

CLEVELAND PUBLIC LIBRARY  
Minutes of the Regular Board Meeting  
October 18, 2011  
Trustees Room Louis Stokes Wing  
12:00 Noon

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

Absent: Ms. Butts, Mr. Parker

Mr. Corrigan called the meeting to order at 12:12 p.m.

**Approval of the Minutes**

Mr. Hairston moved approval of the minutes for the 9/15/11 Regular Board Meeting and Ad Hoc Committee on Inclusion & Community Engagement; the 9/13/11 Joint Finance and Human Resources Committee Meeting. Mr. Seifullah seconded the motion, which passed with four in favor and one abstention by Ms. Rodriguez pending her oath of office.

**Oath of Office Ceremony for Reappointment of Trustee Maritza Rodriguez**

Mr. Corrigan administered the oath of office to Maritza Rodriguez. Ms Rodriguez was reappointed by the Cleveland Board of Education to a full term on the Library Board commencing May 24, 2011 and expiring July 2, 2018.

Mr. Corrigan thanked the Cleveland Metropolitan School Board for the reappointment of Ms. Rodriguez and acknowledged her contribution to the Library Board of Trustees.

**Executive Session**

Mr. Hairston moved to adjourn into Executive Session to confer with attorneys for the Board concerning disputes that are the subject of pending or imminent court action. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

MINUTES OF REG.  
BRD. MTG. and AD  
HOC COMMITTEE  
ON INCLUSION &  
COMMUNITY  
ENGAGEMENT OF  
9/15/11; JOINT  
FINANCE &  
HUMAN  
RESOURCES COM.  
MTG. OF 9/13/11  
Approved

OATH OF OFFICE  
FOR MARITZA  
RODRIGUEZ  
Administered

The Board adjourned into Executive Session at 12:15 p.m.

Mr. Corrigan stated that the record should clearly reflect that in all Executive Sessions no decisions are made, only discussions held.

The Regular Board Meeting resumed at 12:30p.m.

### **COMMUNICATIONS**

Director Thomas acknowledged the following communications: letter from Carol Pinjuh expressing appreciation for outstanding customer service provided by library staff; an email from Dr. Rachel Talton, Synergy Marketing Strategy & Research, Inc., extending thanks for participation in The Northeast Ohio Economic Inclusion Forum Series, Phase II: Defining Solutions; and a card from the family of the Honorable Judge Salvatore Calandra expressing appreciation for the thoughtful letter of sympathy.

Mr. Corrigan stated that Judge Caladra was very supportive of the Cleveland Public Library and regularly utilized the Public Administration Library.

### **Presentation: Tremont West Development Corporation**

Kristen Trolio, Interim Executive Director, Tremont West Development Corporation gave a presentation on the proposed Jefferson Branch bioswale installation in the parking lot in the Tremont neighborhood. Currently, the Tremont West Development Corporation leases the Jefferson Branch parking lot from the Library during evening and weekend hours for use by local restaurants for valet services. The intent of the project is reconfigure the parking lot to increase maximize space. This proposed project would install 700 square feet of bioswale that would capture storm water from the parking lot surface; 8,500 square feet of parking lot repair and 200 plants at the Jefferson Branch.

The detailed presentation gave an overview of the project that included but was not limited to: contract coordination and phasing; ADA parking detail; entrances and exits; maintenance; sign relocation; and bioswale detail. The Tremont West Development Corporation has

LTRS. FROM:  
CAROL PINJUH;  
DR. RACHEL  
TALTON, SYNERGY  
MARKETING  
STRATEGEY &  
RESEARCH, INC.;  
FAMILY OF JUDGE  
SALVATORE  
CALANDRA  
Acknowledged

received a Small Scale Storm Water Demonstration Project grant from the Northeast Ohio Regional Sewer District and also secured funding from Parkworks and Lutheran Hospital.

Director Thomas stated that this project is budgeted for approximately \$35,000 with \$30,000 secured by Tremont West Development Corporation. The Library is requested to contribute the remaining \$5,000. The Library would act as fiscal agent for this project.

Director Thomas stated that the proposal would continue to be evaluated.

Ms. Trolio stated that this project should be completed by May 2012. The parking lot would be closed approximately 30 days for the construction period.

Mr. Corrigan stated that perhaps there may be other library parking lots that can benefit from this grant as well.

**FINANCE COMMITTEE REPORT**

Carrie Krenicky, Finance Administrator, introduced and welcomed Laura Armstrong as new Assistant Finance Administrator.

Ms. Rodriguez presented the following report.

Gift Report for September

(See page 849)

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

WHEREAS, The Board receives gifts of moneys and library services materials from generous citizens from time to time; and

WHEREAS, Attached to this Resolution is a Gift Report itemizing the gifts received by the Library for the month of September 2011; now therefore be it

**GIFT REPORT**  
Approved

RESOLVED, That the gifts described in the Gift Report for September 2011 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Sixth Amendment to the Year 2011 Appropriation

(See pages 850-854)

Ms. Rodriguez moved approval of the following resolution. Mr. Hairston 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 2011 Appropriation Measure to comply with the attached October 3, 2011 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 Sixth Amendment to the Year 2011 Appropriation Schedule be approved.

Resolution to Accept PNC Foundation Grant for Preschool Financial Education Initiative

(See pages 855-870)

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

WHEREAS, The PNC Foundation's priority is to form partnerships with community-based nonprofit organizations within the markets PNC serves in order to enhance educational opportunities for children, particularly underserved pre-K children; and

SIXTH  
AMENDMENT TO  
THE YEAR 2011  
APPROPRIATION  
Approved

RESOLUTION TO  
ACCEPT PNC  
FOUNDATION  
GRANT FOR  
PRESCHOOL  
FINANCIAL  
EDUCATION  
INITIATIVE  
Approved

WHEREAS, PNC's Grow Up Great program, a 10-year, \$100 million investment to help improve the school readiness of millions of children from birth to age five includes funds for grants to nonprofit organizations which work to directly improve children's school readiness; and

WHEREAS, Cleveland Public Library is pleased to partner with the PNC Foundation to create a program for preschool children in northeast Ohio that will foster financial values so that preschool children participating in the program will learn basic financial concepts such as the importance of saving, spending and sharing, making choices about the value of people, things, and money; and

WHEREAS, The financial education program will be incorporated into Cleveland Public Library's early literacy program, On the Road to Reading (OTRR), and will run for 18 months in 25 preschool classrooms in Cleveland i.e. Head Starts, Cleveland Metropolitan School District Pre-K classrooms, Homecare Centers, and independently run child care centers; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts the \$ 96,000.00 grant from the PNC Foundation to be paid over two (2) years in two (2) equal installments.

Mr. Hairston commended Director Thomas and staff for their cooperation and level of commitment.

Director Thomas thanked Merce Robinson and Rhonda Fulton for their assistance with this significant partnership that will enhance the On The Road To Reading Program.

Resolution on Agreement with RGI International for an Education Kiosk at the Rice Branch

(See page 871)

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

RESOLUTION ON  
AGREEMENT  
WITH RGI  
INTERNATIONAL  
FOR AN  
EDUCATIONAL  
KIOSK AT THE  
RICE BRANCH  
Approved

WHEREAS, An Education Kiosk at Rice Branch is one of the projects Neighborhood Progress, Inc., included in its proposal to Saint Luke's Foundation to transform the Buckeye-Larchmere and Shaker Square neighborhoods historically tied to Saint Luke Medical Center's legacy of service; and

WHEREAS, An Education Kiosk that provides learning experiences for library visitors will include descriptions of: the Leadership in Energy and Environmental Design, neighborhood history, new development activities, marketing of neighborhood assets and library programs and services; and

WHEREAS, RGI International, a local firm that designs and fabricates interactive displays and museum exhibits for clients such as the Great Lakes Science Center and NASA Glenn Research Center, will design and install a permanent environment for the Rice Branch Kiosk; and

WHEREAS, The Library desires to pay RGI International up to \$37,900.00 with a grant from the St. Luke's Foundation, administered by Neighborhood Progress, Inc., for design costs and equipment detailed in the attached proposal; therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Director to complete negotiations of an agreement between Cleveland Public Library and RGI International, necessary or appropriate to effectuate the Agreement in accordance with this Resolution, subject to approval by the Chief Legal Officer.

Rick Ortmeyer, Principal, Bostwick Design Partnership, stated that this kiosk was a part of the original project design for the Rice Branch and will provide necessary support as needed.

Director Thomas introduced Ryan Gerber, Owner and Principal Designer, RGI International, who was present to answer questions.

Resolution to Engage L.A.N.D. Studio, Inc., Successor Organization to Cleveland Public Art, to Organize 2012 and 2013 Literature and Visual Arts Programs

(See pages 872-877)

RESOLUTION TO  
ENGAGE  
L.A.N.D. STUDIO,  
INC.,  
SUCCESSOR  
ORGANIZATION  
TO CLEVELAND  
PUBLIC ART, TO  
ORGANIZE 2012  
AND 2013  
LITERATURE  
AND VISUAL  
ARTS  
PROGRAMS  
Approved

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

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

WHEREAS, One of the goals of the grant is to support, "The underwriting of expense in bringing to the Library for purpose of one or more lectures, one or more individuals in the field of literature or the visual arts"; and

WHEREAS, In prior years, Cleveland Public Library has engaged Cleveland Public Art to organize the Lockwood Thompson Spectrum Dialogue Series and related publications, now referred to as "The Lockwood Thompson Dialogues", that brings speakers of national and/or international significance in the field of arts and popular culture to the Library.

WHEREAS, In October 2011, Cleveland Public Art merged with ParkWorks to form L.A.N.D. Studio, Inc.

WHEREAS, Cleveland Public Library desires to engage L.A.N.D. Studio, Inc. to organize The Lockwood Thompson Dialogue programs for 2012; and

WHEREAS, Cleveland Public Library also desires to engage L.A.N.D. Studio Inc. to organize the spring 2013 annual program, "See Also", which began in 2010 and brings temporary public artwork to the Eastman Reading Garden to activate a beloved public space with artwork by emerging artists from the Great Lakes region; and

WHEREAS, Cleveland Public Art , now known as L.A.N.D. Studio, Inc. has presented the attached proposal for the 2012 The Lockwood Thompson Dialogues and the spring 2013 See Also temporary art program, at a total cost not-to-exceed \$95,000; now therefore be it

RESOLVED, That Cleveland Public Library engage L.A.N.D. Studio, Inc., successor to Cleveland Public Art, to organize and market The Lockwood Thompson Dialogues and See Also programs, with administration fees and

reimbursable expenses being charged to the Lockwood Thompson Fund Account: 22892103-53710 in an amount not-to-exceed \$95,000; now therefore be it further

RESOLVED, That the Director or his designee is authorized to enter into an agreement with L.A.N.D. Studio, Inc. necessary and appropriate to effectuate the terms and conditions of this Resolution, which agreement shall be subject to the approval of the Library's Chief Legal Officer.

Tiffany Graham, Project Manager, Cleveland Public Art, provided an overview of 2012 Lockwood Thompson Dialogues that would include a program on food that ties into the one of initiatives supported by the City of Cleveland's Office of Sustainability.

RESOLUTION TO  
REBID  
MECHANICAL  
AND PLUMBING  
CONTRACT FOR  
PHASE 1: TECH  
CENTRAL  
PROJECT  
Approved

Resolution to Rebid Mechanical and Plumbing Contract for Phase 1: Tech Central Project

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

WHEREAS, At its June 17, 2010, meeting the Library Board of Trustees accepted the Library Administrative team's recommendation for the development of a reconfiguration plan for the Main Library that would reduce costs of operation, enhance public service, make the Main Library a destination experience, and strengthen the Main Library's research reputation and services; and

WHEREAS, At its January 20, 2011, meeting the Library Board of Trustees authorized the Director to move forward in taking the steps necessary to work with Bostwick Design Partnership to create Tech Central as the first phase of the Main Library Consolidation Project;

WHEREAS, At its July 19, 2011 meeting the Library Board of Trustees approved the Construction budget of \$760,000 and Furniture budget of \$340,000, and further authorized the Director to proceed with the soliciting of construction and furniture bids for Phase 1: Tech Central;



WHEREAS, On September 7, 14, 21, and 28, 2011, a Notice to Bidders was published in the Cleveland Plain Dealer requesting bids for the project;

WHEREAS, Sealed bids were received for the Phase 1: Tech Central project by 12:00 Noon (Local time) on Tuesday, October 11, 2011;

WHEREAS, No separate bids were received for the mechanical and plumbing contract, and Bostwick Design Partnership recommends that the Library re-advertise for bids for this trade in order to obtain the best pricing options possible for this project; therefore be it

RESOLVED, That the Board of Trustees hereby accepts the recommendations of Bostwick Design Partnership and directs that the Director shall proceed with the solicitation of new bids for the mechanical and plumbing trade contract as soon as practical.

Rick Ortmeyer, Principal, Bostwick Design Partnership, stated that no separate bids were received for the mechanical and plumbing contract and recommends that the Library re-advertise for bids for this trade in order to obtain the best pricing options possible for this project.

Ms. Rodriguez submitted the following reports.

Fiscal Officer's Report

(See pages 878-927)

Report on Investments

(See page 928)

Report on Conference and Travel Expenditures

(See pages 929-930)

Purchases from \$5,000-\$25,000, 7/1/11-9/30/11

(See page 931)

Purchases Exceeding \$25,000, 7/1/11-9/30/11

(See page 932)

FISCAL OFFICER'S  
REPORT  
Submitted

REPORT ON  
INVESTMENTS  
Submitted

REPORT ON  
CONFER. &  
TRAVEL  
EXPENDITURES  
Submitted

PURCHASES  
FROM \$5,000-  
\$25,000, 7/1/11 -  
9/30/11  
Submitted

PURCHASES  
EXCEEDING  
\$25,000,  
7/1/11 - 9/30/11  
Submitted

**HUMAN RESOURCES COMMITTEE REPORT**

REGULAR  
EMPLOYMENT  
REPORT  
Approved

Mr. Seifullah presented the following report.

Regular Employee Report

(See pages 933-936)

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

Mr. Seifullah submitted the following reports.

REPORT ON PAID  
SICK TIME  
Submitted

Report on Paid Sick Time Use by the Month

(See pages 937)

AFFIRMATIVE  
ACTION PLAN  
REPORT  
Submitted

Affirmative Action Plan Report

(See pages 938)

INSURANCE  
SUMMARY REPORT  
Submitted

Insurance Summary Report

(See page 939)

**COMMUNITY SERVICES REPORT**

Mr. Werner presented the following report.

MONTHLY  
ACTIVITY REPORT  
Submitted

Monthly Activity Report

(See pages 940-946)

Building Status Update

BUILDING STATUS  
UPDATE  
Presented

Myron Scruggs, Facilities Administrator, stated the department relocations for Phase 1 was well executed and thanked all staff involved.

DIRECTOR'S  
REPORT  
Presented

**DIRECTOR'S REPORT**

Before presenting his report, Director Thomas thanked Ms. Rodriguez for her participation in the Library's Hispanic Heritage Celebration and acknowledged August WOW Award Winner Caroline Han for her assistance in ensuring the success of the recent Chinese Delegation

visit and September WOW Award Winner Officer Louis Slesinger for providing heroic and immediate assistance to a patron's baby.

### **Monthly Statistics**

Circulation for the month of September was 561,880. This is a relatively small increase of 5,000 circs from last year's September circulation of 556,414. A closer analysis of the numbers uncovers that the average hourly circulation per hour is up at the branches and down at the Main Library. It seems that the reduction in hours during the summer of 2010 by almost 11% and our continued closures on Sundays have to this point not negatively affected the ability of most patrons to check out items from the CPL.

Despite the reduction in hours, the addition of nearly 90 Gates computers has provided the community with unprecedented computer access for CPL. The number of computer sessions, however were down by 12%, from 86,053 in 2010 to 75,327 in 2011. The computers used by hours also decreased by 9% from 56,564 in 2010 to 50,551 in 2011. After analysis by the Planning and Research department, we believe that the decrease in both categories can be attributed to a computer policy change in early 2011. The policy change barred users whom owed more than \$25 in fines from using our public computers for internet access.

Attendance for the month of September was 311,172. This is a decrease of almost 7% from last year's September attendance of 334,208. Both the main library and branches reported decreases in attendance. Similar to our analysis of the computer usage statistics, our average visitor number per hour has decreased which we attribute to a change in our computer use policy and the ease with which our customers can use us virtually.

### **Program and Outreach Highlights**

September was a great month for CPL programming and CPL milestones. On September 24<sup>th</sup>, CPL celebrated the 100<sup>th</sup> Anniversary of the South Branch. Branch Manager, **Jaime Declet** and his staff hosted a program that featured activities for children, exhibited historic photos, and provided food and cake for a very appreciative community.

CPL was proud to host Olga Gonzalez-Sanabria from NASA Glenn and our own Trustee member **Maritza Rodriguez** as special guests to "Hispanic Heritage - A Celebration of Food and Music" at Carnegie West on September 17<sup>th</sup>. The celebration featured culinary delights from North America, the Caribbean, Central and South America. It also spotlighted the music of Latin America. MyTunes demonstrations, library card sign-ups, and activities for children were also a part of the festivities.

The Writers and Readers series celebrated Hispanic Heritage month, as CPL hosted award winning poet and author Jimmy Santiago-Baca. Baca received a very warm reception for the second installment of the Writers and Readers series. Santiago-Baca, learned to read and write while incarcerated in the Arizona prison system on drug charges from 1973-1978. The audience was enthralled by Santiago-Baca's anecdotes and his poetry.

### **Buildings Update**

The Main Library Reorganization as a part of the Downtown Destination made major strides during the month of September. All Main Library magazines were centralized in the periodical Center on the first floor of the Main building. Led by **Michael Ruffing**, Public Services Research Collections & Services Coordinator, the Audio Visual and Popular departments were closed for parts of the days from September 6-9<sup>th</sup>.

### **Meetings and Activities**

- I met with Sharon Gronowski, Vice President of Convention and Visitor Services from Positively Cleveland to discuss how CPL could become a bigger part of their promotions.
- I attended Connecting Cleveland's Communities and Classrooms Forum, which featured conversations between Secretary of Education, Arne Duncan and CMSD CEO Eric Gordon.
- I served as a judge for the Defending Childhood - Youth Arts competition, "I Have the Power to Stop the Violence".
- I assisted Asian Services in Action, Inc. with their Strategic Planning visioning retreat.

- I attended the Annual Library Budget meeting with the director and financial leaders from the other Cuyahoga County libraries.

### **CLEVNET**

September's total OverDrive CLEVNET eMedia collection circulation was 39,961 sizably up from last year's total of 21,118. CPL has 2,990 total followers on Twitter and the Facebook page currently has 3,487 fans. On September 21<sup>st</sup>, CLEVNET was able to make the announcement that many were waiting for in regard to emedia. Ebooks offered at the CLEVNET media site became compatible with Kindle eReader devices and Kindle reading apps. This is a welcome development for our friends at OverDrive and a welcome development for many of our patrons that have asked us for more accessibility of our Ebook collections.

### **Staff Highlights**

The CPL's Work of Wonder award winner for September was **Caroline Han** from the Foreign Literature department.

### **GRANTS & DEVELOPMENT**

#### MyCom Lead Agency Responsibilities

- Coordinated MyCom resolutions for Board
- Attended MyCom Monthly meeting
- Attended Starting Point Workshop on Recruiting African American Males to Programming

#### Grants & Development

- Completed Gates Grant Final report
- Prepared Friends Monthly Request, planned for fall programming support from the Friends
- Discussed plans for Mini-grant for Tech Center
- Telephone Conference with PNC staff for upcoming grant

#### Literacy

- Coordinated ABLE/GED classes for fall
- Met with RGI and Director to plan for Rice Branch Kiosk

- Met with CSU College of Education and America Reads staff to plan for fall tutoring at branches

Meetings (Community, Training)

- Attended Arne Duncan, Secretary of Education Conference at East Tech High School

### PUBLIC SERVICES

Programs/Exhibits:

In the month of September Computer Learning Connection (CLC) taught twenty-six classes in the CLC lab and forty-seven classes in twelve branches.

CLC staff member Karmar Clifton taught a computer class to a group of children from Halloran Park at Eastman branch.

Fine Arts staff member, Stacie Brisker, William Chase and Pam Eyerdam hosted the Opening Reception and talk for the *Kokoon Arts Klub* Exhibit on September 17. Fine Arts Librarian Michael Dalby sent out contracts and paperwork for Almeda Trio in January 2012 and Passport Project in February 2012.

On September 10, the first fall Genealogy Clinic was held in the History Department.

The Literature Department and the Ohio Center for the Book have been engulfed in planning for Octavofest programming and searching for the best ways to promote the multiple programs sponsored by the Cleveland Public Library and the Octavofest partners.

The Popular Department sponsored an anime event on September 24 with the Urban Otaku club. 75 patrons attended this event that was promoted prominently in the *Cleveland Plain Dealer*.

As part of the E4S Sustainability Implementation (SI) Program, Science and Technology Manager, Maureen Mullin helped prepare and present the final document at the program's graduation ceremony on September 29.

The Sports Research Center staff honored boxer Jimmy Bivins with a program held September 22. The event

welcomed Mr. Bivins and renowned author of pugilism Jerry Fitch.

Social Sciences Department Librarian, Harriette Parks coordinated the College Fair with the Cleveland Area College Consortium. The College Fair was held in the Social Sciences Department.

Outreach:

CLC staff member, Olivia Hoge demonstrated eBooks and other digital devices at the Hispanic Heritage Festival at the Carnegie West Branch.

Fine Arts staff member, William Chase guided a group from Bowling Green University on a scavenger hunt locating various pieces of art in the library. Librarian Michael Dalby has been in contact with the Cleveland Institute of Music about a possible collaboration.

Pamela Eyerdam attended the World Chess Hall of Fame opening in St. Louis, Sept 8 (paying for her own time and expenses). Special Collections lent a few vintage chess documents related to St. Louis tournaments for their opening exhibition. The trip was taken to gather information on how the Hall of Fame was staffed, administered, funded and operated.

Michael Negele of the Ken Whyld Association(KWA) wrote a letter to the Director thanking Special Collections staff for hosting the KWA meeting in August and asking that CPL will continue to support the efforts of the Association to document chess material worldwide.

Public Administration staff member, Brenda Robinson attended the Clerk Training session on September 1 and shared what she learned with the staff.

Manager Richard Fox was assigned to assist at PAL for two weeks. With his aid, all of PAL's wall lights were replaced.

On September 10, Manager Ron Burdick met with and gave a tour of the Library to five students in the Historic Preservation and Local History programs at Ursuline College.

On September 17, Manager Ron Burdick presented an overview of the local history resources available at the Library to nine participants in the Teach Cleveland Institute's 2011 fall sessions. On Wednesday, September 21, Don Petit, City Planner with the City of Cleveland Landmarks Commission, visited Map Collection to assist with the ongoing Cleveland Parks Plan project. Mr. Petit helped Map Librarian Tom Edwards recognize the locations of specific bridge plans.

Monday, September 26 the Archival Spatial Data Infrastructure Committee (ASDI) met in Map Collections to continue research about housing historical GIS/Architectural data for the public to access freely. Map Librarian Tom Edwards, Cleveland Metroparks GIS Manager Stephen Manager and Civil Engineer, Soren Hansen attended the meeting.

Literature Manager, Amy Dawson participated in the Pavilion of the States at the National Book Festival and handed out material from the Choose to Read Ohio titles and the Ohioana Book Awards.

Darlene Ronney spoke with Kim Novak, Sports Coordinator for Cleveland State University. A partnership has been developed and future program will follow.

Youth Services Manager, Sandy Nosse visited Cleveland International School and met with Media Specialist, Julie Wheeler to promote library services, library card sign-up, fine forgiveness and the Learn Chinese Program.

#### Collections/Reference:

An exhibit featuring items from the CPL Digital Gallery opened in the lobby of Main Building on September 23, right outside the new location of Popular Library. The subject of the exhibit is the photography of George Ketteringham, whose photographs of Cleveland from the early 1900s provide a unique historical view of the city.

#### *Microform Reader/Printers*

The Library's collection of nearly half a million microfilm reels, which represents a substantial investment of \$40-50 million dollars, is closer to being available in CPL branches and beyond.



Mr. Ruffing prepared a comprehensive survey of all microfilm reader/printers currently in use at Cleveland Public Library.

*MAIN LIBRARY REORGANIZATION*

All Main Library circulating magazines were centralized in the Periodical Center on September 1, 2011. The project involved the consolidation of about 540 individual titles into one location. Prior to the move, Mr. Ruffing worked with the Acquisitions Department to cancel duplicate subscriptions, change the mailing address of the magazines, work out tentative procedures for processing the magazines at Main Library and change the location codes of all titles.

On the day before the move, Main Library departments did their part by organizing and bundling each individual title. Popular Library staff, under the direction of Sarah Flinn, worked tirelessly on September 1 to organize all of the titles into their new categories. The work was finished by the end of the day and the collection opened to the public the following morning.

*Move of Audio Video and Popular*

Mr. Ruffing planned, coordinated and supervised all details related to the move of the Popular Library and Audio-Video departments and Fine Arts' music CD collection, with the cooperation and assistance of the managers and staff of those agencies. The move took place September 6 through 9 and was completed by Carney McNicholas movers of Lorain, Ohio.

*Clean-up and Reorganization of Storage Areas*

Carney McNicholas movers returned to the Library from September 12 to 16 to complete the removal of shelving and service desk from Audio-Video, to move the Library's microfilm printmasters from Main Library to Lake Shore Facility/Preservation, and to scrap unneeded surplus shelving that had been stored on the LSW 7<sup>th</sup> floor since the building was opened.

*Facts and figures relating to the Move*

- Mover hours for move and clean-up: 396
- Mover hours specifically for move of Popular and AV collections: 280
- Total cost of move: \$18,430
- Pounds of metal recycled: 10,920

- Money received from metal scrap: \$1,311
- Number of re-used metal shelves added to LSW 7<sup>th</sup> floor storage: 606  
(18 tall shelves per section; 96 small sections @ 5 shelves per section)
- Growth capacity added to LSW 7<sup>th</sup> floor storage: 16,000-18,000 volumes
- Shelving capacity in Brett Hall:
  - o 96 sections reused metal shelving for books @ 5 shelves = 480 shelves
  - o 32 sections reused metal shelving for audio books @ 6 shelves = 192 shelves
  - o 48 sections existing tall wooden shelves for books @ 5 shelves = 240 shelves
  - o 5 sections existing low wooden shelves for Playaways @ 3 shelves = 15 shelves
  - o TOTAL NUMBER OF SHELVES = 907 (About 23,000 volumes @ 25/shelf)
- Shelving capacity in CD room:
  - o Number of metal CD bins moved from Fine Arts to first floor: 324
  - o Number of metal CD bins reclaimed from LSW - 7<sup>th</sup> floor storage: 60
  - o TOTAL NUMBER OF CD BINS = 384 (16% increased capacity)

Fine Arts staff member Bruce Biddle continues to review the Art Vertical Files with Kent Intern Travis Leonard. Travis is assisting with re-organizing the categories, creating a DACS Finding Aid, and posting an OhioLINK EAD document.

Three sets of Historical Aerial Photographs of Cuyahoga County covering the years 1977, 1979, and 1998 which had been on loan to the Cleveland Public Library have been digitized in a collaborative effort with Cleveland State University.

Youth Services Senior Subject Department Librarian, Elizabeth Saxton worked on the reorganization of the YRead? Collection and weeded Young Adult Fiction.

Staff/Professional Development

Fine Arts and Special Collections Manager, Pam Eyerdam attended a *Disaster Preparedness & Recovery: Lessons Learned in Libraries (UAs Sciences & Technology Library*

*Flood*) presentation hosted by the University of Akron.

Foreign Literature Librarian, Caroline Han was awarded CPL Staff "WOW" award by Public Services Office for helping to host visiting Chinese delegation this past spring.

Part Time Regular Library Assistant, Doug Westerbeke (formerly of the Literature Department) was transferred to the Popular Department. General Reference Librarian Michelle Skrovan was transferred to the Literature Department on September 12.

Debbie Hajzak participated in the contract negotiations for the yearly re-opener which was completed and ratified on September 15.

Darlene Ronney helped at the OLBDP Family Day. The Social Sciences Department staff meeting was held, and Larry Notvony from Human Resources attended. Mr. Notvony gave an update on questions the staff had concerning benefits. John Skrtic, Acting Public Services Administrator was also in attendance to answer staff questions about Main Library and Branch operations.

Sandy Nosse, along with other library staff met with former basketball star Jim Chones to discuss future programming. Sandy Nosse attended a Youth Services Metro Manager's Meeting in Columbus.

#### BRANCHES

- Former Marketing Administrator, Tena Wilson became the Acting Neighborhood Team Manager-West. Former West Team Manager, Sheba Marcus-Bey accepted the Acting Business, Economics, and Labor Manager position.
- East Team Manager Stephanie Tyus participated in the clerk training sessions conducted by AV/Lending Manager, Daniel Oreskovic
- Monthly East Team meeting was held on September 20 at MLK. Tim Diamond and Sonya Pryor-Jones (Consultant) attended the meeting
- Stephanie Tyus facilitated the September 28 Joint Branch Manager and Branch Custodian Meeting at the Lakeshore Facility

- Addison Branch Manager, Magnolia Peters attended the Anisfield Book Awards
- Collinwood Branch Manager, Annisha Jeffries is a participant in the Readers' Advisory training committee that is being hosted by Cynthia Orr
- East 131/Mt. Pleasant Manager Paula Logan-Reid attended the Mount Pleasant Now Corporation Luncheon at the Doubletree Hotel
- Glenville Branch Manager Carol Johnson attended the Ward 9 Council Meeting
- Hough/Langston Hughes Dyad Branch manager, William Bradford, will be a part of the CPL Dublin Book Club Committee
- East 131 Youth Services Librarian, Yvette Hamilton has created a One Voice Book Club and game series for the teens in the community
- Garden Valley youth services staff Pasha Moncrief and Leonard Burks met with the school media specialist from Anton Grdina to promote the Start Fresh campaign
- Motivational speaker Kent Wise offered his workshop on teen empowerment at the Hough Branch on September 26
- MLK Library assistant, Ron Roberts promoted the Kadir Nelson exhibit and other library services as part of his visits to Bolton Elementary School and the Citizens Leadership Academy
- Woodland Youth Services Librarian Kristen Schmidt visited Cleveland School of the Arts to drop off book marks and library card applications and visited with Media Specialist Connie Waggoner
- Memorial-Nottingham part-time clerk Bianca Allen was the successful candidate for the full time clerk position at the Hough Branch
- Cleveland Public Library celebrated Hispanic Heritage Festival at Carnegie West Branch on September 17
- South Branch Library celebrated 100 years of public service on Saturday, September 24. Patrons were treated to refreshments and music; additionally Director Felton Thomas visited for the occasion
- West Park Manager, Linda Jaeckel, attended the Kamm's Corners Development Corporation's non-profit group's luncheon

## OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

OLBPD circulated 58,520 Braille and talking books directly to patrons in September. The number of digital books circulated this month was 30,474 and the number of cassette titles circulated was 27,214. The digital books are gradually overtaking the circulation of cassette books, and this is commonly shared throughout the network.

OLBPD patron registrations continue to surge during the month. There were a higher number of patrons discontinuing service. But this was a result of OLBPD reconciling its KLAS and CMLS patron databases.

OLBPD celebrated its annual Family Fun and Learning Day event on Wednesday, September 14. OLBPD welcomed Trapper Jack from SoftRock 102.1 WDOK as the keynote speaker who shared his moving experiences about coming to understand his visual impairment. OLBPD also welcomed patron and jazz recording musician Joe McBride who played a concert for those in attendance. State Librarian Beverly Cain and the Head of the Talking Books Program Tracy Grimm also spoke to provide patrons with updates from the State Library.

Michelle Makkos from General Reference began as OLBPD Librarian on September 12, 2011. Michelle filled the vacant OLBPD Librarian position.

## MOBILE SERVICES DEPARTMENT

## STATISTICS

52 Stops  
17 New library card applications  
743 Persons on board  
835 Reference, 699 Directional in person  
78 Reference, 14 Directional via phone  
959 Holds filled

## On the Road to Reading:

12 Pediatric and WIC sites were visited with 65 people contacted at these sites. 65 daycare classes were visited with a total of 722 in attendance. 759 items were circulated in 33 deposit kits.

September is a busy month for "On the Road to Reading" as staff is visiting all new daycares for the first time.

Librarian Rhonda Fulton met with John Skrtic regarding the management of the upcoming PNC early financial literacy grant awarded (\$96,000) to Cleveland Public Library.

Reba Elder reported that six new Homebound customers were signed up in September. Ms. Elder worked at the annual OLBDP Family Fun Day on September 14.

Planning is taking place for the upcoming Association of Bookmobile and Outreach Services annual conference which will be held in Cleveland October 13-15. Visiting bookmobiles will be parked around CPL Main. The visitors will be offered a tour of the new Mobile Services building on October 14. Linda Sperry and Rhonda Fulton will both be speaking at the conference.

#### COMMUNITY OUTREACH SERVICES

The winners of the Family and Faith Summer Reading Club and Essay Competition held from July 15 through August 15 were acknowledged and congratulated at the citywide Praisefest5 celebration at the Q arena on September 11.

The *Sharing the Dream: the Art of Kadir Nelson* exhibit invited school tour classes and community groups during the 6-week exhibit of popular picture book artist. The opening reception brought over 125 to see the art and hear the award-winning artist speak.

CPL participated in several outreach events in September, including Praisefest5 Celebration, Wade Park Bazaar, J Glen Center Book Group-Off site event, Tremont Arts & Cultural Festival, Cleveland Dept of Health - Momsfirst 20<sup>th</sup> Anniversary Festival and workshops, I Can School Parent Night, McCafferty Center Health Fair, Showcase in the Circle - Judson Manor, Cleveland Chautauqua Teen Writing Workshop, Sugarman Jury monthly meeting.

**TECHNICAL SERVICES**

Patricia Lowrey participated in the Economic Re-opener negotiations with SEIU 1199 and the interviews for the new head of Safety and Security. She attended the Anisfeld-Wolf Book Award Ceremony, the Hispanic Heritage Celebration and the Jimmy Santiago Baca Writers & Readers Program. She also attended the CLEVNET Technical Services Summit and the AED Demonstration.

Book Preparation: Book Preparation worked on 31,939 items in September.

On September 28, Elizabeth Hegstrom presented to the Clevnet member libraries a proposal to add a subfield Z to the DVD-SET item records to facilitate patron holds in Bibliocommons.

High Demand: Staff added 895 titles and 17,000 items. They ordered 2,791 titles and 16,370 items, and paid 690 invoices, for a total value of \$ 192,538.91

The High Demand staff also processed 149 items for the Acquisitions Dept.

The loading of brief selection records for nonbook materials began. This will expedite the selection and ordering processes for CPL and for the other Clevnet libraries. Carole Brachna attended the Technical Services Summit and announced the Midwest selection records and OCLC records that will be coming. With the minor upgrade to Sirsi, some new ordering procedures needed to be put into place and tested before placing EDI orders. Between the Acquisitions Department and the High Demand Department, the new procedures were tested with each vendor.

Performance evaluations for all staff were completed.

Anarie Lanton transferred to the Acquisitions Department starting September 11. Dale Dickerson, along with his usual work of original cataloging, did a clean-up of some mass market paperback records that came in with the author in a field other than the 100 field.

Shelf/Shipping: Shelf/Shipping staff processed 693 request items during the month of September and sent 1,586 telescopes of new materials to Main and Branches.

A total of 30,683 new items placed on trucks for the Acquisitions and High Demand Departments.

Juanita Turner attended the Writers & Readers program featuring Jimmy Santiago Baca.

Collection Management: Collection Management received approximately 30 telescopes of floating materials for evaluation. Pam Pressly and Ron Antonucci are steadily working through the buildup. Laura Mommers made a concentrated effort to clean up items lingering on the weekly holds-reorder report.

Collection Management staff continued to submit lists for the weekly staff newsletter on current titles that are of interest to patrons. Ms. Mommers submitted CD and DVD lists. Bonnie Bolton submitted movie tie-in titles and Rollie Welch submitted several lists of books.

Mr. Welch attended both the Anisfield-Wolf awards presentation and the Writers and Readers session featuring Jimmy Santiago Baca. Mr. Welch's most recent street lit column for *Library Journal's Booksmack!* was published online September 15. Ms. Bolton attended "Sharing the Dream: The African American Experience in Children's Books" program offered in conjunction with the Kadir Nelson Exhibit, at Martin Luther King Jr. Branch.

Annual evaluations of Collection Management staff were completed during September along with face-to-face meetings with each individual.

Acquisitions: Anarie Lanton, Technical Services Associate, began working in the Acquisitions Department on September 12<sup>th</sup>. Leslie Pultorak, Acquisitions Librarian, began a leave of absence on September 26<sup>th</sup>.

Alicia Naab, Acquisitions Coordinator, worked with Carole Brachna, High Demand Manager, to make changes to the existing Sirsi EDI reports so that the appropriate order information would be transmitted to all of the X12 vendors used for placing orders. These changes were necessary as a result of the Sirsi upgrade. The Acquisitions Department also setup and began using EDI ordering with the vendor Baker & Taylor for non-book



materials and was finally able to get order confirmations setup correctly with the vendor Ingram.

Acquisitions staff ordered a total of 7,740 titles and 14,279 items, received 13,375 items, and processed a total of 2,253 invoices. Serials staff received 2,024 periodicals and 581 serials, added 615 periodical items, 210 serial items and 1,432 paperbacks, processed 150 periodical and serial claims, and modified 180 serial controls.

Catalog: Amei Hu joined the department as a Technical Services Librarian. Michael Monaco and John Parsons began training Ms. Hu on local practices and procedures. Dawn Grattino began loading electronic resource records for Gale's Literature Criticism Online. Andrea Johnson prepared and delivered a short presentation about print material at the CLEVNET Technical Services Summit on volume information.

A total of 15,907 items and 9,051 titles were added for CPL material.

Preservation: William Minter delivered the overhauled and upgraded ultrasonic welder September 7, and made a follow-up trip September 26 to readjust and perfect all the settings. Mr. Minter also created a lever extension for the Preservation riveting machine making it much easier to install the rivets and washers used in phasebox closures.

Seventy-eight early photographs of Superior Avenue were digitized. A total of eighty-six Cleveland photographs were added to the Digital Gallery, including 51 photographs from the Detroit Shoreway project and 19 photos of Cleveland buildings. For the month of September, Cleveland photographs were viewed more than any other collection in the Digital Gallery. Eight yearbooks from John Ford Rhodes High School were added. The total number of yearbook pages available digitally is now 10,595.

Lyla Chilkcutt and Rene Pride attended the automated external defibrillator presentation on September 29.

Special Projects: Ron Antonucci assisted Collection Management with the ongoing redistribution of floating materials. He evaluated returned Books, DVDs, CDs, and

Books on CD to relocate to public services agencies or to discard materials and prepare them for the Book Sale.

Mr. Antonucci also prepared selection suggestions for the Collection Manager and Head of Technical Services. He took on quality control responsibilities for new music CDs-- verifying locations in the Main Library and, in the process, trapping and distributing the items for Holds.

He attended the first two sessions of Readers Advisory Training with Cindy Orr. He Picked up Writers & Readers speaker Jimmy Santiago Baca at the airport on Friday, September 23<sup>rd</sup>.

### **MARKETING & COMMUNICATIONS**

Media coverage for the month of September included 47 print and online publications. The full report, available in the department, shows ad value of \$58,099.60 with a news circulation audience of 2,854,903 people. In September, the online media outlets that featured CPL events and programs received 11,366,096 unique visitors. Ads to promote Writers and Readers authors Jimmy Baca, Ruth Reichl and Octavofest author Audrey Niffenegger were placed in *The Plain Dealer* and *Call & Post*, and radio spots aired on WCPN 90.3 for Jimmy Baca. Radio spots promoting OLBPD Family Fun and Learning Day aired on WDOK 102.1. Ads promoting "My Place to Dream, Create, Grow" ran in *Kaleidoscope Magazine* and *African American Lifestyle*.

An overview of meetings conducted or attended by Acting Assistant Marketing and Communications Administrator Cathy Poilpre will indicate marketing and programming activities:

- Regular meetings with director and marketing team consisting of public relations consultants David Fitz, Michael Graham and Erika McLaughlin; PSS assistant administrator; and Web Applications manager
- Branch Managers meeting
- Main Managers meeting
- Karen Skunta & Company and Michael Ruffing regarding graphics and scheduling for Popular and A/V move

- Downtown Cleveland Alliance to discuss Winterfest events and promotion
- Youth Services Department Manager, and Web Applications manager, regarding Celebrate with Books
- Deputy Director, Automation Services, Planning and Research, Karen Skunta and Rick Ortmeyer to discuss marketing of Tech Central
- Friends to discuss promotion of Night at the Library event

Administrative Assistant Michael Young wrote a Meet the Staff article on Caroline Han and upcoming Library events for the staff newsletter. Programs were submitted to Downtown Cleveland Alliance, University Circle Inc., and Cool Cleveland to be published in their monthly newsletters; arranged for appearance of mascots in the Eastman Reading Garden; hung door hangers promoting Hispanic Heritage Month in the Carnegie West neighborhood.

#### GRAPHICS

Graphics staff designed, printed and distributed 184 printed pieces in September, including graphics for the library website and 4 staff newsletters. Wayfinding signage and bookshelf graphics were also printed for Popular and A/V.

Promotional pieces included: Program Guides for Adults, Teens and Children; promotional material for Sports Research Center and special events Art by Carp and Jimmy Bivens; WiFi decals to be distributed to branches and Main Library; Hispanic Heritage Month promotional material; Octovofest promotional material; September/October systemwide computer class schedule; booklists for Homebound Services; Playhouse Square poster and bookmarks for *Million Dollar Quartet* and *Daddy Long Legs*; 7,000 routing slips; Friends fundraiser invitation and collateral for Night at the Library;.

WEBWARE [www.cpl.org](http://www.cpl.org)

The Marketing and Communications Department (MCD) maintains an editorial calendar that is utilized by Webware staff as a timeline for posting library promotions. Areas of the website that are provided for MCD are the rotating and stationery ads on the Home

page, as well as the rotating ads on the Kids, Teens and Seniors webpages. Other areas directed by MCD include Library News, Library events and classes, FAQ - Public Distribution of Literature, Exhibits, and Writers and Readers. Webware solicits content for various webpages from MCD on a regular basis.

Twitter followers are up from 2,098 in 2010 to 2,990 currently. Facebook fans are up from 2,385 in 2010 to 3,487 currently. Downloads of books in an electronic format (ebooks) were up from 21,118 in 2010 to 39,961 currently.

Library News on the [www.cpl.org](http://www.cpl.org) homepage featured the following item for September: Learn Chinese!

During the month of August, the following events, programs, and information were either edited or added to promote on [www.cpl.org](http://www.cpl.org): My Place 2 Dream, Create, Grow: Dr. Deborah Abbott; Writers & Readers Series: Jimmy Santiago Baca; My Tunes: Carlos Santana; Library eBooks for Kindle Now Available; Downtown Destination: We're on the Move; Learn Chinese!; 100th Anniversary of the Cleveland Kokoon Arts Klub Exhibit; Octavofest 2011; MyTunes; Download eMedia; Stop the Hate Essay Contest; Kids and Teens Read It! sections; Kids and Teens Homework Help; and KnowItNow: Your Librarian Never Sleeps.

15 Popular Topic pages were updated with new content in September.

In the Kids "Teacher Resources" section, the four YRead? Book Set Title Lists were updated: Kindergarten - 3rd Grade; 3rd - 6th Grade; 6th - 8th Grade; and 9th - 12th Grade.

The second "Off the Shelf" was sent out on September 7th to a distribution list of 2,075. The eNewsletter boosted a successful "open rate" of 61% and featured the Writers & Readers 2011-2012 Season and Library Card Sign-up Month.

Carlos Santana was added as the new featured artist for the MyTunes page, in recognition of Hispanic Heritage Month. The page now features a link to Carlos Santana's biography on the Rock and Roll Hall of Fame and Museum's

website as well as a selection of books, CD's, and sheet music by and about the artist.

Main Library Subject Department web pages and coordinating collection floor-plan maps were updated site-wide to reflect the changes in collection and completion of the first phase of "Downtown Destination".

The following booklists were added for the Literature Department's Theater Popular Topic: "La Cage Aux Folles" to Playhouse Square page; and "Daddy Long Legs" to Cleveland Play House page.

The OLBDP Dimensions Newsletter, Volume 12, Issue 22, was added to the OLBDP section of the public website.

#### CLEVNET

On Wednesday, September 21, eBooks offered at the CLEVNET eMedia site (<http://emedia.clevnet.org>) became compatible with Kindle eReader devices and Kindle reading apps. The expansion of compatible devices, more specifically the popular Kindle reader family and apps, increases the accessibility of our eBook collection. As a result, circulation of our eBook collection is expected to increase at an even greater rate than we have experienced in the past few years.

Amy Pawlowski presented a "tech talk" at the Cleveland Heights-University Heights Library staff day on Friday, September 16. The presentation covered different devices on which staff may find their patrons reading, such as eReaders, tablets, smart phones and computers.

#### **BUILDINGS SERVICES**

The Buildings office completed numerous branch inspections and continues to monitor utility bills. We are also working closely with Westlake Reed Leskosky with the assessment of our branches.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. The door insulation on main A/C unit was repaired and also the thermostat for main area was replaced at Addison. Repairs were completed on the hot water coil and reinstalled back in the air handling unit at Collinwood.

Power and data wiring for new computers were installed at East 131, Fleet, Fulton, and Glenville. The belts on air handling unit #10 which covers the stacks area were replaced at Lake Shore. The sink drain in the 10<sup>th</sup> floor cafe area was snaked out and the hot water Insinkerator was replaced at LSW. At Main all burnt out lights and ballasts on 1<sup>st</sup>, 4<sup>th</sup> and 5<sup>th</sup> floors were replaced, a leaking pump was removed and replaced after the pump was repaired. The domestic hot water tank was replaced and worked has started to replace the compressor for the multipurpose room at Mt Pleasant. Several bad breakers were replaced and the electrical panel was reworked, also power and control wiring was run for new boilers at West Park. The boiler burners and heating coils were cleaned and the boiler operations were tested at Woodland.

The Carpenters and Painters made and installed new end panels for the book shelf units located in the new popular department and worked with outside contractors to install new signage in LSW and Main. A play house was constructed for the children area at West Park. Painting is ongoing at South Brooklyn, West Park, and several offices on the 10<sup>th</sup> floor of LSW have been completed.

The Garage did routine service on vehicles #4, #7, and removed the generator from the Bookmobile to service it and installed the spare. The driver side window was replaced on truck # 21.

### **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. During the month of September the access system for Lake Shore and Memorial-Nottingham is operational.

Alarm Systems: Burglar and fire alarm systems at all branches are fully operational and being monitored daily. Burglar and no close alarms are documented in the Security Operations Alarm Log book and followed-up on by a Security Operations Supervisor on a daily basis. Reports are also produced by Security Operations

tallying the alarms and types for each branch for follow-up and training purposes.

During the month of September 13 alarms was recorded in the alarm log and 5 alarms was caused by staff that CVP had to respond to.

All duress buttons are tested on a monthly basis at all stations in the Main Library Building, The Louis Stokes Wing, Lake Shore Facility, the book mobiles and all branches. Due to extreme shortages in the security department, not all branch duress buttons were able to be tested.

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.

Not all CCTV cameras are operational with the exception of the following cameras at this time 1-Broadway, 2-Lakeshore, 1-Rice, 2 Main Complex, 1-Carnegie West and 1-Brooklyn.

Identification Cards: Security Operations continues to issue photo identification cards to new staff members and to replace lost cards. Additional access cards were ordered for Security Operations and will be arriving soon.

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 Security Officers inspect the book detector systems at the branches each time they visit. All are operational at the time of this report with the exception of one faulty detector at the Union Branch and one faulty detector at the Fleet Branch. The Branch Managers were made aware of these problems at both branches.

Lost and Found: An inventory of all lost and found items is conducted on a monthly basis at the Louis Stokes Wing Security Operations Desk. During the months of September 7 items were returned to their owners; 2 bags of miscellaneous items were donated to Goodwill Industries.

Branch Security: To temporarily provide a higher level of security, two G4S guards are assigned to Hough and Carnegie West. Security Operations meets with G4S Security Solutions whenever it is necessary to review and update guard issues.

Branch Patrol: Due to shortages in the Security Operations Department; Security Operations currently operate one Branch Patrol Unit with a Supervisor. If enough Officers are available two branch patrols are utilized. Branch Patrol Units respond to all branches when called upon by staff members.

Branch Patrol Supervisors and Officers are continuing to investigate Security Irregularity reports from the branches. Security Operations produces reports each month summarizing branch location, type of incident, and time of the incident to ensure coverage at the branches is adequate. Branch Patrol Supervisors conducted 44 branch investigations.

During the month of September the Branch Patrol Units continue to pickup bank deposits at all branches.



## SUMMARY OF IRREGULARITY REPORTS RECEIVED

Month	2010	2011	Change
January	50	77	+27
February	40	57	+17
March	63	73	+10
April	52	61	+9
May	37	43	+6
June	42	44	+2
July	26	46	+20
August	50	45	-5
September	58	56	-2
<b>Year to Date</b>	<b>418</b>	<b>502</b>	<b>+84</b>

AUTOMATION SERVICES

## CPL Projects:

In September General Reference became part of Business, Economics and Labor; the Popular Library moved to Brett Hall; and the Audio-Video Department moved to the first floor of the Louis Stokes Wing. Computer equipment and phones were relocated and a call center established in Business. As Audio-Video (AV) was incorporated in Lending, all holds for pickup in AV were modified; pickup notices (emailed, automated phone calls, and mailed) were reconfigured; the locations of audio books and music CDs were changed to Popular Library; Acquisitions codes were reconfigured; and Subject Department web pages were changed to reflect the move.

Automation, Finance, and Planning continued to research printing solutions to accommodate multi-function devices for printing, photo-copying, and scanning; reducing staff involvement in money handling; and accommodating networked computers, wireless and mobile devices.

The second "Off the Shelf" was sent out on September 7th to a distribution list of 2,075. The eNewsletter boasted a successful "open rate" of 61% and featured the Writers & Readers 2011-2012 Season and Library Card Sign-up Month.

Carlos Santana was added as the new featured artist for the MyTunes page, in recognition of Hispanic Heritage Month. The page now features a link to Carlos Santana's biography on the Rock and Roll Hall of Fame and Museum's web site as well as a selection of books, CD's, and sheet music by and about the artist.

The following booklists were added for the Literature Department's Theater Popular Topic: "La Cage Aux Folles" to Playhouse Square page; and "Daddy Long Legs" to Cleveland Play House page.

The Ohio Library for the Blind and Physically Disabled "Dimensions" Newsletter, Volume 12, Issue 22, was added to the OLBDP section of the public web site.

The Ethernet connection to Lake Shore was saturated for about a week. After troubleshooting the problem, the core switch and two other switches in the main closet were upgraded.

Adobe Flash, Shockwave and Sun Java updated to the latest corporate versions on Altiris Deployment and System Center Configuration Manager (SCCM) servers. Adobe Flash was installed on 780 workstations and Shockwave on 830 workstations. About 500 staff workstations were updated with the newest version of the SirsiDynix client software.

Phones and other equipment were also moved to room 38 in the Main Library for Programming staff. Phones were installed for the new Chief Legal Counsel.

#### CLEVNET Projects:

Six libraries in Trumbull County were added to the CLEVNET system: Bristol Public Library, Girard Free Library, Hubbard Public Library, Kinsman Free Public Library, McKinley Memorial Library, and Newton Falls Public Library. The Network team worked with OPLIN, AT&T and Time Warner to connect the libraries to the

CLEVNET network; assign new IP addresses; and reconfigure each local area network.

Six training sessions were held at NEO-RLS headquarters in Warren for library staff. Beginning Friday, September 23, title and item data was processed to map data from their TLC system to the CLEVNET system, and over the course of the week 435,584 item records were added, affecting 270,416 title records. Policy files were updated for circulation rules; holds management; notification; locations; item types; and default prices for materials. Between the evening of Friday, September 23, and Monday, October 3, 71,846 new borrower records, 28,844 checkouts, and 61,063 bills were merged into the CLEVNET database. The patron database was rebuilt, and the keyword index for the library catalog regenerated. The Trumbull county data was also copied over to the Bibliocommons system and indexed; new instances were created for each library; and other modifications made to reflect their presence. The CLEVNET public and staff web sites were modified to reflect the new members and they were welcomed across CLEVNET.

On Wednesday, September 21, Kindle users were able to checkout eBooks offered at the CLEVNET eMedia site. The expansion of compatible devices, more specifically the popular Kindle reader family and apps, increases the accessibility of our eBook collection. As a result, circulation of our eBook collection is expected to increase at an even greater rate than we have experienced in the past few years.

A CLEVNET Technical Services Summit was held on September 28. Since the Bibliocommons catalog allows volume specific holds it is critical that volume information - especially for multi-part DVD/Blu-Ray sets - be consistent. The Summit was designed to show Technical Services how important the data they enter is, how it affects statistics and searching, and what standards need to be applied.

The new director of Orrville Public Library started. Kathleen Jozwiak comes to Orrville from Henderson Memorial Public Library in Ashtabula County, and previously worked at Ritter Public Library. Vicki Baleman, director of Clyde Public Library, retired.

A CLEVNET Directors panel meeting was held on September 16. Major topics included: receipt printers and improved transit slips; lost and paid management and refunds; the Library's strategic planning; an appreciative inquiry project with selected CLEVNET representatives to help with overall planning.

The SirsiDynix system was upgraded to version 3.4. Workflows 3.4.0J was repackaged as an MSI for CPL and CLEVNET so it could be installed over the network. A revised pull list began on September 1. This revision includes a subset of the list that represents items on the shelf in the local building that are for pickup in that same building and scannable barcodes. Items being picked up in their owning location are committed to the hold, reducing the number of items in shipment and reducing the time it takes to fill holds with items on-shelf in the pickup location.

Automation staff implemented a new, more secure method (SSH) of transferring debt collection data to Unique Management.

Special reports were prepared for Medina, Hudson, and Lorain Public Libraries, and for Collection Management and the Mobile Unit at Cleveland Public Library.

Policy file changes were done for Milan-Berlin, Medina, Birchard and Orrville libraries.

#### Meetings and Professional Development:

George Lenzer and the sustainability committee completed E4S (Entrepreneurs for Sustainability) training for CPL. Training was completed with a presentation at the graduation ceremony held at CPL on September 29th, 2011. The work of this team will provide a springboard for sustainability in the CPL strategic plan.

Bob Carterette led the Management Negotiations Team for the 2011 economic reopener with SEIU 1199.

Amy Pawlowski presented a "tech talk" on eReading at the Cleveland Heights-University Heights Library staff day. The presentation covered different devices on which staff may find their patrons reading, such as eReaders, tablets, smart phones and computers.

**KnowItNow:**

During September, the KnowItNow24x7 Coordinator conducted training sessions at Shaker Heights Public Library and Twinsburg Public Library for librarians staffing the collaborative statewide service.

The KnowItNow24x7 Coordinator taught two groups of students from Dr. Miriam Matteson's reference services class from Kent State University's School of Library and Information Science in Kent and Columbus. The students were trained on KnowItNow24x7 procedures and policies (including advanced virtual reference skills) and will be staffing two one-hour shifts on the service as part of a practical application of what they learn in Dr. Matteson's class.

This month, the KnowItNow24x7 Website Coordinator completed a major update of the KnowItNow24x7 Provider site to Drupal version 7 to keep the software up-to-date and ready for future planned enhancements.

**Statistics:**

	<b>Aug-10</b>	<b>Aug-11</b>
<b>OverDrive Downloads</b>	21,118	39,961
<b>Twitter Followers</b>	2,098	2,990
<b>Facebook Fans</b>	2,385	3,487

<b>Automation Services Statistics, 09/2011</b>				
	<b># Cases Opened</b>	<b># Cases Closed</b>	<b>Site Visits</b>	<b>TOTAL</b>
<b>HARDWARE</b>				
CPL Main	75	68	30	173
CPL Branch	76	62	29	167
CPL Lake Shore	23	15	3	41
CLEVNET	16	6	14	36
PUBLIC				0
<b>HARDWARE TOTAL</b>	<b>190</b>	<b>151</b>	<b>76</b>	<b>417</b>
<b>SOFTWARE</b>				
CPL Main	24	24		<b>48</b>
CPL Branch	20	20		<b>40</b>
CPL Lake Shore	7	7		<b>14</b>
CLEVNET	60	60		<b>120</b>
PUBLIC	166	165		<b>331</b>
<b>SOFTWARE TOTAL</b>	<b>277</b>	<b>276</b>	<b>0</b>	<b>553</b>
<b>WEBWARE</b>				
CPL Main	8	8		<b>16</b>
CPL Branch	6	6		<b>12</b>
CPL Lake Shore	3	3		<b>6</b>
CLEVNET	11	11		<b>22</b>
PUBLIC	81	81		<b>162</b>
<b>WEBWARE TOTAL</b>	<b>109</b>	<b>109</b>	<b>0</b>	<b>218</b>
<b>KIN</b>				
CPL Main	2	2		<b>4</b>
CPL Branch				<b>0</b>
CLEVNET				<b>0</b>
PUBLIC				<b>0</b>
KIN Library	37	36		<b>73</b>
OHIOlink Library	2	2		<b>4</b>
After Dark				<b>0</b>
<b>KIN TOTAL</b>	<b>41</b>	<b>40</b>	<b>0</b>	<b>81</b>
<b>GRAND TOTAL</b>	<b>617</b>	<b>576</b>	<b>76</b>	<b>1,269</b>

Mr. Corrigan adjourned to the meeting at 2:10 p.m.

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Thomas D. Corrigan  
President

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Alan Seifullah  
Secretary

## GIFT REPORT FOR SEPTEMBER 2011

### LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	363	3,534
Periodicals	15	287
Publishers Gifts	0	312
Non-Print Materials	<u>4</u>	<u>359</u>
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	<b>382</b>	<b>4,492</b>

### MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
Library Fund	Unrestricted	\$ -	\$ 3,106
Library Fund	Restricted	209	5,317
Library Fund - Oral History Project	Restricted	0	0
Endowment for the Blind	Restricted	0	152,284
Young Fund	Restricted	10,661	21,322
Friends Fund	Restricted	0	10,112
Gates Fund	Restricted	0	54,600
Schweinfurth Fund	Restricted	0	58,610
Ohio Center fo the Book	Restricted	0	0
Judd Fund	Restricted	51,039	153,116
Lockwood Thompson Fund	Restricted	0	79,058
MetLife - Fit for Life	Restricted	0	0
Founders Fund	Unrestricted	6,000	60,000
Founders Fund	Restricted	<u>0</u>	<u>50,367</u>
<b>TOTAL MONEY GIFTS</b>		<b>\$ 67,909</b>	<b>\$ 647,891</b>

### SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	20	212	382	4,492
Money Gifts	<u>8</u>	<u>110</u>	<u>8</u>	<u>110</u>
<b>TOTAL GIFTS</b>	<b>28</b>	<b>322</b>	<b>390</b>	<b>4,602</b>





## CLEVELAND PUBLIC LIBRARY

325 Superior Avenue • Cleveland, Ohio 44114 • 216.623.2800 • www.cpl.org

October 3, 2011

Mr. Bryan Dunn, Department Manager  
Cuyahoga County Budget Commission  
1219 Ontario Street/Room 121  
Cleveland, Ohio 44113

Dear Bryan,

Please issue an Amended Certificate of Estimated Resources for increased Special Revenue--Other Sources by \$5,000.00 relating to the George Gund Foundation Grant as summarized below:

Fund Category	Actual Unencumbered Balance as of January 1, 2011	Property Tax & PLF	Other Sources	Total Resources Available for Expenditures
General Fund	\$ 28,961,856.29	\$ 29,214,496.00 \$ 20,869,357.59	\$ 7,298,575.00	\$ 86,344,284.88
Special Revenue	\$ 10,056,313.74		\$ 2,511,101.76	\$ 12,567,415.50
Capital	\$ 4,965,917.79		\$ 5,000,000.00	\$ 9,965,917.79
Permanent	\$ 1,821,242.60		\$ 25,800.00	\$ 1,847,042.60
<b>TOTAL</b>	<b>\$ 45,805,330.42</b>	<b>\$ 50,083,853.59</b>	<b>\$ 14,835,476.76</b>	<b>\$ 110,724,660.77</b>

Very truly yours,

Carrie Krenicky  
Acting Finance Administrator

**Board of Library Trustees**

Thomas D. Corrigan, President • Maritza Rodriguez, Vice President • Alan Seifullah, Secretary  
Alice G. Butts • John M. Hairston, Jr. • Anthony T. Parker • Rick Werner  
Felton Thomas, Jr., Director

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 81.05% current collection of current levy for previous tax year.

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

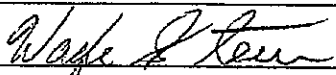
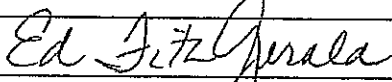


October 3, 2011

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, 2011, 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, 2011	General Property Tax	PLF	Other Sources	Total
General Fund	28,961,856.29	29,214,496.00	20,869,357.59	7,298,575.00	86,344,284.88
Special Revenue	10,056,313.74			2,511,101.76	12,567,415.50
Capital	4,965,917.79			5,000,000.00	9,965,917.79
Permanent	1,821,242.60			25,800.00	1,847,042.60
Totals/Subtotals	45,805,330.42	29,214,496.00	20,869,357.59	14,835,476.76	110,724,660.77

	Budget	
	Commission	

**CLEVELAND PUBLIC LIBRARY  
2011 APPROPRIATION: SIXTH AMENDMENT  
OCTOBER 18, 2011**

<b>GENERAL FUND CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
Cash January 1	28,961,856.29	0.00	28,961,856.29 (3)
Taxes - General Property	26,214,496.00	0.00	26,214,496.00
PLF	20,869,357.59	0.00	20,869,357.59
State Rollbacks	5,200,000.00	0.00	5,200,000.00
Federal Aid	0.00	0.00	0.00
State Aid	1,269,138.00	0.00	1,269,138.00
Fines and Fees	300,000.00	0.00	300,000.00
Earned Interest	700,000.00	0.00	700,000.00
Services	2,400,000.00	0.00	2,400,000.00
Miscellaneous	429,437.00	0.00	429,437.00
Return of Advances	0.00	0.00	0.00
<b>TOTAL RESOURCES</b>	<b>86,344,284.88</b>	<b>0.00</b>	<b>86,344,284.88</b>

<b>GENERAL FUND APPROPRIATION</b>	<b>Prior Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Appropriation</b>
Salaries/Benefits	35,360,000.00	0.00	35,360,000.00
Supplies	1,012,940.00	0.00	1,012,940.00
Purchased/Contracted Services	10,129,374.70	0.00	10,129,374.70
Library Materials/ Information	10,053,362.00	0.00	10,053,362.00
Capital Outlay	718,924.00	0.00	718,924.00
Other Objects	107,827.00	0.00	107,827.00
<b>SUBTOTAL OPERATING</b>	<b>57,382,427.70</b>	<b>0.00</b>	<b>57,382,427.70</b>
Transfers/Advances	5,210,000.00	0.00	5,210,000.00
<b>TOTAL APPROPRIATION</b>	<b>62,592,427.70</b>	<b>0.00</b>	<b>62,592,427.70</b>

(1) Certificate dated July 26, 2011

(2) Certificate dated October 3, 2011

(3) \$28,961,856.29 unencumbered cash carried forward (plus \$6,311,374.77 encumbered cash)

**CLEVELAND PUBLIC LIBRARY  
2011 APPROPRIATION: SIXTH AMENDMENT  
OCTOBER 18, 2011**

SPECIAL REVENUE FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
Anderson	169,492.50	0.00	169,492.50
Endowment for the Blind	1,527,675.48	0.00	1,527,675.48
Founders	1,889,123.92	5,000.00	1,894,123.92
Kaiser	40,238.89	0.00	40,238.89
Kraley	140,583.80	0.00	140,583.80
Library	160,252.51	0.00	160,252.51
Pepke	87,619.01	0.00	87,619.01
Wickwire	998,638.86	0.00	998,638.86
Wittke	59,386.26	0.00	59,386.26
Young	2,755,399.78	0.00	2,755,399.78
Friends	22,950.00	0.00	22,950.00
Judd	204,155.00	0.00	204,155.00
Lockwood Thompson	315,438.06	0.00	315,438.06
Ohio Center for the Book	958.00	0.00	958.00
Schweinfurth	56,899.53	0.00	56,899.53
Cleveland NCA Kiosks	9,906.51	0.00	9,906.51
Bill & Melinda Gates	128,881.22	0.00	128,881.22
Harvard Kiosk	7,260.43	0.00	7,260.43
LSTA-Service to Youth	0.00	0.00	0.00
MetLife-Fit for Life	0.00	0.00	0.00
LBPH - LSTA	238,999.00	0.00	238,999.00
KnowItNow-LSTA	719,698.88	0.00	719,698.88
MyCom Grant	536,800.36	0.00	536,800.36
<b>TOTAL SPECIAL REVENUE</b>	<b>10,070,358.00</b>	<b>5,000.00</b>	<b>10,075,358.00</b> (4)

CAPITAL PROJECTS FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
<b>BUILDING &amp; REPAIR</b>	<b>9,965,917.79</b>	<b>0.00</b>	<b>9,965,917.79</b> (5)

(4) \$10,056,314 unencumbered cash carried forward (plus \$607,687 encumbered cash.) \$2,511,102 additional revenue. Non-expendable principal amounts of \$2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the certified fund balances but are not included in appropriated amounts.  
(\$10,056,314 + \$2,511,102 - \$2,492,058 = \$10,075,358)

(5) \$4,965,918 unencumbered cash carried forward (plus \$235,640 encumbered cash.) \$-0- additional revenue, \$5,000,000 transfer in from General Fund.  
(\$4,965,918 + \$0.00 + \$5,000,000 = \$9,965,918)

**CLEVELAND PUBLIC LIBRARY  
2011 APPROPRIATION: SIXTH AMENDMENT  
OCTOBER 18, 2011**

PERMANENT FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
Abel	150,917.69	0.00	150,917.69
Ambler	1,345.77	0.00	1,345.77
Beard	96,381.44	0.00	96,381.44
Klein	3,163.83	0.00	3,163.83
Malon/Schroeder	96,938.71	0.00	96,938.71
McDonald	117,279.08	0.00	117,279.08
Ratner	56,750.50	0.00	56,750.50
Root	20,625.23	0.00	20,625.23
Sugarman	16,591.69	0.00	16,591.69
Thompson	69,864.58	0.00	69,864.58
Weidenthal	4,056.48	0.00	4,056.48
White	1,213,127.60	0.00	1,213,127.60
<b>TOTAL PERMANENT</b>	<b>1,847,042.60</b>	<b>0.00</b>	<b>1,847,042.60</b> (6)

(6) \$2,538,278 unencumbered cash carried forward (plus \$2,800 encumbered cash.) \$25,800 additional revenue. Non-expendable principal amounts (\$717,035) are not included in either the certified fund balances or the appropriated amounts.  
 $(\$2,538,278 + \$25,800 - \$717,035 = \$1,847,043)$



September 8, 2011

Mr. Felton Thomas  
Director  
Cleveland Public Library  
325 Superior Avenue, NE  
Cleveland, OH 44114

Dear Mr. Thomas:

The PNC Foundation is delighted to award the Cleveland Public Library (the "Grantee") a grant of \$96,000 (the "Grant") in accordance with the terms and conditions described below. If this letter (the "Grant Award Letter") correctly sets forth the Grantee's understanding of and agreement to the terms and conditions of the Grant, please countersign both copies of this letter where indicated below, return one of the copies to me along with a copy of your IRS determination letter, if you have not already submitted that letter to the PNC Foundation. Please retain the second copy of this Grant Award Letter for your files.

1. Use of Grant Funds. All Grant funds must be expended for charitable, scientific, literary, or educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, as amended (the "Code"), and more specifically for a financial education program, as described more fully in the Grant Proposal/Description and budget attached as Addendum A. No part of the Grant may be used to intervene or participate in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. This Grant is made only for the purposes stated herein. The Grant funds, as well as any interest earned thereon, may not be expended for any other purpose, without the PNC Foundation's prior written approval.

Grant funds must be expended in accordance with the itemized budget attached hereto in Addendum A. Any deviation from the line items within that itemized budget may not exceed \$ 1,000. Transfers within lines of the budget in excess of \$1,000 must be pre-approved by the PNC Foundation.

No part of the Grant may be used to carry on propaganda or otherwise attempt to influence legislation, including the conduct of voter registration drives.

No part of the Grant may be used to pay preexisting debts or obligations of the Grantee or administrative expenses of the Grantee. Any funds not expended or committed for the purposes of the Grant within the Grant Term (as defined in Section 2) must be returned to the PNC Foundation, together with any interest earned thereon.

2. Grant Term. The Grant Term commences as of the date of this Grant Award Letter and ends on September 30, 2013, unless the Grantee obtains written permission from the PNC Foundation for an extension of the Grant Term and requests such extension more than sixty (60) days prior to the expiration of the Grant Term.

3. Payment of Grant Funds. This Grant of \$96,000 will be paid to the Grantee over two (2) years, in two (2) equal installments. Installments shall be paid in accordance with the following schedule (dates are approximate):

First Installment of \$48,000 to be paid by September 30, 2011.

Second Installment of \$48,000 to be paid by September 30, 2012.

With respect to the Second Installment of the Grant and all subsequent installments, payments shall be contingent with the Grantee's submission of satisfactory and timely reports, as described in Section 7 below.

4. Quality of Work. Throughout the Grant Term, the PNC Foundation will monitor the quality of work performed under this Grant and the Grantee's progress toward achieving the stated goals of the Grant. The PNC Foundation is entitled to monitor Grant progress through on-site visits to the Grantee. The Foundation may also require the Grantee to furnish evidence of Grant progress in addition to the information contained in the Grantee's Grant Reports (as defined in Section 7), including but not limited to evidence of the Grantee's continued commitment of personnel to the work covered by the Grant. If the PNC Foundation is not satisfied with the quality of the work performed or progress towards the stated Grant goals, or concludes that continuation of the work is not in the best interests of the public, or that the Grant funds have been used inappropriately, the PNC Foundation may, in its sole discretion: withhold funds until the Grantee has addressed the PNC Foundation's concerns to the Foundation's satisfaction, or the Foundation may elect to terminate the Grant.

5. Certification of Tax Status. The Grantee certifies that it holds a determination letter issued by the Internal Revenue Service recognizing the Grantee to be qualified under section 501(c)(3) of the Code and classified as a public charity under section 509(a)(1), section 509(a)(2), or section 509(a)(3)(B)(i) (a "Type 1" supporting organization), or section 509(a)(3)(B)(ii) (a Type 2 "supporting organization") and that Grantee continues to qualify for such status. Grantee further certifies that receipt of this Grant shall not cause the Grantee to lose its classification as a public charity. Alternatively, the Grantee certifies that the Grantee is a state or political subdivision within the meaning of section 170(c)(1) of the Code or a state college or university within the meaning of section 511(a)(2)(B) of the Code. The Grantee certifies that throughout

the Grant Term, the Grantee shall comply with the provisions of the Code and the regulations thereunder.

6. Notification of Any Change in Tax Status. The Grantee certifies that the Grantee will immediately inform the PNC Foundation concerning any change or challenge to the Grantee's tax status or public charity classification, or any change that would cause the Grantee to no longer qualify for the tax status and/or the public charity classification included in the determination letter submitted with this Grant Award Letter.
7. Reporting. The Grantee shall submit complete interim reports ("Grant Reports") containing a narrative account of what was accomplished by the expenditure of funds (including a description of progress made toward achieving the goals of the Grant), and a detailed financial accounting of the use Grant funds on or before July 31 of each year of the Grant Term. The Second Installment Payment of the Grant and each subsequent installment are contingent upon the Grantee's timely submission of a complete Annual Report to the PNC Foundation. The Grantee shall submit a final Grant Report containing a narrative account of all the Grant accomplishments, and a detailed and complete financial accounting of the use of all Grant funds no later than December 31, 2013. In addition to these reporting requirements, the PNC Foundation, in its sole discretion, may request additional reports. The Grantee acknowledges that it will make Grantee personnel available as the PNC Foundation may reasonably request to confer with PNC Foundation staff and consultants regarding expenditures, records, and progress towards the goals of the Grant.
8. Records. The Grantee shall maintain books and records relating to receipts and expenditures of the Grant funds, all Grant Reports submitted in accordance with Section 7 of this Grant Award Letter and supporting documentation for a period of four (4) years after the end of the Grant Term.
9. Acknowledgement of Support. The Grantee agrees to acknowledge the PNC Foundation's Grant in a manner consistent with and similar to recognition provided to grants of similar size and nature. To that end, Grantee will work with the Client and Community Relationship Director for the PNC Foundation for Grantee's market such that the Grantee and the PNC Foundation shall mutually agree on recognition to be provided within thirty (30) days from the date of Grantee's execution of this Grant Award Letter.
10. Withholding and Termination Rights. The PNC Foundation reserves the right, in its absolute discretion, to withhold Grant funds or permanently terminate this Grant as a result of the Grantee's violation of the terms and conditions of this Grant Award Letter, including but not limited to: any failure to execute the work described in the Grant Proposal, failure to provide reports within sixty (60) days of their due date, or any change in the Grantee's tax status. The PNC Foundation may withhold funds until any violations of the terms and conditions of this Grant Award Letter have been addressed to the PNC Foundation's satisfaction, or alternatively the PNC Foundation may elect to terminate the Grant. In the event of termination of the Grant for any reason, the PNC Foundation will not provide the Grantee with any additional Grant installments. The PNC Foundation



reserves the right to require the return of any previously distributed Grant funds not expended in accordance with the terms and conditions of this Grant Award Letter. Grantee acknowledges that the PNC Foundation has standing to enforce the terms of this Grant Award Letter.

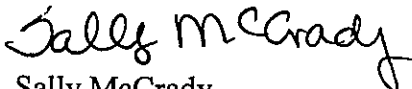
11. No Support of Terrorism. The Grantee shall not promote or in any manner support terrorism, terrorist activities, the destruction of any state, or violence against the citizens of any state, nor shall the Grantee knowingly transact business with any entity that promotes or in any manner supports such actions.

12. Entire Agreement. This Grant Award Letter sets forth all the terms and conditions of the Grant and replaces all prior understandings and agreements. Amendments or modifications of this Grant Award Letter are only effective if made in writing and executed by authorized representatives of the Grantee and the PNC Foundation.

13. Applicable Law. This Grant Award Letter will be construed in accordance with the laws of the Commonwealth of Pennsylvania.

On behalf of the PNC Foundation, I extend every good wish for the success of this important project.

Very truly yours,



Sally McCrady  
Vice President

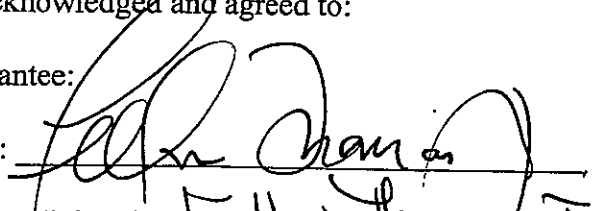
Acknowledged and agreed to:

Grantee:

By:

Name Printed:

Title:

  
Felton Thomas, Jr.  
Director

Date: September 19, 2011

ADDENDUM A

GRANT PROPOSAL & BUDGET



**CLEVELAND PUBLIC LIBRARY**

**325 Superior Ave.  
Cleveland, Ohio, 44114**

**Grant Proposal  
Submitted to the**

**PNC Foundation**

**for the  
Preschool Financial Education Initiative  
July 11, 2011**

**Grant Contact:  
Merce Robinson  
Grants & Development Coordinator  
216-623-2831  
[Merce.Robinson@cpl.org](mailto:Merce.Robinson@cpl.org)**

## *Table of Contents*

<i>Proposal Summary</i> .....	1
<i>Proposal</i>	
<i>Organizational Mission, History</i> .....	2
<i>Capacity, Community Partnerships</i> .....	3
<i>Program Description</i> .....	4
<i>Activities with Cuyahoga County Public Library</i> .....	5
<i>PNC Staff Participation</i> .....	5
<i>Timeline</i> .....	6
<i>Budget</i> .....	7
<i>Evaluation</i> .....	8
<i>Sustainability</i> .....	9
 <i>Attachments</i>	
<i>A: Job Description for Project Coordinator</i>	
<i>B: Cleveland Public Library Board of Trustees</i>	
<i>C: Tax-Exempt Status Letter</i>	
<i>D: Recent Contributions</i>	
<i>E: Board-Approved Organizational Budget for Current Year</i>	
<i>F: Verification of Good Legal Standing</i>	

## Proposal Summary

Cleveland Public Library is pleased to partner with the PNC Foundation to create a program for preschool children in northeast Ohio that will foster financial values. Preschool children participating in the program will learn basic financial concepts through activities that focus on the importance of saving, spending and sharing, making choices about the value of people, things, and money.

Cleveland Public Library's proposes a project with the following activities:

- The financial education program will be incorporated into Cleveland Public Library's early literacy program, On the Road to Reading (OTRR). Once a month OTRR staff will visit pre-school classrooms that participate in the OTRR program and feature an activity/lesson on basic financial concepts.
- The OTRR financial education program will follow a curriculum based on the PNC Grow up Great in partnership with Sesame Workshop, "For me, for you, for later: First steps to spending, sharing, and saving™." The program will run for 18 months in 25 preschool classrooms in Cleveland i.e. Head starts, Cleveland Metropolitan School District Pre-K classrooms, Homecare Centers, and independently run child care centers.
- The Project Coordinator will conduct programs for preschoolers at all 28 branches at least twice at each branch during the grant project.
- The "For Me For You For Later" kits will be used throughout the Library's grant programs. A total of 2,000 kits are requested from PNC for use in the project.
- Books for preschoolers on math/financial themes will be purchased to expand the book set collection for the OTRR classes.
- Cleveland Public Library and Cuyahoga County Public Library will work collaboratively to share museum exhibits and to plan and present a Family Financial Fair during the grant period.
- PNC volunteers may be asked to help assist in setting up activities related to the monthly lessons, visit a branch to assist in a financial education program, or offer assistance at the Family Financial Fair at the Zoo.

## Organizational Mission and History

The mission of the Cleveland Public Library is to be the best urban library system in the country by providing access to the worldwide information that people and organizations need in a timely, convenient, and equitable manner.

From its founding on February 17, 1869, Cleveland Public Library has played an integral part in the cultural and educational life of Northeast Ohio. With one of the largest and most extensive public library collections in the country—more than ten million items—Cleveland Public Library is used by researchers and scholars from around the world. The collection was built over the years by a succession of dedicated and visionary people who transformed a humble library into the illustrious institution that it is today. The Cleveland architectural firm of Walker & Weeks designed the new library that opened to the public in 1925. Seventy-two years later, the Library added a second building to the Main Library, a ten-story wing named in honor of Congressman Louis Stokes. The two buildings are separated by the Eastman Reading Garden, a cherished and popular green space in downtown Cleveland.

While building its research collection downtown, the Library did not neglect the needs of children and families in the neighborhoods of Cleveland. Neighborhood service began in 1892 when Library Trustees opened the West Side Branch in Ohio City. Today, 28 branches offer service across the city. Additional services are provided by a bookmobile that stops at over 40 senior centers and other agencies in the city's neighborhoods, and an early childhood literacy van that visits daycares and Head starts. Patrons who are not able to leave their homes are served by the Library's Homebound Services that mails books and other materials directly to them free of charge. In a like manner, visually impaired patrons in all 88 Ohio counties are served by the Ohio Library for the Blind & Physically Disabled, a service that dates back to 1903.

In addition to being known for its research collection and exemplary neighborhood service, Cleveland Public Library is known for being a leader in library technology and resource sharing. The Library's automation system is shared by a network of 31 library systems in northern Ohio called CLEVNET. *KnowItNow24x7*, Ohio's collaborative online reference service, is based at Cleveland Public Library and administered by library staff. Internet access is available on over 400 public computers throughout the Cleveland Public Library system.

In 2010, Cleveland Public Library was ranked one of the top five libraries in the country as the result of receiving the highest possible rating of five stars from the national industry publication, *Library Journal*.

## Capacity, Community Partnerships

As one of the larger urban libraries in the country, Cleveland Public Library provides convenient access to its programs and resources. There is a branch within walking distance of nearly every one of Cleveland's 427,393 residents. According to the Library's last annual report, published in 2010, more than 4.1 million people visited a Cleveland Public Library and patrons borrowed more than 6.8 million items.

Cleveland is a city filled with incredible resources and possesses a rich admirable past. It was once labeled as the "best location in the nation" and was the envy of other large cities in the United States. But by the end of 2009 the city of Cleveland gained a ranking with other U.S. cities that was far from admirable. Cleveland was ranked the 12<sup>th</sup> poorest city among places of at least 65,000 people and second poorest among America's big cities. (U.S. Census Bureau, September 2010). The Census report also stated that more than half of Cleveland's children, 51.3 percent, are growing up in poverty. Designing and crafting programs to meet the needs of Cleveland's youth suffering the consequences of poverty is a high priority for Cleveland Public Library.

For the past three years Cleveland Public Library has partnered with Children's Hunger Alliance, a state-wide, non-profit organization committed to eradicating childhood hunger to address an unfortunate offshoot of poverty – hungry children. During the summer children no longer have access to USDA school lunch programs. With 29 locations, Cleveland Public Library understood the need to have the summer lunch program at all of its neighborhood branches. During the past three summers, more than 55,000 lunches were served through the Library's participation. Literacy activities are also components of the summer lunch program. Story programs and summer reading clubs presentations have been scheduled immediately after the lunch program to involve groups of children in the libraries. Currently the Library is piloting an after-school snack program at two branches to offer hungry children healthy and nutritious snacks.

Supporting youth in preschool through high school is another major priority of the Library and one of its goals is to increase the number of strategic partnerships with groups supporting children and teens. For the past two years Cleveland Public Library has been a Lead Agency in the youth network called MyCom. MyCom, meaning My Community, My Commitment, is a public-private initiative to support children through critical periods of their development. Programs and services are created for youth with the ultimate goal of having children graduate from school prepared to enter adulthood and to lead successful lives.

This year more than \$500,000 was awarded to the Library by the government of Cuyahoga County and the Cleveland Foundation to re-grant monies to local organizations to present programs in the area of transitions for youth.

## Program Description

In 2006, Cleveland Public Library (CPL) created a mobile early childhood literacy program, *On the Road to Reading* (OTRR). This service to the youngest patrons, birth to five years of age, uses the American Library Association's program, *Every Child Ready to Read* early childhood literacy program. In 2010, OTRR conducted 629 story time visits with an attendance of 7,284 children. The story time sessions focus on teaching early literacy concepts to children and their caregivers. In addition to story times OTRR enriches classroom settings by providing a monthly book collection and story time outlines that explain reading techniques to help aid in expanding literacy in the classroom.

With this mission in mind, OTRR wants to evolve its current curriculum of early literacy to include activities/lessons on financial education. The need to train children on financial basics is evident with so many adults in Cleveland struggling to understand financial issues.

The OTRR financial lessons will utilize the materials produced by PNC Grow Up Great in partnership with Sesame Street Workshop, "For me, for you, for later: First steps to spending, sharing, and saving<sup>™</sup>." OTRR will select 25 classrooms with children ages three to five to take part in an 18-month early literacy curriculum that features both reading and financial concepts.

OTRR wants to create a program instructing children how to earn, save and eventually enjoy spending their money on a mobile store\*. Each classroom will receive their own piggy bank to put their "Grow Up Great Dollars" as they earn money throughout the program. Children will earn money by memorizing rhymes and answering questions correctly about financial basics and stories read to them during story time. To maintain a non-competitive atmosphere classrooms will work together to earn the dollars as a group. Children will save their money to place money into their spend section of the bank to buy items once the store arrives at the end of the program.

\*The Mobile Store will be located on the Cleveland Public Library's Bookmobile, and for two weeks during the grant period the Bookmobile will be transformed in to a child friendly store. Inside the store there will be items for the children to purchase with the library Grow up Great Dollars they earned during the program. Children will be assisted by Mobile Services and Outreach staff, PNC volunteers, and their preschool teachers who will act as sales associates helping children with their counting and purchases.

CPL would also like to make the financial activities available in the branches. The Project Coordinator will help provide lesson plans to all youth service emphasis staff in the library system. At least two financial education activity sessions will be presented at all 28 branches for preschool children and their families during the grant term. This will create the opportunity to reach greater numbers of children and caregivers in the Cleveland community.



Picture books having financial or math concepts as a theme will be purchased and added to the 100 existing books sets, so that preschool instructors can have access to books to share with children between visits by the Library staff.

### **Collaborative Activities with Cuyahoga County Public Library**

CPL is pleased to have this opportunity to work with CCPL to increase the scope of the financial education project to preschoolers in northeast Ohio.

CPL will work with CCPL to present in July 2013 a free, fun, family event at the Metro Parks Zoo. The event will be open to families that have participated in the program and tickets for the event will be distributed to families at CPL, CCPL branches and possibly PNC locations.

CCPL will coordinate the renting of two exhibits on financial topics and share them with CPL. CPL will have the exhibits at east and west side locations in their system and incorporate educational family sessions with the exhibits.

### **PNC Staff Participation in the Program**

The library will seek help from PNC volunteers on the monthly financial education days at day care centers. OTRR staff will break the children up into small groups and PNC volunteers will assist the staff in handing out the "Grow Up Great money".

PNC volunteers may be asked to assist in setting up activities related to the monthly outreach sessions or to visit a branch to assist in a financial education program. PNC staff can assist with the hosting of the exhibits at CPL locations, and could also be used at the Family Financial Fair at the Zoo event.

## **Program Timeline**

### **2011**

**October 2011** – PNC Grant Announcement

**October – November 2011** –  
Project Coordinator recruited, hired, trained  
(*See Attachment A for job description*)

**November – December 2011**  
Writing of Program Curriculum  
Ordering of Materials, Incentives, Books  
Orientation of Branch Staff  
Schedule for 2012 completed  
Booklists Written  
Promotional Materials Designed, Printed

### **2012**

**January - December 2012** –  
On the Road to Reading sessions presented  
CPL Branch sessions  
Joint Exhibits with CCPL at CPL sites

### **2013**

**January – June 2013**  
CPL Branch sessions  
Planning for Family Financial Fair @ Zoo

**June or July 2013**  
CPL and CCPL Family Financial Fair @ Zoo  
Project Ends  
Evaluation completed

## Project Budget

<b>Staff</b>	
Project Coordinator, part-time .....	\$25,000
\$24.00 per hour (includes base pay and benefits)	
12 hours a week for 21 months	
Picture Books on Finance/Math.....	\$10,000
3 books for 100 <i>On the Road to Reading</i> book sets	
300 books @ \$15.00	
Project Incentives.....	\$ 25, 000
Prizes for Mobil Unit Store	
Piggy Banks for Classrooms	
Incentives at Branch Sessions	
CCPL and CPL Exhibits	
Printing.....	\$ 5,000
Booklists, Flyers, Stickers,	
Family Literacy Event@ Zoo.....	\$ 30,000
Refreshments, Performers, Give-Aways, Tent Rentals,	
Craft Materials	
Travel, Mileage.....	\$ 1,000
"Train the Trainer" in Pittsburg, PA	
Project Coordinator's Mileage	
<b>TOTAL.....</b>	<b>\$96,000</b>

## Evaluation

### Expected Outcomes

Preschool children participating in the program will learn basic financial concepts through activities that focus on the importance of saving, spending and sharing, making choices about the value of people, things, and money.

Monthly attendance records will be kept for all programs and sessions related to the PNC grant project. Evaluation of the project will use both qualitative and quantitative measures.

- Through the *On the Road to Reading* program the proposed financial education component will offer approximately 25 sessions per month with a total of 450 sessions during the 18 months of instruction. Total attendance numbers for the grant program should reach 4,000 (25 sessions each month X an estimated 20 children per class X 18 months = 4,000).
- In addition, the public programs held at each of the 28 branches twice during the 18-month instructional period should result in an attendance total of 1,500.
- The proposed joint Family Financial Fair with Cuyahoga County Public Library (CCPL) at the Zoo should have an attendance of 10,000 – 12,000 (Annual CPL Zoo day attendance has averaged 4,000 a year for the past 10 years).

The Project Coordinator will develop two separate brief surveys to administer to daycare staff and parents/caregivers. The surveys will be given at the conclusion of the series of programs and after each public branch program to determine if information or knowledge of financial values were retained.

Qualitative measure will include observation of daycare staff/children and parents/children and collection of anecdotal information by CPL staff.

The Family Financial Fair event will offer an opportunity to survey adults and children about their level of financial knowledge. Survey tools will be developed specifically for the event.

A final report that includes the above mentioned measures will be compiled at the conclusion of all grant activities.

## **Sustainability**

Library operating funds will be budgeted for staff, benefits, vehicle maintenance, fuel and mileage to continue and support the *On the Road to Reading* component of the grant project. Financial education in a modified form will be imbedded into the early childhood mobile unit curriculum in the future. The picture book collection purchased for the grant will be maintained and replaced as needed.

Discussion will also take place about incorporating financial inter-active activities into the proposed Discovery Center planned for the Main Library re-design project



RGI International 34999 Mills Rd. North Ridgeville, OH 44039  
tel 440 281 8600 | fax 440 281 8659 | rgi-intl.com

October 13, 2011

Cleveland Public Library  
325 Superior Avenue  
Cleveland, OH 44114

**Creative Brief for the Rice Branch of the Cleveland Public Library**

Dear Merce Robinson,

Included in this package is an estimate based on the budget. Also included is our creative brief for the Cleveland Public Library, Rice Branch lobby re-design.

This contains our thought process as well as a summary of our intended ideas for the designated area. These ideas derived from observations and interviews completed at the Rice Branch and the Buckeye Area Development Corporation.

Please feel free to contact me with any questions you may have. I look forward to talking with you.

Thank you,  
Jillian Coy

**CPL Rice Branch : Information Center**

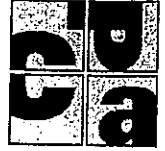
Estimated Budget

Item	Estimate	Notes
Conceptual Design Intent	\$7,500.00	
Design Management	\$2,000.00	
<b>Estimated Design</b>	<b>\$9,500.00</b>	
Computer	\$1,000.00	PC Computer with video card
LCD Screen	\$3,000.00	42-46" LCD screen with speakers
Fabrication Estimate	\$17,500.00	Kiosk
Software / Programming	\$5,000.00	TBD
Installation	\$1,900.00	Installation of Kiosk
<b>Estimated Kiosk</b>	<b>\$28,400.00</b>	
<b>Estimated Total</b>	<b>\$37,900.00</b>	

**[www.rgi-intl.com](http://www.rgi-intl.com)**

**CLEVELAND PUBLIC ART**

1951 W. 26th Street, #101  
Cleveland, Ohio 44113-3440  
216/621-5330 PHONE  
216/621-5423 FAX  
www.clevelandpublicart.org

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September 22, 2011

Cindy Lombardo  
Deputy Director  
Cleveland Public Library  
325 Superior Avenue  
Cleveland, Ohio 44114

Dear Ms. Lombardo:

Cleveland Public Art is honored to offer consulting services to Cleveland Public Library for both the 2012 Lockwood Thompson Dialogues and the spring 2013 *See Also* temporary art program.

At the Library's request, we have enclosed an updated proposal and budget for these programs, which include:

- A narrative recommending a direction for the next dialogue program;
- Costs related to the dialogue series, including moderator, speaker(s), publication, and additional expenses; and
- Temporary artwork in the Eastman Reading Garden.

For these programs, CPA proposes a budget not to exceed \$95,000.00, unless authorized to do so in writing from Cleveland Public Library (please refer to attached proposal details). This budget includes \$18,000 in administration fees and \$77,000 in reimbursable expenses.

Should the Cleveland Public Library accept this proposal, CPA requires that reimbursable expenses are paid to CPA within 30 days of submitting invoices and/or receipts. Also, CPA requests a payment schedule for the \$18,000 management fee of:

1. Upon signing	\$4,000
2. After the dialogue event	\$5,000
3. Upon installation of the <i>See Also</i> artwork	\$5,000
4. Upon delivery of dialogue program publication	\$4,000

CPA's contact person for all approvals and authorizations of speakers, moderators, publications reviews and all decisions to proceed will be Pamela Eyerdam or her designated staff member.

Sincerely,

Greg Peckham  
Executive Director

CC: Pamela Eyerdam, Cleveland Public Library  
Tiffany Graham, Cleveland Public Art

# The Lockwood Thompson Dialogues at Cleveland Public Library Proposal for 2012/2013 Programs

## INTENT & MISSION

The **Intent of The Lockwood Thompson Dialogues** at Cleveland Public Library is to bring speakers of national and/or international significance in the field of arts and popular culture to the Library. The Lockwood Thompson Dialogues series has involved collaborations and partnerships with other local cultural institutions and has remained and will remain wholly free and open to the public. Additionally, the intent of *See Also*, an annual program that brings temporary public artwork to the Eastman Reading Garden, is to activate a beloved public space with artwork by emerging artists from the Great Lakes region.

The **Mission** of these programs is to reinforce Cleveland Public Library's reputation as a national leader in providing the highest quality educational opportunities to all citizens of the City of Cleveland and its surrounding communities. Through the series, the library will continue to be known locally, nationally and internationally as a civic institution committed to its role as a forum for the sharing of ideas and knowledge. The mission of these programs will be to have the broadest impact on the largest audience possible. This has been and will continue to be achieved by both the attendance of the dialogues and the Eastman Reading Garden as well as by the creation of a publication from the dialogues of each year.

---

## PROGRAM COMPONENTS

1. Definition of Yearly Area of Interest & Specific Topic within the selected area of Interest
2. Selection of moderator and speakers
3. **Lockwood Thompson Dialogue Event**
4. *See Also* artwork installed annually each Spring with an opening reception
5. Yearly Printed Publication + Downloadable PDF
  - Forward by moderator or selected expert
  - Publication derived from event(s)
6. Periodically convene focus groups of experts/colleagues in fields related to series.

---

## PAST & CURRENT PARTNERS

Cleveland State University  
Cleveland Film Commission  
Cleveland Film Society  
IDEASTREAM (WCPN & WVIZ)  
The Plain Dealer  
The Cleveland Jewish News  
Cleveland State University  
Northern Ohio Live  
Cleveland Public Theatre  
Spaces Gallery  
The Cleveland Institute of Art

---



## AREAS OF INTEREST & TOPICS

1. Each year, an **Area of Interest** will be selected based upon current issues taking place in the Cleveland community and/or throughout the country.
2. **Topics within the selected Area of Interest** will be further developed to focus the dialogue series on pertinent or increasingly important issues in the related to the specific area of interest.
3. CPA will work with members of the Greater Cleveland community to determine an appropriate topic for this program and submit a proposal for the next topic by February 1, 2012.

### Overview of Past Lockwood Thompson Dialogue Programs

#### "Film"

**Moderator:** Independent film producer, Ted Hope

**May 26, 2011 Event:** Filmmakers Spike Jonze and Lisa Cholodenko

Attendance: 445 guests

#### "Civic Design & Inspired Infrastructure"

**Moderator:** *Plain Dealer* Art & Architecture Critic, Steve Litt

**October 29 Event:** New York City Chief Urban Designer Alexandros Washburn and MIT Transportation Professor Fred Salvucci

Attendance: 230 guests

#### "Politics & Propaganda: The Design of the Presidential Brand"

**Moderator:** *Sound of Ideas* host, Dan Moulthrop, WCPN ideastream

**October 6 Event:** *New York Times* Op Ed writer Frank Rich and Democratic Strategist and CNN Commentator Donna Brazile

Attendance: 450+ guests

#### "Pen & Ink"

**Moderator:** *New York Times* Chief Art Critic Michael Kimmelman

**Event I:** Cartoonist Art Spiegelman at Cleveland Public Theatre

**Event II:** Writer and *McSweeney's* creator Dave Eggers

Attendance: 320 guests

#### "Cultural and Creative Migrations"

**Moderator:** NPR Studio 360 Host, Kurt Andersen

**Event I:** Artist Shazia Sikander

**Event II:** Curator Robert Storr

Attendance: 200 guests

**"Truth, Technology and the Visual/Virtual World"**

**Moderator:** Inventor Jaron Lanier  
**Event I:** Dr. Vilayanur S. Ramachandran  
**Event II:** Paul D. Miller (aka DJ Spooky)  
**Attendance:** 120 guests

**SEE ALSO PROGRAMMING**

For the past two years, temporary artworks from emerging artists have activated the Eastman Reading Garden. These artworks have been selected by a committee comprised of local arts, design, and public space professionals. A third installation is planned for spring 2012. An artwork to be installed in spring 2013 is part of this proposal. Past installations include "Watership Down" by Jon Reed and Maier Yagod and "The Power of the Pieces" by Donald Black, Jr.

These projects are installed in the late spring or early summer (weather depending) and are removed in late October, or when the first snow is imminent. Each project is able to be fully removed without leaving any permanent marks in the garden. Installation methods are fully vetted by the Facilities Administrator to ensure safety and durability.

This annual program furthers the goals of the Lockwood Thompson Endowment by ensuring that Clevelanders and visitors have access to the arts in connection with the Library and encourages people to see the Main Branch as a place that cultivates and encourages creativity.

**YEARLY BUDGET ITEMS****Speaker Costs**

Speaker Honorarium  
 Speaker Travel, Lodging and Expenses

Moderator Honorarium  
 Moderator Travel, Lodging and Expenses

**Event Costs**

Video and/or audio taping  
 Sign Language Interpreter (if requested)

**Publicity**

Postcard Mailer  
 Design of Mailer  
 Printing  
 Postage

**Publication**

Transcription  
 Design  
 Editing  
 Printing + Downloadable PDF  
 Postage  
 Image Usage Fees

Photography/illustration

**Garden Art installation, fabrication, and artist fees**

**CPA Management Fees**

(flat fee)

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Cleveland Public Art's ROLE:

**Secure Partnerships**

**Organize and Manage:**

Topic Selection

Speaker + Moderator Selection

Speaker + Moderator Coordination

Series Publicity

Lecture Event Coordination

Publication Production

**Lockwood Thompson Dialogues & See Also: 2012/2013 Budget Proposal**

Item	Budget
<b>Dialogue Costs</b>	
<u>Speaker Costs</u>	
Moderator	10,000.00
Speaker	12,000.00
Speaker	13,000.00
Subtotal	35,000.00
<u>Travel &amp; Accomodations</u>	
Speaker	
Speaker	
Subtotal	3,500.00
<u>Publicity</u>	
Printing (5,000 pieces)	375.00
Mail House Fee & Postage	550.00
Design Fees	6,000.00
Subtotal	6,925.00
<u>Event Costs</u>	
Special AV	1,000.00
Subtotal	1,000.00
<u>Program Documentation</u>	
Transcript	300.00
Photography & Usage Fees	500.00
Design & Production of Publication	6,000.00
Subtotal	6,800.00
<b>Dialogue Total</b>	<b>53,225.00</b>

<b>CPA Management Fees</b>	
Organize & coordinate programs	
Topic selection	
Participant selection & negotiation	
Publicity	
Event planning & coordination	
Garden Art project management	
Management Total	18,000.00
<b>Spectrum 2012/2013 Program Total</b>	<b>95,000.00</b>
<b>Dialogue Fees + Garden Art Fee + CPA Management Fee</b>	

Item	Budget
<b>See Also / Garden Art Costs</b>	
Artist selection process	2,000.00
Subtotal	2,000.00
<u>Publicity for Event</u>	
Printing (10,000 pieces)	250.00
Mail House Fee & Postage	525.00
Postcard Design (in-house or by artist)	0.00
Subtotal	775.00
<u>Event Costs</u>	
Refreshments	500.00
Entertainment	500.00
Subtotal	1,000.00
<u>Artwork Costs</u>	
Artist Fee	2,500.00
Cost for Artwork	15,000.00
Photo Documentation	500.00
Artist Travel	1,000.00
Brochure Design & Printing	500.00
Marketing Materials	500.00
Subtotal	20,000.00
<b>Subtotal Garden Art 2010 Total</b>	<b>23,775.00</b>

**CLEVELAND PUBLIC LIBRARY  
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES  
FOR THE PERIOD SEPTEMBER 1 - SEPTEMBER 30, 2011**

*Carolyn Kenrick*  
FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

**Cleveland Public Library**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ending September 30, 2011**

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Total</u>
41 Taxes	26,383,789.29	0.00	0.00	0.00	26,383,789.29
42 Intergovernmental	19,528,884.94	701,034.93	0.00	0.00	20,229,919.87
43 Fines & Fees	323,445.12	0.00	0.00	0.00	323,445.12
44 Investment Earnings	353,461.92	519.44	0.00	4,877.86	358,859.22
45 Charges for Services	1,876,106.06	0.00	0.00	0.00	1,876,106.06
46 Contributions & Donations	0.00	647,891.33	0.00	0.00	647,891.33
48 Miscellaneous Revenue	381,003.84	7,693.26	0.00	0.00	388,697.10
<b>Total Revenues</b>	<b>\$ 48,846,691.17</b>	<b>\$ 1,357,138.96</b>	<b>\$ 0.00</b>	<b>\$ 4,877.86</b>	<b>\$ 50,208,707.99</b>
51 Salaries/Benefits	27,060,790.78	341,369.34	0.00	0.00	27,402,160.12
52 Supplies	847,788.67	22,880.35	0.00	0.00	870,669.02
53 Purchased/Contracted Services	7,780,096.20	564,179.76	0.00	34.00	8,344,309.96
54 Library Materials	6,107,365.85	95,447.53	0.00	15,457.46	6,218,270.84
55 Capital Outlay	509,471.87	85,058.61	314,803.09	0.00	909,333.57
57 Miscellaneous Expenses	71,254.68	17,501.18	0.00	0.00	88,755.86
<b>Total Expenditures</b>	<b>\$ 42,376,768.05</b>	<b>\$ 1,126,436.77</b>	<b>\$ 314,803.09</b>	<b>\$ 15,491.46</b>	<b>\$ 43,833,499.37</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 6,469,923.12</b>	<b>\$ 230,702.19</b>	<b>\$(314,803.09)</b>	<b>\$(10,613.60)</b>	<b>\$ 6,375,208.62</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	0.00
98 Advances	(210,000.00)	210,000.00	0.00	0.00	0.00
99 Transfers	(5,000,000.00)	0.00	5,000,000.00	0.00	0.00
<b>Total Other Sources / Uses</b>	<b>\$(5,210,000.00)</b>	<b>\$ 210,000.00</b>	<b>\$ 5,000,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$ 1,259,923.12</b>	<b>\$ 440,702.19</b>	<b>\$ 4,685,196.91</b>	<b>\$(10,613.60)</b>	<b>\$ 6,375,208.62</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 35,273,231.06</b>	<b>\$ 10,664,001.06</b>	<b>\$ 5,201,558.02</b>	<b>\$ 2,541,077.54</b>	<b>\$ 53,679,867.68</b>
<b>Current Cash Balance</b>	<b>\$ 36,533,090.92</b>	<b>\$ 11,104,703.25</b>	<b>\$ 9,886,754.93</b>	<b>\$ 2,550,463.94</b>	<b>\$ 60,055,013.04</b>

**Cleveland Public Library**  
**Certified Revenue, Appropriations and Balances**  
**General Fund**  
**For the period Ending September 30, 2011**

	<u>Certified Revenue (1)</u>	<u>Income To Date</u>	<u>Balance</u>	<u>Percent To Date</u>	<u>Percent Prior Year</u>
PLF State Income Tax	20,869,358	16,223,973	4,645,385	78%	77%
General Property Tax	26,214,496	26,383,789	(169,293)	101%	102%
Rollback, Homestead, CAT	5,200,000	2,412,823	2,787,177	46%	70%
Federal Grants	0	0	0	0%	100%
State Aid	1,269,138	892,089	377,049	70%	115%
Fines & Fees	300,000	323,445	(23,445)	108%	111%
Investment Earnings	700,000	353,462	346,538	50%	191%
Services to Others-Clevnet	2,400,000	1,876,106	523,894	78%	86%
Miscellaneous	429,437	381,004	48,433	89%	27%
<b>Totals</b>	<b>\$ 57,382,429</b>	<b>\$ 48,846,691</b>	<b>\$ 8,535,737</b>	<b>85%</b>	<b>90%</b>

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	36,945,689	27,089,379	9,856,310	73%	72%
Supplies	1,218,131	973,990	244,141	80%	63%
Purchased Services	11,985,139	10,793,997	1,191,142	90%	101%
Library Materials	12,476,848	9,508,102	2,968,746	76%	78%
Capital Outlay	956,617	752,027	204,590	79%	46%
Other	111,379	82,911	28,468	74%	137%
Subtotal	\$ 63,693,802	\$ 49,200,405	\$ 14,493,397	77%	77%
Advances/Transfers	5,210,000	5,210,000	0	0%	0%
<b>Totals</b>	<b>\$ 68,903,802</b>	<b>\$ 54,410,405</b>	<b>\$ 14,493,397</b>	<b>79%</b>	<b>77%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated July 26, 2011.

Note (2): Amended Appropriation of \$62,592,427 plus carried forward encumbrance of \$6,311,375.

Note (3): Subtotal includes 69% expended and 10% encumbered.

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**

For the Period Ending September 30, 2011

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	11,166,991.00	11,552,488.97	8,388,551.34	0.00	3,163,937.63
51120 Clerical Salaries	10,282,550.00	10,644,749.89	7,585,694.61	0.00	3,059,055.28
51130 Non-Clerical Salaries	1,159,770.00	1,201,088.55	917,559.62	0.00	283,528.93
51140 Buildings Salaries	3,739,466.00	3,874,639.22	2,877,979.49	0.00	996,659.73
51150 Other Salaries	1,298,485.00	1,344,739.26	972,139.07	0.00	372,600.19
51180 Severance Pay	0.00	81,503.11	233,762.31	0.00	(152,259.20)
51190 Non-Base Pay	0.00	1,035.58	150,440.38	0.00	(149,404.80)
51400 OPERS	3,864,245.00	4,000,841.59	2,982,384.75	0.00	1,038,456.84
51610 Health Insurance	3,218,053.00	3,351,947.41	2,415,417.72	0.00	936,529.69
51620 Life Insurance	46,771.00	50,465.47	34,507.87	0.00	15,957.60
51630 Workers Compensation	220,000.00	440,000.00	223,564.04	0.00	216,435.96
51640 Unemployment Compensation	47,248.00	73,183.70	37,684.55	26,761.86	8,737.29
51650 Medicare - ER	316,421.00	328,233.71	246,459.50	0.00	81,774.21
51900 Other Benefits	0.00	772.46	14,645.53	1,826.47	(15,699.54)
<b>Salaries/Benefits</b>	<b>\$35,360,000.00</b>	<b>\$ 36,945,688.92</b>	<b>\$ 27,060,790.78</b>	<b>\$ 28,588.33</b>	<b>\$ 9,856,309.81</b>
52110 Office Supplies	48,845.00	49,024.89	32,504.95	4,278.57	12,241.37
52120 Stationery	104,365.00	103,165.80	62,481.47	8,691.21	31,993.12
52130 Duplication Supplies	74,040.00	70,813.91	41,196.22	901.50	28,716.19
52140 Hand Tools	3,950.00	5,176.27	18.79	0.00	5,157.48
52150 Book Repair Supplies	108,875.00	96,520.06	45,433.09	1,352.15	49,734.82
52210 Janitorial Supplies	106,300.00	100,800.09	75,324.92	8,820.36	16,654.81
52220 Electrical Supplies	62,220.00	62,934.07	45,870.11	3,118.00	13,945.96
52230 Maintenance Supplies	148,275.00	270,835.41	206,130.50	35,358.01	29,346.90
52240 Uniforms	9,250.00	9,802.25	8,666.44	0.00	1,135.81



Cleveland Public Library  
**Appropriation, Expenditures and Balances**  
 General Fund  
 For the Period Ending September 30, 2011

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52300 Motor Vehicle Supplies	95,500.00	100,892.33	66,265.08	29,464.22	5,163.03
52900 Other Supplies	275,265.00	348,165.48	263,897.10	34,217.07	50,051.31
<b>Supplies</b>	<b>\$1,036,885.00</b>	<b>\$ 1,218,130.56</b>	<b>\$ 847,788.67</b>	<b>\$ 126,201.09</b>	<b>\$ 244,140.80</b>
53100 Travel/Meetings	35,000.00	45,905.63	27,178.44	18,727.19	0.00
53210 Telecommunications	613,524.00	711,553.94	440,264.21	229,019.60	42,270.13
53230 Postage/Freight	144,225.00	135,336.26	71,448.06	51,375.72	12,512.48
53240 PR/Other Communications	217,923.85	305,256.97	152,451.05	48,602.75	104,203.17
53310 Building Repairs	142,710.00	210,801.85	125,876.65	50,896.97	34,028.23
53320 Machine Repairs	36,870.00	44,715.30	28,004.47	5,366.69	11,344.14
53340 Building Maintenance	140,500.00	153,885.89	98,346.99	39,683.36	15,855.54
53350 Machine Maintenance	328,386.00	439,531.24	224,974.01	115,060.74	99,496.49
53360 Computer Maintenance	874,306.00	891,670.13	681,901.57	64,807.31	144,961.25
53370 Motor Vehicle Repairs	23,000.00	42,971.85	28,536.53	10,248.03	4,187.29
53380 Contract Security	870,000.00	1,063,911.23	744,005.71	319,905.52	0.00
53390 Landscaping	20,000.00	24,989.68	23,023.18	1,966.50	0.00
53400 Insurance	453,900.00	456,144.00	410,176.00	24,377.00	21,591.00
53510 Rent/Leases	116,900.00	144,362.70	70,891.28	58,336.32	15,135.10
53520 Equipment Rental	317,150.00	346,033.27	222,097.95	101,097.66	22,837.66
53610 Electricity	2,239,350.00	2,273,708.29	1,524,269.32	733,211.49	16,227.48
53620 Gas	338,900.00	297,276.45	204,291.97	92,984.48	0.00
53630 Chilled Water	843,200.00	1,039,296.58	828,494.82	210,801.76	0.00
53640 Water/Sewer	106,525.00	140,300.95	65,883.74	74,020.90	396.31
53710 Professional Services	1,049,596.15	1,510,165.23	889,651.20	449,397.98	171,116.05
53720 Auditors Fees	860,000.00	1,345,392.62	724,805.72	208,972.03	411,614.87

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending September 30, 2011**

	<b>Current Year Appropriation</b>	<b>Total Appropriated Funds</b>	<b>Current Year Expenditures</b>	<b>Encumbered and Unpaid</b>	<b>Unencumbered Balance</b>
53800 Library Material Control	254,700.00	324,161.50	162,174.45	101,455.89	60,531.16
53900 Other Purchased Services	15,600.00	37,767.88	31,348.88	3,585.00	2,834.00
<b>Purchased/Contracted Services</b>	<b>\$10,042,266.00</b>	<b>\$ 11,985,139.44</b>	<b>\$ 7,780,096.20</b>	<b>\$ 3,013,900.89</b>	<b>\$ 1,191,142.35</b>
54110 Books	3,756,443.00	4,397,163.25	2,255,670.85	987,532.19	1,153,960.21
54120 Continuations	682,000.00	1,001,627.00	403,699.97	300,356.87	297,570.16
54210 Periodicals	1,374,955.00	1,742,747.63	161,513.64	831,200.66	750,033.33
54220 Microforms	239,000.00	257,068.73	15,312.08	175,196.99	66,559.66
54310 Video Media	1,576,500.00	1,658,025.40	1,284,300.86	217,262.97	156,461.57
54320 Audio Media - Spoken	227,929.00	268,987.81	144,635.23	67,539.53	56,813.05
54325 Audio Media - Music	631,047.00	641,229.71	417,027.13	185,742.51	38,460.07
54350 Computer Media	295,950.00	372,583.80	311,438.00	23,630.02	37,515.78
54500 Database Services	1,270,538.00	1,806,610.53	1,001,712.31	484,294.79	320,603.43
54600 Interlibrary Loan	6,500.00	6,890.98	4,764.56	2,085.33	41.09
54710 Bookbinding	39,000.00	93,052.00	20,779.32	19,907.18	52,365.50
54720 Preservation Services	75,000.00	125,074.89	39,532.42	79,095.21	6,447.26
54730 Preservation Boxing	10,000.00	10,467.96	5,451.12	4,574.95	441.89
54790 Preservation Reformatting	65,000.00	94,818.38	41,528.36	22,316.55	30,973.47
54900 Other Library Materials	500.00	500.00	0.00	0.00	500.00
<b>Library Materials</b>	<b>\$10,250,362.00</b>	<b>\$ 12,476,848.07</b>	<b>\$ 6,107,365.85</b>	<b>\$ 3,400,735.75</b>	<b>\$ 2,968,746.47</b>
55510 Furniture	106,225.00	192,708.52	62,190.95	62,778.22	67,739.35
55520 Equipment	62,300.00	127,907.30	83,023.31	8,839.99	36,044.00
55530 Computer Hardware/Software	550,399.00	635,000.79	363,257.61	170,936.88	100,806.30
55700 Motor Vehicles	0.00	1,000.00	1,000.00	0.00	0.00
<b>Capital Outlay</b>	<b>\$718,924.00</b>	<b>\$ 956,616.61</b>	<b>\$ 509,471.87</b>	<b>\$ 242,555.09</b>	<b>\$ 204,589.65</b>

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending September 30, 2011

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
57100 Memberships	63,300.00	65,249.00	57,984.10	3,842.90	3,422.00
57200 Taxes	1,500.00	1,762.21	301.80	359.06	1,101.35
57500 Refunds/Reimbursements	43,027.00	44,367.66	12,968.78	7,454.25	23,944.63
<b>Miscellaneous Expenses</b>	<b>\$107,827.00</b>	<b>\$ 111,378.87</b>	<b>\$ 71,254.68</b>	<b>\$ 11,656.21</b>	<b>\$ 28,467.98</b>
59810 Advances Out	0.00	210,000.00	210,000.00	0.00	0.00
<b>Advances</b>	<b>\$0.00</b>	<b>\$ 210,000.00</b>	<b>\$ 210,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
59900 Transfers Out	0.00	5,000,000.00	5,000,000.00	0.00	0.00
<b>Transfers</b>	<b>\$0.00</b>	<b>\$ 5,000,000.00</b>	<b>\$ 5,000,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>TOTAL</b>	<b>\$57,516,264.00</b>	<b>\$ 68,903,802.47</b>	<b>\$ 47,586,768.05</b>	<b>\$ 6,823,637.36</b>	<b>\$ 14,493,397.06</b>

**Cleveland Public Library  
Revenue, Expenditures and Change in Fund Balances  
For the Period Ending September 30, 2011**

	<b>Beginning Year Balance</b>	<b>Year to Date Receipts</b>	<b>Year to Date Expenditures</b>	<b>Year to Date Encumbrances</b>	<b>Unencumbered Balance</b>
101 General Fund	35,273,231.06	48,846,691.17	47,586,768.05	6,823,637.36	29,709,516.82
<b>Total General Fund</b>	<b>\$ 35,273,231.06</b>	<b>\$ 48,846,691.17</b>	<b>\$ 47,586,768.05</b>	<b>\$ 6,823,637.36</b>	<b>\$ 29,709,516.82</b>
201 Anderson	189,635.01	0.00	0.00	0.00	189,635.01
202 Endowment for the Blind	1,375,391.48	152,284.00	0.00	0.00	1,527,675.48
203 Founders	4,260,062.08	110,366.50	125,148.48	24,304.96	4,220,975.14
204 Kaiser	40,238.89	0.00	0.00	0.00	40,238.89
205 Kraley	140,583.80	0.00	0.00	0.00	140,583.80
206 Library	156,094.60	8,423.02	4,840.78	991.00	158,665.84
207 Pepke	87,619.01	0.00	0.00	0.00	87,619.01
208 Wickwire	999,204.65	519.44	6,437.84	2,505.19	990,781.06
209 Wittke	59,386.26	0.00	0.00	0.00	59,386.26
210 Young	2,720,399.78	21,321.94	0.00	0.00	2,741,721.72
225 Friends	6,850.00	10,112.12	5,658.80	3,915.00	7,388.32
226 Judd	7,800.74	153,116.25	103,528.56	18,817.79	38,570.64
228 Lockwood Thompson Memorial	394,168.37	79,057.50	139,296.44	154,305.29	179,624.14
229 Ohio Center for the Book	58.00	0.00	0.00	0.00	58.00
230 Schweinfurth	(39,200.93)	108,610.00	37,547.35	0.00	31,861.72
242 Cleveland NCA Kiosk	10,362.81	0.00	689.03	2,099.26	7,574.52
243 Gates Foundation	74,281.22	54,600.00	67,901.04	3,112.20	57,867.98
244 Harvard CS Kiosk Project	7,522.28	0.00	188.90	732.40	6,600.98
251 LSTA-Library for the Blind	4,999.00	234,000.00	156,876.34	67,022.67	15,099.99
252 LSTA-Know It Now	90,764.82	476,420.57	329,613.53	274,328.16	(36,756.30)
253 MetLife-Fit for Life II	6,677.45	0.00	6,677.45	0.00	0.00
254 MyCom	71,101.74	158,307.62	142,032.23	259,252.15	(171,875.02)
<b>Total Special Revenue Funds</b>	<b>\$ 10,664,001.06</b>	<b>\$ 1,567,138.96</b>	<b>\$ 1,126,436.77</b>	<b>\$ 811,386.07</b>	<b>\$ 10,293,317.18</b>
401 Building & Repair	5,201,558.02	5,000,000.00	314,803.09	164,114.37	9,722,640.56

Cleveland Public Library  
 Revenue, Expenditures and Change in Fund Balances  
 For the Period Ending September 30, 2011

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
<b>Total Capital Project Funds</b>	<b>\$ 5,201,558.02</b>	<b>\$ 5,000,000.00</b>	<b>\$ 314,803.09</b>	<b>\$ 164,114.37</b>	<b>\$ 9,722,640.56</b>
501 Abel	160,917.69	0.00	0.00	0.00	160,917.69
502 Ambler	1,545.77	0.00	0.00	0.00	1,545.77
503 Beard	107,080.37	0.00	0.00	1,813.00	105,267.37
504 Klein	3,663.83	0.00	0.00	0.00	3,663.83
505 Malon/Schroeder	206,938.71	0.00	0.00	0.00	206,938.71
506 McDonald	126,210.68	0.00	0.00	0.00	126,210.68
507 Ratner	61,750.50	0.00	0.00	0.00	61,750.50
508 Root	26,625.23	0.00	0.00	0.00	26,625.23
509 Sugarman	164,969.13	0.00	0.00	0.00	164,969.13
510 Thompson	113,618.33	0.00	0.00	0.00	113,618.33
511 Weidenthal	4,556.48	0.00	0.00	0.00	4,556.48
512 White	1,563,200.82	4,877.86	15,491.46	4,587.27	1,547,999.95
<b>Total Permanent Funds</b>	<b>\$ 2,541,077.54</b>	<b>\$ 4,877.86</b>	<b>\$ 15,491.46</b>	<b>\$ 6,400.27</b>	<b>\$ 2,524,063.67</b>
<b>Total All Funds</b>	<b>\$ 53,679,867.68</b>	<b>\$ 55,418,707.99</b>	<b>\$ 49,043,499.37</b>	<b>\$ 7,805,538.07</b>	<b>\$ 52,249,538.23</b>

**Cleveland Public Library**  
**Depository Balance Detail**  
**For the Period Ending September 30, 2011**

<b>Balance of All Funds</b>	<b><u><u>\$ 60,055,013.04</u></u></b>
Chase-Checking	8,631.26
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	1,954,940.58
KeyBank-MC/MISA	53,089.71
Fifth Third - Checking	314,864.19
Petty Cash	330.00
Change Fund	5,420.00
KeyBank-Payroll Account (ZBA)	0.00
KeyBank-Savings Bond Acct	0.00
<b>Cash in Library Treasury</b>	<b><u><u>\$ 2,337,275.74</u></u></b>
PNC - Money Market	10,012.30
PNC - Investments	33,719,081.39
PNC/Allegiant Money Market	512,188.43
KeyBank - Victory Fund	0.00
STAR OHIO Investment	11,170,496.49
<b>Investments</b>	<b><u><u>\$ 45,411,778.61</u></u></b>
PNC Endowment Acct	12,305,958.69
<b>Endowment Account</b>	<b><u><u>\$ 12,305,958.69</u></u></b>
<b>Cash in Banks and On Hand</b>	<b><u><u>\$ 60,055,013.04</u></u></b>



CLEVE PUB LIB ENDMT CONS  
INVESTMENT MANAGEMENT STATEMENT

Account number 21-75-501-4453885  
July 1, 2011 - September 30, 2011

**Total portfolio value**

Total portfolio value on September 30	\$13,951,536.06
Total portfolio value on July 1	15,328,578.22
Total change in value	-\$1,377,042.16

**Bulletin board**

*Processing deadlines for end-of-the-year gifts/donations for charitable clients and donors: Gifts of physical securities received by PNC no later than November 18, 2011; mutual funds received by PNC no later than December 9, 2011; and DTC eligible securities received by PNC no later than December 16, 2011, are likely to be recorded in accounts by year-end. PNC cannot guarantee that securities received after these dates will be recorded in accounts by year end.*

*PNC does not accept odd lot tender offers. An odd lot tender offer is an offer by the issuer to purchase holdings of fewer than 100 shares and for which the commission rate may be higher than the standard commission rate that PNC is able to obtain. If you wish to direct PNC to sell any odd lots held in your account or if you have any questions concerning this process, please contact your account officer.*

PNC BANK NA AS AGENT UNDER  
AGREEMENT DATED 09/18/1997 FOR  
THE CLEVELAND PUBLIC LIBRARY  
ENDOWMENT FUND CONS

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**Investment policy and market outlook**

**Investment objective: 60% Equity 40% Fixed**

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In addition, the shares of any mutual fund in this account are not obligations of any bank, nor are they issued or endorsed by any bank or guaranteed by the FDIC or any other government agency or government-sponsored agency of the federal government or any state.

**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	IL: 3 years from receipt	OH: 2 years from mailing
DE: 2 years from receipt	MI: 1 year from mailing	PA: 30 months from receipt
FL: 6 months from receipt	MO: 1 year from mailing	VA: 1 year from mailing

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Please contact your PNC Relationship Manager via phone or in writing if there have been any changes in your investment objectives, financial situation, risk tolerance, or specific investment restrictions on the management of your account.

Investments and Insurance: Not FDIC Insured. No Bank or Federal Government Guarantee. May Lose Value.



**Summary**

*Portfolio value*

	Principal	Total
Income		
Income on September 30	\$291,421.93	\$13,951,536.06
Income on July 1	220,684.05	15,328,578.22
Change in value	\$70,737.88	-\$1,377,042.16

*Portfolio value by asset class*

	Value Sep. 30	Value Jul. 1	Change in value	Tax cost*
Income				
Cash and cash equivalents	\$291,421.93	\$220,684.05	\$70,737.88	\$291,421.93
Principal				
Cash and cash equivalents	\$10,179.67	\$226,813.42	-\$216,633.75	\$10,179.67
Fixed income	5,032,481.83	4,904,443.38	128,038.45	4,886,915.46
Equities	8,617,452.63	9,976,637.37	-1,359,184.74	7,655,207.34
Total	\$13,951,536.06	\$15,328,578.22	-\$1,377,042.16	\$12,843,724.40

\* We use tax cost to calculate the cost of your portfolio. When this information is not available for all assets, your portfolio's tax cost may be understated. To determine if we have tax cost information for all your assets, call Barry F. Lenahan your Account Advisor.

*Summary*

*Change in account value*

Beginning account value	\$15,375,409.43	From Jan. 1, 2011 \$14,521,895.25
<b>Additions</b>		
Investment income	\$80,946.15	\$220,746.23
Other receipts	133.19	1,002.70
<b>Disbursements</b>		
Cash distributions	-	-\$39,900.00
Fees and charges	- 10,208.27	- 31,143.43
Account to account transfers	-	164,284.00
Change in value of investments	- 1,447,913.23	- 841,326.54
Net accrued income	- 8,994.85	- 6,185.79
<b>Ending account value</b>	<b>\$13,989,372.42</b>	<b>\$13,989,372.42</b>

*Investment income summary*

	This period	From Jan. 1, 2011	Estimated annual income	Accrued income this period
Income-cash and cash equivalents	\$12.33	\$28.59	\$30.16	\$3.70
Interest-fixed income	46,915.21	127,634.76	166,208.08	32,882.92
Dividends-equities	34,018.61	93,082.88	143,485.76	4,949.74
<b>Total</b>	<b>\$80,946.15</b>	<b>\$220,746.23</b>	<b>\$309,724.00</b>	<b>\$37,836.36</b>

*Gain/loss summary*

	This period	From Jan. 1, 2011	Net unrealized gain/loss*
Fixed income	\$8,695.64	\$45,924.69	Since acquisition \$145,566.37
Equities	22,815.67	306,632.82	962,245.29
<b>Total</b>	<b>\$31,511.31</b>	<b>\$352,557.51</b>	<b>\$1,107,811.66</b>

\* All unrealized gain/loss information is based on tax cost. When this information is not available for all assets, your portfolio's tax cost may be understated. To determine if we have tax cost information for all your assets, call Barry F Lenahan your Account Advisor.

*Accrued income summary*

Accrued income on September 30	\$37,836.36
Accrued income on July 01	46,831.21
<b>Net accrued income</b>	<b>-\$8,994.85</b>

*Summary*

*Transaction summary - measured by cash balance*

	Income	Principal
	This period	From Jan. 1, 2011
Beginning cash balance	-\$29,129.31	-\$11,351.33
<b>Additions</b>		
Investment income	\$80,946.15	\$220,746.23
Sales and maturities	124,090.59	124,090.59
Other receipts	-	-
<b>Disbursements</b>		
Distributions	-	-
Purchases	-32,209.43	-168,852.33
Fees and charges	-10,208.27	-31,143.43
Account to account transfers	-	-
<b>Ending cash balance</b>	<b>\$133,489.73</b>	<b>\$133,489.73</b>
Change in cash	\$162,619.04	\$144,841.06

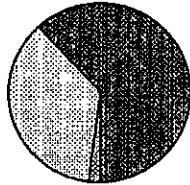
*Transaction summary - measured by tax cost*

Beginning tax cost	\$12,741,342.02	From Jan. 1, 2011 \$12,176,177.39
<b>Additions</b>		
Purchases	\$1,739,254.10	\$5,863,400.24
Securities received	-	178,446.46
<b>Disbursements</b>		
Sales	-\$1,636,871.72	-\$5,195,853.23
Securities delivered	-	-178,446.46
Change in cash	-	-
<b>Ending tax cost</b>	<b>\$12,843,724.40</b>	<b>\$12,843,724.40</b>

Analysis

Asset allocation

	Sep. 30, 2011
Cash and cash equivalents	2.16 %
Mutual funds	2.16 %
Fixed income	36.07 %
Corporate	16.52 %
US treasury	10.98 %
Agency	8.57 %
Equities	61.77 %
Stock	40.98 %
Mutual funds	20.79 %



Equity sectors

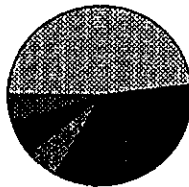
	Market value	% of equities	% of total portfolio
Industrials	\$476,568.52	8.34 %	3.41 %
Consumer discretionary	736,747.80	12.89 %	5.28 %
Consumer staples	736,253.80	12.88 %	5.28 %
Energy	625,130.40	10.93 %	4.48 %
Financial	690,019.95	12.07 %	4.95 %
Materials	180,607.52	3.16 %	1.29 %
Information technology	1,139,718.00	19.94 %	8.17 %
Utilities	222,531.60	3.89 %	1.60 %
Health care	764,632.32	13.37 %	5.48 %
Telecommunication services	144,942.60	2.54 %	1.04 %
<b>Total</b>	<b>\$5,717,152.51</b>	<b>100.00 %</b>	<b>40.98 %</b>

*Analysis*

*Bond analysis*

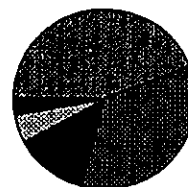
Bond rating

	Market Value	% of bonds	% of total portfolio
Moody's Aaa	\$2,464,505.30	48.97 %	17.67 %
Moody's Aa2	295,017.10	5.86 %	2.12 %
Moody's Aa3	246,377.40	4.90 %	1.77 %
Moody's A1	288,374.35	5.73 %	2.07 %
Other	1,738,207.68	34.54 %	12.46 %



Maturity schedule

Market value [% of bonds maturing in]	% of bonds	Corporate	US treasury and agency	Municipal	Other
Less than 1 year	5.50 %	\$10,004.70 (3.61 %)	\$266,763.25 (96.39 %)	-	-
1 - 5 years	43.87 %	935,442.56 (42.37 %)	1,272,146.35 (57.63 %)	-	-
6 - 10 years	35.02 %	1,344,375.60 (76.29 %)	417,731.72 (23.71 %)	-	-
11 - 15 years	2.35 %	15,311.70 (12.96 %)	102,868.92 (87.04 %)	-	-
16 or more years	13.27 %	-	667,837.03 (100.00 %)	-	-



Detail

*Portfolio - income*

Cash and cash equivalents  
Uninvested cash

Description	Market value last period	Current market value	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
UNINVESTED CASH	Quantity	Current price per unit		Avg. tax cost per unit				
	133,489.730	\$133,489.73	0.96%	\$133,489.73				
		\$1.0000		\$1.00				

Mutual funds - money market

Description	Market value last period	Current market value	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
PNC TREASURY MONEY MARKET FUND #431	Quantity	Current price per unit		Avg. tax cost per unit				
	\$169,087.73	\$80,401.41	0.58%	\$80,401.41		0.01%	\$8.04	\$1.20
	80,401.410	\$1.0000		\$1.00				
PNC CAPITAL ADVISOR MONEY MARKET FUND #431								
	80,725.63	77,530.79	0.56%	77,530.79		0.01%	7.75	0.87
	77,530.790	1.0000		1.00				

<b>Total mutual funds - money market</b>		<b>\$157,932.20</b>	<b>1.13%</b>	<b>\$157,932.20</b>		<b>0.01%</b>	<b>\$15.79</b>	<b>\$2.07</b>
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<b>Total cash and cash equivalents</b>		<b>\$291,421.93</b>	<b>2.09%</b>	<b>\$291,421.93</b>		<b>0.01%</b>	<b>\$15.79</b>	<b>\$2.07</b>
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Detail

*Portfolio - principal*

Cash and cash equivalents  
 Uninvested cash

Description	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
UNINVESTED CASH	- 133,489.730		\$ 1,0000	- \$133,489.73	- 0.96 %	\$ 1.00					

Mutual funds - money market

Description	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
PNC TREASURY MONEY MARKET FUND #431	\$43,281.82		\$ 1,0000		0.01 %						
PNC CAPITAL ADVISOR											
PNC TREASURY MONEY MARKET FUND #431	150,683.28		143,669.40	143,669.40	1.03 %	143,669.40			0.02 %	14.37	1.22
21-75-073-4453885	143,669.400		1,0000	1,000							

Total mutual funds - money market \$143,669.40 1.03 % \$143,669.40 0.01 % \$14.37 \$1.63

Total cash and cash equivalents \$10,179.67 0.07 % \$10,179.67 0.14 % \$14.37 \$1.63







INSTITUTIONAL  
INVESTMENTS

CLEVE PUB LIB ENDMT CONS  
INVESTMENT MANAGEMENT STATEMENT  
Account number 21-75-501-4453885  
July 1, 2011 - September 30, 2011

Detail

Fixed income  
Corporate bonds

Description [Cusip ]	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit	Current							
AMGEN INC SR UNSEC	14,278.95	15,496.20	15,496.20	103,3080	0.12 %	14,944.35	551.85	517.50	3.34 %	517.50	258.75
08.450% DUE 10/01/2020 RATING: A3 (031162BD1)						99.63					
PNC CAPITAL ADVISOR											
AVON PRODUCTS INC BONDS	26,421.75	26,212.00	26,212.00	104,8480	0.19 %	24,963.75	1,248.25	1,200.00	4.58 %	1,200.00	100.00
04.800% DUE 03/01/2013 RATING: A2 (056303AT9)						99.86					
PNC CAPITAL ADVISOR											
BB&T CORPORATION SR UNSEC	17,712.60	18,476.25	18,476.25	123,1750	0.14 %	18,414.30	61.95	1,027.50	5.57 %	1,027.50	430.98
06.850% DUE 04/30/2019 RATING: A2 (05531FAB9)						122.76					
PNC CAPITAL ADVISOR											
BMW VEHICLE LEASE TRUST SERIES 2010-1 CLASS A3 01.180% DUE 04/15/2013 RATING: AAA (055669AC9)	50,375.00	50,400.00	50,400.00	100,8000	0.37 %	49,992.19	407.81	410.00	0.82 %	410.00	18.22
PNC CAPITAL ADVISOR						99.98					
BNP PARIBAS SEDOL B3TJ495 ISIN US05567LUS45 03.600% DUE 02/23/2016 RATING: AA2 (05567LUS4)	25,000	24,370.25	24,370.25	97,4810	0.18 %	25,019.50	-649.25	900.00	3.70 %	900.00	545.00
PNC CAPITAL ADVISOR						100.08					

Detail

**Fixed income  
Corporate bonds**

Description (Cusip )	Market value (last period)	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	price per unit							
BMW VEHICLE OWNER TRUST SERIES 2011-A CLASS A3 00.760% DUE 08/25/2015 RATING: AAA (05573WAC9)	55,000	55,082.50	100.1500	0.40 %	54,992.06	99.99	90.44	0.76 %	418.00	17.61
PNC CAPITAL ADVISOR BANK OF AMERICA CORP SR UNSEC 05.750% DUE 12/01/2017 RATING: BAA1 (060505DP6)	25,000	23,486.00	93.9440	0.17 %	26,745.50	106.98	-3,259.50	6.13 %	1,437.50	479.17
PNC CAPITAL ADVISOR BANK OF MONTREAL SR UNSEC US06366QGN16 VAR% DUE 04/29/2014 RATING: AA2 (06366QGN1)	30,000	29,858.70	99.5290	0.22 %	30,063.30	100.21	-204.60	0.76 %	226.05	39.64
PNC CAPITAL ADVISOR BERKSHIRE HATHAWAY FINANCE CORP CO GUARNT 05.400% DUE 05/15/2018 RATING: AA2 (084664BE0)	22,144.80	22,862.40	114.3120	0.17 %	21,743.60	108.72	1,118.80	4.73 %	1,080.00	408.00
PNC CAPITAL ADVISOR BERKSHIRE HATHAWAY INC SR UNSEC 03.750% DUE 08/15/2021 RATING: AAZ (084670BC1)	10,000	10,234.50	102.3450	0.08 %	9,999.20	99.99	235.30	3.67 %	375.00	47.92
PNC CAPITAL ADVISOR										

*Detail*

**Fixed income  
Corporate bonds**

Description (Cusip.)	Market value last period		Current market value		% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit	Current						
BOEING CAPITAL CORP SR UNSEC CALL 7/15/18 @100 02.900% DUE 08/15/2018 RATING: A2 (097014AM6)	20,000	20,840.00 104.2000	20,840.00 104.2000		0.15 %	19,901.40 99.51	938.60	2.79 %	580.00	96.67
PNC CAPITAL ADVISOR BOTTLING GROUP LLC SR UNSECURED 05.125% DUE 01/15/2019 RATING: AA3 (10138MAK1)	27,598.50 25,000	29,093.75 116.3750	29,093.75 116.3750		0.21 %	27,951.45 111.81	1,142.30	4.41 %	1,281.25	270.49
PNC CAPITAL ADVISOR CAMPBELL SOUP CO SR UNSEC 04.250% DUE 04/15/2021 RATING: A2 (134429AW9)	25,460.75 25,000	27,492.75 109.9710	27,492.75 109.9710		0.20 %	24,872.50 99.49	2,620.25	3.87 %	1,062.50	519.44
PNC CAPITAL ADVISOR CARMAX AUTO OWNER TR SERIES 2009-1 CLASS A3 04.120% DUE 03/15/2013 RATING: AAA (14312WAD5)	9,451.53 5,233.300	5,257.32 100.6500	5,257.32 100.6500		0.04 %	5,375.17 102.71	- 107.85	4.10 %	215.61	9.58
PNC CAPITAL ADVISOR PROGRESS ENERGY CAROLINA 1ST MTG 05.300% DUE 01/15/2019 RATING: A1 (144141CZ9)	22,336.20 20,000	23,490.80 117.4540	23,490.80 117.4540		0.17 %	19,981.60 99.91	3,509.20	4.52 %	1,060.00	223.78
PNC CAPITAL ADVISOR										

*Detail*

**Fixed income  
Corporate bonds**

Description [Cusip]	Market value last period		Current market value		% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current	price per unit							
CATERPILLAR FIN SERV CRP	24,403.40	25,644.00	20,060.40	24,384.00	0.19 %	121.92	24,384.00	1,260.00	5.50 %	1,410.00	3.92
NOTES SERIE MTN	20,000	128.2200	133.7360	121.92							
07.050% DUE 10/01/2018											
RATING: A2											
[14912L4D0]											
PNC CAPITAL ADVISOR											
CATERPILLAR INC	19,189.50	20,060.40	20,060.40	19,083.30	0.15 %	127.22	19,083.30	977.10	5.91 %	1,185.00	348.92
NOTES	15,000	133.7360	133.7360	127.22							
07.900% DUE 12/15/2018											
RATING: A2											
[149123B03]											
PNC CAPITAL ADVISOR											
CISCO SYSTEMS INC	21,603.60	22,760.80	22,760.80	21,312.80	0.17 %	106.56	21,312.80	1,448.00	4.35 %	990.00	126.50
SR UNSEC	20,000	113.8040	113.8040	106.56							
04.950% DUE 02/15/2019											
RATING: A1											
[17275RAE2]											
PNC CAPITAL ADVISOR											
CITIGROUP INC	43,853.60	42,336.80	42,336.80	43,892.40	0.31 %	109.73	43,892.40	-1,553.60	5.68 %	2,404.00	707.84
SR UNSEC	40,000	105.8470	105.8470	109.73							
06.010% DUE 01/15/2015											
RATING: A3											
[172967FA4]											
PNC CAPITAL ADVISOR											
CITIBANK CREDIT CARD ISSUANCE TR	102,198.00	101,586.00	101,586.00	102,578.12	0.73 %	102.58	102,578.12	-992.12	2.22 %	2,250.00	612.50
SERIES 2009-A5 CLASS A5	100,000	101.5860	101.5860	102.58							
02.250% DUE 12/23/2014											
RATING: AAA											
[17305EER2]											
PNC CAPITAL ADVISOR											

*Detail*

**Fixed income  
Corporate bonds**

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current	price per unit							
COCA-COLA CO/THE	10,005.60	100.0470	10,000	10,004.70	100.0000	0.08 %	10,000.00	100.00	4.70	0.32 %	31.16	3.98
SR UNSEC VAR % DUE 06/15/2012 RATING: AA3 (191216AQ3)	25,393.00	24,035.25	25,000	96.1410	25,340.75	0.18 %	25,340.75	101.36	-1,305.50	5.62 %	1,350.00	288.75
PNC CAPITAL ADVISOR CREDIT SUISSE SUB NOTES [ISIN US22546 SEDOL B5P6KF2 05.400% DUE 01/14/2020 RATING: AA2 (225460AD9)	27,962.75	29,630.50	25,000	118.5220	24,923.50	0.22 %	24,923.50	99.69	4,707.00	4.52 %	1,337.50	661.32
PNC CAPITAL ADVISOR JOHN DEERE CAPITAL CORP SR UNSECURED SER MTN 05.350% DUE 04/03/2018 RATING: A2 (24422EQR3)	20,000	24,060.80	20,000	120.3040	24,573.00	0.18 %	24,573.00	122.87	-512.20	4.89 %	1,175.00	345.97
PNC CAPITAL ADVISOR WALT DISNEY COMPANY NTS SERIES B 05.875% DUE 12/15/2017 RATING: A2 (25468PCB0)	16,212.60	16,121.70	15,000	107.4780	14,851.20	0.12 %	14,851.20	99.01	1,270.50	4.66 %	750.00	158.33
PNC CAPITAL ADVISOR E I DU PONT DE NEMOURS BONDS 05.00% DUE 07/15/2013 RATING: A2 (26353ABU2)												
PNC CAPITAL ADVISOR												

*Detail*

**Fixed income  
Corporate bonds**

Description (Cusip)	Quantity	Market value last period	Current market value price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
DUKE ENERGY CAROLINAS	11,161.50	118,195.50	118.1950	0.09 %	9,966.00	99.66	1,853.50	4.45 %	525.00	110.83
1ST MORTGAGE	10,000									
05.250% DUE 01/15/2018										
RATING: A1										
(26442CAC8)										
PNC CAPITAL ADVISOR										
GENERAL DYNAMICS CORP	20,000	21,708.00	108.5400	0.16 %	19,967.00	99.84	1,741.00	3.58 %	775.00	170.07
CO GUARNT CALL 04/15/21 @100										
03.875% DUE 07/15/2021										
RATING: A2										
(36955DAR9)										
PNC CAPITAL ADVISOR										
GENERAL ELEC CAP CORP	75,058.20	77,024.50	110.0350	0.56 %	75,825.35	108.32	1,199.15	5.00 %	3,850.00	887.64
SR UNSEC	70,000									
05.500% DUE 01/08/2020										
RATING: AA2										
(36962G4J0)										
PNC CAPITAL ADVISOR										
GENERAL ELEC CAP CORP	117,749.65	117,475.95	102.1530	0.85 %	115,578.20	100.50	1,897.75	2.09 %	2,443.75	678.82
FDIC GUARANTEED	115,000									
02.125% DUE 12/21/2012										
RATING: AAA										
(36967HAV9)										
PNC CAPITAL ADVISOR										
GEORGIA POWER COMPANY	22,364.60	23,864.00	119.3200	0.18 %	22,065.80	110.33	1,798.20	4.53 %	1,080.00	360.00
NOTES	20,000									
05.400% DUE 06/01/2018										
RATING: A3										
(373334JK8)										
PNC CAPITAL ADVISOR										

*Detail*

**Fixed income**  
**Corporate bonds**

Description [Cusip ]	Market value last period		Current market value		% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit	Total tax cost					
GLAXOSMITHKLINE CAPITAL COM GTD ISIN US377372AD98	17,029.50	18,150.15	18,150.15	16,813.35	0.14 %	1,336.80	4.67 %	847.50	320.17
05.650% DUE 05/15/2018 RATING: A1 [377372AD9]	15,000	121,0010	121,0010	112.09					
PNC CAPITAL ADVISOR									
GOLDMAN SACHS GROUP INC SR NOTES	43,434.00	41,321.20	41,321.20	39,813.00	0.30 %	1,508.20	5.96 %	2,460.00	1,230.00
06.150% DUE 04/01/2018 RATING: A1 [381416FM1]	40,000	103,3030	103,3030	99.53					
PNC CAPITAL ADVISOR									
GOOGLE INC SR UNSEC	19,986.00	20,569.80	20,569.80	19,890.80	0.15 %	679.00	2.07 %	425.00	155.83
02.125% DUE 05/19/2016 RATING: AA2 [38259PAC6]	20,000	102,8490	102,8490	99.45					
PNC CAPITAL ADVISOR									
HSBC HOLDING PLC SUB NTS	21,090.40	20,551.40	20,551.40	21,475.60	0.15 %	-924.20	5.11 %	1,050.00	317.92
05.250% DUE 12/12/2012 RATING: A1 [404280AB5]	20,000	102,7570	102,7570	107.38					
PNC CAPITAL ADVISOR									
HSBC HOLDINGS PLC SR UNSEC ISIN US404280AK50 SEDOL B61GQ88	20,588.00	20,752.00	20,752.00	20,116.80	0.15 %	635.20	4.92 %	1,020.00	498.67
05.100% DUE 04/05/2021 RATING: AA2 [404280AK5]	20,000	103,7600	103,7600	100.58					
PNC CAPITAL ADVISOR									

*Detail*

**Fixed income  
Corporate bonds**

Description [Cusip]	Market value last period	Quantity	Current market value price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
HEWLETT PACKARD CO SR UNSEC	11,305.50	10,000	11,070.80	0.08 %	9,923.00	99.23	1,147.80	4.88 %	540.00	45.00
05.400% DUE 03/01/2017 RATING: A2			110.7080							
PNC CAPITAL ADVISOR [428236AM5]										
HEWLETT PACKARD CO NOTES	11,197.10	10,000	10,964.90	0.08 %	9,956.10	99.56	1,008.80	5.59 %	612.50	51.04
06.125% DUE 03/01/2014 RATING: A2			109.6490							
PNC CAPITAL ADVISOR [428236AT0]										
HEWLETT PACKARD CO SR UNSEC	19,413.20	20,000	19,370.00	0.14 %	19,965.40	99.83	-595.40	3.88 %	750.00	250.00
03.750% DUE 12/01/2020 RATING: A2			96.8500							
PNC CAPITAL ADVISOR [428236BF9]										
HONDA AUTO REC OWNER TR SERIES 2010-2 CLASS A3	50,264.00	47,717.060	47,931.79	0.35 %	47,711.24	99.99	220.55	1.34 %	639.41	23.09
01.340% DUE 03/18/2014 RATING: AAA			100.4500							
PNC CAPITAL ADVISOR [43812KAC7]										
HONDA AUTO RECEIVABLES OWNER TR SERIES 2009-2 CLASS A3	8,817.13	5,140.900	5,169.56	0.04 %	5,229.26	101.72	-65.70	2.78 %	143.43	6.37
02.790% DUE 01/15/2013 NOT RATED			100.4408							
PNC CAPITAL ADVISOR [43812UAC5]										





INSTITUTIONAL  
INVESTMENTS

CLEVE PUB LIB ENDMT CONS  
INVESTMENT MANAGEMENT STATEMENT

Account number 21-75-501-4453885

July 1, 2011 - September 30, 2011

Detail

Fixed income  
Corporate bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	price per unit							
HONDA AUTO RECEIVABLES OWNER TR	30,130.50	30,066.30	100.2210	0.22 %	29,998.66	100.00	67.64	1.13 %	339.00	15.07
SERIES 2011-1 CLASS A3	30,000									
01.130% DUE 10/15/2014										
RATING: AAA										
(43813TAC7)										
PNC CAPITAL ADVISOR										
HONEYWELL INTERNATIONAL	20,607.40	22,161.60	110.8080	0.16 %	19,949.40	99.75	2,212.20	3.84 %	850.00	70.83
SR UNSEC	20,000									
04.250% DUE 03/01/2021										
RATING: A2										
(438516BA3)										
PNC CAPITAL ADVISOR										
INTEL CORP	15,000	15,311.70	102.0780	0.11 %	14,944.30	99.76	347.40	3.24 %	495.00	16.50
SR UNSEC										
03.300% DUE 10/01/2021										
RATING: A1										
(458140AJ9)										
PNC CAPITAL ADVISOR										
JPMORGAN CHASE & CO	5,579.35	5,473.20	109.4640	0.04 %	5,627.85	112.56	-154.65	5.60 %	306.25	79.97
SUB NT	5,000									
06.125% DUE 06/27/2017										
RATING: A1										
(46625HGN4)										
PNC CAPITAL ADVISOR										
JP MORGAN CHASE & CO	27,969.00	27,945.50	111.7820	0.21 %	25,549.95	102.20	2,395.55	5.37 %	1,500.00	316.67
NOTES	25,000									
06.000% DUE 01/15/2018										
RATING: AA3										
(46625HG0)										
PNC CAPITAL ADVISOR										





CLEVE PUB LIB ENDMT CONS  
INVESTMENT MANAGEMENT STATEMENT

Account number 21-75-501-4453885  
July 1, 2011 - September 30, 2011

Detail

Fixed income  
Corporate bonds

Description (Cusip)	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current	price per unit							
MELLON FUNDING CORP CO GUARNT 05.500% DUE 11/15/2018 RATING: AA3 (585515AE9)	33,307.80 30,000	34,137.90 113.7930			0.25 %	33,233.40 110.78	904.50	4.84 %	1,550.00	623.33	
PNC CAPITAL ADVISOR MERCEDES-BENZ AUTO REC SERIES 2011-1 CLASS A3 00.850% DUE 03/16/2015 RATING: AAA (587728AC0)	50,000	50,025.00 100.0500			0.36 %	49,998.56 100.00	26.44	0.85 %	425.00	18.89	
PNC CAPITAL ADVISOR MERCCK & CO INC SR UNSEC 03.875% DUE 01/15/2021 RATING: A1 (58933YAA3)	34,794.55 35,000	38,153.50 109.0100			0.28 %	34,894.30 99.70	3,259.20	3.56 %	1,356.25	286.32	
PNC CAPITAL ADVISOR MERRILL LYNCH & CO NOTES SERIES MTN 06.875% DUE 04/25/2018 RATING: BAA1 (59018YN64)	16,585.95 15,000	14,765.55 98.4370			0.11 %	16,275.00 108.50	-1,509.45	6.99 %	1,031.25	446.87	
PNC CAPITAL ADVISOR METLIFE INC SR UNSEC SERIES A 04.817% DUE 08/15/2018 RATING: A3 (59156RAR9)	17,470.80 15,000	17,653.50 117.6900			0.13 %	15,052.50 100.35	2,601.00	5.80 %	1,022.55	130.66	
PNC CAPITAL ADVISOR											



INSTITUTIONAL  
INVESTMENTS

CLEVE PUB LIB ENDMT CONS  
INVESTMENT MANAGEMENT STATEMENT  
Account number 21-75-501-4453885  
July 1, 2011 - September 30, 2011

Detail

Fixed income  
Corporate bonds

Description (Cusip )	Market value last period	Current market value		% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	price per unit					
METLIFE INC GLOBAL	18,036.75	18,291.75	121,9450	0.14 %	-27.90	6.33 %	1,157.55	147.91
07.717% DUE 02/15/2019 RATING: A3 (59156RAT5)	15,000							
PNC CAPITAL ADVISOR								
MICROSOFT CORP SR NOTES	33,151.30	36,181.60	103,3760	0.26 %	1,484.00	2.91 %	1,050.00	525.00
03.000% DUE 10/01/2020 RATING: AAA (594918AH7)	35,000							
PNC CAPITAL ADVISOR								
MIDAMERICAN ENERGY CO SR NTS	27,679.50	29,179.75	116,7190	0.21 %	1,074.00	4.55 %	1,325.00	58.89
05.300% DUE 03/15/2018 RATING: A2 (595620AH8)	25,000							
PNC CAPITAL ADVISOR								
MONSANTO CO SR UNSEC ST CONVENTION	20,422.60	20,969.60	104,8480	0.16 %	1,012.20	2.63 %	550.00	253.61
02.750% DUE 04/15/2016 RATING: A2 (611662BM8)	20,000							
PNC CAPITAL ADVISOR								
MORGAN STANLEY SR UNSEC	19,111.20	19,641.80	98,21	0.14 %	-530.60	3.01 %	575.00	100.62
02.875% DUE 07/28/2014 RATING: A2 (61747WAK5)	20,000							
PNC CAPITAL ADVISOR								

Detail

Fixed income  
Corporate bonds

Description [Cusip]	Market value last period	Quantity	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
MORGAN STANLEY	15,642.30	15,000	14,265.60	0.11 %	15,421.05	102.81	- 1,155.45	5.00 %	712.50	356.25
04.750% DUE 04/01/2014			95,1040							
RATING: A3										
(61748AAE6)										
PNC CAPITAL ADVISOR										
NATIONAL RURAL UTIL COOP	27,212.50	10,000	10,808.70	0.08 %	9,984.40	99.84	824.30	5.09 %	550.00	137.50
NOTES			108,0870							
05.500% DUE 07/01/2013										
RATING: A1										
(637432LM5)										
PNC CAPITAL ADVISOR										
ORACLE CORP	21,860.60	20,000	23,234.80	0.17 %	19,925.40	99.63	3,309.40	4.31 %	1,000.00	230.56
SR UNSEC			116,1740							
05.000% DUE 07/08/2019										
RATING: A1										
(68389XAG0)										
PNC CAPITAL ADVISOR										
PECO ENERGY CO	11,108.30	10,000	11,900.60	0.09 %	9,983.20	99.83	1,917.40	4.50 %	535.00	44.58
1ST REF MORT			119,0060							
05.350% DUE 03/01/2018										
RATING: A1										
(693304AL1)										
PNC CAPITAL ADVISOR										
PRIVATE EXPORT FUNDING	24,455.00	25,000	25,654.00	0.19 %	24,937.75	99.75	716.25	2.20 %	562.50	165.63
US GOVT GTD			102,6160							
02.250% DUE 12/15/2017										
RATING: AAA										
(742651DK5)										
PNC CAPITAL ADVISOR										



*Detail*

**Fixed income  
Corporate bonds**

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current	price per unit							
TARGET CORP	19,963.20	21,635.00	19,963.20	108.1750	2,163.50	0.16 %	19,949.55	99.75	1,685.45	3.59 %	775.00	163.61
SR UNSEC	20,000		20,000									
03.875% DUE 07/15/2020												
RATING: A2												
(87612EAV8)												
PNC CAPITAL ADVISOR												
THERMO FISHER SCIENTIFIC	15,585.45	15,768.60	15,585.45	108.1750	1,685.45	0.12 %	15,513.15	103.42	255.45	3.05 %	480.00	200.00
SR NTS	15,000	105.1240	15,000									
03.200% DUE 05/01/2015												
RATING: A3												
(88356AS1)												
PNC CAPITAL ADVISOR												
TORONTO DOMINION BANK	15,000	15,114.00	15,000	100.7600	1,685.45	0.11 %	15,034.65	100.23	79.35	1.37 %	206.25	44.11
ISIN US891140AA67 SEDOL B523H44												
01.375% DUE 07/14/2014												
RATING: AAA												
(89114QAA6)												
PNC CAPITAL ADVISOR												
TOYOTA MOTOR CREDIT CORP	25,414.50	25,622.75	25,414.50	102.4910	1,685.45	0.19 %	24,965.25	99.86	657.50	2.74 %	700.00	155.56
SR UNSEC	25,000	102.4910	25,000									
02.800% DUE 01/11/2016												
RATING: AA3												
(89239P4R4)												
PNC CAPITAL ADVISOR												
USAA AUTO OWNER TRUST	13,131.60	5,874.29	13,131.60	100.1820	1,685.45	0.05 %	5,942.18	101.34	-67.89	3.02 %	177.08	7.87
SERIES 2009-1 CLASS A3												
03.020% DUE 06/17/2013												
RATING: AAA												
(90327XAC8)												
PNC CAPITAL ADVISOR												

*Detail*

**Fixed income  
Corporate bonds**

Description (Cusip I)	Market value last period		Current market value		% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current	price per unit						
UNITED PARCELL SERVICE	28,410.00	30,126.00	120,5040	30,126.00	0.22 %	28,283.25	1,842.75	4.57 %	1,375.00	290.28
SR NOTES	25,000			113.13						
05.500% DUE 01/15/2018										
RATING: AA3										
(911312AH9)										
PNC CAPITAL ADVISOR										
VERIZON COMMUNICATIONS	13,069.50	13,486.40	134,8640	13,486.40	0.10 %	13,470.40	16.00	6.49 %	875.00	364.58
SR NOTES	10,000			134.70						
08.750% DUE 11/01/2018										
RATING: A3										
(92343VA07)										
PNC CAPITAL ADVISOR										
VIRGINIA ELEC & POWER CO	16,938.00	17,662.95	117,7530	17,662.95	0.13 %	16,703.55	959.40	4.59 %	810.00	339.75
SR UNSECURED	15,000			111.36						
05.400% DUE 04/30/2018										
RATING: A3										
(927804FF6)										
PNC CAPITAL ADVISOR										
WACHOVIA CORP	21,748.40	21,481.00	107,4050	21,481.00	0.16 %	21,091.00	430.00	5.24 %	1,125.00	518.75
SUB NTS	20,000			105.26						
05.625% DUE 10/15/2016										
RATING: A3										
(929903CH3)										
PNC CAPITAL ADVISOR										
WAL-MART STORES INC	23,024.00	24,308.80	121,5440	24,308.80	0.18 %	21,017.40	3,291.40	4.78 %	1,160.00	148.22
SR NOTES	20,000			105.09						
05.800% DUE 02/15/2018										
RATING: AA2										
(931142CJ0)										
PNC CAPITAL ADVISOR										





**CLEVE PUB LIB ENDMT CONS**  
**INVESTMENT MANAGEMENT STATEMENT**  
 Account number 21-75-501-4453885  
 July 1, 2011 - September 30, 2011

*Detail*

**Fixed income  
Corporate bonds**

Description [Cusip]	Market value last period		Current market value		% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit	Current market value							
WAL-MART STORES INC SR UNSEC	9,860.60	10,703.30	107,0330		0.08 %	9,990.80	99.91	712.50	3.39 %	362.50	83.58
03.625% DUE 07/08/2020 RATING: AA2 (931142CU5)											
PNC CAPITAL ADVISOR											
WELLS FARGO COMPANY SR UNSEC	16,620.45	16,904.40	112,6960		0.13 %	16,937.55	112.92	-33.15	5.00 %	843.75	257.81
05.625% DUE 12/11/2017 RATING: A2 (949746NX5)											
PNC CAPITAL ADVISOR											
WESTPAC BANKING CORP SR UNSEC [ISIN US961214BN23]	30,252.30	30,297.60	100,9920		0.22 %	30,199.80	100.67	97.80	2.98 %	900.00	142.50
03.000% DUE 08/04/2015 RATING: AA2 (961214BN2)											
PNC CAPITAL ADVISOR											
WISCONSIN ELEC PWR NOTES	22,521.80	22,385.80	111,9290		0.17 %	19,961.20	99.81	2,424.60	5.37 %	1,200.00	600.00
06.000% DUE 04/01/2014 RATING: A2 (976656CA4)											
PNC CAPITAL ADVISOR											
WORLD OMNI AUTO RECEIVABLES TR SERIES 2011-A CLASS A4	44,997.75	44,997.75	99,9950		0.33 %	44,998.00	100.00	-0.25	1.92 %	859.50	38.20
01.910% DUE 04/15/2016 RATING: AAA (98158KAD1)											
PNC CAPITAL ADVISOR											
<b>Total corporate bonds</b>			<b>\$2,305,134.56</b>		<b>16.52 %</b>	<b>\$2,226,780.79</b>		<b>\$78,353.77</b>	<b>3.70 %</b>	<b>\$85,335.84</b>	<b>\$23,126.65</b>



*Detail*

**Treasury bonds**

Description [Cusip]	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
USA TREASURY NOTES 02.625% DUE 08/15/2020 RATING: AAA [912828NT3] PNC CAPITAL ADVISOR	19,340.60	50,000	53,625.00	107.2500	0.39 %	53,097.65	106.20	527.35	2.45 %	1,312.90	167.63
USA TREASURY NOTES 01.250% DUE 10/31/2015 RATING: AAA [912828PE4] PNC CAPITAL ADVISOR	84,242.65	120,000	122,605.20	102.1710	0.88 %	118,413.67	98.68	4,191.53	1.23 %	1,500.00	627.72
USA TREASURY NOTES 02.625% DUE 01/31/2018 RATING: AAA [912828PT1] PNC CAPITAL ADVISOR	61,012.20	15,000	16,246.80	108.3120	0.12 %	15,394.92	102.63	851.88	2.43 %	393.75	66.34
<b>Total treasury bonds</b>			<b>\$1,532,079.40</b>		<b>10.98 %</b>	<b>\$1,516,737.16</b>		<b>\$15,342.24</b>	<b>2.38 %</b>	<b>\$36,393.75</b>	<b>\$4,931.48</b>

**Agency bonds**

Description [Cusip]	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
BANK OF AMERICA CORP FDIC GUARANTEED 03.125% DUE 06/15/2012 RATING: AAA [06050BAA9] PNC CAPITAL ADVISOR	\$25,641.25	25,000	\$25,503.00	\$102.0120	0.19 %	\$25,509.75	\$102.04	-\$6.75	3.07 %	\$781.25	\$230.03
CITIBANK NA FDIC GUAR 01.750% DUE 12/28/2012 RATING: AAA [17314JAT0] PNC CAPITAL ADVISOR	40,776.40	40,000	40,680.80	101.7020	0.30 %	40,829.20	102.07	- 148.40	1.73 %	700.00	180.83



*Detail*

**Agency bonds**

Description (Cusip)	Market value last period		Current market value	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit							
FEDERAL NATL MTG ASSN POOL # 888459	51,058.86	47,281.63	47,281.63	0.34 %	43,127.04	4,154.59	4.21 %	1,986.98	171.10
04.500% DUE 08/01/2020 NOT RATED (314109B44)	44,155.010	107.0810	107.0810		97.67				
PNC CAPITAL ADVISOR FEDERAL NATL MTG ASSN POOL #888567	35,169.37	33,074.80	33,074.80	0.24 %	29,851.82	3,222.98	5.04 %	1,663.95	143.28
05.500% DUE 12/01/2036 NOT RATED (314109FG3)	30,253.650	109.3250	109.3250		98.67				
PNC CAPITAL ADVISOR FEDERAL NATL MTG ASSN POOL # 902804	60,022.76	58,679.81	58,679.81	0.43 %	53,181.12	5,498.69	4.64 %	2,720.92	234.30
05.000% DUE 11/01/2021 NOT RATED (31411BAD5)	54,418.310	107.8310	107.8310		97.73				
PNC CAPITAL ADVISOR FEDERAL NATL MTG ASSN POOL #949445	47,073.61	44,189.11	44,189.11	0.32 %	43,970.05	219.06	4.65 %	2,052.58	176.75
05.000% DUE 06/01/2023 NOT RATED (31413MHW0)	41,051.540	107.6430	107.6430		107.11				
PNC CAPITAL ADVISOR FEDERAL NATL MTG ASSN POOL #AB2077	152,775.26	158,558.60	158,558.60	1.14 %	149,041.19	9,517.41	3.81 %	6,038.54	519.99
04.000% DUE 01/01/2041 NOT RATED (31416XJ9)	150,963.624	105.0310	105.0310		98.73				
PNC CAPITAL ADVISOR FEDERAL NATL MTG ASSN POOL # AB2275	50,951.39	51,453.75	51,453.75	0.37 %	49,491.60	1,962.15	4.23 %	2,175.12	187.30
04.500% DUE 02/01/2041 NOT RATED (31416XQ52)	48,336.070	106.4500	106.4500		102.39				
PNC CAPITAL ADVISOR									

*Detail*

**Agency bonds**

Description (Cusip )	Market value last period		Current market value		Quantity	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current	price per unit							
FEDERAL NATL MTG ASSN POOL #AE6344	96,918.51	98.740.16	95,699.45	103.17	96,918.51	95,699.45	3,040.71	4.23 %	4,174.08	359.43	
04.500% DUE 11/01/2040 NOT RATED {31419HBN1}	75,021.75	75.042.00	75,195.75	100.26	75,021.75	75,195.75	- 153.75	0.25 %	184.88	6.16	
PNC CAPITAL ADVISOR											
GMAC LLC FDIC GUARANTEED VAR % DUE 12/19/2012 RATING: AAA {36186CB67}	15,402.30	15.304.20	15,581.40	103.88	15,402.30	15,581.40	- 277.20	3.19 %	487.50	143.54	
PNC CAPITAL ADVISOR											
GOLDMAN SACHS GROUP INC FDIC GUARANTEED 03.250% DUE 06/15/2012 RATING: AAA {38146FAA9}	10,174.30	101.2760	9,995.00	99.95	10,174.30	9,995.00	132.60	2.10 %	212.50	58.44	
PNC CAPITAL ADVISOR											
JPMORGAN CHASE & CO FDIC GUARANTEED 02.125% DUE 06/22/2012 RATING: AAA {481247AE4}	97,109.95	97.044.40	96,461.10	101.54	97,109.95	96,461.10	588.30	2.09 %	2,018.75	532.73	
PNC CAPITAL ADVISOR											
JPMORGAN CHASE & CO FDIC GTD 02.125% DUE 12/26/2012 RATING: AAA {481247AM6}	95,000	102.1520	101,143,397.51		95,000	101,143,397.51	\$51,870.36	3.72 %	\$44,478.49	\$4,824.79	
PNC CAPITAL ADVISOR											
<b>Total agency bonds</b>		<b>\$1,195,267.87</b>	<b>\$1,143,397.51</b>			<b>\$1,143,397.51</b>	<b>\$51,870.36</b>	<b>3.72 %</b>	<b>\$44,478.49</b>	<b>\$4,824.79</b>	
<b>Total fixed income</b>		<b>\$5,032,481.83</b>	<b>\$4,886,915.46</b>			<b>\$4,886,915.46</b>	<b>\$145,566.37</b>	<b>3.30 %</b>	<b>\$166,208.08</b>	<b>\$32,882.92</b>	

Detail

Equities

Stocks  
*Consumer discretionary*

Description (Symbol)	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
BORG WARNER INC. (BWA)	82,405.80	\$82,405.80	\$64,161.80	0.46%	\$80,761.50	\$76.19	-\$16,599.70	0.80%	\$508.80	
PNC CAPITAL ADVISOR	1,060	\$40,530.00	\$40.5300	0.80%	45,147.30	66,435.60				
DOLLAR TREE INC (DLTR)	96,932.10	111,582.90	111.58290	0.51%	30.40		23,318.96	2.08%	1,472.00	
PNC CAPITAL ADVISOR	1,485	75,140.00	75.1400	0.70%	47,599.44	25.84	-6,363.27	1.52%	1,468.00	352.00
LIMITED BRANDS INC (LTD)	1,840	38,510.00	38.5100	0.63%	102,957.67	28.05	14,278.35	3.56%	3,100.40	
PNC CAPITAL ADVISOR	1,840	96,594.40	96.59440	0.64%	72,970.95	21.65	3,000.07	3.19%	2,828.00	
MACY'S INC (M)	102,924.80	26,320.00	26.3200	0.59%	85,698.13	84.85	-5,601.67	2.45%	1,992.00	
PNC CAPITAL ADVISOR	3,670	87,249.30	87.24930	0.45%	59,854.25	59.26	1,573.95	1.91%	1,171.60	292.90
MATTEL INC (MAT)	92,641.30	25,890.00	25.8900	0.54%	46,107.55	23.89	28,660.65	2.59%	1,930.00	482.50
PNC CAPITAL ADVISOR	3,370	88,698.20	88.69820	5.28%	\$628,044.86	\$108,702.94	\$108,702.94	1.96%	\$14,470.80	\$1,127.40
MC DONALDS CORP (MCD)	1,010	87,820.00	87.8200							
TARGET CORP (TGT)	1,660	81,406.40	81.40640							
PNC CAPITAL ADVISOR	1,660	49,040.00	49.0400							
TIFFANY & CO NEW (TIF)	105,216.80	61,428.20	61.42820							
PNC CAPITAL ADVISOR	1,010	60,820.00	60.8200							
VIACOM INC CLASS B WI (VIAB)	98,430.00	74,768.20	74.76820							
PNC CAPITAL ADVISOR	1,930	38,740.00	38.7400							
<b>Total consumer discretionary</b>		<b>\$736,747.80</b>								

*Consumer staples*

Description (Symbol)	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
COCA COLA CO (KO)	86,804.10	\$86,804.10	\$2,557.20	0.67%	\$79,329.02	\$57.90	\$13,228.18	2.79%	\$2,575.60	\$606.30
PNC CAPITAL ADVISOR	1,370	\$67,560.00	\$67.5600	0.84%	95,441.96	48.45	21,260.84	2.33%	2,718.60	
THE HERSHEY COMPANY (HSY)	106,309.50	116,702.80	116.70280	0.42%	57,796.00	33.80	-374.20	3.46%	1,983.60	495.90
PNC CAPITAL ADVISOR	1,970	59,240.00	59.2400							
KRAFT FOODS INC - A (KFT)	1,710	57,421.80	57.42180							
SEDOL 2764296 (ISIN US50075N1046)		33,580.00								
PNC CAPITAL ADVISOR										



CLEVE PUB LIB ENDMT CONS  
INVESTMENT MANAGEMENT STATEMENT

Account number 21-75-501-4453885  
July 1, 2011 - September 30, 2011

Detail

Consumer staples

Description (Symbol)	Quantity	Current market value	Current price per unit	Market value last period	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
LAUDER ESTEE COS INC (EL)	103,086.20	88,718.40	87.8400	1,010	0.64 %	96,185.25	95.23	-7,466.85	0.86 %	757.50	
PNC CAPITAL ADVISOR											
PROCTER & GAMBLE CO (PG)	126,504.30	125,728.20	63.1800	1,990	0.91 %	114,132.59	57.35	11,595.61	3.33 %	4,179.00	
PNC CAPITAL ADVISOR											
JM SMUCKER CO/THE-NEW COM WI (SJM)	86,377.20	87,468.00	72.8900	1,200	0.63 %	75,537.28	62.95	11,930.72	2.64 %	2,304.00	
PNC CAPITAL ADVISOR											
WAL-MART STORES INC (WMT)	75,990.20	86,673.00	51.9000	1,670	0.63 %	93,433.48	55.95	-6,760.48	2.82 %	2,438.20	
PNC CAPITAL ADVISOR											
WHOLE FOODS MKT INC (WFM)	1,240	80,984.40	65.3100		0.59 %	79,150.85	63.83	1,833.55	0.62 %	496.00	
PNC CAPITAL ADVISOR											
<b>Total consumer staples</b>		<b>\$736,253.80</b>			<b>5.28 %</b>	<b>\$691,006.43</b>		<b>\$45,247.37</b>	<b>2.37 %</b>	<b>\$17,452.50</b>	<b>\$1,102.20</b>

Energy

Description (Symbol)	Quantity	Current market value	Current price per unit	Market value last period	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
BAKER HUGHES INC (BHI)	882,718.40	\$77,993.50	\$46.1500	1,690	0.56 %	\$110,701.49	\$65.50	-\$32,707.99	1.31 %	\$1,014.00	
PNC CAPITAL ADVISOR											
CHEVRON CORPORATION (CVX)	201,566.40	181,476.40	92.5900	1,960	1.31 %	145,424.11	74.20	36,052.29	3.37 %	6,115.20	
PNC CAPITAL ADVISOR											
EQT CORPORATION (EQT)		88,577.60	53.3600	1,660	0.64 %	98,882.06	59.57	-10,304.46	1.65 %	1,460.80	
PNC CAPITAL ADVISOR											
EXXON MOBIL CORP (XOM)	226,236.40	208,448.10	72.6300	2,870	1.50 %	210,960.35	73.51	-2,512.25	2.59 %	5,395.60	
PNC CAPITAL ADVISOR											
NATIONAL OILWELL VARCO INC (NOV)	154,073.70	68,634.80	51.2200	1,340	0.50 %	55,895.82	41.71	12,738.98	0.86 %	589.60	
PNC CAPITAL ADVISOR											
<b>Total energy</b>		<b>\$625,130.40</b>			<b>4.48 %</b>	<b>\$621,863.83</b>		<b>\$3,266.57</b>	<b>2.33 %</b>	<b>\$14,575.20</b>	



*Detail*

**Financial**

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
AMERICAN EXPRESS CO (AXP)	\$80,652.00	1,610	\$72,289.00	\$44.9000	0.52 %	\$69,447.93	\$43.14	\$2,841.07	1.61 %	\$1,159.20	
PNC CAPITAL ADVISOR											
AMERIPRISE FINANCIAL INC (AMP)	98,056.00	1,790	70,454.40	39.3600	0.51 %	73,604.50	41.12	-3,150.10	2.34 %	1,646.80	
PNC CAPITAL ADVISOR											
BANK OF AMERICA CORP (BAC)	49,429.60	4,510	27,601.20	6.1200	0.20 %	74,511.46	16.52	-46,910.26	0.66 %	180.40	
PNC CAPITAL ADVISOR											
CAPITAL ONE FINANCIAL CORP (COF)	101,273.20	1,960	77,674.80	39.6300	0.56 %	84,566.43	43.15	-6,891.63	0.51 %	392.00	
PNC CAPITAL ADVISOR											
CHUBB CORP (CB)	88,280.10	1,460	87,585.40	59.9900	0.63 %	65,699.13	45.00	21,886.27	2.61 %	2,277.60	569.40
PNC CAPITAL ADVISOR											
CITIGROUP INC (C)	82,863.60	1,990	50,973.85	25.6150	0.37 %	84,668.04	42.55	-33,694.19	0.16 %	79.60	
PNC CAPITAL ADVISOR											
EQUITY RESIDENTIAL (EQR)	67,200.00	1,150	59,650.50	51.8700	0.43 %	52,498.88	45.65	7,151.62	2.61 %	1,552.50	388.13
SH BEN INT REIT											
PNC CAPITAL ADVISOR											
JPMORGAN CHASE & CO (JPM)	145,541.70	3,405	108,582.60	30.1200	0.78 %	103,384.92	28.68	5,197.68	3.33 %	3,605.00	
PNC CAPITAL ADVISOR											
MOODY'S CORP (MCO)	61,743.50	1,660	50,547.00	30.4500	0.37 %	64,928.26	39.11	-14,381.26	1.84 %	929.60	
PNC CAPITAL ADVISOR											
WELLS FARGO & COMPANY (WFC)	98,490.60	3,510	84,661.20	24.1200	0.61 %	93,115.66	26.53	-8,454.46	2.00 %	1,684.80	
PNC CAPITAL ADVISOR											
<b>Total financial</b>			<b>\$690,019.95</b>		<b>4.95 %</b>	<b>\$766,625.21</b>		<b>-\$76,405.26</b>	<b>1.96 %</b>	<b>\$13,507.50</b>	<b>\$957.53</b>

**Health care**

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
COVIDIEN PLC (COV)	\$105,927.70	2,080	\$91,728.00	\$44.1000	0.66 %	\$98,050.72	\$47.14	-\$6,322.72	2.05 %	\$1,872.00	
PNC CAPITAL ADVISOR											
ALLERGAN INC (AGN)	101,565.00	1,240	102,151.20	82.3800	0.74 %	56,700.15	45.73	45,451.05	0.25 %	248.00	
PNC CAPITAL ADVISOR											

*Detail*

**Health care**

Description (Symbol)	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Quantity	price per unit							
AMERSOURCEBERGEN CORP (ABC)	110,496.60	99,473.63	99,473.63	75,733.60	0.72 %	75,733.60	23,740.03	1.24 %	1,227.74		
PNC CAPITAL ADVISOR	2,669	37,270.00	37,270.00	28.38		28.38					
JOHNSON & JOHNSON (JNJ)	141,022.40	153,492.90	153,492.90	150,400.12	1.11 %	150,400.12	3,092.78	3.58 %	5,494.80		
PNC CAPITAL ADVISOR	2,410	63,690.00	63,690.00	62.41		62.41					
MERCK & CO INC (MRK)	48,700.20	45,126.00	45,126.00	51,762.83	0.33 %	51,762.83	-6,636.83	4.65 %	2,097.60		524.40
PNC CAPITAL ADVISOR	1,380	32,700.00	32,700.00	37.51		37.51					
PFIZER INC (PFE)	115,978.00	105,726.40	105,726.40	94,563.11	0.76 %	94,563.11	11,163.29	4.53 %	4,784.00		
PNC CAPITAL ADVISOR	5,980	17,680.00	17,680.00	15.81		15.81					
SHIRE PLC (SRPGY)	57,750.73	60,396.99	60,396.99	43,632.18	0.44 %	43,632.18	16,764.81	0.43 %	257.20		45.61
PNC CAPITAL ADVISOR	643	93,930.00	93,930.00	67.86		67.86					
UNITEDHEALTH GROUP INC (UNH)	117,086.60	106,537.20	106,537.20	63,064.57	0.77 %	63,064.57	43,472.63	1.41 %	1,501.50		
PNC CAPITAL ADVISOR	2,310	46,120.00	46,120.00	27.30		27.30					
<b>Total health care</b>			<b>\$764,632.32</b>	<b>\$633,907.28</b>	<b>5.48 %</b>	<b>\$633,907.28</b>	<b>\$130,725.04</b>	<b>2.29 %</b>	<b>\$17,482.84</b>		<b>\$570.01</b>

**Industrials**

Description (Symbol)	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Quantity	price per unit							
CUMMINS INC (CMI)	\$68,303.40	\$81,660.00	\$81,660.00	\$34,432.50	0.39 %	\$34,432.50	\$19,463.10	1.96 %	\$1,056.00		
PNC CAPITAL ADVISOR	660	\$81,660.00	\$81,660.00	\$52.17		\$52.17					
DOVER CORP (DOV)	105,090.00	74,560.00	74,560.00	79,569.18	0.54 %	79,569.18	-5,009.18	2.71 %	2,016.00		
PNC CAPITAL ADVISOR	1,600	46,600.00	46,600.00	49.73		49.73					
EATON CORP (ETN)	83,349.00	58,930.00	58,930.00	83,246.63	0.43 %	83,246.63	-24,316.63	3.84 %	2,257.60		
PNC CAPITAL ADVISOR	1,660	35,500.00	35,500.00	50.15		50.15					
GENERAL ELECTRIC CO (GE)	90,150.80	73,969.20	73,969.20	82,219.49	0.54 %	82,219.49	-8,250.29	3.95 %	2,916.00		729.00
PNC CAPITAL ADVISOR	4,860	15,220.00	15,220.00	16.92		16.92					
JOY GLOBAL INC (JOYG)		51,775.40	51,775.40	78,924.71	0.38 %	78,924.71	-27,149.31	1.13 %	581.00		
PNC CAPITAL ADVISOR	830	62,380.00	62,380.00	95.09		95.09					

*Detail*

**Industrials**

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
PNC CAPITAL ADVISOR	101,894.40	976	79,709.92	81.6700	0.58 %	72,594.08	7,115.84	1,854.40	2.33 %	1,854.40	463.60
UNITED TECHNOLOGIES CORP (UTX)	103,556.70	1,190	89,728.40	75.3970	0.61 %	57,724.27	26,004.13	2,284.80	2.73 %	2,284.80	
PNC CAPITAL ADVISOR	1,190		70,360.00			48.51					
<b>Total Industrials</b>			<b>\$476,568.52</b>		<b>3.42 %</b>	<b>\$488,710.86</b>	<b>-\$12,142.34</b>	<b>\$12,965.80</b>	<b>2.72 %</b>	<b>\$12,965.80</b>	<b>\$1,192.60</b>

**Information technology**

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
APPLE INC (AAPL)	\$271,892.70	760	\$289,803.20	\$381.3200	2.08 %	\$64,334.07	\$84.65	\$229,469.13			
PNC CAPITAL ADVISOR	113,230.50	4,110	86,268.90	20.9900	0.62 %	70,194.28	16,074.62				
EMC CORP (EMC)	65,185.40	2,070	61,044.30	29.4900	0.44 %	70,978.02	-9,933.72				
PNC CAPITAL ADVISOR	2,070		29,490.00			34.29					
GOOGLE INC-CL A (GOOG)	111,403.60	230	118,459.20	515.0400	0.85 %	94,381.74	24,077.46				
PNC CAPITAL ADVISOR	90,412.80	4,290	91,527.15	21.3350	0.66 %	76,684.99	14,842.16		3.94 %	3,603.60	
INTEL CORP (INTC)	137,240.00	810	141,644.70	174.8700	1.02 %	89,338.16	52,306.54		1.72 %	2,430.00	
PNC CAPITAL ADVISOR	810		174,870.00			110.29					
INTERNATIONAL BUSINESS MACHS (IBM)	134,550.00	5,285	131,543.65	24.8900	0.95 %	88,784.92	42,758.73		3.22 %	4,228.00	
PNC CAPITAL ADVISOR	136,576.50	4,200	120,708.00	28.7400	0.87 %	79,143.96	41,564.04		0.84 %	1,008.00	
ORACLE CORP (ORCL)	111,306.40	2,030	98,718.90	48.6300	0.71 %	109,522.10	-10,803.20		1.77 %	1,745.80	
PNC CAPITAL ADVISOR	2,030		48,630.00			53.95					
<b>Total information technology</b>			<b>\$1,139,718.00</b>		<b>8.17 %</b>	<b>\$743,362.24</b>	<b>\$396,355.76</b>	<b>\$13,015.40</b>	<b>1.14 %</b>	<b>\$13,015.40</b>	

*Detail*

**Materials**

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
CELANESE CORP-SERIES A (CE)	\$116,215.80	1,690	\$54,975.70	\$32.5300	0.40 %	\$38,077.68	\$22.53	\$16,898.02	0.74 %	\$405.60	
PNC CAPITAL ADVISOR											
DUPONT E I DE NEMOURS & CO (DD)	88,642.00	1,690	67,549.30	39.9700	0.49 %	74,223.34	43.92	- 6,674.04	4.11 %	2,771.60	
PNC CAPITAL ADVISOR											
PPG INDUSTRIES INC (PPG)	74,629.38	822	58,082.52	70.6600	0.42 %	52,272.87	63.59	5,809.65	3.23 %	1,874.16	
PNC CAPITAL ADVISOR											
<b>Total materials</b>			<b>\$180,607.52</b>		<b>1.30 %</b>	<b>\$164,573.89</b>		<b>\$16,033.63</b>	<b>2.80 %</b>	<b>\$5,051.36</b>	

**Telecommunication services**

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
AT&T INC (T)	\$70,044.30	2,320	\$66,166.40	\$28.5200	0.48 %	\$57,332.52	\$4.71	\$8,833.88	6.04 %	\$3,990.40	
PNC CAPITAL ADVISOR											
VODAFONE GROUP PLC (VOD)		3,070	78,776.20	25.6600	0.57 %	83,758.67	27.28	- 4,982.67	5.51 %	4,337.91	
SPONSORED ADR NEW											
PNC CAPITAL ADVISOR											
<b>Total telecommunication services</b>			<b>\$144,942.60</b>		<b>1.04 %</b>	<b>\$141,091.19</b>		<b>\$3,851.41</b>	<b>5.75 %</b>	<b>\$8,328.31</b>	

**Utilities**

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
NORTHEAST UTILITIES (NU)	\$62,954.30	1,830	\$61,579.50	\$33.6500	0.45 %	\$59,196.36	\$32.35	\$2,383.14	3.27 %	\$2,013.00	
PNC CAPITAL ADVISOR											
OGE ENERGY CORP (OGE)		1,240	59,259.60	47.7900	0.43 %	57,020.23	45.98	2,239.37	3.14 %	1,860.00	
PNC CAPITAL ADVISOR											
WISCONSIN ENERGY CORP (WEC)	86,526.00	3,250	101,692.50	31.2900	0.73 %	70,743.17	45.98	30,949.33	3.33 %	3,380.00	
PNC CAPITAL ADVISOR											
<b>Total utilities</b>			<b>\$222,531.60</b>		<b>1.60 %</b>	<b>\$186,959.76</b>		<b>\$35,571.84</b>	<b>3.26 %</b>	<b>\$7,253.00</b>	
<b>Total stocks</b>			<b>\$5,717,152.51</b>		<b>40.98 %</b>	<b>\$5,065,945.55</b>		<b>\$651,206.96</b>	<b>2.17 %</b>	<b>\$124,102.71</b>	<b>\$4,949.74</b>



Detail

Mutual funds - equity

Description (Symbol)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Price per unit		Quantity	Price per unit							
PNC INTERNATIONAL EQUITY FUND (PIUX) CLASS I	58,808,833	\$944,469.86		58,808,833	\$12,5700	5.30 %	\$548,138.46	\$191,088.57	\$191,088.57	1.02 %	\$7,468.72	
21-75-073-4453885												
PNC SMALL CAP CORE FUND (PPCX) CLASS I	1,746,142.90			1,746,142.90	1,423,756.77	10.21 %	1,204,589.33	219,167.44	219,167.44			
21-75-073-4453885	138,363,146			138,363,146	10,2900		8.71					
PNC LARGE CAP VALUE FUND (PLVX) CLASS I	863,321.30			863,321.30	737,316.32	5.29 %	836,534.00	-99,217.68	-99,217.68	1.62 %	11,914.33	
21-75-073-4453885	62,378,707			62,378,707	11,8200		13.41					
<b>Total mutual funds - equity</b>						<b>20.79 %</b>	<b>\$2,589,261.79</b>	<b>\$311,038.33</b>	<b>\$311,038.33</b>	<b>0.67 %</b>	<b>\$19,383.05</b>	
<b>Total equities</b>						<b>61.77 %</b>	<b>\$7,655,207.34</b>	<b>\$962,245.29</b>	<b>\$962,245.29</b>	<b>1.67 %</b>	<b>\$143,485.76</b>	<b>\$4,949.74</b>
<b>Total portfolio</b>						<b>100.00 %</b>	<b>\$12,843,724.40</b>	<b>\$1,107,811.66</b>	<b>\$1,107,811.66</b>	<b>2.22 %</b>	<b>\$389,724.00</b>	<b>\$37,836.36</b>

Pending Trades

Purchases

Description	Trade date	Settle date	Quantity	Price per unit	Cash
BRISTOL MYERS SQUIBB CO	09/29/11	10/04/11	2,300	\$31.1205	-\$71,669.15

*Detail*

**Sales**

Description	Trade date	Settle date	Quantity	Price per unit	Cash
AMERISOURCEBERGEN CORP	09/29/11	10/04/11	221	\$38.6194	\$8,525.88
AMERISOURCEBERGEN CORP	09/29/11	10/04/11	429	37.8434	16,230.22
UNITEDHEALTH GROUP INC	09/29/11	10/04/11	432	46.6109	20,046.80
UNITEDHEALTH GROUP INC	09/29/11	10/04/11	118	47.4466	5,593.64
<b>Total pending sales</b>					<b>\$50,396.54</b>

**Net pending trades**

- \$21,274.61

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – September 2011

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. Other balances are invested in US Treasury and Agency issues as managed by United American Capital Corporation, STAR Ohio, and a federal money market fund.

Following is a description of interim deposit earnings for the period September 1, 2011 through September 30, 2011.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment	
					Income	Form
09/01/11 - 09/30/11	30	Various	STAR Ohio	Various	325.61	Investment Pool
09/01/11 - 09/30/11	30	Various	PNC	Various	12.85	Sweep Money Market
09/01/11 - 09/30/11	30	Various	PNC	Various	0.82	Money Market
05/27/11 - 09/06/11	103	2,000,000	Federal Home Loan Bank	1.050%	5,775.00	Federal Agency
05/25/11 - 09/09/11	108	2,500,000	Federal Home Loan Mortgage Corp.	1.000%	6,500.00	Federal Agency
06/03/11 - 09/08/11	98	1,000,000	Federal Farm Credit Bank	0.640%	1,688.88	Federal Agency
06/16/11 - 09/16/11	93	750,000	Federal Farm Credit Bank	0.875%	1,640.62	Federal Agency
06/30/11 - 09/23/11	86	1,500,000	Federal Farm Credit Bank	0.850%	3,314.58	Federal Agency
03/17/11 - 09/17/11	185	2,000,000	Federal Farm Credit Bank	0.650%	6,500.00	Federal Agency
03/28/11 - 09/28/11	185	750,000	Federal Home Loan Mortgage Corp.	0.750%	2,812.50	Federal Agency

Earned Interest September 2011 \$ 28,570.86  
 Earned Interest Year To Date \$ 353,461.92

## CLEVELAND PUBLIC LIBRARY

REPORT C

**Board Meeting  
October 18, 2011**

**REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR SEPTEMBER 2011**

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

<b>ITEM</b>	<b>DATE</b>	<b>TRUSTEE/STAFF MEMBER</b>	<b>AMOUNT</b>
Northeast Ohio Regional Library System Legislative Day Columbus, Ohio	3/24/11	Thomas Corrigan	20.00
Ohio Library Council 2011 Convention and Expo Toledo, Ohio	10/28/11	Deborah Hajzak	90.00
Northeast Ohio Regional Library System Legislative Day Columbus, Ohio	3/24/11	Sandra Jelar Elwell	20.00
Northeast Ohio Regional Library System Legislative Day Columbus, Ohio	3/24/11	Eddie Johnson	20.00
Ohio Government Finance Officers Association Annual Conference Cleveland, Ohio	9/21/11 - 9/23/11	Carrie Krenicky	260.00
Northeast Ohio Regional Library System Legislative Day Columbus, Ohio	3/24/11	Carlos Latimer	20.00
Northeast Ohio Regional Library System Legislative Day Columbus, Ohio	3/24/11	Cindy Lombardo	20.00
Ohio Library Council 2011 Convention and Expo Toledo, Ohio	10/28/11	Cindy Lombardo	90.00
Ohio Library Council Planning Meeting Columbus, Ohio	8/29/11	Michael Monaco	136.53



ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Library Council 2011 Convention and Expo Toledo, Ohio	10/28/11	Larry Novotny	90.00
Northeast Ohio Regional Library System Legislative Day Columbus, Ohio	3/24/11	Daniel Oreskovic	20.00
Northeast Ohio Regional Library System Legislative Day Columbus, Ohio	3/24/11	Michael Pride	20.00
State Library of Ohio Consumer Advisory Meeting Columbus, Ohio	8/24/11	Will Reed	135.42
Ohio Library Council 2011 Convention and Expo Toledo, Ohio	10/28/11	John Skrtic	90.00
Northeast Ohio Regional Library System Legislative Day Columbus, Ohio	3/24/11	Felton Thomas	20.00
Northeast Ohio Regional Library System Legislative Day Columbus, Ohio	3/24/11	Stephanie Tyus	20.00
Northeast Ohio Regional Library System Legislative Day Columbus, Ohio	3/24/11	Rick Werner	20.00
<b>TOTAL</b>			<b>\$1,091.95</b>

**SUMMARY**

FUND	SEPTEMBER	YEAR TO DATE
General	\$1,091.95	\$27,178.44
Judd Fund	0.00	0.00
Lockwood Thompson	0.00	5,951.12
Metlife-Fit for Life	0.00	0.00
LSTA - Know it Know	0.00	4,487.42
<b>TOTAL</b>	<b>\$1,091.95</b>	<b>\$37,616.98</b>

**REPORT D****CLEVELAND PUBLIC LIBRARY**

**Board Meeting  
October 18, 2011**

**PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD  
JULY 1 THROUGH SEPTEMBER 30, 2011**

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>
09/01/11	Corrugated Boxes	Buildings	Continental Containers	\$ 8,593.46
08/18/11	OLBPD Mailing Cards	OLBPD	BFC Print Network	21,130.47
07/14/11	Zebra Printer Ribbons	OLBPD	Current Directions	5,825.10
07/14/11	Copy Paper	Stockroom	Ris Paper	6,781.63
09/15/11	Security Strips	Stockroom	Ohionet	8,482.15
09/15/11	Security Strips	Stockroom	Ohionet	8,489.17
09/15/11	Computer Equipment	Automation	MCPC Technology	12,475.55
09/15/11	Computer Equipment	Automation	MCPC Technology	10,451.85
09/15/11	Computer Equipment	Automation	MCPC Technology	5,239.20
09/15/11	Computer Equipment	Automation	MCPC Technology	5,209.70
07/21/11	Computer Equipment	Automation	Ohionet	9,287.09
07/14/11	Computer Equipment	Automation	Business Smarts	16,993.00
08/04/11	Software Upgrade	OLBPD	Universal Low Visions	10,002.00

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

REPORT ECLEVELAND PUBLIC LIBRARY

Board Meeting  
October 18, 2011

PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD  
JULY 1 THROUGH SEPTEMBER 30, 2011

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>
07/20/11	Chilton Library.com	CLEVNET	Ohionet	\$ 60,000.00
08/25/11	Freegal	MLO	Library Ideas	38,204.00
08/25/11	Freegal	CLEVNET	Library Ideas	78,509.00

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  
09/01/2011 THRU 09/20/2011

EXHIBIT 7

**Human Resources Committee Report  
October 18,2011**

NAME	DEPARTMENT	JOB TITLE	DATE	REASON
<b><u>RESIGNATIONS</u></b>				
MCCORMICK,EUGENE	BUILDINGS	CUSTODIAN	9/10/2011	ANOTHER JOB
SMITH,SHARQUA S	FULTON	PAGE	9/13/2011	RETURN TO SCHOOL
CARABALLO-ROSA,ARIEL	BROOKLYN	PAGE	9/19/2011	ANOTHER JOB
WOODS,LEROYCE	BRANCH SUBS	LA-ADULT	9/28/2011	MEDICAL

**RETIREMENTS**

SMITH, LOUISE	EAST 131	BRANCH CLK	9/10/2011	RETIREMENT
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**OTHER TERMINATIONS**

GIRMAN,PATRICIA L	BRANCH SUBS	LA-ADULT	9/22/2011	TERM-INVOLUNTARY
HUNT,AMANDA L	BRANCH SUBS	LA-ADULT	9/22/2011	TERM-INVOLUNTARY
MATLOCK,MICHAEL	BRANCH SUBS	LA-ADULT	9/22/2011	TERM-INVOLUNTARY
SHELTON,KEREN	BRANCH SUBS	LA-ADULT	9/22/2011	TERM-INVOLUNTARY
HARRISON, LAUREN	BRANCH SUBS	LA-ADULT	9/29/2011	TERM-INVOLUNTARY







## CLEVELAND PUBLIC LIBRARY

REPORT F**Human Resources Committee Report**

Meeting Date: September 15, 2011

Report Period: July 2011

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

<b>MONTH</b>	<b>2010 SICK LEAVE HOURS USED</b>	<b>2011 SICK LEAVE HOURS USED</b>	<b>2011 TOTAL HOURS</b>
January	4,309.46	3,285.32	88,694
February	4,338.18	4,911.47	86,596
March	3,536.29	4,022.34	86,921
April	*5,606.63	*5,835.32	*130,660
May	3,667.67	4,491.99	89,222
June	2,583.52	3,359.51	87,422
July	2,779.95	3,263.72	88,040
August	3,179.51	3,441.30	87,584
September	2,821.62	*5,464.39	*133,737
October	*5,741.47		
November	3,646.62		
December	3,524.42		

\*Covers three pay dates



**CLEVELAND PUBLIC LIBRARY**  
**Sept. 1; 2011- Sept. 30, 2011 EE0-4 REPORT**  
**FULL/PART-TIME EMPLOYEES**

**REPORT G****Human Resources Committee Report**

October 18, 2011

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	78	20	8	1			31	17	1		
Professionals	86	19	2		1		43	17	2	2	
Technicians	21	11	2	1			6	1			
Protective Service	19	10	7	1				1			
Para-Professionals	138	25	38		2		30	34	7	2	
Administrative Support	303	31	64	5	3		51	131	16	2	
Skilled Craft	12	7	3		1			1			
Service Maintenance	50	9	37				2	2			
<b>Grand Total</b>	<b>707</b>	<b>132</b>	<b>161</b>	<b>8</b>	<b>7</b>	<b>0</b>	<b>163</b>	<b>204</b>	<b>26</b>	<b>6</b>	<b>0</b>

**A= Total Column****B= White****C=Black****D=Hispanic****E=Asian/Pacific****G=White****H=Black****I=Hispanic****J=Asian/Pacific****F= American Indian/Alaskan Native****K=American Indian/Alaskan Native**

**INSURANCE REPORT  
FOR THE MONTH OF  
SEPTEMBER**

REPORT H

Human Resources Committee Report **2011**  
October 20, 2011

**Staff Enrollments-Health Care/Dental**

	<b>Single</b>	<b>Family</b>	<b>Total</b>
<b>Kaiser POS</b>	89	77	166
<b>Kaiser HMO</b>	228	102	330
<b>Delta Dental</b>	229	164	393

**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>
<b>No Lost Work Day Claims for September</b>			

**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR SEPTEMBER 2011**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	2011	2010	
Main Library*	150,755	161,265	754	806	1,428,933	1,479,603	-3.4%
Branches	337,072	322,364	1,602	1,532	2,987,123	2,984,969	0.1%
Mobile Units	5,735	5,211			51,268	47,848	7.1%
Library for the Blind	59,580	64,265			513,176	546,134	-6.0%
eMedia	8,738	3,309			75,341	27,989	169.2%
<b>TOTAL CIRCULATION</b>	<b>561,880</b>	<b>556,414</b>			<b>5,055,841</b>	<b>5,086,543</b>	<b>-0.6%</b>

\* Popular Library, AV Department and the Music CD collection were relocated as part of Phase 1 of the Main Library Consolidation Project; the agencies were closed for varying periods of time during the moves--from two days to four days.

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
eBook	5,918	1,554	47,727	13,001	267.1%
eAudioBook	2,650	1,699	26,048	14,388	81.0%
eMusic	65	20	628	280	124.3%
eVideo	105	36	938	320	193.1%
<b>TOTAL eCIRCULATION</b>	<b>8,738</b>	<b>3,309</b>	<b>75,341</b>	<b>27,989</b>	<b>169.2%</b>

Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
Downloads	9,138	6,398	78,009	50,938	53.1%
Users	539	476	4,688	3,571	31.3%

Not included in circulation activity.

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use		YTD Gain/Loss
			2011	2010	2011	2010	
Main Library	72	43 minutes	10,693	13,544	7,613	9,819	-22.5%
Branches	331	40 minutes	64,634	72,509	42,937	46,745	-8.1%
<b>TOTAL USAGE</b>	<b>403</b>		<b>75,327</b>	<b>86,053</b>	<b>50,551</b>	<b>56,564</b>	<b>-10.6%</b>

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

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	2011	2010	
Main Library	49,569	52,638	248	263	432,254	500,615	-13.7%
Branches	260,860	280,940	1,240	1,335	2,309,253	2,466,666	-6.4%
Mobile Unit	743	630			7,288	6,648	9.6%
<b>TOTAL VISITS</b>	<b>311,172</b>	<b>334,208</b>			<b>2,748,795</b>	<b>2,973,929</b>	<b>-7.6%</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR SEPTEMBER 2011**

BRANCH	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLEVNET Systems	e Total Direct Circulation (a+b+c+d)	f Sent to Other CLEVNET Systems	g Total Circulation (e+f)
Addison	11,265	1,287	1,112	1,175	14,839	919	15,758
Broadway	2,407	155	118	104	2,784	271	3,055
Brooklyn	5,803	476	447	390	7,116	767	7,883
Carnegie West	10,124	1,049	1,066	819	13,058	1,343	14,401
Collinwood	7,790	598	617	687	9,692	1,043	10,735
East 131st	4,856	565	351	372	6,144	498	6,642
Eastman	13,877	1,363	1,266	1,349	17,855	1,867	19,722
Fleet	8,996	749	879	927	11,551	1,167	12,718
Fulton	9,388	637	514	600	11,139	934	12,073
Garden Valley	4,133	325	185	159	4,802	463	5,265
Glenville	6,043	708	879	722	8,352	529	8,881
Harvard-Lee	7,784	863	733	902	10,282	840	11,122
Hough	5,007	595	313	317	6,232	495	6,727
Jefferson	7,250	717	821	945	9,733	971	10,704
Langston Hughes	5,284	529	462	513	6,788	482	7,270
Lorain	9,375	987	638	954	11,954	859	12,813
Martin Luther King, Jr.	6,176	472	750	777	8,175	839	9,014
Memorial-Nottingham	11,117	873	1,290	1,572	14,852	1,665	16,517
Mt. Pleasant	5,870	575	386	550	7,381	562	7,943
Rice	10,889	561	555	686	12,691	938	13,629
Rockport	16,973	1,328	1,208	1,483	20,992	2,062	23,054
South	8,482	616	440	456	9,994	822	10,816
South Brooklyn	14,625	954	1,396	1,674	18,649	2,497	21,146
Sterling	4,399	433	399	339	5,570	423	5,993
Union	5,546	494	247	418	6,705	561	7,266
Walz	13,483	1,082	1,235	1,397	17,197	1,551	18,748
West Park	16,517	1,405	2,427	2,856	23,205	3,091	26,296
Woodland	8,126	646	603	637	10,012	869	10,881
<b>TOTAL</b>	<b>241,585</b>	<b>21,042</b>	<b>21,337</b>	<b>23,780</b>	<b>307,744</b>	<b>29,328</b>	<b>337,072</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION COMPARATIVE FOR SEPTEMBER 2011**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2011	2010	2011	2010		
Addison	15,758	11,196	132,285	126,921	5,364	4.2%
Broadway	3,055	3,074	31,075	31,387	-312	-1.0%
Brooklyn	7,883	7,547	82,340	74,146	8,194	11.1%
Carnegie West	14,401	12,983	120,016	116,399	3,617	3.1%
Collinwood	10,735	10,134	93,205	98,263	-5,058	-5.1%
East 131st	6,642	4,622	52,529	42,200	10,329	24.5%
Eastman	19,722	21,309	174,914	190,154	-15,240	-8.0%
Fleet	12,718	12,633	121,213	129,570	-8,357	-6.4%
Fulton	12,073	11,831	109,905	102,805	7,100	6.9%
Garden Valley	5,265	5,096	39,228	43,894	-4,666	-10.6%
Glenville	8,881	8,041	79,002	68,253	10,749	15.7%
Harvard-Lee	11,122	9,851	90,244	89,253	991	1.1%
Hough	6,727	6,036	59,718	57,595	2,123	3.7%
Jefferson	10,704	9,632	91,451	96,874	-5,423	-5.6%
Langston Hughes	7,270	7,507	73,611	68,433	5,178	7.6%
Lorain	12,813	11,835	111,802	116,499	-4,697	-4.0%
Martin Luther King, Jr.	9,014	8,609	81,198	79,942	1,256	1.6%
Memorial-Nottingham	16,517	18,977	158,920	176,045	-17,125	-9.7%
Mt. Pleasant	7,943	6,029	64,962	60,940	4,022	6.6%
Rice	13,629	13,758	119,909	120,467	-558	-0.5%
Rockport	23,054	22,835	211,376	208,548	2,828	1.4%
South	10,816	9,060	85,328	85,312	16	0.0%
South Brooklyn	21,146	22,595	202,584	218,277	-15,693	-7.2%
Sterling	5,993	5,985	56,521	57,439	-918	-1.6%
Union	7,266	6,104	62,362	53,953	8,409	15.6%
Walz	18,748	16,785	160,930	160,353	577	0.4%
West Park	26,296	27,834	231,067	257,892	-26,825	-10.4%
Woodland*	10,881	10,466	89,428	53,155	36,273	*
<b>TOTAL</b>	<b>337,072</b>	<b>322,364</b>	<b>2,987,123</b>	<b>2,984,969</b>	<b>2,154</b>	<b>0.1%</b>

\*Woodland Branch closed 10/28/2009 - 04/23/2010 for ADA accessibility renovation, asbestos abatement, and roof repair.

**CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE SEPTEMBER 2011**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2011	2010	2011	2010		
Addison	5,918	8,101	53,756	63,654	-9,898	-15.5%
Broadway	1,514	1,642	14,107	15,532	-1,425	-9.2%
Brooklyn	4,774	4,276	43,139	39,980	3,159	7.9%
Carnegie West	18,866	18,509	168,671	176,245	-7,574	-4.3%
Collinwood	7,265	7,240	64,285	73,630	-9,345	-12.7%
East 131st	7,341	7,664	59,278	58,757	521	0.9%
Eastman	12,809	13,331	109,723	121,745	-12,022	-9.9%
Fleet	10,102	11,083	96,489	97,868	-1,379	-1.4%
Fulton	8,756	8,117	71,450	68,978	2,472	3.6%
Garden Valley	5,184	5,739	46,573	62,190	-15,617	-25.1%
Glenville	7,674	9,808	69,394	79,972	-10,578	-13.2%
Harvard-Lee	9,518	9,609	78,757	89,188	-10,431	-11.7%
Hough	13,438	15,450	131,567	130,776	791	0.6%
Jefferson	8,658	8,615	74,559	78,564	-4,005	-5.1%
Langston Hughes	6,901	7,634	58,175	65,008	-6,833	-10.5%
Lorain	7,922	7,940	68,360	72,049	-3,689	-5.1%
Martin Luther King, Jr.	5,921	6,243	54,263	59,363	-5,100	-8.6%
Memorial-Nottingham	8,535	10,173	77,103	86,021	-8,918	-10.4%
Mt. Pleasant	6,016	7,437	60,454	75,832	-15,378	-20.3%
Rice	16,189	18,209	128,226	140,216	-11,990	-8.6%
Rockport	14,314	11,710	107,230	105,467	1,763	1.7%
South	8,792	9,459	77,496	84,811	-7,315	-8.6%
South Brooklyn	14,616	17,642	131,341	155,569	-24,228	-15.6%
Sterling	12,648	13,553	124,349	114,146	10,203	8.9%
Union	7,611	10,272	79,625	95,713	-16,088	-16.8%
Walz	10,474	11,423	93,055	98,663	-5,608	-5.7%
West Park	10,696	11,336	95,233	112,309	-17,076	-15.2%
Woodland*	8,408	8,725	72,595	44,420	28,175	*
<b>TOTAL</b>	<b>260,860</b>	<b>280,940</b>	<b>2,309,253</b>	<b>2,466,666</b>	<b>-157,413</b>	<b>-6.4%</b>

\*See footnote p. 3

**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS SEPTEMBER 2011**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
1 West Park	26,296	1 Carnegie West	18,866	1 South Brooklyn	31,511
2 Rockport	23,054	2 Rice	16,189	2 Fleet	27,822
3 South Brooklyn	21,146	3 South Brooklyn	14,616	3 West Park	27,291
4 Eastman	19,722	4 Rockport	14,314	4 Eastman	23,686
5 Walz	18,748	5 Hough	13,438	5 Rice	22,240
6 Memorial-Nottingham	16,517	6 Eastman	12,809	6 Fulton	20,026
7 Addison	15,758	7 Sterling	12,648	7 Memorial-Nottingham	19,553
8 Carnegie West	14,401	8 West Park	10,696	8 Rockport	19,404
9 Rice	13,629	9 Walz	10,474	9 Harvard-Lee	18,834
10 Lorain	12,813	10 Fleet	10,102	10 Langston Hughes	17,982
11 Fleet	12,718	11 Harvard-Lee	9,518	11 Glenville	17,317
12 Fulton	12,073	12 South	8,792	12 Walz	16,558
13 Harvard-Lee	11,122	13 Fulton	8,756	13 Collinwood	16,270
14 Woodland	10,881	14 Jefferson	8,658	14 Addison	16,169
15 South	10,816	15 Memorial-Nottingham	8,535	15 East 131st	15,658
16 Collinwood	10,735	16 Woodland	8,408	16 Martin Luther King, Jr.	15,212
17 Jefferson	10,704	17 Lorain	7,922	17 Mt. Pleasant	14,724
18 Martin Luther King, Jr.	9,014	18 Glenville	7,674	18 Lorain	13,233
19 Glenville	8,881	19 Union	7,611	19 Carnegie West	10,549
20 Mt. Pleasant	7,943	20 East 131st	7,341	20 Union	10,316
21 Brooklyn	7,883	21 Collinwood	7,265	21 Sterling	8,046
22 Langston Hughes	7,270	22 Langston Hughes	6,901	22 Woodland	7,492
23 Union	7,266	23 Mt. Pleasant	6,016	23 South	7,009
24 Hough	6,727	24 Martin Luther King, Jr.	5,921	24 Hough	6,197
25 East 131st	6,642	25 Addison	5,918	25 Brooklyn	5,419
26 Sterling	5,993	26 Garden Valley	5,184	26 Jefferson	3,587
27 Garden Valley	5,265	27 Brooklyn	4,774	27 Garden Valley	2,857
28 Broadway	3,055	28 Broadway	1,514	28 Broadway	1,687
	337,072		260,860		416,649
					473,177

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

**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR SEPTEMBER 2011**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
CLEVNET	78,192	71,697	700,462	687,708	1.9%
MORE	773	766	7,994	7,649	4.5%
Other Libraries	543	640	4,809	5,537	-13.1%
<b>TOTAL</b>	<b>79,508</b>	<b>73,103</b>	<b>713,265</b>	<b>700,894</b>	<b>1.8%</b>

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

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
Projected	24,102	29,493	226,677	241,916	-6.3%
KnowItNow Web Reference*	235	1,751	6,289	11,014	-42.9%
Interlibrary Loan Requests	3,339	3,945	32,620	34,480	-5.4%
<b>TOTAL</b>	<b>27,676</b>	<b>35,189</b>	<b>265,586</b>	<b>287,410</b>	<b>-7.6%</b>

\*Questions taken by CPL staff only. As more partner libraries throughout Ohio sign on to provide the service, what had been CPL's disproportionate share as a provider will continue to diminish.

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
New Titles Added	9,856	7,396	70,161	60,804	15.4%
Total Items Added	34,477	34,927	268,597	269,742	-0.4%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
Main Library	200	200	1,808	1,941	-6.9%
Branches	5,891	5,892	53,323	55,769	-4.4%

Hours reduced June 2, 2010 due to cuts in State funding.

MYTUNES	Monthly Total		Year-to-Date	
	2011	2010	2011	2010
Songs Downloaded	5,042	5,847	2,894	
Users	829	943	843	
New Registrations	41	218	27	



**CLEVELAND PUBLIC LIBRARY  
ANALYSIS OF OUTPUT MEASURES SEPTEMBER 2011**

