	BROADWAY	BRANCH MANAGER (MEDIUM)		12/18/2009	EMPLOYEE HAS RETIRED
KIM, KWANG J	CATALOG	CATALOG LIBRARIAN		12/31/2009	EMPLOYEE HAS RETIRED
LORBER-FIENGA, CYNTHIA C	DIRECTOR	ADMINISTRATIVE ASSISTANT		12/19/2009	EMPLOYEE HAS RETIRED
MARTINES, KAREN E	PUBLIC ADMINISTRATION	SUBJECT DEPARTMENT MGR (MED.)		12/18/2009	EMPLOYEE HAS RETIRED
MONGER, MARIANNE L	BOOK PREPARATION	MATERIALS PROCESSING SUPERVISOR		12/18/2009	EMPLOYEE HAS RETIRED
PHELAN, ROSEANN	LS SHIPPING AND SHELF	RECEIVING & DISTRIBUTION SUPER		12/18/2009	EMPLOYEE HAS RETIRED
PRICE, CAROLYN E	SCIENCE AND TECHNOLOGY	SUBJECT DEPARTMENT CLERK		12/31/2009	EMPLOYEE HAS RETIRED
RILEY, PAMELA J	CATALOG	TECHNICAL SERVICES SENIOR CLERK		12/18/2009	EMPLOYEE HAS RETIRED
SCOTT, ALICE J	HUMAN RESOURCES	HR INFORMATION CLERK		12/19/2009	EMPLOYEE HAS RETIRED
WEBER, MARY A	FINE ARTS SPECIAL COLLECTIONS	SUBJECT DEPARTMENT CLERK		12/18/2009	EMPLOYEE HAS RETIRED
WEEDEN, PATRICIA A	AQUISITIONS	ACQUISITIONS ASSISTANT		12/19/2009	EMPLOYEE HAS RETIRED

<u>EMPLOYEE NAME DEPARTMENT</u>	<u>JOB TITLE</u>	<u>TERMINATE DATE</u>	<u>REASON</u>
WILLMAS, CAROLYN B. GLENVILLE	BRANCH MANAGER (MEDIUM)	12/18/2009	EMPLOYEE HAS RETIRED
WRIGHT, JEFFREY S. OLBPD	SHIPPING CLERK (OLBPD)	12/18/2009	EMPLOYEE HAS RETIRED
IVERSON, MARLENE OLBPD	OLBPD CLERK II	12/18/2009	EMPLOYEE HAS RETIRED
BAILIE, JOHN LITERATURE	L.A. (SUBJ. DEPT.)	12/19/2009	EMPLOYEE HAS RETIRED
BOYD, VENECHOR HISTORY & GEOGRAPHY	SUBJ. DPT. CLERK	12/31/2009	EMPLOYEE HAS RETIRED
MATHEWS, DIANE J. SCIENCE & TECHNOLOGY	SUBJ. LIBN	12/31/2009	EMPLOYEE HAS RETIRED

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 12/01/2009 TO 12/31/2009**

EMPLOYEE: ALI, LLOYD A
JOB TITLE: CUSTODIAN II (DAYS/BRANCHES)

CURRENT GRADE: B **EFFECTIVE DATE** 12/06/2009
CURRENT STEP: 10 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	39921.70	40719.38	STEP INCREASE
Hourly Rate	20.4727	20.8817	
Step/Level	9	10	

EMPLOYEE: BENTON, MARVIN
JOB TITLE: LIBRARY ASSISTANT-YOUTH

CURRENT GRADE: F **EFFECTIVE DATE** 12/06/2009
CURRENT STEP: 7 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	51384.32	52411.58	STEP INCREASE
Hourly Rate	26.3509	26.8777	
Step/Level	6	7	

EMPLOYEE: BEST, ZITA M
JOB TITLE: LENDING DEPARTMENT CLERK

CURRENT GRADE: A **EFFECTIVE DATE** 12/20/2009
CURRENT STEP: 3 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	30220.58	31429.06	STEP INCREASE
Hourly Rate	15.4977	16.1175	
Step/Level	2	3	

EMPLOYEE: BUENO, ANGELINA C
JOB TITLE: TECHNICAL SERVICES SENIOR CLER

CURRENT GRADE: C **EFFECTIVE DATE** 12/20/2009
CURRENT STEP: 4 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	35815.26	37247.86	STEP INCREASE
Hourly Rate	18.3668	19.1015	
Step/Level	3	4	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 12/01/2009 TO 12/31/2009**

EMPLOYEE: DEVORE, DIANA L
JOB TITLE: CHILDRENS LIBRARIAN

CURRENT GRADE: H **EFFECTIVE DATE** 12/06/2009
CURRENT STEP: 4 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	55159.78	57365.88	STEP INCREASE
Hourly Rate	28.2871	29.4184	
Step/Level	3	4	

EMPLOYEE: DIAWARA, DEMBA
JOB TITLE: CUSTODIAN III

CURRENT GRADE: C **EFFECTIVE DATE** 12/20/2009
CURRENT STEP: 7 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	40286.74	41093.00	STEP INCREASE
Hourly Rate	20.6599	21.0733	
Step/Level	6	7	

EMPLOYEE: ELWELL, PETER E
JOB TITLE: LA-COMP EMPH/SUBJ DEPT

CURRENT GRADE: F **EFFECTIVE DATE** 12/06/2009
CURRENT STEP: 7 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	51384.32	52411.58	STEP INCREASE
Hourly Rate	26.3509	26.8777	
Step/Level	6	7	

EMPLOYEE: FLYNN, JOHN A
JOB TITLE: CUSTODIAN II (DAYS/BRANCHES)

CURRENT GRADE: B **EFFECTIVE DATE** 12/06/2009
CURRENT STEP: 9 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	39138.32	39921.70	STEP INCREASE
Hourly Rate	20.0709	20.4727	
Step/Level	8	9	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 12/01/2009 TO 12/31/2009**

EMPLOYEE: FORD, ANNA K
JOB TITLE: LIBRARY ASSISTANT-ADULT

CURRENT GRADE: F **EFFECTIVE DATE** 12/06/2009
CURRENT STEP: 4 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	21731.32	22600.76	STEP INCREASE
Hourly Rate	22.7435	23.6532	
Step/Level	3	4	

EMPLOYEE: GARRETT, FLOYD R
JOB TITLE: SECURITY OPERATIONS SUPERVISOR

CURRENT GRADE: F **EFFECTIVE DATE** 12/20/2009
CURRENT STEP: 6 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	47968.70	49887.76	STEP INCREASE
Hourly Rate	24.5993	25.5835	
Step/Level	5	6	

EMPLOYEE: GIRMAN, PATRICIA L
JOB TITLE: LIBRARY ASSISTANT-ADULT

CURRENT GRADE: F **EFFECTIVE DATE** 12/06/2009
CURRENT STEP: 4 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	21731.32	22600.76	STEP INCREASE
Hourly Rate	22.7435	23.6532	
Step/Level	3	4	

EMPLOYEE: HARRIS, GLENN
JOB TITLE: CUSTODIAN I (NIGHTS)

CURRENT GRADE: A **EFFECTIVE DATE** 12/20/2009
CURRENT STEP: 3 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	30220.58	31429.06	STEP INCREASE
Hourly Rate	15.4977	16.1175	
Step/Level	2	3	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 12/01/2009 TO 12/31/2009**

EMPLOYEE: HERROON, ELAINE
JOB TITLE: LIBRARIAN (SUBJECT DEPARTMENT)

CURRENT GRADE: H **EFFECTIVE DATE** 12/20/2009
CURRENT STEP: 11 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	67161.12	68505.32	STEP INCREASE
Hourly Rate	34.4416	35.1309	
Step/Level	10	11	

EMPLOYEE: JAENKE, RYAN C
JOB TITLE: PRINT PRODUCTION SPECIALIST

CURRENT GRADE: D **EFFECTIVE DATE** 12/20/2009
CURRENT STEP: 7 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	43417.40	44286.06	STEP INCREASE
Hourly Rate	22.2653	22.7108	
Step/Level	6	7	

EMPLOYEE: JEFFERSON, SHARON
JOB TITLE: CHILDRENS LIBRARIAN

CURRENT GRADE: H **EFFECTIVE DATE** 12/20/2009
CURRENT STEP: 4 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	55159.78	57365.88	STEP INCREASE
Hourly Rate	28.2871	29.4184	
Step/Level	3	4	

EMPLOYEE: JEFFRIES, MICHAEL L
JOB TITLE: SHIPPING CLERK (LBPH)

CURRENT GRADE: B **EFFECTIVE DATE** 12/06/2009
CURRENT STEP: 11 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	40719.38	41534.48	STEP INCREASE
Hourly Rate	20.8817	21.2997	
Step/Level	10	11	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 12/01/2009 TO 12/31/2009**

EMPLOYEE: JONES, SHANELL V
JOB TITLE: LIBRARY ASSISTANT-YOUTH

CURRENT GRADE: F **EFFECTIVE DATE** 12/20/2009
CURRENT STEP: 5 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	47507.46	49407.54	STEP INCREASE
Hourly Rate	24.3628	25.3372	
Step/Level	4	5	

EMPLOYEE: MARTINA, ANTOINETTE J
JOB TITLE: LIBRARY ASST-COMP EMPH

CURRENT GRADE: F **EFFECTIVE DATE** 12/06/2009
CURRENT STEP: 4 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	24210.68	25178.92	STEP INCREASE
Hourly Rate	23.4259	24.3628	
Step/Level	3	4	

EMPLOYEE: PUJOLAS, ANTHONY R
JOB TITLE: CUSTODIAN II (DAYS/BRANCHES)

CURRENT GRADE: B **EFFECTIVE DATE** 12/20/2009
CURRENT STEP: 3 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	32156.80	33443.02	STEP INCREASE
Hourly Rate	16.4907	17.1503	
Step/Level	2	3	

EMPLOYEE: SHELTON, KEREN
JOB TITLE: BRANCH CLERK

CURRENT GRADE: B **EFFECTIVE DATE** 12/06/2009
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	14709.50	15297.88	STEP INCREASE
Hourly Rate	15.3945	16.0104	
Step/Level	1	2	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 12/01/2009 TO 12/31/2009**

EMPLOYEE: STOUT, PAULA
JOB TITLE: TECHNICAL SERVICES SENIOR CLER

CURRENT GRADE: C **EFFECTIVE DATE** 12/06/2009
CURRENT STEP: 8 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	41093.00	41914.86	STEP INCREASE
Hourly Rate	21.0733	21.4948	
Step/Level	7	8	

EMPLOYEE: SWINERTON, DAVID D
JOB TITLE: PURCHASING MANAGER

CURRENT GRADE: K **EFFECTIVE DATE** 12/06/2009
CURRENT STEP: 4 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Job Class	712	715	PROMOTION

EMPLOYEE: TAYLOR, ROBERT J
JOB TITLE: CUSTODIAN II (DAYS/BRANCHES)

CURRENT GRADE: B **EFFECTIVE DATE** 12/20/2009
CURRENT STEP: 3 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	32156.80	33443.02	STEP INCREASE
Hourly Rate	16.4907	17.1503	
Step/Level	2	3	

EMPLOYEE: WAID, JUDY
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFECTIVE DATE** 12/06/2009
CURRENT STEP: 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Hourly Rate	9.1500	9.6000	STEP INCREASE
Step/Level	1	2	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 12/01/2009 TO 12/31/2009**

EMPLOYEE: WALKER, SHASHAWNA R
JOB TITLE: LENDING DEPARTMENT CLERK

CURRENT GRADE: A **EFFECTIVE DATE** 12/20/2009
CURRENT STEP: 3 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	30220.58	31429.06	STEP INCREASE
Hourly Rate	15.4977	16.1175	
Step/Level	2	3	

EMPLOYEE: WARNER, MYA C
JOB TITLE: TECHNICAL SERVICES SENIOR CLERK

CURRENT GRADE: C **EFFECTIVE DATE** 12/20/2009
CURRENT STEP: 7 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	40286.74	41093.00	STEP INCREASE
Hourly Rate	20.6599	21.0733	
Step/Level	6	7	

EMPLOYEE: WELCH, ROLLIE J
JOB TITLE: COLLECTION MANAGER

CURRENT GRADE: L **EFFECTIVE DATE** 12/06/2009
CURRENT STEP: 3 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	77255.88	80346.24	STEP INCREASE
Hourly Rate	39.6184	41.2032	
Step/Level	2	3	

EMPLOYEE: WITMER, SANDRA C
JOB TITLE: SENIOR SUBJECT DEPT. LIBRARIAN

CURRENT GRADE: I **EFFECTIVE DATE** 12/06/2009
CURRENT STEP: 8 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	70585.84	71997.64	STEP INCREASE
Hourly Rate	36.1979	36.9219	
Step/Level	7	8	

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 12/01/2009 TO 12/31/2009**

EMPLOYEE: Daniels, Alfonzo **CURRENT GRADE** **F** **EFFECTIVE DATE**
JOB TITLE: Library Asst Comp Emp **CURRENT STEP** **3** **12/20/2009**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>
ANNUAL PAY		
HOURLY RATE	\$22.5200	\$23.4300
STEP LEVEL	2	3

REASON FOR CHANGE STEP INCREASE

EMPLOYEE: Mills, Kiel A. **CURRENT GRADE** **B** **EFFECTIVE DATE**
JOB TITLE: Ship Clk OLBPD **CURRENT STEP** **5** **12/20/2009**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>
ANNUAL PAY		
HOURLY RATE	\$17.8400	\$18.5500
STEP LEVEL	4	5

REASON FOR CHANGE STEP INCREASE

EMPLOYEE: Sims, Jabari A. **CURRENT GRADE** **F** **EFFECTIVE DATE**
JOB TITLE: Library Asst. Adult **CURRENT STEP** **3** **12/20/2009**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>
ANNUAL PAY		
HOURLY RATE	\$21.8700	\$22.7400
STEP LEVEL	2	3

REASON FOR CHANGE STEP INCREASE

EMPLOYEE: Smith, Donald **CURRENT GRADE** **F** **EFFECTIVE DATE**
JOB TITLE: Library Asst Comp Emp **CURRENT STEP** **2** **12/20/2009**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>
ANNUAL PAY		
HOURLY RATE	\$21.6600	\$22.5200
STEP LEVEL	1	2

REASON FOR CHANGE STEP INCREASE

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 12/01/2009 TO 12/31/2009**

EMPLOYEE: Gunther, Daniel **CURRENT GRADE** **H** **EFFECTIVE DATE**
JOB TITLE: Research Analyst **CURRENT STEP** **6** **12/20/2009**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>
ANNUAL PAY		
HOURLY RATE	\$29.7000	\$30.8900
STEP LEVEL	5	6

REASON FOR CHANGE STEP INCREASE

EMPLOYEE: Thomas, Kymberlee **CURRENT GRADE** **D** **EFFECTIVE DATE**
JOB TITLE: HR Info Clerk **CURRENT STEP** **1** **12/20/2009**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>
ANNUAL PAY	\$33,767.39	\$34,646.87
HOURLY RATE	\$17.3200	\$17.7700
STEP LEVEL	B 4	D1

REASON FOR CHANGE PROMOTION-ACTING

EMPLOYEE: Turner, Juanita **CURRENT GRADE** **H** **EFFECTIVE DATE**
JOB TITLE: Recv & Dist. Supr **CURRENT STEP** **3** **12/20/2009**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>
ANNUAL PAY	\$50,875.61	\$53,553.17
HOURLY RATE	\$26.0900	\$27.4600
STEP LEVEL	D12+	H3

REASON FOR CHANGE PROMOTION-ACTING

EMPLOYEE: Swinerton, David **CURRENT GRADE** **K** **EFFECTIVE DATE**
JOB TITLE: Purchasing Mgr **CURRENT STEP** **4** **12/20/2009**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>
ANNUAL PAY	\$70,587.46	\$73,808.93
HOURLY RATE	\$36.2000	\$37.8500
STEP LEVEL	H12+	K4

REASON FOR CHANGE PROMOTION-ACTING

CLEVELAND PUBLIC LIBRARY

Human Resources Committee Report
January 21, 2010

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 300 – Compensation Practices**385 – Legal Holidays – Reads**

All full time employees (and part-time regular employees on a prorated basis) are paid for the following days observed as legal holidays in Ohio or declared holidays by the Library Board: New Year's day, Martin Luther King day, Presidents' day, Founders day, Memorial day, 4th of July, Labor day, Columbus day, Veterans day, Thanksgiving and Christmas. When any of these holidays falls on a Sunday, it is observed on the following Monday.

385.1 - Hourly paid employees are not paid for holidays unless they are working full time during the week in which the holiday occurs and are scheduled to work during one full pay period either before or after the one in which the holiday occurs.

385.2 - In the case of part time regular employees, the amount of time paid for shall be the number of hours the employee usually scheduled to work on the day of the week on which the holiday falls.

385.3 - The Library will be closed on New Year's day, Martin Luther King day, Memorial day, 4th of July, Labor day, Thanksgiving day and Christmas day. When these holidays fall on a Saturday, staff members in departments or agencies regularly closed on Saturday will be entitled to take another day off during the pay period.

385.4 – Employees who work on holidays when the Library is open (Presidents' day, Founder's day, Columbus day and Veterans day) shall be credited with vacation time equivalent to the number of hours they work.

385.41 – When credited vacation time raises the total compensated hours in a week to more than 37.5, the hours in excess of 37.5 will be credited at time-and-a-half.

385.5 – If a holiday occurs during a vacation, funeral leave, or attendance at a professional meeting, or during a leave of absence or sick leave allowance not exceeding eighteen days, it shall not be charged against the time allowed for these absences.

385.6 If an employee is ill on a holiday that the Library is open, he/she may use sick leave and add the holiday to his/her vacation time.

385.7 Compensatory time may be taken by employees of the Buildings Department, Security, and Automation Services who are scheduled to work on holidays when the Library is closed. Overtime will be granted in addition to payment at time-and-a-half for the hours worked, admit must be arranged in advance with the supervisor.

Change to: All full time employees (and part-time regular employees on a prorated basis) are paid for the following days observed as legal holidays in Ohio or declared holidays by the Library Board: New Year's day, Martin Luther King day, Presidents' day, Memorial Day, 4th of July, Labor day, Columbus day, Veterans day, Thanksgiving and Christmas. When any of these holidays falls on a Sunday, it is observed on the following Monday.

385.1 - Hourly paid employees are not paid for holidays.

385.2 - In the case of part time regular employees, the amount of time paid for shall be the number of hours the employee is usually scheduled to work on the day of the week on which the holiday falls.

385.3 - The Library will be closed on New Year's day, Martin Luther King day, Presidents' day, Memorial day, 4th of July, Labor day, Columbus day, Veterans' day, Thanksgiving day and Christmas day. When these holidays fall on a Saturday, staff members in departments or agencies regularly closed on Saturday will be entitled to take another day off during the pay period.

385.4 – For 2010 only, Presidents' day, Columbus day, Veterans' day and June 1, 2010 are unpaid furlough days on which the Library is to be closed. Part-Time Regular employees will be scheduled for four hours on the closed furlough days in 2010 within their normal schedule. The pay rate for substitute and page employees will be adjusted to reflect the equivalent of four furlough days in 2010.

385.5 – If a holiday occurs during a vacation, funeral leave, or attendance at a professional meeting, or during a leave of absence or sick leave allowance not exceeding eighteen days, it shall not be charged against the time allowed for these absences.

385.6 Compensatory time may be taken by employees of the Facilities Department, Security, and Automation Services who are scheduled to work on holidays when the Library is closed. Overtime will be granted in addition to payment at time-and-a-half for the hours worked, and it must be arranged in advance with the supervisor.

Section 200-Employment Practices**241.3- Retirement- Reads**

At the time of retirement, the employee will be paid for one-half unused sick hours in cash at his/her current salary rate. In addition, for each full year of service exceeding twenty-five (25) years the employee will be paid an additional 37.5 hours, until the remaining unused sick leave is exhausted.

Change to: For retirements through April 2, 2010, the employee will be paid for one-half unused sick hours in cash at his/her current salary rate. In addition, for each full year of service exceeding twenty-five (25) years the employee will be paid an additional 37.5 hours, until the remaining unused sick leave is exhausted.

Retirements from April 3, 2010 through December 31, 2010: 50% of sick leave balance up to 900 hours (900 hour cap); 1 extra week for each year after 30 years

Retirements from January 1, 2011 through June 30, 2011: 40% of sick leave balance up to 900 hours (900 hour cap); 1 extra week of each year after 32 years

Retirements from July 1, 2011 & thereafter: 40% of sick leave balance up to 900 hours (900 hour cap); 1 extra week for each year after 35 years.

CLEVELAND PUBLIC LIBRARY**Human Resources Committee Report**
January 21, 2010**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	*7,752.20
November	4,329.96	5,093.24
December	3,990.42	4,244.91

***Covers three pay periods**

CLEVELAND PUBLIC LIBRARY
 December 1, 2009 – December 30, 2009
 EEO-4 Report
 Full/Part-Time Employees

Human Resources Committee Report

JOB CATEGORY	TOTAL										
	A	B	C	D	E	F	G	H	I	J	K
OFFICIALS/ADMIN.	77	22	8	2			25	20			
PROFESSIONALS	95	20	1		1		53	14	2	4	
TECHNICIANS	21	10	3	1			6	1			
PROTECTIVE SRVS.	21	10	9	1				1			
PARA-PROF'S.	151	19	46		1		31	45	6	3	
ADMIN. SUPPORT	384	35	98	3	6		62	153	22	5	
SKILLED CRAFT	12	8	2		1			1			
MAINTENANCE	52	10	36	1			2	3			
GRAND TOTAL	813	134	203	8	9		179	238	30	12	

A= Total Column

B= White
 G= White

C= Black
 H= Black

D=Hispanic
 I= Hispanic

E=Asian/Pacific
 J= Asian/Pacific

F= American Indian/Alaskan Native
 K=American Indian/Alaskan Native

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

Human Resources Committee Report
January 21, 2010

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Kaiser POS	99	83	182
Kaiser HMO	215	94	309
Delta Dental	263	195	458

Workers' Compensation Lost Time Report

<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>
There are No Lost Time Claims for the Month of December			

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

CIRCULATION ACTIVITY	Monthly Total		Average Daily		Year-to-Date		YTD Gain/Loss
	2009	2008	2009	2008	2009	2008	
Main Library	162,586	160,471	6,503	5,943	1,988,704	1,930,127	3.0%
Branches & Mobile Units	355,118	340,746	14,205	13,630	4,319,601	4,091,309	5.6%
Library for the Blind	61,173	38,085	2,913	1,814	565,152	492,803	14.7%
TOTAL CIRCULATION	578,877	539,302			6,873,457	6,514,239	5.5%

REFERENCE TRANSACTIONS	Reference		Average Daily		Year-to-Date		YTD Gain/Loss
	2009	2008	2009	2008	2009	2008	
Main Library	32,566	32,281	1,303	1,196	425,333	443,601	-4.1%
Branches & Mobile Unit	54,424	48,687	2,177	1,947	642,015	599,975	7.0%
Library for the Blind	1,522	2,091	72	100	18,240	19,894	-8.3%
TOTAL QUESTIONS	88,512	83,059			1,085,588	1,063,470	2.1%

COMPUTER USAGE	Number of Computers		Number of Sessions		Hours in Use	
	2009	Average Session	2009	2008	2009	2008
Main Library	74	46 minutes	14,457	13,602	11,116	10,810
Branches	239	31 minutes	66,297	72,293	34,272	36,187
TOTAL USAGE	313		80,754	85,895	45,388	46,997

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	54,596	55,511	2,184	2,056	709,628	717,764	-1.1%
Branches	244,098	259,173	9,764	10,367	3,447,778	3,420,201	0.8%
Mobile Unit	614	725			8,763	9,697	-9.6%
TOTAL VISITS	299,308	315,409			4,166,169	4,147,662	0.4%

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

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

BRANCH	a	b	c	d	e	f	g	h
	Branch Circulation	Sent from Other Branches	Sent from Main	Sent from Other CLEVNET Systems	Manual Circulation	Total Direct Circulation (a+b+c+d+e)	Sent to Other CLEVNET Systems	Total Circulation (f+g)
Addison	12,947	884	649	823	0	15,303	1,550	16,853
Broadway	3,077	174	79	202	0	3,532	373	3,905
Brooklyn	6,100	636	340	459	0	7,535	1,050	8,585
Carnegie West	8,332	1,111	1,196	1,366	0	12,005	1,126	13,131
Collinwood	9,379	643	563	767	0	11,352	1,451	12,803
East 131st	3,850	449	215	376	0	4,890	587	5,477
Eastman	14,448	1,779	1,264	1,858	0	19,349	1,690	21,039
Fleet	12,129	971	851	1,189	0	15,140	1,451	16,591
Fulton	7,592	601	490	761	0	9,444	1,159	10,603
Garden Valley	4,495	208	99	118	0	4,920	516	5,436
Glenville	6,184	698	390	719	0	7,991	687	8,678
Harvard-Lee	8,315	566	554	790	0	10,225	1,036	11,261
Hough	5,534	512	403	468	0	6,917	617	7,534
Jefferson	7,904	625	776	1,060	325	10,690	966	11,656
Langston Hughes	5,464	577	268	565	0	6,874	738	7,612
Lorain	10,686	823	458	876	0	12,843	1,274	14,117
Martin Luther King, Jr.	6,221	545	882	1,206	184	9,038	1,139	10,177
Memorial-Nottingham	13,974	910	1,165	1,868	664	18,581	1,929	20,510
Mt. Pleasant	6,206	595	298	744	0	7,843	760	8,603
Rice	7,427	519	325	596	0	8,867	1,085	9,952
Rockport	17,067	1,488	1,056	1,741	0	21,352	2,224	23,576
South	8,797	592	267	433	0	10,089	1,420	11,509
South Brooklyn	18,400	1,273	1,271	1,985	11	22,940	3,078	26,018
Sterling	6,152	583	459	567	137	7,898	691	8,589
Union	5,085	742	382	730	0	6,939	669	7,608
Walz	13,276	964	1,067	1,396	0	16,703	1,844	18,547
West Park	18,122	1,660	2,243	3,079	213	25,317	3,543	28,860
Woodland*	12	194	49	103	0	358	99	457
BRANCH TOTAL	247,175	21,322	18,059	26,845	1,534	314,935	34,752	349,687
Mobile Units	3,250	283	419	405	1,012	5,369	62	5,431
TOTAL	250,425	21,605	18,478	27,250	2,546	320,304	34,814	355,118

*Woodland Branch closed 10/28-present for ADA accessibility renovation and asbestos abatement; work to continue in January 2010.

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

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2009	2008	2009	2008			
Addison	16,853	14,621	193,211	187,391	5,820	3.1%	
Broadway	3,905	4,473	46,814	48,843	-2,029	-4.2%	
Brooklyn	8,585	8,949	115,152	110,020	5,132	4.7%	
Carnegie West	13,131	12,443	157,946	142,699	15,247	10.7%	
Collinwood	12,803	12,623	153,531	151,249	2,282	1.5%	
East 131st	5,477	5,154	67,661	61,972	5,689	9.2%	
Eastman	21,039	18,740	234,441	216,276	18,165	8.4%	
Fleet	16,591	12,469	179,584	145,010	34,574	23.8%	
Fulton	10,603	8,504	121,787	118,417	3,370	2.8%	
Garden Valley	5,436	5,516	55,655	59,973	-4,318	-7.2%	
Glenville	8,678	9,416	111,254	107,074	4,180	3.9%	
Harvard-Lee	11,261	10,883	128,116	124,991	3,125	2.5%	
Hough	7,534	7,028	90,554	84,044	6,510	7.7%	
Jefferson	11,656	13,941	150,047	146,070	3,977	2.7%	
Langston Hughes	7,612	6,418	87,462	89,667	-2,205	-2.5%	
Lorain	14,117	7,859	163,939	126,994	36,945	29.1%	
Martin Luther King, Jr.	10,177	9,356	116,588	112,499	4,089	3.6%	
Memorial-Nottingham	20,510	18,955	243,669	233,257	10,412	4.5%	
Mt. Pleasant	8,603	8,922	102,589	101,443	1,146	1.1%	
Rice	9,952	4,333	111,884	95,720	16,164	16.9%	
Rockport	23,576	22,503	286,142	273,060	13,082	4.8%	
South	11,509	11,382	137,454	119,892	17,562	14.6%	
South Brooklyn	26,018	23,877	309,970	296,427	13,543	4.6%	
Sterling	8,589	7,349	90,383	75,628	14,755	19.5%	
Union	7,608	8,684	100,586	99,370	1,216	1.2%	
Walz	18,547	17,557	213,129	197,312	15,817	8.0%	
West Park	28,860	27,756	361,682	352,628	9,054	2.6%	
Woodland*	457	14,444	124,183	137,937	-13,754	-10.0%	
BRANCH TOTAL	349,687	334,155	4,255,413	4,015,863	239,550	6.0%	
Mobile Units	5,431	6,591	64,188	75,446	-11,258	-14.9%	
TOTAL	355,118	340,746	4,319,601	4,091,309	228,292	5.6%	

*See footnote p. 2

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

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2009	2008	2009	2008		
Addison	7,021	9,035	103,824	128,299	-24,475	-19.1%
Broadway	1,897	2,072	26,825	28,938	-2,113	-7.3%
Brooklyn	3,298	3,446	56,126	56,426	-300	-0.5%
Carnegie West	19,023	22,354	261,572	255,608	5,964	2.3%
Collinwood	8,677	8,513	113,400	115,055	-1,655	-1.4%
East 131st	5,707	6,611	80,580	88,774	-8,194	-9.2%
Eastman	12,496	12,408	165,202	165,925	-723	-0.4%
Fleet	9,565	10,682	137,207	138,363	-1,156	-0.8%
Fulton	6,503	5,848	87,062	89,370	-2,308	-2.6%
Garden Valley	7,064	7,600	85,585	80,235	5,350	6.7%
Glenville	8,072	8,788	112,256	111,976	280	0.3%
Harvard-Lee	10,374	12,887	145,985	153,081	-7,096	-4.6%
Hough	12,213	12,966	199,235	207,191	-7,956	-3.8%
Jefferson	8,930	8,828	114,345	114,032	313	0.3%
Langston Hughes	5,931	6,497	83,897	87,593	-3,696	-4.2%
Lorain*	7,536	5,131	107,712	87,967	19,745	22.4%
Martin Luther King, Jr.	6,372	7,116	86,799	86,348	451	0.5%
Memorial-Nottingham	8,613	9,089	117,742	119,982	-2,240	-1.9%
Mt. Pleasant	8,934	8,257	114,814	113,399	1,415	1.2%
Rice	7,340	2,502	83,500	70,518	12,982	18.4%
Rockport	10,512	11,127	147,788	144,598	3,190	2.2%
South	8,371	7,763	117,638	111,682	5,956	5.3%
South Brooklyn	15,925	15,662	207,059	201,631	5,428	2.7%
Sterling	11,308	10,597	153,752	141,165	12,587	8.9%
Union	10,750	9,372	151,247	129,286	21,961	17.0%
Walz	10,018	12,977	139,167	135,055	4,112	3.0%
West Park	11,648	12,053	154,877	151,985	2,892	1.9%
Woodland**	0	8,992	92,582	105,719	-13,137	-12.4%
BRANCH TOTAL	244,098	259,173	3,447,778	3,420,201	27,577	0.8%
Mobile Unit	614	725	8,763	9,697	-934	-9.6%
TOTAL	244,712	259,898	3,456,541	3,429,898	26,643	0.8%

* Significant YTD increase due to Lorain Branch having been closed for roof repairs 9/23/08-12/09/08.

** See footnote p. 2

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS DECEMBER 2009**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
1 West Park	28,860	1 Carnegie West	19,023	1 South Brooklyn	31,511
2 South Brooklyn	26,018	2 South Brooklyn	15,925	2 Fleet	27,822
3 Rockport	23,576	3 Eastman	12,496	3 West Park	27,291
4 Eastman	21,039	4 Hough	12,213	4 Eastman	23,686
5 Memorial-Nottingham	20,510	5 West Park	11,648	5 Rice	22,240
6 Walz	18,547	6 Sterling	11,308	6 Fulton	20,026
7 Addison	16,853	7 Union	10,750	7 Memorial-Nottingham	19,553
8 Fleet	16,591	8 Rockport	10,512	8 Rockport	19,404
9 Lorain	14,117	9 Harvard-Lee	10,374	9 Harvard-Lee	18,834
10 Carnegie West	13,131	10 Walz	10,018	10 Langston Hughes	17,982
11 Collinwood	12,803	11 Fleet	9,565	11 Glenville	17,317
12 Jefferson	11,656	12 Mt. Pleasant	8,934	12 Walz	16,558
13 South	11,509	13 Jefferson	8,930	13 Collinwood	16,270
14 Harvard-Lee	11,261	14 Collinwood	8,677	14 Addison	16,169
15 Fulton	10,603	15 Memorial-Nottingham	8,613	15 East 131st	15,658
16 Martin Luther King, Jr.	10,177	16 South	8,371	16 Martin Luther King, Jr.	15,212
17 Rice	9,952	17 Glenville	8,072	17 Mt. Pleasant	14,724
18 Glenville	8,678	18 Lorain*	7,536	18 Lorain	13,233
19 Mt. Pleasant	8,603	19 Rice	7,340	19 Carnegie West	10,549
20 Sterling	8,589	20 Garden Valley	7,064	20 Union	10,316
21 Brooklyn	8,585	21 Addison	7,021	21 Sterling	8,046
22 Langston Hughes	7,612	22 Fulton	6,503	22 Woodland	7,492
23 Union	7,608	23 Martin Luther King, Jr.	6,372	23 South	7,009
24 Hough	7,534	24 Langston Hughes	5,931	24 Hough	6,197
25 East 131st	5,477	25 East 131st	5,707	25 Brooklyn	5,419
26 Garden Valley	5,436	26 Brooklyn	3,298	26 Jefferson	3,587
27 Broadway	3,905	27 Broadway	1,897	27 Garden Valley	2,857
28 Woodland*	457	28 Woodland**	0	28 Broadway	1,687
	349,687		244,098		416,649
					473,177

* See footnote p. 2

*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 DECEMBER 2009**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD	
	2009	2008	2009	2008	Gain/Loss	Gain/Loss
CLEVNET	72,445	58,044	860,433	731,071		17.7%
MORE	573	990	17,784	15,443		15.2%
Other Libraries	1,256	532	8,385	7,957		5.4%
TOTAL	74,274	59,566	886,602	754,471		17.5%

*Totals included in Main Library and Branch circulation counts.

PHOTODUPLICATION Items copied	Monthly Total		Year-to-Date		YTD	
	2009	2008	2009	2008	Gain/Loss	Gain/Loss
Prints	141	92	2,122	2,293		-7.5%
	1,750	1,399	36,243	38,686		-6.3%

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD Projected (Mon - Sat)	Monthly Total		Year-to-Date		YTD	
	2009	2008	2009	2008	Gain/Loss	Gain/Loss
KnowItNow Web Reference*	25,011	23,793	306,963	315,733		-2.8%
Research Correspondence	1,573	2,257	23,831	37,206		-35.9%
Interlibrary Loan Requests	827	856	15,780	16,194		-2.6%
Sunday Count**	5,155	4,297	73,238	64,400		13.7%
TOTAL	0	1,078	5,521	10,068		-45.2%

*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 Dec-09 due to cuts in State funding.

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD	
	2009	2008	2009	2008	Gain/Loss	Gain/Loss
New Titles Added	5,841	6,628	80,507	103,150		-22.0%
Total Items Added	36,022	31,301	346,954	413,323		-16.1%

PERMANENT CARDS ISSUED	Monthly Total		Year-to-Date		YTD	
	2009	2008	2009	2008	Gain/Loss	Gain/Loss
	3,672	5,028	65,972	83,174		-20.7%

DAYS OPEN
Main Library
Branches

	2009	2008
	25.0	27.0
	25.0	25.0

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

