

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
January 19, 2012
Trustees Room Louis Stokes Wing
12:00 Noon

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

Absent: Mr. Hairston

Mr. Corrigan called the meeting to order at 12:10 p.m.

Approval of the Minutes

Ms. Butts moved approval of the minutes for the 12/15/11 Regular Board Meeting; the 12/13/11 Joint Finance, Human Resources and Community Services Committee Meeting. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

Mr. Corrigan acknowledged Ivan L. Williams who expressed his desire to initiate a non-profit organization that would include a sports program that would serve various communities in Cleveland. Mr. Williams requested that an event kicking off his program be held the Library's Sports Research Center.

Friends of the Cleveland Public Library Presentation

Anne Marie Warren, Trustee, Friends of the Cleveland Public Library and Event Chair, 2012 Night at the Library gave details about the upcoming fundraiser, Night at the Library: Bon Appétit, to be held on November 3 that would focus on the foreign literature collection. Ms. Warren stated that the last Night of the Library raised over \$28,000 and thanked the Board and staff for part support and welcomes participation for future events.

Mr. Corrigan thanked Ms. Wallace and stated that he looked forward to working together with the Friends to start a foundation.

REG. BRD. MTG.
OF 12/15/11; JOINT
FINANCE, HUMAN
RESOURCES AND
COMMUNITY
SERVICES COM.
MTG. OF 12/13/11
Approved

Endowment Portfolio Presentation

William Mitchner, Vice President, Director of PNC Institutional Investments gave a detailed presentation of Cleveland Public Library's Endowment Portfolio as of December 31, 2010. Mr. Mitchner's presentation included but was not limited to: Market Review consisting of quarterly economic, equity, fixed income market reviews; Investment Guidelines reviewing asset allocation, equities and fixed income; Account Review with an overall asset allocation summary, portfolio performance, account review, fixed income structure and allocation; and Market Outlook consisting of asset allocation, equity and fixed income summaries.

Mr. Mitchner discussed current event and their effects on performance and stated that diversity as well as a conservative approach will be maintained.

COMMUNICATIONS

Director Thomas stated that there were no communications to report.

FINANCE COMMITTEE REPORT

Ms. Rodriguez presented the following report.

Resolution to Accept Gifts for December

(See page 46)

Ms. Rodriguez moved approval of the following resolution. Ms. Butts 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 December 2011; now therefore be it

RESOLVED, That the gifts described in the Gift Report for December 2011 be accepted upon the conditions

RESOLUTION TO
ACCEPT GIFTS
FOR DECEMBER
Approved

connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Resolution Regarding December 31, 2011 General Fund Balance

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

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

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

WHEREAS, The December 31, 2011 General Fund cash balance is as follows:

General Fund Balance, Dec. 31, 2011	\$ 35,166,664.70
Reserve for Encumbrances	- 6,314,409.02
Unencumbered Balance, December 31, 2011	\$ 28,852,255.68
Transfer - Building and Repair Fund	- 10,000,000.00
Unencumbered Balance	\$ 18,852,255.68;

now therefore be it

RESOLVED, That from the December 31, 2011 Unencumbered General Fund Balance of \$28,852,255.68, the annual set aside of \$10,000,000.00 for capital projects be transferred to the Building & Repair Fund; and that the remaining Unencumbered General Fund balance of \$18,852,255.68 be carried forward for 2012 operating expenses.

First Amendment to the Year 2012 Appropriation

(See pages 47-51)

Ms. Rodriguez moved approval of the following resolution. Mr. Seifullah 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

RESOLUTION
REGARDING
DECEMBER 31,
2011 GENERAL
FUND BALANCE
Approved

FIRST AMENDMENT
TO THE YEAR 2012
APPROPRIATION
Approved

WHEREAS, It is now deemed necessary to amend the Year 2012 Appropriation Measure to comply with the attached January 11, 2012 Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission; and

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

RESOLVED, That the sums indicated on the attached First Amendment to the Year 2012 Appropriation Schedule be approved.

Resolution to Enter Into Agreements for Legal Services With Ogletree Deakins

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

WHEREAS, For several years, the Cleveland Public Library ("Library") has obtained legal advice and services from the law firm of Ogletree Deakins ("Ogletree") for a variety of labor and employment matters on an as-needed basis; and

WHEREAS, The Library is very satisfied with the quality of legal advice and services it receives from Ogletree and wishes to continue its attorney-client relationship with Ogletree; and

WHEREAS, Ogletree has been charging the Library for legal advice and services based upon a discounted hourly rate of \$275 for partners, \$195 for Of Counsel, and \$150 for Associates; and

WHEREAS, Between November 2010 and November 2011, the Ogletree billed the Library approximately \$19,000 for legal advice and services provided by telephone and electronic mail communications alone; and

WHEREAS, Ogletree has agreed to bill the Library at fixed not-to-exceed amount of \$825 per month for telephone and electronic mail communications in lieu of billing the Library at an hourly rate, for a trial

RESOLUTION TO
ENTER INTO
AGREEMENTS FOR
LEGAL SERVICES
WITH OGLETREE
DEAKINS
Approved

period commencing on January 1, 2012 and ending on July 1, 2012; and

WHEREAS, The Library believes that this will result in a savings to the Library of an average of approximately \$760 per month or approximately \$9,100 per year; and

WHEREAS, The Library and certain current and former Library employees have been named as defendants in the case of Mary Colston v. Cleveland Public Library, et al, Case No. 772326 filed in the Court of Common Pleas on December 28, 2011. Ogletree has offered to defend the Library and some or all of the individual defendants at its reduced hourly rate, and the Library's insurance company has approved the selection of Ogletree. The Library is required under its insurance policy retainage to pay the first \$50,000 in legal fees in employment litigation matters, after which the insurance company will pay all legal fees; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Director or the Legal Counsel to enter into agreements with Ogletree to 1) provide labor and employment legal advice and services by phone or email in the amount of \$825 for a period a six months in a total amount not-to-exceed \$5,000, which expenditure shall be charged to Professional Services Fund Account 11020053-53710, and 2) to enter into an agreement with Ogletree for representation of the Library and certain individual defendants in the matter of Mary Colston v. Cleveland Public Library, et al, Case No. 772326, in an amount not-to-exceed \$50,000, which expenditure shall be charged to Professional Services Fund Account No. 11400053-53710, and to execute such other instruments or documents as may be necessary or appropriate to effectuate the terms of this Resolution, subject to the approval of the Chief Legal Officer.

Mr. Werner requested the entire amount invoiced to the Library for legal advice and services provided last year by Ogletree Deakins.

Resolution Authorizing Amendment to Agreement With Spectrum Energy Concepts, Inc. for Lighting Retrofit Study

Ms. Rodriguez moved approval of the following resolution. Mr. Parker seconded the motion, which passed

RESOLUTION
AUTHORIZING
AMENDMENT TO
AGREEMENT WITH
SPECTRUM
ENERGY
CONCEPTS, INC.
FOR LIGHTING
RETROFIT STUDY
Approved

unanimously by roll call vote.

WHEREAS, On September 15, 2011, the Cleveland Public Library Board of Trustees (the "Library") authorized the Director to enter into an agreement with Spectrum Energy Concepts Inc. ("Spectrum") in an amount not-to-exceed \$11,200, to prepare bid specifications and packages in order to implement a demand control ventilation and electric heating to steam heating conversion for the Main Library and Louis Stokes building; and

WHEREAS, The Director entered into an agreement with Spectrum for these services on December 19, 2011;

WHEREAS, Spectrum has also submitted a proposal to the Library to provide a analysis of lighting retrofit opportunities and possible rebates for all Cleveland Public Library buildings served by First Energy for an amount not-to-exceed \$2,500.

WHEREAS, The Library desires to engage Spectrum to provide this analysis in order to evaluate whether retrofitting light fixtures would provide a cost savings to the Library; now therefore be it

RESOLVED, That the Director or his designee is hereby authorized to enter into and execute an amendment to the Agreement between the Library and Spectrum entered into on December 19, 2011, to expand the scope of services to include a lighting retrofit and rebate analysis for an additional amount not-to-exceed \$2,500 to be charged to General Fund Account 11020053-53710 (Professional Services), which amendment shall be prepared by the Library's Chief Legal Officer.

Mr. Corrigan stated that this item was discussed at length at Finance Committee Meeting.

Resolution Ratifying the Purchase of OCLC Cataloging, Worldcat Resource Sharing and Access Services

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

WHEREAS, The Cleveland Public Library has purchased OCLC cataloging records for many years from OhioNet; and

RESOLUTION
RATIFYING THE
PURCHASE OF
OCLC
CATALOGING,
WORLDCAT
RESEROUCE
SHARING AND
ACCESS SERVICES
Approved

WHEREAS, The Cleveland Public Library's Interlibrary Loan and resource sharing services use OCLC software and require access to OCLC's WorldCat database; and

WHEREAS, The Cleveland Public Library acquires OCLC cataloging records and resource sharing services on an annual subscription basis; and

WHEREAS, OCLC is a sole source provider for OCLC cataloging records and resource sharing services; and

WHEREAS, OhioNet is subsidiary of OCLC; and

WHEREAS, The Cleveland Public Library entered into renewal agreements with OhioNet for services in 2011 and 2012; now therefore be it

RESOLVED, That the Board of Trustees ratifies and approves the purchase of OCLC Cataloging, WorldCat Resource Sharing and Access Services for 2011 encumbered on PO# 110052 in an amount not exceed to \$206,367.95, and for the first half of 2012, encumbered on PO# 111729 in an amount not to exceed \$113,863.38; both purchase orders charged to the General Fund, account 14140053-53800 Library Material Control; now be it further

RESOLVED. That the Library's Director or his designee are authorized to enter into such agreements and execute other instruments or documents necessary or appropriate to effectuate the terms of this Resolution, subject to the approval of the Chief Legal Officer.

Resolution Authorizing the Cleveland Public Library to Participate in the State of Ohio Cooperative Purchasing Program

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

WHEREAS, Effective March 6, 1986, Ohio's Cooperative Purchasing Act provides the opportunity for public libraries to participate in contracts distributed by the State of Ohio, Department of Administrative Services, Office of Cooperative Purchasing for the purchase of supplies, services, equipment and certain materials; and

RESOLUTION
AUTHORIZING
THE CLEVELAND
PUBLIC LIBRARY
TO PARTICIPATE
IN THE STATE OF
OHIO
COOPERATIVE
PURCHASING
PROGRAM
Approved

WHEREAS, The Cleveland Public Library is required under Revised Code Section 3375.41 to competitively bid

improvements to the Library the cost of which exceeds \$25,000, and in some cases, purchases of equipment and other materials are considered improvements which must be competitively bid; and

WHEREAS, Purchases made through the state of Ohio's Cooperative Purchasing program are exempt from competitive bidding requirements pursuant to Revised Code Section 125.04(C), and prices of supplies, services, and equipment are often available at volume discounts; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby requests authority in the name of the Cleveland Public Library to participate in state contracts which the Department of Administrative Services, Office of State Purchasing has entered into and the Office of Cooperative Purchasing has distributed for the purchase of supplies, services, equipment and certain other materials pursuant to Revised Code Section 125.04; and be it further

RESOLVED, That the Library's Director or his designee is authorized on behalf of the Cleveland Public Library to execute such documents as may be necessary to participate in the State Purchasing Program, and to be bound by all contract terms and conditions as the Department of Administrative Services, Office of Cooperative Purchasing prescribes. Such terms and conditions may include a reasonable annual membership fee which is currently \$100.00 per year, to cover the administrative costs which the Department of Administrative Services incurs as a result of the Cleveland Public Library's participation in the contract. Further, that the Library Director does hereby agree to be bound by all such terms and conditions and to not cause or assist in any way the misuse of such contracts or make contract disclosures to non-members of the Coop for the purpose of avoiding the requirements established by ORC 125.04; be it further

RESOLVED, That the Director or his designee is hereby authorized to agree in the name of the Cleveland Public Library to directly pay the vendor, under each such state contract in which it participates for items it

receives pursuant to the contract, and the Fiscal Officer is hereby authorized to directly pay the vendor; be it further

RESOLVED, Provided this Resolution receives a unanimous affirmative vote of all Trustees present, the Board of Trustees hereby suspends the provision contained in Article IX of the Board's By-Laws requiring that this Resolution be referred to the Committee on Finance, in order that the Cleveland Public Library may receive the benefits of membership in the State's Cooperative Purchasing Program as soon as possible.

Joyce Dodrill, Chief Legal Officer, gave a detailed overview of the State of Ohio Cooperative Purchasing Program including the benefits and advantages of participation. This resolution authorizes Library's application and participation in this program.

Mr. Corrigan stated that it is worthwhile to have access to the vendors participating in this program but recommends that the Library be aware of the value vendor diversity and supporting local businesses.

Ms. Rodriguez submitted the following reports.

Fiscal Officer's Report

(See pages 52-102)

Report on Investments

(See page 103)

Report on Conference and Travel Expenditures

(See pages 104-105)

Purchases from \$5,000 to \$25,000 for the period 10/1/11-12/31/11

(See page 106)

Purchases Exceeding \$25,000 for the period, 10/1/11-12/31/11

(See page 107)

FISCAL OFFICER'S REPORT Submitted

REPORT ON INVESTMENTS Submitted

REPORT ON CONFER. & TRAVEL EXPENDITURES Submitted

PURCHASES FROM \$5,000-\$25,000, 10/1/11-12/31/11 Submitted

PRUCHASES EXCEEDING \$25,000, 10/1/11-12/31/11 Submitted

HUMAN RESOURCES COMMITTEE REPORT

REGULAR
EMPLOYMENT
REPORT
Approved

Mr. Seifullah presented the following report.

Regular Employee Report

(See pages 108-112)

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

RESOLUTION
ADOPTING NEO
ADMINISTRATION
COMPANY AS
THIRD-PARTY
ADMINISTRATOR
OF THE
CLEVELAND
PUBLIC LIBRARY'S
FLEXIBLE
SPENDING
ACCOUNT AND
COMMUTER
BENEFITS PLAN,
RATIFYING
CONTRACTS, AND
APPROVING AND
ADOPTING
RESTATE PLAN
Approved

Resolution Adopting NEO Administration Company as Third-Party Administrator of the Cleveland Public Library's Flexible Spending Account and Commuter Benefits Plan, Ratifying Contracts, and Approving and Adopting Restated Plan

(See pages 113-127)

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

WHEREAS, Effective October 1, 2008, the Board of Trustees of the Cleveland Public Library ("Library") adopted a Flexible Spending Plan for employees of the Cleveland Public Library pursuant to Internal Revenue Code Sections 125, 105, and 129, permitting employees to make pre-tax contributions to Health Care Spending Accounts and Dependent Care Spending Accounts for qualified out-of-pocket expenses; and

WHEREAS, The Library also established a Commuter Benefits Plan pursuant to Internal Revenue Code Section 132;

WHEREAS, The Library appointed Automatic Data Processing, Inc. ("ADP") as the third-party administrator of the Flexible Spending Account Plan and Commuter Benefits Plan in 2008; and

WHEREAS, In 2011, the Library decided to terminate its agreement with ADP and solicited proposals from four (4) vendors to provide administration services to replace ADP; and

WHEREAS, The Library determined NEO Administration Company ("NEO") to be the best qualified provider of such services and entered into an Administrative Services Agreement, a Business Associate Agreement, and supporting agreements with NEO, effective January 1, 2012. The total cost of services is not expected to exceed \$25,000 for the year 2012; and

WHEREAS, NEO revised the Library's Flexible Spending Account Plan and Plan Summary which have been reviewed and approved by the Library Chief Legal Officer; now therefore be it

RESOLVED, That the restated Flexible Spending Account Plan and Plan Summary dated January 1, 2012 are hereby approved and adopted; and be it further

RESOLVED, That NEO is hereby appointed the third-party administrator of the Flexible Spending Account Plan and Commuter Benefits Plan effective January 1, 2012; and be it further

RESOLVED, That the Administrative Services Agreement, Business Associate Agreement and supporting agreements necessary to administer the Library's Flexible Spending Account and Commuter Benefits Plans are hereby ratified and approved; be it further

RESOLVED, That the Director or his designee is authorized to execute the Plans and to execute such other instruments, documents, and amendments to Plans and agreements as may be necessary or appropriate to maintain and administer the Plans in the future, subject to approval of the Library's Chief Legal Counsel.

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

Mr. Seifullah submitted the following reports.

Report on Paid Sick Time Used by the Month

(See page 128)

Affirmative Action Plan Report

(See page 129)

REPORT ON
PAID SICK
TIME
Submitted

AFFIRMATIVE
ACTION PLAN
REPORT
Submitted

INSURANCE
SUMMARY REPORT
Submitted

Insurance Summary Report

(See page 130)

COMMUNITY SERVICES

Mr. Werner submitted the following report.

Approval of Fines & Fees Schedule

(See pages 131-132)

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

WHEREAS, The State Auditor requires that the fines and
fees assessed by Cleveland Public Library be approved by
the Board of Library Trustees; and

WHEREAS, The Fines and Fees Schedule is revised and
updated, as needed, to provide greater clarity and
definition to library operations and services; and

WHEREAS, The Library's Administration recommends
revisions and additions to the current schedule in the
interest of providing a consistent level of service
excellence to the community; and

WHEREAS, The Library will provide multifunction devices
for the public to print, scan, fax, and copy documents
and fees must be established for their use; now
therefore be it

RESOLVED, That the Board of Library Trustees approves
the revised Fines and Fees Schedule, as attached, to be
effective February 1, 2012.

Mr. Corrigan stated that this revision of fines and fees
includes charges for multifunction devices for the
public to print, scan, fax and copy documents.

APPROVAL OF
FINES & FEES
SCHEDULE
Approved

Resolution to Adopt Strategic Plan

(See pages 133-145)

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

WHEREAS, Cleveland Public Library welcomes the New Year with tremendous optimism for the future of the Library and the city of Cleveland; and

WHEREAS, A renewed sense of purpose and a vision of a better Cleveland compel us to greater levels of engagement with the people we serve; and

WHEREAS, We move forward grounded in awareness of our identity as a library and guided by core principles that steer right action; and

WHEREAS, A new framework of strategic priorities will focus our resources and actions on forming communities of learning; fighting community deficits; getting ready to serve the library users of 2019—our sesquicentennial year; and innovating for efficient and sustainable operations, all within the context of a global perspective; and

WHEREAS, The Director submits and recommends approval of a new three-year strategic plan for 2012-2014 that incorporates the strategic framework with a new approach for turning ideas into actions; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library approves the adoption of *CPL Strategic Plan 2012-2014*, with special encouragement to the Library's leadership and staff to celebrate their successes along the way.

Mr. Corrigan commended Director Thomas and Timothy Diamond, Special Assistant to the Director, for their hard work on this strategic plan.

Mr. Diamond gave a power point presentation of the Strategic Plan. The presentation included an overview of the new vision statement that aligns with the City's Sustainable Cleveland 2019 initiative; the new mission statement that reaffirms the Library as the "People's

University;" the guiding principles voted on by staff through a crowdsourcing social media tool; identity statements that demonstrate the Library's reach and interconnectedness; the strategic priorities: form communities of learning, fight community deficits, ready for the future: CPL150, cultivate a global perspective, and innovate for efficient and sustainable operations; and the new methods and approach to guide future actions. Mr. Diamond emphasized how communities of learning have the power to erode community deficits, and how crucial it is for the Library to keep its focus on what it needs to be in 2019, when the Library will celebrate 150 years of service.

**MONTHLY
ACTIVITY REPORT**
Submitted

Monthly Activity Report

(See pages 146-152)

Mr. Werner stated that he intends to meet with Anastasia Diamond-Ortiz to discuss redesigning the Monthly Activities report into a more usable format.

**BUILDING STATUS
UPDATE**
Presented

Building Status Update

Myron Scruggs, Facilities Administrator, stated that Tech Central began on Tuesday with an anticipated May 1 opening.

**DIRECTOR'S
REPORT**
Presented

DIRECTOR'S REPORT

Before presenting his report, Director Thomas introduced Tim Goergen, Safety & Security Operations Manager; thanked Myron Scruggs for reducing the number of lights used after library hours; and commended Amy Pawlowski for on-line emedia chat; acknowledged the significant increase in downloadable materials; and acknowledged Cindy Lombardo, Debbie Hajzack and those who participated in the Warm Up Cleveland project.

Monthly Statistics

Circulation for the month of December was 578,941. This is an increase of 7% from last year's December circulation of 539,860. A closer analysis of the numbers uncovers that the average hourly circulation was down at the Main building, but up significantly in the branches. The circulation activity year-to-date, has been consistent with the activity from 2010. Circulation at

Cleveland Public Library has remained stable despite libraries around the country reporting significant drops in circulation activity. Circulation for 2011 was 6,799,839, while the circulation for 2010 was 6,809,003.

The number of computer sessions jumped by 14%, from 67,529 in 2010 to 76,853 in 2011. Additionally, the number of hours in use for our computers increased from 47,397 in 2010 to 52,527 in 2011. This was an increase of 11%. In 2010, we saw significant decreases in computer usage due to changes to in our circulation policy. However, over the past year, there were double digit increases of computer hours in use.

Attendance for the month of December was 277,431. This is an increase of almost 13% from last year's December's attendance of 246,244. Both the main library and branches reported increases in attendance. However, we report a yearly decrease in attendance for 2011 of 5%.

Programming/Outreach

December was a quieter but still outstanding month for CPL programming. While thousand's enjoyed University Circle's 18th Annual **Circle Fest, over 800 attendees** were entertained by children from the Cleveland School of the Arts at CPL's Martin Luther King, Jr. branch. CSA's Dance Department and its choir performed, while activities for children were held downstairs.

Board President, **Tom Corrigan** and I hosted a visit from Mr. Wang Yansheng, Cultural Counselor, and Mr. Ma Yunfei, Consul, both of the Consulate General of the People's Republic of China in New York. The officials were joined by Anita Chung, Curator of Asian Art at the Cleveland Museum of Art. Both gentlemen were visiting to view "Chinese Art in an Age of Revolution: Fu Baoshi (1904-1965)" at CMA. It was an enjoyable visit and both were impressed with our Main Library building and our collections.

Buildings

In response to inquiries by the board, I requested that **Myron Scruggs** (Property Management) examine our lighting of the Main and Louis Stokes Wing buildings after hours. I am proud to report that Myron has reduced the number of lights on by 20-25% and anticipates some additional

reduction as a result of Property Management doing a floor by floor walkthrough and identifying specific breakers that can be turned off when the Library is closed.

Meetings and Activities

- I was joined by Board President, **Tom Corrigan** at the kickoff reception for the African American Cultural Garden.
- I attended Library Journal's 3rd Annual Director's Summit. Entitled "Moving from Outputs to Outcomes", the conference which was held in Columbus drew directors from across the country.
- I was joined by **Tim Diamond** (Planning and Research), as we met with Councilman Joe Cimperman and Councilman Matt Zone to discuss future projects.
- I attended the Network for Neighborhood Success Volunteer Recognition Ceremony that was held at the Rice branch. Honored for his work in the community was Rice Branch Manager **Ali Boyd**.
- I met with Karen Gahl-Mills, Executive Director of Cuyahoga Arts and Culture to examine ways that CPL can be better integrated into the Arts community.

CLEVNET

September's total OverDrive CLEVNET eMedia collection circulation was 52,900, almost doubling last year's total of 27,928. CPL has 3,247 total followers on Twitter and the Facebook page currently has 3,648 fans.

Kudos to **Amy Pawlowski** (Automation) and **David Reynolds** (Automation), who provided online eMedia chat support right after Christmas for new owners of eBook readers.

PUBLIC SERVICES

Programs/Exhibits:

During the month of December the Library hosted 35 programs for adults, 14 for teens, and 11 for children. Total disbursements for programming related services totaled \$1,012. Notable programs for the month were the Kyodai Brass Quintet and Warm-Up Cleveland, a system-

wide knitting initiative that has produced over 250 knitted items to be donated to charity.

The Outreach and Programming Services Department has moved to change the way library programs and services are promoted in print. Beginning with the March-June programming cycle, programs and services will be promoted in a single publication; branch "drop-in" activities (i.e. crafts and story times) will be promoted through individual branch specific flyers.

A total of 34 patron and 9 staff requests for CPL meeting room space were processed in the month of December. Wedding photography at Main library was scheduled for 9 parties.

On December 7, the Consumer Finance Protection Bureau (CFPB) used the Louis Stokes Wing Auditorium for a town hall meeting regarding various consumer financial products and the regulations that govern them. The event was hosted by Raj Date - Special Advisor to the Secretary of Treasury on the CFPB and approximately 80 people were in attendance.

Business, Economics and Labor (BEL) staff continued to display new arrivals in the department. BEL staff submitted programming forms and ideas for the 2012 programming year. Programs include: Book Discussion on March 28, April 25, May 30, and June 27; and two programs with local business leaders: Mike Pruitt of Mike Pruitt Honda - "*An Afternoon on Business Strategy*" and Darwin Rutledge of the Rutledge Group - "*The Right Fit - How to Determine the Insurance Needs of Your Small Business or Non-Profit*".

Music at Main hosted Cleveland Institute of Music's Kyodai Brass Quintet (20 people attended. Fine Arts Librarian, Michael Dalby edited audio and posted it on the CPL Podcast webpage.

On December 10, Victoria Kabo hosted the regular meeting of Russian Book Club at Memorial-Nottingham Branch.

Public Services Manager, Ronald Burdick and Subject Department Librarian Beverly Austin have sketched out an exhibit on Public Square for display on the 6th floor in the History and Geography department. The exhibit will be mounted early in January, 2012.

Literature Librarian, Tim Phillips prepared a small display of books on Russell Hoban an American writer of fantasy and science fiction who died on December 20, 2011. Literature Manager, Amy Dawson took delivery of 40 photographs for the upcoming Cleveland Photographic Society exhibit and lecture to begin January 14, 2012.

Public Administration staff members, Brenda Robinson, Eddie Johnson and Elaine Herroon hosted a holiday open-house at PAL for the entire staff of City Hall on December 21. A smörgåsbord of sandwiches, cheeses, fruits and vegetables, and sweets was offered to all who attended. This event has become an anticipated and appreciated holiday event at City Hall, and has created much goodwill for the Library.

On December 17, the Science and Technology Department sponsored "The Biggest Holiday Wrapping Party Ever!" Staff helped patrons make creative packages, gifts and wrapping paper using discarded material.

The Social Sciences Book Club held a book discussion on the book "God Never Blinks" by Regina Brett.

Youth Services Librarian, Jennifer Rhodes conducted a story time and tour for 30 children from Urban Community School.

Outreach:

On Friday, December 16, the Library received a visit from Mr. Wang Yansheng, Cultural Counselor, and Mr. Ma Yunfei, Consul, both of the Consulate General of the People's Republic of China in New York. These distinguished cultural officials were in Cleveland to view "Chinese Art in an Age of Revolution: Fu Baoshi (1904-1965)" at the Cleveland Museum of Art. They were accompanied to the Library by Anita Chung, Curator of Asian Art, who had called Mr. Ruffing four days earlier to arrange the visit. The visit included a brief tour of Main Library and a discussion about libraries with Director Thomas and Trustee Corrigan. Mr. Wang indicated that the Cleveland Museum of Art, the Cleveland Orchestra and the Cleveland Public Library were all very well known among the Chinese cultural community as being among the best cultural institutions in the United States.

The Computer Learning Connection (CLC) staff taught a total of 18 classes at main and 45 classes at 11 CPL branches during the month. CLC taught eighteen classes at Main Library and forty-five classes at eleven branches. CLC coordinator Olivia Hoge participated in three eReader demonstrations for the public.

Librarian Bruce Biddle attended *NewBridge Center for Arts & Technology* Open House. There he met with Dr. Karen Clark-Keys about outreach. The Center offers after school youth arts programs including the latest in digital recording equipment, cameras, computers, and art supplies.

Foreign Literature staff members, Melanie McCarter and Tatiana Shneyder managed and processed 2,448 Long Loan request items from eight CPL/CLEVNET agencies. Tatiana Shneyder retrieved 50 ILL requests. Of the total, 34 came from out-of-state and 16 from within Ohio.

On December 9, fifteen 7th grade students and on December 13 fourteen 8th grade students from Birchwood School, 4400 West 140th Street, Cleveland visited the Library to do research for History Day projects.

On Saturday, December 17, over 40 students from St Barnabas School, Northfield, Ohio, visited the Library for History Day project research.

Jun Francisco, Director of Collections Management for the Rock & Roll Hall of Fame, visited Map Collection on December 16 for some assistance in scanning a number of historical posters on the T1200 equipment.

Amy Dawson attended a meeting at the State Library of Ohio for the Choose to Read Ohio selection committee to finalize the selections for the 2013/2014 promotion. Ms. Dawson also attended a meeting with Ohioana Executive Director, Linda Hengst to discuss the Ohioana Book Festival scheduled for May 12, 2012, in Columbus, Ohio.

Collections/Reference:

Cleveland Public Library reached an agreement with Gale Publishing to make a substantial print-to-digital conversion in early 2012. The agreement included

approximately 2,200 titles published by 75 publishers in six categories: Core 1 Reference (titles currently owned by CPL in print); Core 2 Reference (titles new to CPL's collection); Elementary/Middle School reference, Career Development, Travel, and Directories. With the exception of travel guides and children's materials, the Library will no longer acquire any of the reference titles included in this proposal in print format. The savings achieved will be redirected to the purchase of subsequent editions of Gale e-reference titles, with future purchases being based on actual usage statistics.

Gale's initial price quotation of \$441,442.49 reflected discounts that ranged from 5% to 75% for each title. Materials that had previously been purchased by the Library in paper format were discounted at the highest percentage. The final price of \$352,192.83 reflected a negotiated discount of 20% for the entire collection. Gale has agreed to provide substantial marketing support to insure a successful roll-out of the Gale Virtual Reference Library.

The benefits of the Gale Virtual Reference Library are many:

- In a single step, Cleveland Public Library advances to the forefront of providing equalized access far beyond the Main Library's walls to authoritative digital e-resources/information.
- Every article in the Gale Virtual Reference Library can be read and listened to.
- Every article in the *Gale Virtual Reference Library* can be translated into 14 different languages.
- Articles can be downloaded to any downloadable device (I-PAD, Kindle, Nook, etc.).
- The Gale platform allows patrons to search across all of Gale's virtual reference, including databases, simultaneously.

Mr. Ruffing worked with Joyce Dodrill to craft a letter outlining the Library's intention to accept two reference copies of a series of privately recorded Musicarnival performances. The letter was signed by the Director on December 21 and promptly delivered to Diana Price (daughter of Musicarnival founder John L. Price, Jr.), who needed the letter to complete fundraising arrangements to have the very fragile reel-to-reel tapes

transferred to a stable medium and digitally restored.

Included are all extant Musicarnival recordings covering the period 1955-1964, during which time Mr. Price recorded 84 productions of 62 musicals, operettas and grand operas, including the world stage premiere of Rodgers and Hammerstein's *Cinderella* in 1961. The digitally restored recordings will be donated to the Library in CD format by the Goodspeed Opera House Foundation of East Haddam, Connecticut. Goodspeed's archives contain a comprehensive collection of published recordings documenting the history of American musical theatre, as well as an extensive collection of private, unpublished recordings. The CDs will be added to the Library's Musicarnival Archives as they are received.

The Library reached an agreement to acquire four important Cleveland items from the Old Erie Street Book Store. The acquisition included a very rare 1921 Kokoon Klub Bal Masque poster, an original watercolor by Cleveland School artist Frank Wilcox depicting the Cleveland Flats in 1842, and two bound volumes (published volumes 1, 3 and 4) of *Cleveland Town Topics*.

At the Administration's direction, Mr. Ruffing worked with Joyce Dodrill to prepare a legal agreement to establish a CPL circulating collection at Cuyahoga Community College's Metro Campus. Ms. Dodrill submitted the final contract to Tri-C on December 27. The collection is to be modeled after CPL's sites at CSU and CWRU and is slated to open in September 2012.

The Library received two calls from parties interested in managing the sale of the Library's discarded books. Written proposals were requested from both parties and one proposal was received. Following an evaluation of the proposal and an evaluation of the performance of Better World Books in 2011, Director Thomas decided to renew the Library's agreement with Better World Books. Joyce Dodrill submitted a letter of intent to renew on December 6.

Work on the inventory of rare books in the Special Collections vault came to a temporary halt at the end of the year with the retirement of Richard Fox, Special Projects Librarian. Mr. Fox inventoried a total of approximately 6,000 Special Collections volumes. Mr. Fox prepared a summary of the work he completed on the

project so that it can be continued as staff becomes available in the future.

The Criterion Collection was received at Main Library and placed in a new section of "Classics" in the Audio Video Department. This "destination collection" is a unique assemblage of about 400 important classic and contemporary films from around the world, published in editions of the highest technical quality, with supplemental features that enhance the appreciation of the art of film.

Map Librarian Tom Edwards sent superseded USGS topographical maps for Virginia to Virginia Technical University.

The finding aid for the Cleveland Park Plans was completed and was reviewed by the Main Collections Manager.

Effective December 31, Subject Department Library Assistant Daniel Smith and Subject Department Lorna Holness retired from the Library, and ended their assignments in the History and Geography Department's Map Collection. Neither person will be replaced, reducing the History and Geography complement to 9 persons. Subject Department Library Assistant Danilo Milich will be moved from Photograph Collection to work with Map Librarian Thomas Edwards in the Map Collection.

The Literature Department continues to weed the Fiction Collection according to written guidelines. 25,000 items have been weeded from the collection in 2011. Literature Department pages have straightened shelves and worked on mini-shifting projects to neaten shelves and improve the overall appearance of the collection.

Michael Ruffing assisted a patron by email with a request for permission to use photograph and drawings related to the East Ohio Gas Company Fire in a book he is writing.

Staff/Professional Development:

Interviews were conducted for new public services substitutes on December 12 and 13, Sheba Marcus-Bey was on the panel with John Skrtic and Michael Ruffing.

Forrest Lykins helped to inventory and organize the training computers and peripherals for use in the new transport system. Additionally he is currently testing out the new laptop bags to see if they can serve as well as the backpacks have.

Fine Art staff (Michael Dalby, Stacie Brisker, Bruce Biddle, Bill Chase, and Kelly Brown) won the "On the Bus Award" for their outstanding programming efforts in 2011.

Debbie Hajzak participated in Lean Six Sigma training. She also attended the SEIU District 1199 Executive Committee Meeting in Columbus on Dec. 14.

Youth Services staff members, Christine Feczkanin and Eanas Salem attended Community Partner FAFSA Training. Sandy Nosse and Elizabeth Saxton attended an implementation meeting sponsored by the Higher Education Compact of Greater Cleveland.

BRANCHES

- Glenville Branch Manager Carol Johnson performed as guest speaker at the J. Glen Smith Senior Forum 10th Anniversary celebration hosted by Deborah Freeman MD,MPH, FACOG and Nancy A. Cooper RN at the Fairhill Center
- Martin Luther King Jr. Branch Manager, Toni Parker helped to plan, organize and host the Annual Holiday Circle Fest with the Cleveland Public Library Programming Department and our University Circle partners. Over 800 patrons attended this event
- Rice Branch Manager Ali Boyd reports that The Griot Project, the *Poetic Power Series* at Rice continues to grow
- Addison Branch Youth Services staff hosted The "Countdown to Noon" program 16 Children and five parents participated
- Garden Valley youth services librarian Pasha Moncrief conducted a program on snowflakes. Children learned how snowflakes are formed and they created snowflakes from white construction paper for the Winter Bulletin Board
- The Glenville Branch Youth Services Librarian, Monica Rudzinski visited 7 schools in the Glenville

service area to deliver the Winter Reading Club Letter and promote library services. CMSD elementary schools: Patrick Henry, Franklin Delano Roosevelt, Iowa-Maple, Marcus Garvey; CMSD High Schools: Glenville; Parochial: St, Aloysius; Charter

- MLK staff member, Ron Roberts visited with four area schools. These schools included Citizens Academy, Citizens Leadership Academy, Bolton Elementary, and John Hay.
- Ginaya Willoughby attended a training session through the Cleveland Diocese called "Protecting Gods Children" which dealt with preventing sexual abuse and identifying characteristics and behavior of predators
- Union Youth Services Librarian, Donna Willingham read the Seven Spools of Thread, a Kwanzaa story and had several people in the audience participate during the annual Kwanzaa program
- Veronica Jackson, Branch Clerk, Harvard Lee retired after twenty three years of service
- Wade Cole, Branch Clerk, Union Branch retired after thirty years of service
- Joyce Bowers transferred from Memorial Nottingham to Mount Pleasant/East 131 Dyad Manager, effective January 2, 2012
- Paula Logan-Reid transferred from Mount Pleasant/ East 131 Dyad to Memorial Nottingham Branch Manager, effective January 2, 2012
- GED/ESOL classes continue at Brooklyn, Fleet, Rockport, South Brooklyn, Walz, and West Park
- Carnegie West Manager, Angela Guinther was approached by representatives from Sustainable Cleveland 2019 regarding a "Menu for the Future" discussion course
- Carnegie West Children's Librarian Helen Zaluckyj completed the last dream book program; all of the teens that attended the Kent Wise inspirational program in October now have created their visual goals
- Sterling Manager Cal Zunt attended the Ward 5 Community Meeting, the Central Family to Family Collaborative, and the Marion Sterling Partnership Core Group meetings

- The F.L.I.P. House at West Park Branch was heavily used by area children. Eighteen F.L.I.P. book kits were used in the branch this month
- Brooklyn clerk, Laquetta Belle resigned effective Dec. 31
- Fleet Library Assistant Cheryl Staples retired effective December 31
- Rockport clerk Janet Hillbery officially retired this month after over 30 years service. Her position was filled laterally by Carla Bennett from Youth Services
- South Brooklyn, clerk Dolores Sheffield retired as of December 31 after more than 30 years

OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

In December, OLBPD circulated 60,821 items directly to patrons, with an additional 8,346 items downloaded through OHIO-BARD. The quantities of books downloaded using OHIO-BARD remains steady, with 8,288 books downloaded in November. Digital book circulation is increasingly widening the gap between cassette circulation, where 36,789 digital books to 23,254 cassette books circulated this month.

The National Library Service (NLS) released its plan for the withdrawal of the RC (books on tape) collection by 2015. Beginning in 2012, OLBPD will be withdrawing 116,344 RC books over three NLS XESS cycles each year for the next three years, and then withdrawing 57,245 master RC copies in 2015 for a grand total of 406,227 RC copies slated to be withdrawn from the collection. After 2015, NLS libraries will only circulate and support digital media.

OLBPD is working with State Library of Ohio Talking Book Program and CPL Public Services and Marketing and Communications to develop and produce a thirty second public service announcement about the OLBPD service. On December 13th, OLBPD Manager Will Reed and CPL Acting Assistant Marketing & Communications Administrator Cathy Poilpre met with North Water Partners to discuss ideas on developing potential concepts for a PSA. The PSA will be used both on radio and television to promote OLBPD service throughout the State of Ohio in an effort to help increase public awareness about the program.

OLBPD's hosted its annual online Holiday Book Chat with students from the Ohio State School for the Blind on Friday, December 9th with the older elementary students reading "A Season of Gifts" by Richard Peck and December 16th with the younger students reading "The Crunchy Munchy Christmas Tree" by Karen Gray Ruelle.

A new adaptive technology (AT) sign to help patrons clearly identify adaptive technology have been printed for display for AT workstations available at CPL libraries and public departments.

Four new CCTV magnifiers were purchased and will be placed at OLBPD, Martin Luther King Jr. Branch, Eastman Branch, and Main Library (AT Workstation in Maps Collection).

OLBPD staff Ken Redd and Michelle Makkos visited the Strongsville Senior Center on December 1, and spoke with CPL Main Library Managers about the OLBPD service on December 14 during their December Managers Meeting.

The OLBPD Cyber-Dialogue Book Discussion was held on December 8, where the group discussed Agatha Christie's "Hercule Poirot's Christmas: A Hercule Poirot Mystery."

Aaron Goldberg received a lateral transfer from the position of OLBPD Shipping Clerk (PTR), Ohio Library for the Blind and Physically Disabled, to the position of OLBPD Shipping Clerk, Permanent Full-Time, effective December 18.

MOBILE SERVICES DEPARTMENT

STATISTICS:

54 Stops

5 New library card applications

660 Persons on board

836 Reference, 578 Directional in person

174 Reference, 9 Directional via phone

On the Road to Reading:

- 12 Pediatric and WIC sites were visited with 55 people contacts at these sites. 69 daycare classes were visited with a total of 769 in attendance. 986 items were circulated in 42 deposit kits.

Marla McConnell was released from Drivers' training and began acting as a regular driver on December 20.

Reba Elder reports 6 new Homebound customers for the month.

TECHNICAL SERVICES

Patricia Lowrey, Technical Services Administrator, attended two days of Lean Six Sigma training. Ms. Lowrey and Rollie Welch met with John Skrtic and Main Library Managers and Administrators Michael Ruffing, Sarah Flinn, and Sandy Nosse to discuss selection responsibilities for the popular collections.

Pam Pressly, the able assistant in Technical Services and Juanita Turner, Acting Shelf/Shipping Supervisor, retired on December 30. They will both be missed.

Special Projects: Ron Antonucci continued to assist Collection Management with the ongoing redistribution of floating materials. He evaluated hundreds of books, DVDs, CDs, and audiobooks to determine if they should be relocated to a branch or Main department or discarded. He prepared discarded materials for shipping to the Book Sale. Mr. Antonucci also checked every floating item sent to Collection Management to make sure that patrons were not waiting for them. He found over 200 items with holds, including 27 books and 147 CDs.

Mr. Antonucci also compiled the results of his questionnaire on floating collections needs which was distributed to all branches and Mobile Services. He received 100% response. The data was consolidated into a spreadsheet and distributed to Collection Management, Technical Services and branch management.

Mr. Antonucci will return to Public Services as the Manager of the Brooklyn Branch in January.

Collection Management: The department completed 2011 selections by mid December. Bonnie Bolton, Laura Mommers and Pam Pressly volunteered to assist other departments once for the last few weeks. Ms. Bolton received orders for the Acquisitions Department. Ms. Mommers received Acquisition's orders and worked in the Shelf/Shipping Department. Ms. Pressly assisted in

processing periodicals for the Acquisitions Department. Ms. Pressly ordered and supervised distribution of Cleveland City Tax forms to Branches which will arrive to Branches early in January 2012.

Mr. Welch published a book review in the Plain Dealer on December 4. Mr. Welch's top street lit selections for 2011 appeared December 15 in Library Journal's print edition for Best Genre Fiction 2011. Mr. Welch also co-wrote a column about library services to teenage males which appeared in the December issue of VOYA. Mr. Welch's monthly street lit column appeared on Library Journal's website on December 27.

High Demand: Staff added 385 titles and 7,890 items. They ordered 516 titles and 7,258 items, and paid 284 invoices, for a total value of \$ 109,942.51. The High Demand staff also processed 3,219 items for the Acquisitions Department. They paid 856 invoices for the Acquisitions Department.

Book Preparation: In December, the Book Preparation staff processed 18,867 items. Elizabeth Hegstrom conducted interviews for a new Materials Processing Technician and served on the panel interviewing for a new librarian in Catalog.

Catalog: Jeni Delfs, Catalog Librarian, took over responsibility for the received orders with holds & searched for books with holds placed after the items were received. Librarians cataloged 4,774 titles and added 5,302 items for CPL. Catalog Clerical staff added 4,065 titles and 10,114 items.

Michael Monaco has been working with Kelly Ross of Special Collections to create catalog records for various archival collections. Records for a collection of photographs taken by Clevelander William Moos, and records for two collections of chess problems, were among those added to the local catalog this month. Mr. Monaco has also been working with Polly Reynolds of the Hudson Library and Historical Society on a similar project for that CLEVNET library's archives. Because archival collections are cataloged according to different rules than those for cataloging most other library materials (Describing Archives: A Content Standard, or DACS), and because the records use a different data format than that used in OCLC and

SirsiDynix (Encoded Archival Description, or EAD), the project posed a number of interesting challenges. Regina Houseman assisted Mr. Monaco with her expertise in DACS. Dawn Grattino cataloged a rare book on architecture from 1697 in German, *Theatrum architecturæ civilis* by Karl Philipp Dieussart (ocn765336554).

Ms. Grattino and Ms. Houseman attended the Northern Ohio Technical Services Librarians (NOTSL) 2011 Fall Program "Coming to Terms with Genre/Form Access."

Materials Processing Manager Elizabeth Hegstrom and Acquisitions Manager Sandy Jelar Elwell assisted Andrea Johnson with interviewing for a Technical Services Librarian position.

Acquisitions: Leslie Pultorak, Acquisitions Librarian, returned from a leave of absence on December 19th and resumed her regular activities in the Department.

The Librarians in the Acquisitions Department spent most of the month placing the remaining orders for 2011; all orders were placed by December 21st. They also completed several annual end-of-year projects to ensure that the order information for all open purchase orders would correctly rollover into the 2012 fiscal year in Sirsi. The projects consisted of manually canceling old orders; creating new orderlines on existing purchase orders for titles with partial receipts; reviewing and editing order information; and deleting any EDI invoices from Sirsi that had not be approved for payment before the end of the year. December 22nd was the last day for staff to receive materials and pay invoices in Sirsi.

Staff from other Technical Service Departments volunteered to assist the Acquisitions Department with the ordering and receiving of library materials and the processing of invoices for payment so that these tasks could be completed before the end of the year rollover. Laura Mommers, Collection Management Librarian, continued to assist the Acquisitions Department with placing end of the year orders and the receiving of library materials. Bonnie Bolton, Collection Management Librarian, and Laura Wallencheck, Preservation Assistant, also assisted with the receiving of library materials. Tonya Jenkins and Lisa Kowalczyk, Technical Services Librarians, cross-trained Shirley Jones and Paula Stout, Senior Catalog Clerks, to receive DVDs in Sirsi. High Demand staff also assisted with the

receiving of library materials and the processing of invoices for payment.

Acquisitions staff ordered a total of 5,162 titles, received 16,440 items, and processed a total of 2,984 invoices. Serials staff received 2,292 periodicals and 707 serials, added 752 periodical items, 311 serial items. They added 667 paperbacks, processed 109 periodical and serial claims, and modified 38 serial controls.

Preservation: Fourteen Lincoln High School yearbook volumes and one East High yearbook were added to the Digital Gallery. The total number of yearbook pages available digitally is now 15,081 (up from 13,016 pages at the end of November.)

Three batches of historic Cleveland photographs were selected and shipped to Northeast Document Conservation Center for digitization: 219 photos of automobiles, railroads, and industry; 58 early street photos (St. Clair- Prospect-East 9th Street), and 159 portraits from the Standiford collection. Photographs of the Tremont neighborhood, the West Side Market, and of historic Cleveland buildings were also added to the Digital Gallery as were two Cleveland City Directories, the Tom Johnson letters, and the John G. White Collection's Bilder aus Mekka.

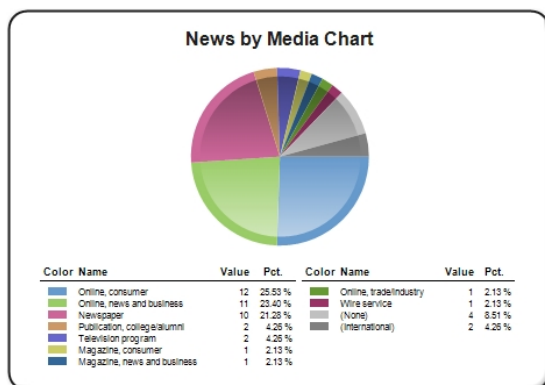
With the retirement of Juanita Turner, the responsibility for managing the Lake Shore off site storage collection was temporarily transferred to Preservation. Beginning December 28 the pages report to Preservation, and the holds list and requests are monitored by Preservation.

Shelf/Shipping: The staff of the Shelf/Shipping department sent 829 items to the Main Library for requests. A total of 1,792 telescopes of new materials shipped out to the Main Library and Branches. The Technicians sent 20,248 items to the Acquisitions and High Demand departments.

Darryl Pless received his CPR/AED card for the certified training he took last month. Juanita Turner and Lynne Roderick from Planning and Research reviewed forms used by the department for updating and discarding. Mrs. Turner explained the procedures for operating the

Shelf/Shipping department to Mrs. Sandy Jelar-Elwell and Mrs. Ann Olszewski before she retired from the Cleveland Public Library at the end of this month.

MARKETING & COMMUNICATIONS



Media coverage for the month of December included 49 print and online publications. The full report, available in the Marketing department, shows ad values of \$57,272.79 with a news circulation audience of 30,529,122 people. In December, the online media

outlets that featured CPL events and programs received 2,658,299 unique visitors. Ads to promote MyTunes appeared in the *The Plain Dealer* and Cleveland.com. A testimonial ad featuring patron, Vincent Maul, ran in the *Campus Observer*. The Kokoon Exhibit at Main Library was featured on *This Week on Kaleidoscope*.

An overview of meetings conducted or attended by Acting Assistant Marketing and Communications Administrator/Graphics Manager **Cathy Poilpre** will indicate marketing and graphics activities:

- Board meeting
- Finance Committee meeting
- Friends annual meeting
- 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
- Monthly Branch Managers' meeting
- Monthly Main Managers' meeting
- Design Session: CPL School/Engagement
- Discussed media coverage: *Plain Dealer*, *Radio Disney*

GRAPHICS

Graphics staff designed, printed and distributed 83 printed pieces in December, including graphics for the library website and 4 staff newsletters.

Promotional pieces included: Genealogy Clinics; Re-entry Resources; Jan/Feb Computer Class Schedule, CPL *Cleveland Memories* Calendar, MLK Day calendar and flier; Friends Year End Appeal bookplate and collateral; Music at Main; New identity for Foreign Literature booklists; Playhouse Square Bookmarks for *Hair* and *Ten Chimneys*; Window Display in the Statler Arms to promote Friends gift shop; 72,000 Routing Slips; 5 staff newsletters.

WEBWARE www.cpl.org and other CPL sites

Twitter followers are up from 2,258 in 2010 to 3,247 currently. Facebook fans are up from 2,815 in 2010 to 3,648 currently. Downloads of books in an electronic format (ebooks) were up from 27,928 in 2010 to 52,900 currently.

Library News on the www.cpl.org homepage featured the following items for December: eBook Reader Test Drive; Cleveland Public Library Board of Trustees Meeting; and "From Concept to Construction: Making the Dream Our Reality": 27th Annual Commemorative Martin Luther King, Jr. Program.

During the month of December, the following events, programs, and information were promoted on www.cpl.org: My Place 2 Dream, Create, Grow: Vincent Maul; My Tunes: 2012 Rock Hall Nominees; 27th Annual Commemorative Martin Luther King, Jr. Program; Celebrate with Books; Letters About Literature; CPL Digital Gallery: Step into the Past; Literary Criticism Online; Live eMedia Chat Support; CPL150: How can we serve you in 2019; When animal assignments attack: Grzimek's Animal Life; Muzzy Online: Language Courses for Children; TumbleBook Library: eBooks for eKids; Homework Help; For Students Online; BRRRR! Winter Reads (for Teens); and Stop the Hate: Youth Speak Out - Maltz Museum of Jewish Heritage Essay Contest.

The following pages were edited, added, or promoted on the CPL Staff Center: Staff Newsletter; Core Values; and New Circulation Policy.

13 Popular Topic pages were updated with new content in December.

4 Senior Topic Guides were updated with new content in December.

A new seasonal Read it! booklist was added to the Teen site: BRRRR! Winter Reads.

The fifth "Off the Shelf" was sent out on December 8th to a distribution list of 2,179. It featured Celebrate with Books; Knit Your Way to a Warmer Cleveland; eBook Reader Test Drive; Caption Contest Winner; New Arrivals; and News: Cleveland Public Library Board of Trustees Meeting.

The following two booklists were added to the site and linked from the Theater Popular Topic: *Ten Chimneys*, January 13 - February 5, 2011 (at Cleveland Play House) and *Hair*, January 17 - 29, 2012 (at Playhouse Square).

The following ProQuest database URLs were changed and reported to Andrea Johnson in Cataloging and Ron Burdick, Chair of the Electronic Resources Committee: British Humanities Index; Call and Post; Ethnic Newswatch; Index Islamicus; New York Times Historical; PAIS; and Wall Street Journal.

The new children's resource BookFlix was added to the Research Databases page and the Kid's website. The 52 issues of volume 39 (2012) of the Staff Newsletter were set up for newsletter entrants, Graphics staff, and staff who access the newsletter on the Staff Center.

BUILDINGS SERVICES

The Buildings office completed numerous branch inspections and continues to monitor utility bills.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. Several zone thermostats were replaced to help keep even temperatures throughout the branch at Fleet. A new heating valve actuator for the main air handling unit and power ventilator for the boiler flue was installed at Fulton. The air compressor was repaired at Glenville.

Several heating valves sequences were reconfigured for better control and a leaking hot water pump was replaced at Jefferson. All the air handling units have been winterized at Lakeshore. The air handling unit for the auditorium in LSW was winterized. The broken fan guard for the Liebert dry cooler located in the window well of Main was replaced. A leaking hot water pump was replaced at Sterling. The control wiring for the new boilers and the rooftop units were completed and smoke detectors to control sequence for the rooftop units was added at West Park. The controls for the Reznor rooftop heater and garage exhaust fan were reconfigured and the thermostats for the heaters in the Garage were replaced.

The Carpenters and Painters repaired walls and painted several offices on the tenth floor of LSW. Walls were repaired and painted after the work station was removed in Mobile Services. A roof leak was repaired at Eastman.

The Garage installed a new plow on truck #8 and continues to service snow blowers and plow snow.

SAFETY & SECURITY OPERATIONS

SAFETY

- On December 22, 2011 at 1:39 PM, the fire alarm manual pull station on the lower level of LSW was activated next to Stairwell 15. There was no fire. The fire department responded. The facility was evacuated and the pull station and system was reset. After checking equipment and multiple resets of the system, it was discovered that the fire department had locked out the elevators and had not reset them prior to leaving the facility. The elevators were reset. The staff was let in first and then the patrons prior to discovering the elevators were not working. Security allowed patrons to enter the Library before employees had returned to staff areas. Public Services will now remain at the Security Desk at LSW to determine when patrons can reenter the Library after an evacuation. Security has also developed, published, and distributed a resetting process to ensure systems are reset before returning to normal operations.

- A fire alarm smoke detector activated the LSW fire alarm on 12/23/2011 at approximately 7:15 AM when the facility was occupied only by employees. Due to the lack of information on the Simplex alarm panel, it was difficult to isolate the location of the alarm. It took approximately 5.5 hours for Simplex to arrive after Simplex stated at 10:00 they would arrive within the hour. After arrival, the technician spent three hours ascertaining the system configuration and location of the fire alarm panels. Since the Simplex system is very complex and involves two systems that flow into one main system, a specific protocol was developed and distributed to Security and Buildings staff to reset the system. This is another example of the lack of information that the previous administrator should have shared with staff. As a result, it takes Security longer to address system issues because there is no documentation on the process, which increases investigation and response for such events. This has happened with fire, security access control, panic alarms, burglar alarms, and pilfer guard systems. The Agency is working to remedy this situation, but has taken the time and will continue to take time to develop processes to address these deficiencies.
- Developed, achieved concurrence, published and implemented emergency contact procedure for administrators and security staff effective 12/29/2011.

SECURITY

Security Systems

- Obtained quotations for replacement of access control systems for Main, LSW, Lakeshore, Rice and Garden Valley. Will provide quotations to Finance Committee.
- Access cards were ordered to permit the activation of the LSW door locking process to begin in January. Limited documentation exists for the access control system so it will take some time to program the new access level. Security advised the staff.
- The staff must be advised, access cards must be programmed and distributed. The complete rollout of

the employee entry door secured access program is anticipated to be by January 31, 2012.

- Panic alerts were tested at System facilities and the book mobiles. The LSW first floor buttons have been found to be non functional. Vendor states that the panic system is tied into the access control system. Due to the age of the access control system, the specific part that allows the panic alarms to activate has failed and is no longer manufactured, so the panic alarm buttons cannot be repaired. Security has reported the panic alarm failures to affected areas immediately after the testing on December 8, 2011. At Michael Ruffing's request, Security communicated the nonoperational panic alarms to CPL Main and LSW staff on December 14, 2011.
- Research continues on individual communication alerting systems for personnel.
- Staff on LSW Floor 4 Government Documents reported a patron in a staff area who entered through a staff entry door on December 28, 2011. Nothing was reported stolen and when confronted by Security upon exiting the building, the patron was found to not have any library materials in his possession. Staff does not close or lock many doors that are adjacent to public areas and as a result, patrons routinely enter staff areas. Security staff has been advised to continue to monitor staff areas. We have directed staff to wear identification cards and asked staff to challenge individuals in staff areas who are not wearing identification cards and, if necessary, contact Security for assistance.

Branch Patrol

- Staffing of Branch Patrol is at an elevated priority due the recent increase in branch security incidents. Due to staffing issues, Branch Patrol has been operating primarily with one Branch Patrol Unit daily. Staffing will be increased to two units when possible. Three units will be in service when staffing vacancies are filled.
- Supervisors and Officers continue to investigate Security Irregularity reports generated system-wide. The staff investigated 35 incidents during the month.

- Branch Patrol has been interviewing staff at branches concerning services being provided. Though staff reports that they are pleased with CPL Security presence, they would like more visits. Security is making every effort to staff Branch Patrol to two units per day when staffing permits.

Communications Center

- We have been evaluating the cameras in the CCTV system and found deficiencies that have to be addressed. The Communications Center has not been consistently staffed in December due to vacations, sick time, FMLA, and holidays.

Contract Security

- When visiting branches in December, we have been asking about CPL Security services and G4S Contract Services. G4S has had difficulty staffing our branches since they acquired the GM Lordstown plant account. We met with G4S Management and asked them to develop a system by which they match skills sets of their guards to those needed at the branch to better serve us. We have not received feedback from them as to their plan of action. CPL Security is working to consistently staff Branch Patrol to address branch requests for increased service.

INCIDENTS

- During the month, 20 alarms were received with no illegal entry being made nor any smoke or fire being detected.

SAFETY & SECURITY EVENTS SUPPORT

- A Safety & Security review was prepared for the Circlefest Event at University Circle. Security was understaffed with two officers at the event that hosted 800 visitors at the MLK branch.

RECORDS AND EQUIPMENT MANAGEMENT

- Requested laptops for branch patrol and set up of personal directories for branch patrol to store records currently stored on external media.

- An equipment inventory is being conducted and transferred to Excel spreadsheet for continual management.
- During the records review, out-of-service equipment was discovered and is now being inventoried and will be provided to the Property Management Administrator for proper disposition.

ADMINISTRATION

- Developed Vision statements for Agency and for individual parts of the Agency including Safety, Security, Emergency Preparedness and Operations Continuity. Presented Vision to Administrators for comment on December 20, 2011.
- Developed interview questions for security officer and security supervisor positions. Forwarded to HR.

AUTOMATION SERVICES

Cleveland Public Library Projects:

Automation, together with key staff from other departments selected Xerox as the vendor for a new printing solution that promises to simplify and improve the print services that the library offers to the public. The solution was presented at the December board meeting. The new multi-function devices include the ability to print in color or black and white; scanning to a USB flash drive; and faxing.

Gates Grant PCs were installed at Fulton branch to provide more PCs for the public and comply with grant guidelines.

Windows 7 PCs were prepared to replace the aging units in Lake Shore's training lab in order to provide a more reliable experience.

The Network team replaced Broadway's T1 line with a faster fiber network link; upgraded switches in Lake Shore; and added Lorain and Rockport branches to the wireless access point controllers.

The fifth "Off the Shelf" was sent out on December 8th to a distribution list of 2,179. The issue featured

Celebrate with Books; The Warm-up Cleveland Project; The eBook Reader Test Drive Sessions; and the Cleveland Public Library Board of Trustees December Meeting.

The new children's resource BookFlix was added to the Research Databases page and the Kid's website. An online literacy resource, BookFlix offers animated story books by pairing classic fictional video storybooks from Weston Woods with nonfiction eBooks from Scholastic.

The Software team worked with Public Services and Wolper, a periodicals jobber, to try to identify a method for decreasing the amount of manual work in Popular Library to handle the increase in magazine titles as all circulating periodicals are moved into the department. The vendor was not able to offer any practical solution.

Substantial customized programming was done to the AV Department pull list at the request of the Shelf Department manager. The new programming allows the sort order of the list to reflect new shelving implemented by the department and will save staff time in working with their substantial pull lists each day.

The CPL Storage requests process was revised to send e-mail rather than print the request to a printer in Lake Shore.

Ann Palomo attended a meeting with NODIS to finalize data analysis for the strategic plan. End-of-year reports were sent to Acquisitions: SO-FIRM purchase orders, remaining partially received orders, and orders loaded but not received.

CLEVNET Projects:

Amy Pawlowski and David Reynolds provided online eMedia chat support from December 27-30. A total of 91 patrons were assisted with their use of the CLEVNET eMedia Collection and eBook readers. The service was in anticipation of eReaders being given as gifts. In the aftermath we find that Amazon claims about four million Kindles were purchased as Christmas gifts and it was estimated another one million Nook readers were given as gifts. CLEVNET eMedia downloads increased by 89% over December 2010. Before Christmas the Webware team and

Olivia Hoge also provided online demonstrations of eReaders for staff and public.

Mr. Finnegan, Mr. Hood and Mr. Lenzer attended the CLEVNET Technology SIG meeting at the Avon branch of Lorain Public Library. Major topics included gaming in libraries, with an eye to possibly creating a CLEVNET-wide networked gaming event; and using disk imaging to improve efficiency of new workstation configuration.

The Network Team met with Hudson Library and Shaker Heights Library to prepare for their migrations to voice over IP for telephony.

Flowan Help Desk software was upgraded to the latest version.

The Software team continued revising volume information for DVD sets to improve the efficiency of the request system.

Patron hold wrappers for Wayne County were reconfigured.

Kinsman's email domain was revised. All reports were changed to deliver output to the new addresses.

Acquisition fund rollovers were completed for Cleveland Law Library, Birchard Public Library, Willoughby-Eastlake Public Library, Medina County District Library, and Lorain Public Library System. Rollovers for other libraries will be completed after January 1. New item types and circulation map entries were created for Hubbard Public Library and Madison Public Library. New shelving locations were set up for Orrville Public Library.

To improve efficiency a script was developed to load vendor files of preprocessed materials for CLEVNET libraries. The retrieval and upload of the files previously required several manual steps for each file, sometimes as many as twenty files a day.

KNOWITNOW:

The Quality Assurance Committee for KnowItNow24x7 welcomed a new member in December 2011: Pamela Bach, coordinator of the Info Commons at the University of

Cincinnati's Langsam Library. Pamela fills the spot vacated by Katie Blocksidge of Owens Community College.

The KnowItNow24x7 Coordinator visited several northeast Ohio locations to visit staff and drop off promotional materials this month: Lutheran High School East, East Cleveland Public Library, Cleveland Heights-University Heights Public Library, and Shaker Heights Public Library.

At the request of Dr. Miriam Matteson of Kent State University's School of Library and Information Science, the KnowItNow24x7 Coordinator spoke with a library school student interested in virtual reference and answered questions and hosted a "practice" session on the KnowItNow24x7 software.

Statistics

	Dec-10	Dec-11
OverDrive		52,900
Downloads	27,928	
Twitter		3,247
Followers	2,258	
Facebook Fans	2,815	3,648

Automation Services Statistics, 12/2011				
	# Cases Opened	# Cases Closed	Site Visits	TOTAL
HARDWARE				
CPL Main	68	63	40	171
CPL Branch	55	57	25	137
CPL Lake Shore	19	14	3	36
CLEVNET	13	14	9	36
PUBLIC				0
HARDWARE TOTAL	155	148	77	380
SOFTWARE				
CPL Main	20	20		40
CPL Branch	15	15		30
CPL Lake Shore	11	11		22
CLEVNET	54	54		108
PUBLIC	142	142		284
SOFTWARE TOTAL	242	242	0	484
WEBWARE				
CPL Main	10	10	1	21
CPL Branch	3	3		6
CPL Lake Shore	2	2		4
CLEVNET	7	7		14
PUBLIC	153	153		306
WEBWARE TOTAL	175	175	1	351
KIN				
CPL Main	20	18		38
CPL Branch	5	4		9
CLEVNET	25	23		48
PUBLIC				0
KIN Library	11	11		22
OHIOLink Library	2	2		4
After Dark	2			2
KIN TOTAL	65	58	0	123
GRAND TOTAL	637	623	78	1,338

Mr. Corrigan adjourned to the Organizational Meeting at
1:36 p.m.

Thomas D. Corrigan
President

Alan Seifullah
Secretary

2012 ORGANIZATIONAL MEETING OF THE LIBRARY BOARD

Mr. Werner called the meeting to order at 1:37 p.m.

Election of Officers

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

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

Mr. Werner stated that current officers retain their offices for 2012.

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

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

Election of Fiscal Officer & Appointment of Deputy Fiscal Officers

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

BE IT RESOLVED, That Carolyn Krenicky be elected to serve as Fiscal Officer from the Year 2012 Organizational Meeting through the Year 2013 Organizational Meeting and that a stipend of \$ 400.00 per month be paid for the duties as Fiscal Officer; and

BE IT RESOLVED, That Laura Armstrong and Lawrence Novotny be appointed to serve as First and Second Deputy Fiscal Officer from the Year 2012 Organizational Meeting through the Year 2013 Organizational Meeting and that a stipend of \$250.00 per month be paid to each for the duties as First and Second Deputy Fiscal Officer.

ELECTION OF OFFICERS
Elected

FISCAL OFFICER
Elected

DEPUTY FISCAL OFFICERS
Appointed

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

Renewal of Surety Bonds on Fiscal Officers

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

BE IT RESOLVED, That the Public Official Surety Bond on the Fiscal Officer and Deputy Fiscal Officers for coverage of \$250,000 be renewed through the next Organizational Meeting in 2013.

The Organizational Meeting was adjourned at 1:40 p.m.

**SURETY BOND ON
FISCAL OFFICERS**
Approved

Thomas D. Corrigan
President

Alan Seifullah
Secretary

GIFT REPORT FOR DECEMBER 2011

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	871	5,983
Periodicals	120	576
Publishers Gifts	0	312
Non-Print Materials	<u>696</u>	<u>1,204</u>
TOTAL LIBRARY SERVICE MATERIALS	1,687	8,075

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
Library Fund	Unrestricted	\$ 590	\$ 4,238
Library Fund	Restricted	209	5,526
Library Fund - Oral History Project	Restricted	0	0
Endowment for the Blind	Restricted	0	152,284
Young Fund	Restricted	21,322	42,644
Friends Fund	Restricted	19,426	29,538
Gates Fund	Restricted	0	54,600
Schweinfurth Fund	Restricted	0	77,677
Ohio Center fo the Book	Restricted	0	0
Judd Fund	Restricted	51,039	204,155
Lockwood Thompson Fund	Restricted	0	158,115
PNC - Grow up Great	Restricted	0	48,000
MetLife - Fit for Life	Restricted	0	0
Founders Fund	Unrestricted	0	60,387
Founders Fund	Restricted	<u>22,797</u>	<u>111,172</u>
TOTAL MONEY GIFTS		\$ 115,383	\$ 948,336

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	37	296	1,687	8,075
Money Gifts	<u>21</u>	<u>142</u>	<u>21</u>	<u>142</u>
TOTAL GIFTS	58	438	1,708	8,217



CLEVELAND PUBLIC LIBRARY

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

Sent via email January 10, 2012

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

Dear Bryan:

Please issue and Amended Certificate of Estimated Resources with the actual Unencumbered Balances for January 1, 2012 along with an increase in Other Sources – General Fund by \$43,251.97 and an increase in Other Sources – Capital by \$10,000,000 as reflected in the table below.

Fund Category	Unencumbered Balance as of January 1, 2012	Property Tax & PLF	Other Sources	Total Resources Available for Expenditures
General Fund	\$28,852,255.68	\$28,407,318.46 \$19,837,771.12	\$ 5,924,828.97	\$ 83,022,174.23
Special Revenue	\$10,966,112.89		\$ 2,583,540.98	\$ 13,549,653.87
Capital	\$ 8,822,333.75		\$ 10,000,000.00	\$ 18,822,333.75
Permanent	\$ 1,950,743.65		\$ 41,402.44	\$ 1,992,146.09
Agency	\$ 8,431.04			\$ 8,431.04
TOTAL	\$50,599,877.01	\$48,245,089.58	\$ 18,549,772.39	\$ 117,394,738.98

Thank you for your assistance.

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 78.95% current collection of current levy for previous tax year.
Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.
Cleveland, Ohio January 11, 2012

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, 2012, 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, 2012	General Property Tax	PLF	Other Sources	Total
General Fund	28,852,255.68	28,407,318.46	19,837,771.12	5,924,828.97	83,022,174.23
Special Revenue	10,966,112.89			2,583,540.98	13,549,653.87
Capital	8,822,333.75			10,000,000.00	18,822,333.75
Permanent	1,950,743.65			41,402.44	1,992,146.09
Agency	8,431.04			0.00	8,431.04
Totals/Subtotals	50,599,877.01	28,407,318.46	19,837,771.12	18,549,772.39	117,394,738.98

<i>Wade Steen</i>	Budget	<i>Ed FitzGerald</i>
<i>Ann Oliver</i>	Commission	<i>Ann Oliver</i>

**CLEVELAND PUBLIC LIBRARY
2012 APPROPRIATION: FIRST AMENDMENT
JANUARY 19, 2012**

GENERAL FUND CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	23,750,000.00	5,102,255.68	28,852,255.68 (3)
Taxes - General Property	25,450,570.43	-43,251.97	25,407,318.46
Public Library Fund (PLF)	19,837,771.12	0.00	19,837,771.12
State Rollbacks/CAT	5,000,000.00	0.00	5,000,000.00
Federal Aid	0.00	0.00	0.00
State Aid	0.00	0.00	0.00
Fines and Fees	300,000.00	0.00	300,000.00
Earned Interest	425,000.00	0.00	425,000.00
Services	2,450,000.00	43,251.97	2,493,251.97
Miscellaneous	706,577.00	0.00	706,577.00
Return of Advances	0.00	0.00	0.00
TOTAL RESOURCES	77,919,918.55	5,102,255.68	83,022,174.23

GENERAL FUND APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	33,484,152.79	0.00	33,484,152.79
Supplies	1,016,874.22	0.00	1,016,874.22
Purchased/Contracted Services	9,987,398.44	0.00	9,987,398.44
Library Materials/ Information	9,389,266.85	0.00	9,389,266.85
Capital Outlay	220,266.25	0.00	220,266.25
Other Objects	71,960.00	0.00	71,960.00
SUBTOTAL OPERATING	54,169,918.55	0.00	54,169,918.55
Transfers/Advances	0.00	10,000,000.00	10,000,000.00
TOTAL APPROPRIATION	54,169,918.55	10,000,000.00	64,169,918.55

(1) Certificate dated December 7, 2011

(2) Certificate dated January 11, 2012

(3) \$28,852,255.68 unencumbered cash carried forward (plus \$6,314,409.02 encumbered cash.)

**CLEVELAND PUBLIC LIBRARY
2012 APPROPRIATION: FIRST AMENDMENT
JANUARY 19, 2012**

SPECIAL REVENUE FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
Anderson	169,000.00	12,146.55	181,146.55
Endowment for the Blind	1,516,000.00	83,509.14	1,599,509.14
Founders	1,773,700.63	299,526.50	2,073,227.13
Kaiser	40,000.00	2,737.60	42,737.60
Kraley	140,000.00	7,618.65	147,618.65
Library	160,000.00	10,217.27	170,217.27
Pepke	87,000.00	7,220.86	94,220.86
Wickwire	1,005,754.35	61,017.74	1,066,772.09
Witke	60,400.00	2,641.28	63,041.28
Young	2,781,000.00	174,857.05	2,955,857.05
Friends	12,000.00	0.00	12,000.00
Judd	200,000.00	0.00	200,000.00
Lockwood Thompson	309,000.00	811.83	309,811.83
Ohio Center for the Book	958.00	0.00	958.00
Schweinfurth	50,000.00	45,609.07	95,609.07
Cleveland NCA Kiosks	9,673.78	0.00	9,673.78
Bill & Melinda Gates	57,867.98	0.00	57,867.98
Harvard Kiosk	7,333.38	0.00	7,333.38
MetLife-Fit for Life	0.00	0.00	0.00
LSTA-OLBPD	1,498,086.00	10,108.00	1,508,194.00
LSTA-Know it Now	320,387.00	-10,213.41	310,173.59
MyCom	207,313.00	-150,470.63	56,842.37
PNC Grow Up Great	56,300.00	38,484.75	94,784.75
TOTAL SPECIAL REVENUE	10,461,774.12	595,822.25	11,057,596.37 (5)

CAPITAL PROJECTS FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
BUILDING & REPAIR	9,009,000.00	9,813,333.75	18,822,333.75 (6)

(5) \$10,966,112.89 unencumbered cash carried forward (plus \$752,468.41 encumbered cash.)
\$2,583,540.98 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.
(\$10,966,112.89 + \$2,583,540.98 - \$2,492,057.50 = \$11,057,596.37)

(6) \$8,822,333.75 unencumbered cash carried forward (plus \$971,746.54 encumbered cash.)
\$10,000,000 transfer from General Fund. \$- additional revenue.
(\$8,822,333.75 + \$10,000,000.00 = \$18,822,333.75)

**CLEVELAND PUBLIC LIBRARY
2012 APPROPRIATION: FIRST AMENDMENT
JANUARY 19, 2012**

PERMANENT FUNDS	Prior Fund Balance	Increase/ Decrease	Amended Fund Balance
Abel	150,000.00	10,820.28	160,820.28
Ambler	1,000.00	437.27	1,437.27
Beard	96,485.17	7,226.21	103,711.38
Klein	3,100.00	279.68	3,379.68
Malon/Schroeder	96,000.00	11,903.54	107,903.54
McDonald	117,000.00	7,883.94	124,883.94
Ratner	57,018.00	4,522.18	61,540.18
Root	20,000.00	2,221.12	22,221.12
Sugarman	18,300.00	9,028.84	27,328.84
Thompson	69,000.00	7,505.72	76,505.72
Weidenthal	4,000.00	322.62	4,322.62
White	1,202,599.27	95,492.25	1,298,091.52
TOTAL PERMANENT	1,834,502.44	157,643.65	1,992,146.09 (7)

(7) \$2,667,779.00 unencumbered cash carried forward (plus \$6,128.22 encumbered cash.)
 \$41,402.44 additional revenue. Non-expendable principal amounts (\$717,035.35)
 are not included in either the certified fund balances or the appropriated amounts.
 (\$2,667,779.00 + \$41,402.44 - \$717,035.35 = \$1,992,146.09)

REPORT A

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD DECEMBER 1 - DECEMBER 31, 2011

Paula Henrich
FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

UNIVERSITY OF CALIFORNIA LIBRARY
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending December 31, 2011

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	27,652,040.94	0.00	0.00	0.00	\$ 0.00	27,652,040.94
42 Intergovernmental	29,368,386.39	1,073,426.64	0.00	0.00	\$ 0.00	30,441,813.03
43 Fines & Fees	442,984.52	0.00	0.00	0.00	\$ 0.00	442,984.52
44 Investment Earnings	435,897.92	567,442.23	0.00	155,895.51	\$ 0.00	1,159,235.66
45 Charges for Services	2,547,375.22	0.00	0.00	0.00	\$ 0.00	2,547,375.22
46 Contributions & Donations	0.00	948,336.42	0.00	0.00	\$ 0.00	948,336.42
48 Miscellaneous Revenue	823,855.46	7,693.26	0.00	0.00	\$ 0.00	831,548.72
Total Revenues	\$ 61,270,540.45	\$ 2,596,898.55	\$ 0.00	\$ 155,895.51	\$ 0.00	\$ 64,023,334.51
51 Salaries/Benefits	35,113,373.40	512,488.15	0.00	0.00	\$ 0.00	35,625,861.55
52 Supplies	1,077,239.84	138,744.83	0.00	1,813.00	\$ 0.00	1,217,797.67
53 Purchased/Contracted Services	10,304,464.82	871,912.28	0.00	34.00	\$ 0.00	11,176,411.10
54 Library Materials	8,775,947.20	122,585.72	0.00	21,218.83	\$ 0.00	8,919,751.75
55 Capital Outlay	813,576.33	89,086.15	407,477.73	0.00	\$ 0.00	1,310,140.21
57 Miscellaneous Expenses	82,505.22	17,501.18	0.00	0.00	\$ 0.00	100,006.40
Total Expenditures	\$ 56,167,106.81	\$ 1,752,318.31	\$ 407,477.73	\$ 23,065.83	\$ 0.00	\$ 58,349,968.68
Revenue Over/(Under) Expenditures	\$ 5,103,433.64	\$ 844,580.24	\$(407,477.73)	\$ 132,829.68	\$ 0.00	\$ 5,673,365.83
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	(210,000.00)	210,000.00	0.00	0.00	\$ 0.00	0.00
99 Transfers	(5,000,000.00)	0.00	5,000,000.00	0.00	\$ 8,431.04	8,431.04
Total Other Sources / Uses	\$(5,210,000.00)	\$ 210,000.00	\$ 5,000,000.00	\$ 0.00	\$ 8,431.04	\$ 8,431.04
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$(106,566.36)	\$ 1,054,580.24	\$ 4,592,522.27	\$ 132,829.68	\$ 8,431.04	\$ 5,681,796.87
Beginning Year Cash Balance	\$ 35,273,231.06	\$ 10,664,001.06	\$ 5,201,558.02	\$ 2,541,077.54	\$ 0.00	\$ 53,679,867.68
Current Cash Balance	\$ 35,166,664.70	\$ 11,718,581.30	\$ 9,794,080.29	\$ 2,673,907.22	\$ 8,431.04	\$ 59,361,664.55

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the period Ending December 31, 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	21,002,335	(132,978)	101%	103%
General Property Tax	26,214,496	27,652,041	(1,437,545)	105%	106%
Rollback, Homestead, CAT	5,200,000	7,096,913	(1,896,913)	136%	100%
Federal Grants	0	0	0	0%	100%
State Aid	1,269,138	1,269,138	0	100%	159%
Fines & Fees	300,000	442,985	(142,985)	148%	148%
Investment Earnings	700,000	435,898	264,102	62%	251%
Services to Others-Clevnet	2,400,000	2,547,375	(147,375)	106%	115%
Miscellaneous	429,437	823,855	(394,418)	192%	113%
Totals	\$ 57,382,429	\$ 61,270,540	\$ (3,888,111)	107%	107%

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	37,345,689	37,075,134	270,555	99%	100%
Supplies	1,218,131	1,154,038	64,093	95%	87%
Purchased Services	11,585,139	11,577,790	7,349	100%	100%
Library Materials	12,476,848	11,653,608	823,241	93%	92%
Capital Outlay	956,617	923,137	33,480	97%	83%
Other	111,379	97,810	13,569	88%	97%
Subtotal	\$ 63,693,802	\$ 62,481,516	\$ 1,212,287	98%	98%
Advances/Transfers	5,210,000	5,210,000	0	0%	104%
Totals	\$ 68,903,802	\$ 67,691,516	\$ 1,212,287	98%	98%

Note (1): Certificate from Cuyahoga County Budget Commission dated December 7, 2011.

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

Note (3): Subtotal includes 89% expended and 9% encumbered.

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending December 31, 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	10,892,969.97	433,926.86	225,592.14
51120 Clerical Salaries	10,282,550.00	10,644,749.89	9,735,212.19	375,220.18	534,317.52
51130 Non-Clerical Salaries	1,159,770.00	1,201,088.55	1,206,227.67	49,330.17	(54,469.29)
51140 Buildings Salaries	3,739,466.00	3,874,639.22	3,711,972.55	150,322.07	12,344.60
51150 Other Salaries	1,298,485.00	1,344,739.26	1,238,783.26	47,401.69	58,554.31
51180 Severance Pay	0.00	481,503.11	330,267.33	366,811.61	(215,575.83)
51190 Non-Base Pay	0.00	1,035.58	222,416.38	4,478.72	(225,859.52)
51400 OPERS	3,864,245.00	4,000,841.59	3,832,260.22	149,129.80	19,451.57
51610 Health Insurance	3,218,053.00	3,351,947.41	3,297,780.77	146,440.99	(92,274.35)
51620 Life Insurance	46,771.00	50,465.47	37,702.65	991.68	11,771.14
51630 Workers Compensation	220,000.00	440,000.00	223,536.80	200,000.00	16,463.20
51640 Unemployment Compensation	47,248.00	73,183.70	47,256.07	17,190.34	8,737.29
51650 Medicare - ER	316,421.00	328,233.71	320,319.63	14,119.82	(6,205.74)
51900 Other Benefits	0.00	772.46	16,667.91	6,396.49	(22,291.94)
Salaries/Benefits	\$35,360,000.00	\$ 37,345,688.92	\$ 35,113,373.40	\$ 1,961,760.42	\$ 270,555.10
52110 Office Supplies	48,845.00	49,024.89	42,380.04	1,850.58	4,794.27
52120 Stationery	104,365.00	96,165.80	76,698.18	35,416.10	(15,948.48)
52130 Duplication Supplies	74,040.00	64,308.91	52,044.70	225.95	12,038.26
52140 Hand Tools	3,950.00	5,176.27	346.95	41.27	4,788.05
52150 Book Repair Supplies	108,875.00	94,020.06	57,963.04	3,577.39	32,479.63
52210 Janitorial Supplies	106,300.00	104,300.09	91,211.92	2,140.02	10,948.15
52220 Electrical Supplies	62,220.00	62,934.07	57,888.04	1,158.85	3,887.18
52230 Maintenance Supplies	148,275.00	267,335.41	256,787.61	12,845.21	(2,297.41)
52240 Uniforms	9,250.00	9,802.25	8,666.44	301.58	834.23

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending December 31, 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	86,962.55	12,727.79	1,201.99
52900 Other Supplies	275,265.00	364,170.48	346,290.37	6,513.37	11,366.74
Supplies	\$1,036,885.00	\$ 1,218,130.56	\$ 1,077,239.84	\$ 76,798.11	\$ 64,092.61
53100 Travel/Meetings	35,000.00	45,905.63	31,394.61	8,564.00	5,947.02
53210 Telecommunications	613,524.00	668,748.88	617,993.63	49,822.13	933.12
53230 Postage/Freight	144,225.00	123,573.78	100,007.43	23,906.35	(340.00)
53240 PR/Other Communications	217,923.85	228,634.41	206,454.84	24,950.50	(2,770.93)
53310 Building Repairs	142,710.00	188,343.45	186,013.95	5,603.50	(3,274.00)
53320 Machine Repairs	36,870.00	39,935.23	40,296.27	1,540.25	(1,901.29)
53340 Building Maintenance	140,500.00	155,436.54	135,583.29	19,853.25	0.00
53350 Machine Maintenance	328,386.00	358,507.66	281,931.89	78,382.25	(1,806.48)
53360 Computer Maintenance	874,306.00	827,085.44	825,568.08	1,517.36	0.00
53370 Motor Vehicle Repairs	23,000.00	38,998.26	33,919.82	2,049.10	3,029.34
53380 Contract Security	870,000.00	1,063,911.23	1,018,065.02	45,846.21	0.00
53390 Landscaping	20,000.00	27,164.68	24,233.18	2,931.50	0.00
53400 Insurance	453,900.00	434,571.00	434,571.00	0.00	0.00
53510 Rent/Leases	116,900.00	128,537.50	110,161.32	18,376.18	0.00
53520 Equipment Rental	317,150.00	327,995.88	304,170.49	43,244.97	(19,419.58)
53610 Electricity	2,239,350.00	2,259,405.61	1,967,138.09	282,267.52	10,000.00
53620 Gas	338,900.00	295,569.38	234,594.97	60,974.41	0.00
53630 Chilled Water	843,200.00	1,101,796.58	1,064,343.92	41,300.92	(3,848.26)
53640 Water/Sewer	106,525.00	142,409.50	97,413.25	53,827.79	(8,831.54)
53710 Professional Services	1,049,596.15	1,479,475.22	1,154,961.04	308,169.68	16,344.50
53720 Auditors Fees	860,000.00	1,350,459.36	1,184,945.54	61,092.97	104,420.85

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending December 31, 2011

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53800 Library Material Control	254,700.00	263,630.34	217,923.06	136,840.61	(91,133.33)
53900 Other Purchased Services	15,600.00	35,043.88	32,780.13	2,263.75	0.00
Purchased/Contracted Services	\$10,042,266.00	\$ 11,585,139.44	\$ 10,304,464.82	\$ 1,273,325.20	\$ 7,349.42
54110 Books	3,756,443.00	4,338,236.99	3,177,505.34	840,672.54	320,059.11
54120 Continuations	682,000.00	1,001,627.00	549,411.74	453,682.73	(1,467.47)
54210 Periodicals	1,374,955.00	1,742,747.63	685,452.22	729,712.58	327,582.83
54220 Microforms	239,000.00	257,068.73	177,778.30	20,950.65	58,339.78
54310 Video Media	1,576,500.00	1,680,330.41	1,598,502.87	68,637.32	13,190.22
54320 Audio Media - Spoken	227,929.00	268,987.81	211,204.42	32,157.63	25,625.76
54325 Audio Media - Music	631,047.00	641,229.71	535,262.37	97,685.35	8,281.99
54350 Computer Media	295,950.00	372,583.80	327,459.09	14,918.51	30,206.20
54500 Database Services	1,270,538.00	1,843,231.78	1,366,244.77	474,234.75	2,752.26
54600 Interlibrary Loan	6,500.00	6,890.98	5,990.56	859.33	41.09
54710 Bookbinding	39,000.00	93,052.00	26,461.33	27,490.76	39,099.91
54720 Preservation Services	75,000.00	125,074.89	50,007.62	74,962.23	105.04
54730 Preservation Boxing	10,000.00	10,467.96	8,572.86	1,940.85	(45.75)
54790 Preservation Reformatting	65,000.00	94,818.38	56,093.71	39,755.10	(1,030.43)
54900 Other Library Materials	500.00	500.00	0.00	0.00	500.00
Library Materials	\$10,250,362.00	\$ 12,476,848.07	\$ 8,775,947.20	\$ 2,877,660.33	\$ 823,240.54
55510 Furniture	106,225.00	131,492.56	109,953.58	21,227.38	311.60
55520 Equipment	62,300.00	166,349.75	121,587.68	44,524.07	238.00
55530 Computer Hardware/Software	550,399.00	635,000.79	556,261.56	43,809.14	34,930.09
55700 Motor Vehicles	0.00	23,773.51	25,773.51	0.00	(2,000.00)
Capital Outlay	\$718,924.00	\$ 956,616.61	\$ 813,576.33	\$ 109,560.59	\$ 33,479.69

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending December 31, 2011

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
57100 Memberships	63,300.00	65,249.00	63,360.65	0.00	1,888.35
57200 Taxes	1,500.00	1,762.21	301.80	359.06	1,101.35
57500 Refunds/Reimbursements	43,027.00	44,367.66	18,842.77	14,945.31	10,579.58
Miscellaneous Expenses	\$107,827.00	\$ 111,378.87	\$ 82,505.22	\$ 15,304.37	\$ 13,569.28
59810 Advances Out	0.00	210,000.00	210,000.00	0.00	0.00
Advances	\$0.00	\$ 210,000.00	\$ 210,000.00	\$ 0.00	\$ 0.00
59900 Transfers Out	0.00	5,000,000.00	5,000,000.00	0.00	0.00
Transfers	\$0.00	\$ 5,000,000.00	\$ 5,000,000.00	\$ 0.00	\$ 0.00
TOTAL	\$57,516,264.00	\$ 68,903,802.47	\$ 61,377,106.81	\$ 6,314,409.02	\$ 1,212,286.64

Revenue, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2011

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	35,273,231.06	61,270,540.45	61,377,106.81	6,314,409.02	28,852,255.68
Total General Fund	\$ 35,273,231.06	\$ 61,270,540.45	\$ 61,377,106.81	\$ 6,314,409.02	\$ 28,852,255.68
201 Anderson	189,635.01	11,654.05	0.00	0.00	201,289.06
202 Endowment for the Blind	1,375,391.48	235,617.66	0.00	11,500.00	1,599,509.14
203 Founders	4,260,062.08	406,508.22	170,685.77	45,695.67	4,450,188.86
204 Kaiser	40,238.89	2,498.71	0.00	0.00	42,737.60
205 Kralley	140,583.80	7,034.85	0.00	0.00	147,618.65
206 Library	156,094.60	14,640.79	5,518.12	0.00	165,217.27
207 Pepke	87,619.01	5,201.85	0.00	0.00	92,820.86
208 Wickwire	999,204.65	61,424.49	8,102.58	1,256.19	1,051,270.37
209 Wittke	59,386.26	3,655.02	0.00	0.00	63,041.28
210 Young	2,720,399.78	195,457.27	0.00	0.00	2,915,857.05
225 Friends	6,850.00	29,538.39	30,697.90	5,690.49	0.00
226 Judd	7,800.74	204,155.00	204,171.62	7,784.12	0.00
228 Lockwood Thompson Memorial	394,168.37	158,115.00	151,738.64	245,732.90	154,811.83
229 Ohio Center for the Book	58.00	0.00	0.00	0.00	58.00
230 Schweinfurth	(39,200.93)	127,677.35	42,867.35	0.00	45,609.07
242 Cleveland NCA Kiosk	10,362.81	0.00	689.03	0.00	9,673.78
243 Gates Foundation	74,281.22	54,600.00	71,013.24	0.00	57,867.98
244 Harvard CS Kiosk Project	7,522.28	0.00	188.90	0.00	7,333.38
251 OLBPD-Library for the Blind	4,999.00	234,000.00	228,891.00	0.00	10,108.00
252 LSTA-Know It Now	90,764.82	615,771.06	439,788.01	211,961.28	54,786.59
253 MeLife-Fit for Life II	6,677.45	0.00	6,677.45	0.00	0.00
254 MyCom	71,101.74	391,348.84	390,073.45	222,847.76	(150,470.63)
255 PNC-Grow Up Great	0.00	48,000.00	1,215.25	0.00	46,784.75
Total Special Revenue Funds	\$ 10,664,001.06	\$ 2,806,898.55	\$ 1,752,318.31	\$ 752,468.41	\$ 10,966,112.89
401 Building & Repair	5,201,558.02	5,000,000.00	407,477.73	971,746.54	8,822,333.75

Revenue, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2011

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
Total Capital Project Funds	\$ 5,201,568.02	\$ 5,000,000.00	\$ 407,477.73	\$ 971,746.54	\$ 8,822,333.75
501 Abel	160,917.69	9,902.59	0.00	0.00	170,820.28
502 Ambler	1,545.77	91.50	0.00	0.00	1,637.27
503 Beard	107,080.37	6,657.77	1,813.00	1,813.00	110,112.14
504 Klein	3,663.83	215.85	0.00	0.00	3,879.68
505 Malon/Schroeder	206,938.71	10,964.83	0.00	0.00	217,903.54
506 McDonald	126,210.68	7,604.86	0.00	0.00	133,815.54
507 Ratner	61,750.50	3,771.68	0.00	0.00	65,522.18
508 Root	26,625.23	1,595.89	0.00	0.00	28,221.12
509 Sugarman	164,969.13	8,437.15	0.00	0.00	173,406.28
510 Thompson	113,618.33	6,641.14	0.00	0.00	120,259.47
511 Weidenthal	4,556.48	266.14	0.00	0.00	4,822.62
512 White	1,563,200.82	99,746.11	21,252.83	4,315.22	1,637,378.88
Total Permanent Funds	\$ 2,541,077.54	\$ 155,895.51	\$ 23,065.83	\$ 6,128.22	\$ 2,667,779.00
901 Unclaimed Funds	0.00	8,431.04	0.00	0.00	8,431.04
Others	\$ 0.00	\$ 8,431.04	\$ 0.00	\$ 0.00	\$ 8,431.04
Total All Funds	\$ 53,679,867.68	\$ 69,241,765.55	\$ 63,559,968.68	\$ 8,044,752.19	\$ 51,316,912.36

Cleveland Public Library
 Depository Balance Detail

For the Period Ending December 31, 2011

Balance of All Funds	<u><u>\$ 59,361,664.55</u></u>
Chase-Checking	8,631.26
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	1,277,841.22
KeyBank-MC/MISA	12,999.84
Fifth Third - Checking	1,038,154.97
Petty Cash	330.00
Charge Fund	5,420.00
KeyBank-Payroll Account (ZBA)	173.52
KeyBank-Savings Bond Acct	0.00
Cash in Library Treasury	<u><u>\$ 2,343,550.81</u></u>
PNC - Money Market	10,014.80
PNC - Investments	34,219,324.58
PNC/Allegiant Money Market	93,627.07
KeyBank - Victory Fund	0.00
STAR OHIO Investment	9,671,248.16
Investments	<u><u>\$ 43,994,214.61</u></u>
PNC Endowment Acct	13,023,899.13
Endowment Account	<u><u>\$ 13,023,899.13</u></u>
Cash in Banks and On Hand	<u><u>\$ 59,361,664.55</u></u>



CLEVE PUB LIB ENDMT CONS
INVESTMENT MANAGEMENT STATEMENT

Account number 21-75-501-4453885
October 1, 2011 - December 30, 2011

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Total portfolio value

Total portfolio value on December 30	\$15,017,835.70
Total portfolio value on October 1	13,951,536.06
Total change in value	\$1,066,299.64

Bulletin board

Enclosed is an insert addressing expense ratios on mutual funds available through PNC Bank, N.A. This enclosure provides important information on fund level compensation paid to PNC and its affiliates. Additional information on these fees is available in each fund's prospectus. To obtain a copy of a prospectus, contact your account officer.

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

Investment policy and market outlook

Investment objective: 60% Equity 40% Fixed

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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.

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

Summary

Portfolio value

Income		Principal		Total
Income on December 30	\$205,542.39	Principal on December 30	\$14,812,293.31	Total portfolio value on December 30
Income on October 1	291,421.93	Principal on October 1	13,660,114.13	Total portfolio value on October 1
Change in value	- \$85,879.54	Change in value	\$1,152,179.18	Total change in value
				\$1,066,299.64

Portfolio value by asset class

Income	Value Dec. 30	Value Oct. 1	Change in value	Tax cost*
Cash and cash equivalents	\$205,542.39	\$291,421.93	-\$85,879.54	\$205,542.39
Principal	Value Dec. 30	Value Oct. 1	Change in value	Tax cost*
Cash and cash equivalents	\$120,649.80	\$10,179.67	\$110,470.13	\$120,649.80
Fixed income	5,069,119.22	5,032,481.83	36,637.39	4,932,307.29
Equities	9,622,524.29	8,617,452.63	1,005,071.66	7,765,399.65
Total	\$15,017,835.70	\$13,951,536.06	\$1,066,299.64	\$13,023,899.13

* 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 Lauren Middleton your Account Advisor.

Summary

Change in account value

	This period	From Jan. 1, 2011
Beginning account value	\$13,989,372.42	\$14,521,895.25
Additions		
Investment income	\$87,752.13	\$308,498.36
Other receipts	-	1,002.70
Disbursements		
Cash distributions	-	-\$39,900.00
Fees and charges	-10,526.57	-41,670.00
Account to account transfers	-	164,284.00
Change in value of investments	989,074.08	147,747.54
Net accrued income	10,148.69	3,962.90
Ending account value	\$15,065,820.75	\$15,065,820.75

Investment income summary

	This period	From Jan. 1, 2011
Income-cash and cash equivalents	\$8.73	\$37.32
Interest-fixed income	35,458.95	163,093.71
Dividends-equities	52,284.45	145,367.33
Total	\$87,752.13	\$308,498.36

Gain/loss summary

	This period	From Jan. 1, 2011	Net unrealized gain/loss*
Fixed income	\$9,953.09	\$55,877.78	\$136,811.93
Equities	92,996.08	399,628.90	1,857,124.64
Total	\$102,949.17	\$455,506.68	\$1,993,936.57

* 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 Lauren Middleton your Account Advisor.

Accrued income summary

Accrued income on December 30	\$47,985.05
Accrued income on October 01	37,836.36
Net accrued income	\$10,148.69

	Estimated annual income	Accrued income this period
Income-cash and cash equivalents	\$32.63	\$2.46
Interest-fixed income	168,871.93	39,233.19
Dividends-equities	155,092.97	8,749.40
Total	\$323,997.53	\$47,985.05

Summary

Transaction summary - measured by cash balance

	Income		Principal	
	This period	From Jan. 1, 2011	This period	From Jan. 1, 2011
Beginning cash balance	\$133,489.73	- \$11,351.33	-\$133,489.73	\$11,351.33
Additions				
Investment income	\$87,752.13	\$308,498.36	-	-
Sales and maturities	134,093.83	258,184.42	960,075.88	6,384,396.03
Transfers within account	-	-	163,105.10	163,105.10
Other receipts	-	-	-	1,002.70
Disbursements				
Distributions	-	-	-	-\$39,900.00
Purchases	- 74,803.02	- 243,655.35	- 1,096,592.25	- 6,791,140.16
Transfers within account	- 163,105.10	- 163,105.10	-	-
Fees and charges	- 10,526.57	- 41,670.00	-	-
Account to account transfers	-	-	-	164,284.00
Ending cash balance	\$106,901.00	\$106,901.00	\$106,901.00	-\$106,901.00
Change in cash	- \$26,588.73	\$118,252.33	\$26,588.73	-\$118,252.33

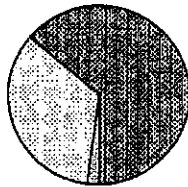
Transaction summary - measured by tax cost

	This period	From Jan. 1, 2011
Beginning tax cost	\$12,843,724.40	\$12,176,177.39
Additions		
Purchases	\$1,171,395.27	\$7,034,795.51
Securities received	-	178,446.46
Disbursements		
Sales	-\$991,220.54	-\$6,187,073.77
Securities delivered	-	- 178,446.46
Change in cash	-	-
Ending tax cost	\$13,023,899.13	\$13,023,899.13

Analysis

Asset allocation

	Dec. 30, 2011
Cash and cash equivalents	2.17 %
Mutual funds	2.17 %
Fixed income	33.75 %
Corporate	15.97 %
US treasury	10.12 %
Agency	7.67 %
Equities	64.07 %
Stock	42.39 %
Mutual funds	21.69 %



Equity sectors

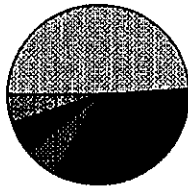
	Market value	% of equities	% of total portfolio
Industrials	\$562,875.24	8.84 %	3.75 %
Consumer discretionary	765,485.75	12.03 %	5.10 %
Consumer staples	818,737.60	12.86 %	5.45 %
Energy	733,420.90	11.52 %	4.89 %
Financial	764,276.55	12.01 %	5.09 %
Materials	222,737.30	3.50 %	1.48 %
Information technology	1,237,935.00	19.45 %	8.24 %
Utilities	249,948.50	3.93 %	1.67 %
Health care	854,042.51	13.42 %	5.69 %
Telecommunication services	156,208.90	2.45 %	1.04 %
Total	\$6,365,668.25	100.00 %	42.40 %

Analysis

Bond analysis

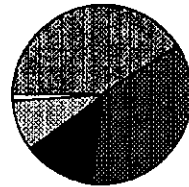
Bond rating

	Market Value	% of bonds	% of total portfolio
Moody's Aaa	\$2,481,642.06	48.96 %	16.53 %
Moody's Aa2	271,577.25	5.36 %	1.81 %
Moody's Aa3	293,738.55	5.80 %	1.96 %
Moody's A1	293,696.80	5.79 %	1.96 %
Other	1,728,464.56	34.10 %	11.51 %



Maturity schedule

Market value (% of bonds maturing in)	% of bonds	Corporate	US treasury and agency	Municipal	Other
Less than 1 year	9.49 %	\$147,500.85 (30.68 %)	\$333,334.50 (69.32 %)	-	-
1 - 5 years	40.65 %	899,685.84 (43.66 %)	1,160,780.55 (56.34 %)	-	-
6 - 10 years	36.44 %	1,351,236.70 (73.16 %)	495,785.02 (26.84 %)	-	-
11 - 15 years	0.80 %	-	40,693.76 (100.00 %)	-	-
16 or more years	12.63 %	-	640,102.00 (100.00 %)	-	-



Detail

Portfolio - income

Cash and cash equivalents
Uninvested cash

Description	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
UNINVESTED CASH		106,901	\$1,000	\$106,901.00	0.72 %	\$106,901.00	\$1.00				

Mutual funds - money market

Description	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 TREASURY MONEY MARKET		\$77,530.79		\$1,000	0.01 %						
PNC CAPITAL ADVISOR FUND #431											
PNC TREASURY MONEY MARKET	80,401.41		98,641.39	98,641.39	0.66 %	98,641.39	1.00		0.02 %	9.87	0.76
PNC CAPITAL ADVISOR FUND #431	98,641.390		1,000								

Total mutual funds - money market \$98,641.39 0.66 % \$98,641.39 0.01 % \$9.87 \$1.24

Total cash and cash equivalents \$205,542.39 1.37 % \$205,542.39 0.01 % \$9.87 \$1.24

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	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
UNINVESTED CASH	-	106,901	\$1,000	\$106,901.00	-0.72%	-\$106,901.00	\$1.00				

Mutual funds - money market

Description	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 TREASURY MONEY MARKET FUND #431	77,553.42	77,553.42	\$1,000	\$77,553.42	0.52%	\$77,553.42	\$1.00		0.02%	\$7.76	
PNC CAPITAL ADVISOR PNC TREASURY MONEY MARKET FUND #431	143,669.40	149,997.38	1,000	149,997.38	1.00%	149,997.38	1.00		0.02%	15.00	1.22
Total mutual funds - money market			\$227,550.80		1.52%	\$227,550.80			0.01%	\$22.76	\$1.22

Total cash and cash equivalents

			\$120,649.80		0.80%	\$120,649.80			0.02%	\$22.76	\$1.22
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Detail

**Fixed income
Corporate bonds**

Description [Cusip]	Market value last period		Current market value	% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
	Quantity	price per unit			Avg. tax cost per unit	Unrealized gain/loss			
AMGEN INC	15,496.20	14,690.85	14,690.85	0.10 %	14,944.35	- 253.50	3.53 %	517.50	129.37
SR UNSEC	15,000	97.9390	97.9390		99.63				
03.450% DUE 10/01/2020									
RATING: BAA1									
(031162BD1)									
PNC CAPITAL ADVISOR									
BB&T CORPORATION	18,476.25	18,253.65	18,253.65	0.13 %	18,414.30	- 160.65	5.63 %	1,027.50	174.10
SR UNSEC	15,000	121.6910	121.6910		122.76				
06.850% DUE 04/30/2019									
RATING: A2									
(05531FAB9)									
PNC CAPITAL ADVISOR									
BHP BILLITON FIN USA LTD	20,000	20,203.60	20,203.60	0.14 %	19,893.80	309.80	1.86 %	375.00	41.67
ISIN US055451AK46 SEDOL B7337P8		101.0180	101.0180		99.47				
01.875% DUE 11/21/2016									
RATING: A1									
(055451AK4)									
PNC CAPITAL ADVISOR									
BMW VEHICLE LEASE TRUST	50,400.00	50,375.00	50,375.00	0.34 %	49,992.19	382.81	0.82 %	410.00	18.22
SERIES 2010-1 CLASS A3	50,000	100.7500	100.7500		99.98				
01.180% DUE 04/15/2013									
RATING: AAA									
(055669AC9)									
PNC CAPITAL ADVISOR									
BNP PARIBAS	24,370.25	23,442.50	23,442.50	0.16 %	25,019.50	- 1,577.00	3.84 %	900.00	770.00
SEDOL B3TJ495 ISIN US05567LUS45	25,000	93.7700	93.7700		100.08				
03.600% DUE 02/23/2016									
RATING: AA3									
(05567LUS4)									
PNC CAPITAL ADVISOR									

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							
BMW VEHICLE OWNER TRUST SERIES 2011-A CLASS A3 00.760% DUE 08/25/2015 RATING: AAA (05573WAC9) PNC CAPITAL ADVISOR	55,082.50	54,814.10	54,814.10	99.6620	0.37%	54,992.06	99.99	-177.96	0.77%	418.00	6.97
BANK OF AMERICA CORP SR UNSEC 05.750% DUE 12/01/2017 RATING: BAA1 (060505DP6) PNC CAPITAL ADVISOR	23,486.00	23,824.00	23,824.00	95.2960	0.16%	26,745.50	106.98	-2,921.50	6.04%	1,437.50	119.79
BANK OF MONTREAL SR UNSEC US063660GN16 VAR% DUE 04/28/2014 RATING: AA2 (063660GN1) PNC CAPITAL ADVISOR	29,888.70	29,802.90	29,802.90	99.3430	0.20%	30,063.30	100.21	-260.40	0.91%	269.42	47.24
BERKSHIRE HATHAWAY FINANCE CORP CO GUARNT 05.400% DUE 05/15/2018 RATING: AA2 (084664BE0) PNC CAPITAL ADVISOR	22,862.40	23,303.80	23,303.80	116.5190	0.16%	21,743.60	108.72	1,560.20	4.64%	1,080.00	138.00
BERKSHIRE HATHAWAY INC SR UNSEC 03.750% DUE 08/15/2021 RATING: AA2 (084670BC1) PNC CAPITAL ADVISOR	10,234.50	10,386.20	10,386.20	103.8620	0.07%	9,999.20	99.99	387.00	3.62%	375.00	141.67



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							
BOEING CAPITAL CORP	20,840.00	20,742.80	20,000	20,742.80	103.7140	0.14 %	19,901.40	99.51	841.40	2.80 %	580.00	241.67
SR UNSEC CALL 7/15/18 @100			20,000									
RATING: A2												
[097014AM6]												
PNC CAPITAL ADVISOR												
BOTTLING GROUP LLC	29,093.75	29,103.75	25,000	116.4150		0.20 %	27,951.45	111.81	1,152.30	4.41 %	1,281.25	590.80
SR UNSECURED			25,000									
05.125% DUE 01/15/2019												
RATING: AA3												
[10138MAK1]												
PNC CAPITAL ADVISOR												
CAMPBELL SOUP CO	27,492.75	27,882.50	25,000	111.5300		0.19 %	24,872.50	99.49	3,010.00	3.82 %	1,062.50	224.31
SR UNSEC			25,000									
04.250% DUE 04/15/2021												
RATING: A2												
[134429AW9]												
PNC CAPITAL ADVISOR												
CANADIAN NATL RAILWAY												
ISIN US136375BV35 SEDOL B6X9JJ7	20,000	20,158.40	20,000	100.7920		0.14 %	19,840.00	99.20	318.40	2.83 %	570.00	72.83
02.850% DUE 12/15/2021												
RATING: A3												
[136375BV3]												
PNC CAPITAL ADVISOR												
CARMAX AUTO OWNER TR	5,267.32	1,631.18	1,628.120	100.1880		0.02 %	1,672.26	102.71	-41.08	4.12 %	67.08	2.98
SERIES 2009-1 CLASS A3												
04.120% DUE 03/15/2013												
RATING: AAA												
[14312WAD5]												
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							
PROGRESS ENERGY CAROLINA 1ST MTG 05.300% DUE 07/15/2019 RATING: A1 (144141CZ9) PNC CAPITAL ADVISOR	23,490.80	23,464.80	20,000	117,3240	0.16 %	19,981.60	99.91	3,483.20	4.52 %	1,060.00	488.78	
CATERPILLAR FIN SERV CRP NOTES SERIE MTN 07.050% DUE 10/01/2018 RATING: A2 (14912L4D0) PNC CAPITAL ADVISOR	25,644.00	25,385.80	20,000	126.9290	0.17 %	24,384.00	121.92	1,001.80	5.56 %	1,410.00	356.42	
CATERPILLAR INC NOTES 07.900% DUE 12/15/2018 RATING: A2 (149123BQ3) PNC CAPITAL ADVISOR	20,060.40	19,989.45	15,000	133.2630	0.14 %	19,083.30	127.22	906.15	5.93 %	1,185.00	52.67	
CISCO SYSTEMS INC SR UNSEC 04.950% DUE 02/15/2019 RATING: A1 (17275RAEZ) PNC CAPITAL ADVISOR	22,760.80	23,134.20	20,000	115.6710	0.16 %	21,772.70	108.86	1,361.50	4.28 %	990.00	374.00	
CITIGROUP INC SR UNSEC 06.010% DUE 01/15/2015 RATING: A3 (172967FA4) PNC CAPITAL ADVISOR	42,338.80	41,903.60	40,000	104.7590	0.28 %	43,892.40	109.73	- 1,988.80	5.74 %	2,404.00	106.84	

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	Current market value							
CITIBANK CREDIT CARD ISSUANCE TR	101,586.00	100.8750	100,000	100,875.00	100.8750	0.68 %	102,578.12	102.58	- 1,703.12	2.24 %	2,250.00	50.00
SERIES 2009-A5 CLASS A5												
02.250% DUE 12/23/2014												
RATING: AAA												
PNC CAPITAL ADVISOR												
(17305EER2)												
Coca-Cola Co/The	10,004.70	100.0800	10,000	10,008.00	100.0800	0.07 %	10,000.00	100.00	8.00	0.51 %	50.72	6.48
SR UNSEC												
VAR % DUE 05/15/2012												
RATING: AA3												
(191216A03)												
PNC CAPITAL ADVISOR												
(191216A03)												
CONOCOPHILLIPS	15,000	116.3730	15,000	17,455.95	116.3730	0.12 %	17,447.25	116.32	8.70	4.47 %	780.00	99.67
BONDS												
05.200% DUE 05/15/2018												
RATING: A1												
(20825CAN4)												
PNC CAPITAL ADVISOR												
(20825CAN4)												
CREDIT SUISSE SUB NOTES	24,035.25	23.40775	25,000	23,407.75	93.6310	0.16 %	25,340.75	101.36	- 1,933.00	5.77 %	1,350.00	626.25
ISIN US22546 SEDOL B5PGKF2												
05.400% DUE 01/14/2020												
RATING: AA2												
(22546QAD9)												
PNC CAPITAL ADVISOR												
(22546QAD9)												
JOHN DEERE CAPITAL CORP	29,630.50	29.36625	25,000	29,366.25	117.4650	0.20 %	24,923.50	99.69	4,442.75	4.56 %	1,337.50	326.94
SR UNSECURED SER MTN												
05.350% DUE 04/03/2018												
RATING: A2												
(24422EQR3)												
PNC CAPITAL ADVISOR												
(24422EQR3)												



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							
GENERAL ELEC CAP CORP	117,475.95	117,096.45	101,823.00	0.78 %	115,578.20	1,518.25	2.09 %	2,443.75	67.88
FDIC GUARANTEED	115,000				100.50				
02.125% DUE 12/21/2012									
RATING: AAA									
[36967HAV9]									
PNC CAPITAL ADVISOR									
GEORGIA POWER COMPANY	23,864.00	23,636.20	118,181.00	0.16 %	22,065.80	1,570.40	4.57 %	1,080.00	90.00
NOTES	20,000				110.33				
05.400% DUE 06/01/2018									
RATING: A3									
[373334JK8]									
PNC CAPITAL ADVISOR									
GLAXOSMITHKLINE CAPITAL	18,150.15	18,077.55	120,517.00	0.13 %	16,813.35	1,264.20	4.69 %	847.50	108.29
COM GTD ISIN US377372AD98	15,000				112.09				
05.650% DUE 05/15/2018									
RATING: A1									
[377372AD9]									
PNC CAPITAL ADVISOR									
GOLDMAN SACHS GROUP INC	41,321.20	41,060.40	102,651.00	0.28 %	39,813.00	1,247.40	6.00 %	2,460.00	615.00
SR NOTES	40,000				99.53				
06.150% DUE 04/01/2018									
RATING: A1									
[38141GFM1]									
PNC CAPITAL ADVISOR									
GOOGLE INC	20,569.80	20,805.80	104,029.00	0.14 %	19,890.80	915.00	2.05 %	425.00	49.58
SR UNSEC	20,000				99.45				
02.125% DUE 05/19/2016									
RATING: AA2									
[38259PAC6]									
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						
HONDA AUTO RECEIVABLES OWNER TR	5,163.56	1,982.73	2,013.04	0.02 %	2,013.04	-30.31	2.79 %	55.21	2.45
SERIES 2009-2 CLASS A3	1,979,030	100.1870	101.72						
02.790% DUE 01/15/2013									
NOT RATED									
(43812UAC5)									
PNC CAPITAL ADVISOR									
HONDA AUTO RECEIVABLES OWNER TR	30,066.30	29,919.00	29,998.66	0.20 %	29,998.66	-79.66	1.14 %	339.00	16.01
SERIES 2011-1 CLASS A3	30,000	99.7300	100.00						
01.130% DUE 10/15/2014									
RATING: AAA									
(43813TAC7)									
PNC CAPITAL ADVISOR									
HONEYWELL INTERNATIONAL	22,161.60	22,571.80	19,949.40	0.16 %	19,949.40	2,622.40	3.77 %	850.00	283.33
SR UNSEC	20,000	112.8590	99.75						
04.250% DUE 03/01/2021									
RATING: A2									
(438516BA3)									
PNC CAPITAL ADVISOR									
INTEL CORP	15,311.70	15,768.30	14,964.30	0.11 %	14,964.30	804.00	3.14 %	495.00	140.25
SR UNSEC	15,000	105.1220	99.76						
03.300% DUE 10/01/2021									
RATING: A1									
(458140AJ9)									
PNC CAPITAL ADVISOR									
JPMORGAN CHASE & CO	5,473.20	5,457.20	5,627.85	0.04 %	5,627.85	-170.65	5.62 %	306.25	3.40
SUB NT	5,000	109.1440	112.56						
06.125% DUE 06/27/2017									
RATING: A1									
(46625HGN4)									
PNC CAPITAL ADVISOR									

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							
JP MORGAN CHASE & CO NOTES 06.000% DUE 01/15/2018 RATING: AA3 {46625HGY0}	27,945.50	28,012.25	28,012.25	112,049.00	0.19 %	25,549.95	102.20	2,462.30	5.36 %	1,500.00	491.67
PNC CAPITAL ADVISOR JPMORGAN CHASE & CO NOTES 04.625% DUE 05/10/2021 RATING: AA3 {46625HHZ6}	35,838.60	36,198.75	36,198.75	103,425.00	0.25 %	34,951.70	99.86	1,247.05	4.48 %	1,618.75	229.32
PNC CAPITAL ADVISOR JOHNSON & JOHNSON SR NTS 05.150% DUE 07/15/2018 RATING: AAA {478160AU8}	54,491.40	54,158.85	54,158.85	120,353.00	0.37 %	51,646.05	114.77	2,512.80	4.28 %	2,317.50	1,068.62
PNC CAPITAL ADVISOR KIMBERLY-CLARK SR NTS 07.500% DUE 11/01/2018 RATING: A2 {494368BD4}	26,634.60	26,489.20	26,489.20	132,446.00	0.18 %	25,076.90	125.39	1,412.30	5.67 %	1,500.00	250.00
PNC CAPITAL ADVISOR LOWES COMPANIES INC NTS 04.625% DUE 04/15/2020 RATING: A3 {548661CQ8}	21,836.20	22,167.80	22,167.80	110,839.00	0.15 %	20,172.05	100.86	1,995.75	4.18 %	925.00	195.28
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							
MCDONALDS CORP	35,193.00	35,520.90	30,000	118,403.00		0.24 %	33,582.75	1,938.15	1,500.00	4.23 %	1,500.00	625.00
SR UNSEC SERIES MTN 05.000% DUE 02/01/2019 RATING: A2					111.94							
PNC CAPITAL ADVISOR {58013MEG5}												
MELLON FUNDING CORP CO GUARNT	34,137.90	33,479.10	30,000	111,597.00		0.23 %	33,233.40	245.70	1,650.00	4.93 %	1,650.00	210.83
05.500% DUE 11/15/2018 RATING: AA3 {585515AE9}					110.78							
PNC CAPITAL ADVISOR												
MERCEDES-BENZ AUTO REC SERIES 2011-1 CLASS A3 00.850% DUE 03/16/2015 RATING: AAA {587728AC0}	50,025.00	50,025.00	50,000	100,050.00		0.34 %	49,998.56	26.44	425.00	0.85 %	425.00	18.89
PNC CAPITAL ADVISOR					100.00							
MERCK & CO INC	38,153.50	39,294.50	35,000	112,270.00		0.27 %	34,894.30	4,400.20	1,356.25	3.46 %	1,356.25	625.38
SR UNSEC 03.875% DUE 01/15/2021 RATING: A1 {58933YAA3}					99.70							
PNC CAPITAL ADVISOR												
MERRILL LYNCH & CO NOTES SERIES MTN 06.875% DUE 04/25/2018 RATING: BAA1 {59018YN64}	14,765.55	14,785.35	15,000	98,569.00		0.10 %	16,275.00	-1,489.65	1,031.25	6.98 %	1,031.25	189.06
PNC CAPITAL ADVISOR					108.50							

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
	Current	price per unit		Current	price per unit							
METLIFE INC	17,653.50	17,788.65	15,000	118.5910	17,788.65	0.12 %	15,052.50	100.35	2,736.15	5.75 %	1,022.55	386.30
SR UNSEC SERIES A 06.817% DUE 08/15/2018 RATING: A3 (59156RAR9) PNC CAPITAL ADVISOR	18,291.75	18,759.90	15,000	125.0660	18,759.90	0.13 %	18,319.65	122.13	440.25	6.18 %	1,157.55	437.30
METLIFE INC GLOBAL 07.717% DUE 02/15/2019 RATING: A3 (59156RAT5) PNC CAPITAL ADVISOR	36,181.60	36,991.50	35,000	105.6900	36,991.50	0.25 %	34,697.60	99.14	2,293.90	2.84 %	1,050.00	262.50
MICROSOFT CORP SR NOTES 03.000% DUE 10/01/2020 RATING: AAA (594918AH7) PNC CAPITAL ADVISOR	29,179.75	29,183.50	25,000	116.7340	29,183.50	0.20 %	28,105.75	112.42	1,077.75	4.55 %	1,325.00	390.14
MIDAMERICAN ENERGY CO SR NTS 05.300% DUE 03/15/2018 RATING: A2 (595620AH8) PNC CAPITAL ADVISOR	20,969.60	21,000.60	20,000	105.0030	21,000.60	0.14 %	19,957.40	99.79	1,043.20	2.62 %	550.00	116.11
MONSANTO CO SR UNSEC ST CONVENTION 02.750% DUE 04/15/2016 RATING: A2 (611662BM8) PNC CAPITAL ADVISOR												

Detail

Fixed income
Corporate 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
MORGAN STANLEY	19,111.20	35,000	33,087.95	94.5370	0.23 %	33,843.35	96.70	- 755.40	3.05 %	1,006.25	427.66
SR UNSEC											
02.875% DUE 07/28/2014											
RATING: A2											
(61747WAK5)											
PNC CAPITAL ADVISOR											
NATIONAL RURAL UTIL COOP	10,808.70	10,000	10,715.60	107.1560	0.08 %	9,984.40	99.84	731.20	5.14 %	550.00	275.00
NOTES											
05.500% DUE 07/01/2013											
RATING: A1											
(637432LM5)											
PNC CAPITAL ADVISOR											
NISSAN AUTO RECEIVABLES OWNER	50,000	50,000	49,878.50	99.7570	0.34 %	49,991.60	99.98	- 113.10	0.96 %	475.00	21.11
SERIES 2011-B CLASS A3											
00.950% DUE 02/16/2016											
RATING: AAA											
(65475QAC5)											
PNC CAPITAL ADVISOR											
ORACLE CORP	23,234.80	20,000	23,481.20	117.4060	0.16 %	19,925.40	99.63	3,555.80	4.26 %	1,000.00	480.56
SR UNSEC											
05.000% DUE 07/08/2019											
RATING: A1											
(68899XAG0)											
PNC CAPITAL ADVISOR											
PECO ENERGY CO	11,900.60	10,000	11,792.50	117.9250	0.08 %	9,983.20	99.83	1,809.30	4.54 %	595.00	178.33
1ST REF MORT											
05.350% DUE 03/01/2018											
RATING: A1											
(69304AL1)											
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							
THERMO FISHER SCIENTIFIC SR NTS	15,768.60	15,920.10	15,000	106,1340	15,513.15	0.11 %	103.42	406.95	3.02 %	480.00	80.00	
03.200% DUE 05/01/2015 RATING: A3 (883556AS1) PNC CAPITAL ADVISOR												
TORONTO DOMINION BANK ISIN US99114QAA67 SEDOL B523H44	15,114.00	15,174.90	15,000	101,1660	15,034.65	0.11 %	100.23	140.25	1.36 %	206.25	95.68	
01.375% DUE 07/14/2014 RATING: AAA (89114QAA6) PNC CAPITAL ADVISOR												
TOYOTA MOTOR CREDIT CORP SR UNSEC	25,622.75	26,007.25	25,000	104,0290	24,965.25	0.18 %	99.86	1,042.00	2.70 %	700.00	330.56	
02.800% DUE 01/11/2016 RATING: AA3 (89233P4R4) PNC CAPITAL ADVISOR												
USAA AUTO OWNER TRUST SERIES 2009-1 CLASS A3	5,874.29	37.96	37,930	100,0760	38.44	0.01 %	101.35	-0.48	3.03 %	1.15	0.05	
03.020% DUE 06/17/2013 RATING: AAA (90327XAC8) PNC CAPITAL ADVISOR												
UNITED PARCELL SERVICE SR NOTES	30,126.00	30,098.75	25,000	120,2350	28,283.25	0.21 %	113.13	1,775.50	4.58 %	1,375.00	634.03	
05.500% DUE 01/15/2018 RATING: AA3 (911312AH9) PNC CAPITAL ADVISOR												

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							
US BANCORP	20,000	20,224.20	0.14 %	19,948.80	275.40	2.18 %	440.00	70.89	
SIR UNSEC		101.1210		99.74					
02.200% DUE 11/15/2016									
RATING: AA3									
(91159HHB9)									
PNC CAPITAL ADVISOR									
VERIZON COMMUNICATIONS	20,000	23,407.40	0.16 %	23,314.40	93.00	4.70 %	1,100.00	415.56	
BONDS		117.0370		116.57					
05.500% DUE 02/15/2018									
RATING: A3									
(92343VAL8)									
PNC CAPITAL ADVISOR									
VERIZON COMMUNICATIONS	13,486.40	13,502.30	0.09 %	13,470.40	31.90	6.49 %	875.00	145.83	
SIR NOTES	10,000	135.0230		134.70					
08.750% DUE 11/01/2018									
RATING: A3									
(92343VAQ7)									
PNC CAPITAL ADVISOR									
VIRGINIA ELEC & POWER CO	17,662.95	17,906.85	0.12 %	16,703.55	1,203.30	4.53 %	810.00	137.25	
SIR UNSECURED	15,000	119.3790		111.36					
05.400% DUE 04/30/2018									
RATING: A3									
(927804FF6)									
PNC CAPITAL ADVISOR									
WACHOVIA CORP	21,481.00	21,765.00	0.15 %	21,051.00	714.00	5.17 %	1,125.00	237.50	
SUB NTS	20,000	108.8250		105.26					
05.625% DUE 10/15/2016									
RATING: A3									
(929903CH3)									
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							
WAL-MART STORES INC SR NOTES 05.800% DUE 02/15/2018 RATING: AA2 [931142CJ0]	24,308.80	24.612.20	20,000	123.0610		0.17%	21,017.40	105.09	3,594.80	4.72%	1,160.00	438.22
PNC CAPITAL ADVISOR WAL-MART STORES INC SR UNSEC 03.625% DUE 07/08/2020 RATING: AA2 [931142CU5]	10,703.30	10,923.20	10,000	109.2320		0.08%	9,990.80	99.91	932.40	3.32%	362.50	174.20
PNC CAPITAL ADVISOR WELLS FARGO COMPANY SR UNSEC 05.625% DUE 12/11/2017 RATING: A2 [949746NX5]	16,994.40	17,023.35	15,000	113.4890		0.12%	16,937.55	112.92	85.80	4.96%	863.75	46.88
PNC CAPITAL ADVISOR WESTPAC BANKING CORP SR UNSEC [SIN US961214BN23 03.000% DUE 08/04/2015 RATING: AA2 [961214BN2]	30,297.60	30,349.20	30,000	101.1640		0.21%	30,199.80	100.67	149.40	2.97%	900.00	367.50
PNC CAPITAL ADVISOR WISCONSIN ELEC PWR NOTES 06.000% DUE 04/01/2014 RATING: A2 [976656CA4]	22,385.80	22,091.60	20,000	110.4580		0.15%	19,961.20	99.81	2,130.40	5.44%	1,200.00	300.00
PNC CAPITAL ADVISOR												

Detail

Fixed income
Corporate 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
WORLD OMNI AUTO RECEIVABLES TR	44,997.75	44,997.75	44,997.75	1.00	0.30 %	44,998.00	100.00	-0.25	1.92 %	859.50	38.20
SERIES 2011-A CLASS A4	45,000	45,000	99,995.00	2.22							
01.910% DUE 04/15/2016											
RATING: AAA											
(98158KAD1)											
PNC CAPITAL ADVISOR											
Total corporate bonds			\$2,398,423.39		15.97 %	\$2,326,745.07		\$71,678.32	3.62 %	\$86,826.90	\$21,890.08

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
US TREASURY NOTES	\$381,181.25	380,000	\$404,639.20	1.06	2.70 %	\$409,012.37	\$107.64	-\$4,373.17	4.00 %	\$16,150.00	\$6,100.14
04.250 % DUE 08/15/2013											
RATING: AAA											
(912828BH2)											
PNC CAPITAL ADVISOR											
USA TREASURY NOTES	70,459.20	70,000	70,262.50	1.00	0.47 %	70,900.59	101.29	-638.09	1.37 %	962.50	205.12
01.375% DUE 04/15/2012											
RATING: AAA											
(912828KK5)											
PNC CAPITAL ADVISOR											
USA TREASURY NOTE	322,250.80	305,000	321,344.95	1.05	2.14 %	321,527.34	105.42	-182.39	2.26 %	7,243.75	2,447.75
02.375% DUE 08/31/2014											
RATING: AAA											
(912828LK4)											
PNC CAPITAL ADVISOR											
USA TREASURY NOTES	187,000.00	150,000	165,397.50	1.10	1.11 %	159,011.72	106.01	6,385.78	2.73 %	4,500.00	1,149.73
03.000% DUE 09/30/2016											
RATING: AAA											
(912828LP3)											
PNC CAPITAL ADVISOR											

Detail

Treasury 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							
USA TREASURY NOTES 01-375% DUE 01/15/2013 RATING: AAA (912828M62)	180,000	233,341.90	182,221.20	101,2340	1.22 %	179,296.87	99.61	2,924.33	1.36 %	2,475.00	1,143.34
PNC CAPITAL ADVISOR											
USA TREASURY NOTES 02-625% DUE 08/15/2020 RATING: AAA (912828NT3)	70,000	53,625.00	75,490.10	107,8430	0.51 %	74,430.48	106.33	1,059.62	2.44 %	1,837.50	694.06
PNC CAPITAL ADVISOR											
USA TREASURY NOTES 01-250% DUE 10/31/2015 RATING: AAA (912828PE4)	85,000	122,605.20	87,177.70	102,5620	0.59 %	82,642.58	97.23	4,535.12	1.22 %	1,062.50	180.98
PNC CAPITAL ADVISOR											
USA TREASURY NOTES 02-625% DUE 01/31/2018 RATING: AAA (912828PT1)	120,000	16,246.80	130,743.60	108,9530	0.88 %	129,298.05	107.75	1,445.55	2.41 %	3,150.00	1,318.21
PNC CAPITAL ADVISOR											
USA TREASURY NOTES 02-500% DUE 08/15/2021 RATING: AAA (912828RC6)	80,000	82,000.00	82,000.00	102,5000	0.55 %	79,453.13	99.32	2,546.87	2.44 %	2,000.00	755.43
PNC CAPITAL ADVISOR											
Total treasury bonds			\$1,519,276.75		10.12 %	\$1,505,573.13		\$13,703.62	2.59 %	\$39,381.25	\$13,994.76

Detail

Agency 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
BANK OF AMERICA CORP	\$25,503.00	25,000	\$25,318.50	0.17 %	\$101.2740	\$191.25	-\$191.25	3.09 %	\$781.25	\$34.72
FDIC GUARANTEED										
03.125% DUE 06/15/2012										
RATING: AAA										
[06050BAA9]										
PNC CAPITAL ADVISOR										
CITIBANK NA	40,680.80	40,000	40,573.60	0.28 %	101.4340	102.07	-255.60	1.73 %	700.00	5.83
FDIC GUAR										
01.750% DUE 12/28/2012										
RATING: AAA										
[17314JAT0]										
PNC CAPITAL ADVISOR										
FEDERAL HOME LN BANK	28,576.00	25,000	28,987.75	0.20 %	115.9510	110.48	1,367.75	3.56 %	1,031.25	51.56
BND5										
04.125% DUE 12/13/2019										
RATING: AAA										
[3133XVRK9]										
PNC CAPITAL ADVISOR										
FEDERAL NATL MTG ASSN	85,002.29	73,453.170	78,695.52	0.53 %	107.1370	100.63	4,783.25	4.21 %	3,305.39	284.63
POOL #255031										
04.500% DUE 12/01/2018										
NOT RATED										
[31371LHG7]										
PNC CAPITAL ADVISOR										
FEDERAL NATL MTG ASSN	60,962.01	51,552.360	55,782.75	0.38 %	108.2060	97.59	5,474.90	4.63 %	2,577.62	221.96
POOL #357707										
05.000% DUE 02/01/2035										
NOT RATED										
[31376KKU9]										
PNC CAPITAL ADVISOR										
FEDERAL NATL MTG ASSN	156,240.27	136,238.009	147,335.45	0.99 %	106.5810	104.13	3,384.32	4.23 %	6,220.71	535.67
POOL #AH9719										
04.500% DUE 04/01/2041										
NOT RATED										
[3138ABYR4]										
PNC CAPITAL ADVISOR										

Detail

Agency 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							
FEDERAL NATL MTG ASSN	50,164.09	45,813.40	109,4750	0.31 %	42,273.09	101.02	3,540.31	5.03 %	2,301.66	198.20
POOL #555800	41,848.280									
05.500% DUE 10/01/2033										
NOT RATED										
(31385XNR4)										
PNC CAPITAL ADVISOR										
FEDERAL NATL MTG ASSN	58,643.35	55,858.36	108,1750	0.38 %	50,745.67	98.31	5,092.69	4.63 %	2,581.85	222.33
POOL #826905	51,637.030									
05.000% DUE 08/01/2035										
NOT RATED										
(31407CU62)										
PNC CAPITAL ADVISOR										
FEDERAL NATL MTG ASSN	47,281.63	43,065.24	107,2620	0.29 %	39,214.86	97.67	3,850.38	4.20 %	1,806.73	155.58
POOL # 888459	40,149.580									
04.500% DUE 08/01/2020										
NOT RATED										
(31410GB44)										
PNC CAPITAL ADVISOR										
FEDERAL NATL MTG ASSN	33,074.80	30,673.57	109,2250	0.21 %	27,709.92	98.67	2,963.65	5.04 %	1,544.56	133.00
POOL #888567	28,082.920									
05.500% DUE 12/01/2036										
NOT RATED										
(31410GF63)										
PNC CAPITAL ADVISOR										
FEDERAL NATL MTG ASSN	58,679.81	56,802.81	108,2620	0.38 %	51,275.06	97.73	5,527.75	4.62 %	2,623.40	225.90
POOL # 902804	52,467.910									
05.000% DUE 11/01/2021										
NOT RATED										
(31411BAD5)										
PNC CAPITAL ADVISOR										
FEDERAL NATL MTG ASSN	44,189.11	40,400.46	107,8870	0.28 %	40,400.46	107.11	293.30	4.64 %	1,885.94	162.40
POOL #949445	37,718.870									
05.000% DUE 06/01/2023										
NOT RATED										
(31413MHW0)										
PNC CAPITAL ADVISOR										

Detail

Agency 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							
FEDERAL NATL MTG ASSN POOL #AB2077	158,558.60	157,146.08	158,558.60	157,146.08	1.05 %	146,792.43	98.73	10,353.65	3.79 %	5,947.43	512.14	
04.000% DUE 01/01/2041 NOT RATED (31416XJX9)	148,685.854	105.6900										
PNC CAPITAL ADVISOR												
FEDERAL NATL MTG ASSN POOL # AB2275	51,453.75	49,710.48	51,453.75	49,710.48	0.34 %	47,683.57	102.39	2,026.91	4.22 %	2,095.66	180.46	
04.500% DUE 02/01/2041 NOT RATED (31416XQ52)	46,570.250	106.7430										
PNC CAPITAL ADVISOR												
FEDERAL NATL MTG ASSN POOL #AE6344	98,740.16	97,781.91	98,740.16	97,781.91	0.66 %	94,510.58	103.17	3,271.33	4.22 %	4,122.22	354.97	
04.500% DUE 11/01/2040 NOT RATED (31419HBN1)	91,604.982	106.7430										
PNC CAPITAL ADVISOR												
GMAC LLC FDIC GUARANTEED VAR % DUE 12/19/2012 RATING: AAA (36186CBG7)	75,042.00	75,141.00	75,042.00	75,141.00	0.51 %	75,195.75	100.26	-54.75	0.56 %	4,19.36	13.98	
PNC CAPITAL ADVISOR												
GOLDMAN SACHS GROUP INC FDIC GUARANTEED 03.250% DUE 06/15/2012 RATING: AAA (38146FAA9)	15,304.20	15,202.80	15,304.20	15,202.80	0.11 %	15,581.40	103.88	-378.60	3.21 %	487.50	21.67	
PNC CAPITAL ADVISOR												
JPMORGAN CHASE & CO FDIC GUARANTEED 02.125% DUE 06/22/2012 RATING: AAA (681247AE4)	10,127.60	10,088.10	10,127.60	10,088.10	0.07 %	9,995.00	99.95	93.10	2.11 %	212.50	5.31	
PNC CAPITAL ADVISOR												

Detail

Agency 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
			Current price per unit	Current							
JPMORGAN CHASE & CO	97,044.40	95,000	96,748.00	101,8400	0.65 %	96,461.10	101.54	286.90	2.09 %	2,018.75	28.04
FDIC GTD											
02.125% DUE 12/26/2012											
RATING: AAA											
(481247AM6)											
PNC CAPITAL ADVISOR											
Total agency bonds			\$1,151,419.08		7.67 %	\$1,099,989.09		\$51,429.99	3.71 %	\$42,663.78	\$3,348.35

Total fixed income

			\$5,069,119.22		33.75 %	\$4,932,307.29		\$136,811.93	3.33 %	\$168,871.93	\$39,233.19
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Equities

Stocks
Consumer discretionary

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
			Current price per unit	Current							
BORG WARNER INC. (BWA)	\$64,161.80	1,060	\$67,564.40	\$63,7400	0.45 %	\$80,761.50	\$76.19	-\$13,197.10	0.76 %	\$508.80	
PNC CAPITAL ADVISOR											
COMCAST CORPORATION CL A (CMCSA)			91,757.70		0.62 %	91,662.11		95.59	1.90 %	1,741.50	435.38
PNC CAPITAL ADVISOR			23,7100			23.69		78,271.05			
DOLLAR TREE INC (DLTR)	111,582.90	1,485	123,418.35	83,1100	0.83 %	45,147.30	30.40				
PNC CAPITAL ADVISOR											
LIMITED BRANDS INC (LTD)	70,858.40	2,100	84,735.00	40,3500	0.57 %	58,601.06	27.91	26,133.94	1.99 %	1,680.00	
PNC CAPITAL ADVISOR											
MACY'S INC (M)	96,594.40	3,670	118,100.60	32,1800	0.79 %	102,957.67	28.05	15,142.93	1.25 %	1,468.00	367.00
PNC CAPITAL ADVISOR											
MATTEL INC (MATI)	87,249.30	3,370	93,551.20	27,6000	0.63 %	72,970.95	21.65	20,580.25	3.32 %	3,100.40	
PNC CAPITAL ADVISOR											



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

Detail

Equities

Stocks

Consumer discretionary

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							
MCDONALD'S CORP (MCD)	88,698.20	101,333.30	85,698.13	84.85	0.68%	85,698.13	15,635.17	2,828.00	2.80%	2,828.00	
PNC CAPITAL ADVISOR	1,010	100,330	84.85								
TARGET CORP (TGT)	81,406.40	85,025.20	87,008.07	84.85	0.57%	87,008.07	-1,982.87	1,992.00	2.35%	1,992.00	
PNC CAPITAL ADVISOR	1,660	51,220	52.42								
Total consumer discretionary		\$765,485.75			5.10%	\$624,806.79	\$140,678.96	\$13,318.70	1.74%		\$802.38

Consumer staples

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							
COCA COLA CO (KO)	\$92,557.20	\$95,858.90	\$79,329.02	\$84.85	0.64%	\$79,329.02	\$16,529.88	\$2,575.60	2.69%	\$2,575.60	
PNC CAPITAL ADVISOR	1,370	\$69,970	\$57.90								
THE HERSHEY COMPANY (HSY)	116,702.80	121,706.60	95,441.96	84.85	0.82%	95,441.96	26,264.64	2,718.60	2.24%	2,718.60	
PNC CAPITAL ADVISOR	1,970	61,780	48.45								
KRAFT FOODS INC - A (KFT)	57,421.80	75,093.60	68,763.28	84.85	0.51%	68,763.28	6,330.32	2,331.60	3.11%	2,331.60	582.90
SEDOL 2764296 ISIN US50075N1046	2,010	37,360	34.21								
PNC CAPITAL ADVISOR											
LAUDER ESTEE COS INC (EL)	88,718.40	113,443.20	96,185.25	84.85	0.76%	96,185.25	17,257.95	1,060.50	0.94%	1,060.50	
CL A	1,010	112,320	95.23								
PNC CAPITAL ADVISOR											
PROCTER & GAMBLE CO (PG)	125,728.20	132,752.90	114,132.59	84.85	0.89%	114,132.59	18,620.31	4,179.00	3.15%	4,179.00	
PNC CAPITAL ADVISOR	1,990	66,710	57.35								
JM SMUCKER CO/THE-NEW COM W (SJM)	87,468.00	93,804.00	75,537.28	84.85	0.63%	75,537.28	18,266.72	2,504.00	2.46%	2,504.00	
PNC CAPITAL ADVISOR	1,200	78,170	62.95								
WAL-MART STORES INC (WMT)	86,673.00	99,799.20	93,433.68	84.85	0.67%	93,433.68	6,365.72	2,438.20	2.45%	2,438.20	609.55
PNC CAPITAL ADVISOR	1,670	59,760	55.95								
WHOLE FOODS MKT INC (WFM)	80,984.40	86,279.20	79,150.85	84.85	0.58%	79,150.85	7,128.35	694.40	0.81%	694.40	
PNC CAPITAL ADVISOR	1,240	69,580	63.83								
Total consumer staples		\$818,737.60			5.45%	\$701,973.71	\$116,763.89	\$18,301.90	2.24%		\$1,192.45



INSTITUTIONAL
INVESTMENTS

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

Detail

Energy

Description (Symbol)	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					
CHEVRON CORPORATION (CVX)	181,476.40	\$181,476.40	\$208,544.00	\$106,400.00	1.39 %	\$63,119.89	3.05 %	\$6,350.40	
PNC CAPITAL ADVISOR	1,960		\$106,400.00						
CONOCOPHILLIPS (COP)			80,157.00		0.54 %	1,159.12	3.63 %	2,904.00	
PNC CAPITAL ADVISOR	1,100		72,870.00						
EQT CORPORATION (EQT)	88,577.60		103,553.10		0.69 %	-10,195.10	1.61 %	1,663.20	
PNC CAPITAL ADVISOR	1,890		54,790.00						
EXXON MOBIL CORP (XOM)	208,448.10		243,261.20		1.62 %	32,300.85	2.22 %	5,395.60	
PNC CAPITAL ADVISOR	2,870		84,760.00						
NATIONAL OILWELL VARCO INC (NOV)	68,634.80		97,905.60		0.66 %	34,914.39	0.71 %	691.20	
PNC CAPITAL ADVISOR	1,440		67,990.00						
Total energy			\$733,420.90		4.88 %	\$121,299.15	2.32 %	\$17,004.40	

Financial

Description (Symbol)	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					
AMERICAN EXPRESS CO (AXP)	772,289.00	\$772,289.00	\$75,943.70	\$47,170.00	0.51 %	\$6,495.77	1.53 %	\$1,159.20	
PNC CAPITAL ADVISOR	1,610		\$47,170.00						
AMERIPRISE FINANCIAL INC (AMP)	70,454.40		88,855.60		0.60 %	15,251.10	2.26 %	2,004.80	
PNC CAPITAL ADVISOR	1,790		49,640.00						
BANK OF AMERICA CORP (BAC)	27,601.20		25,075.60		0.17 %	-49,435.86	0.72 %	180.40	
PNC CAPITAL ADVISOR	4,510		5,560.00						
CAPITAL ONE FINANCIAL CORP (COF)	77,674.80		82,888.40		0.56 %	-1,678.03	0.48 %	392.00	
PNC CAPITAL ADVISOR	1,940		42,290.00						
CHUBB CORP (CB)	87,585.40		101,061.20		0.68 %	35,362.07	2.26 %	2,277.60	
PNC CAPITAL ADVISOR	1,460		69,220.00						
CITIGROUP INC (C)	50,973.85		52,356.90		0.35 %	-32,311.14	0.16 %	79.60	
PNC CAPITAL ADVISOR	1,990		26,310.00						
EQUITY RESIDENTIAL (EQR)	59,650.50		65,584.50		0.44 %	13,085.62	3.99 %	2,610.50	
SH BEN INT REIT	1,150		57,030.00						
PNC CAPITAL ADVISOR									
JPMORGAN CHASE & CO (JPM)	108,582.60		119,866.25		0.80 %	16,481.33	3.01 %	3,605.00	
PNC CAPITAL ADVISOR	3,605		33,250.00						

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
MOODY'S CORP (MCO)	50,547.00	1,660	55,908.80	33.6800	0.38 %	64,928.26	39.11	-9,019.46	1.91 %	1,062.40	
PNC CAPITAL ADVISOR	84,661.20	3,510	96,735.60	27.5600	0.65 %	93,115.66	26.53	3,619.94	1.75 %	1,684.80	
WELLS FARGO & COMPANY (WFC)											
PNC CAPITAL ADVISOR											
Total financial			\$764,276.55		5.09 %	\$766,425.21		-\$2,148.66	1.97 %	\$15,056.30	\$1,222.03

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)	\$91,728.00	2,080	\$93,620.80	\$45.0100	0.63 %	\$98,050.72	\$47.14	-\$4,429.92	2.00 %	\$1,872.00	
ISIN IE00B685QD29 SEDOL B685QD2											
PNC CAPITAL ADVISOR											
ALLERGAN INC (AGN)	102,151.20	1,240	108,797.60	87.7400	0.73 %	56,700.15	45.73	52,097.45	0.23 %	248.00	
PNC CAPITAL ADVISOR											
AMERISOURCEBERGEN CORP (ABC)	99,473.63	2,019	75,086.61	37.1900	0.50 %	57,247.47	28.35	17,839.14	1.40 %	1,049.88	
PNC CAPITAL ADVISOR											
BRISTOL MYERS SQUIBB CO (BMY)											
PNC CAPITAL ADVISOR											
JOHNSON & JOHNSON (JNJ)	2,300	2,300	81,052.00	35.2400	0.54 %	71,669.15	31.16	9,382.85	3.86 %	3,128.00	
PNC CAPITAL ADVISOR											
MERCK & CO INC (MRK)	153,492.70	2,410	158,047.80	65.5800	1.06 %	150,400.12	62.41	7,647.68	3.48 %	5,494.80	
PNC CAPITAL ADVISOR											
PFIZER INC (PFE)	45,126.00	1,380	52,026.00	37.7000	0.35 %	51,762.83	37.51	263.17	4.46 %	2,318.40	579.60
PNC CAPITAL ADVISOR											
SHIRE PLC (SHPGY)	105,726.40	5,980	129,407.20	21.6400	0.87 %	94,563.11	15.81	34,844.09	4.07 %	5,262.40	
PNC CAPITAL ADVISOR											
SPONSORED ADR	60,396.99	643	66,907.70	103.9000	0.45 %	43,632.18	67.86	23,175.52	0.39 %	257.20	
PNC CAPITAL ADVISOR											
UNITEDHEALTH GROUP INC (UNH)	106,537.20	1,760	89,196.80	50.6800	0.60 %	47,449.42	26.96	41,747.38	1.29 %	1,144.00	
PNC CAPITAL ADVISOR											
Total health care			\$854,042.51		5.69 %	\$671,475.15		\$182,567.36	2.43 %	\$20,774.68	\$579.60

Detail

Industrials

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
	Current price per unit	Current market value		Current price per unit	Current market value							
CUMMINS INC (CMI)	\$53,895.20	\$58,093.20	660	\$88.0200	\$58,093.20	0.39 %	\$34,432.50	\$52.17	\$23,660.70	1.82 %	\$1,056.00	
PNC CAPITAL ADVISOR												
DOVER CORP (DOV)	74,560.00	92,880.00	1,600	58.0500	92,880.00	0.62 %	79,569.18	49.73	13,310.82	2.18 %	2,016.00	
PNC CAPITAL ADVISOR												
EATON CORP (ETN)	58,930.00	72,259.80	1,660	43.5300	72,259.80	0.49 %	83,246.63	50.15	-10,986.83	3.13 %	2,257.60	
PNC CAPITAL ADVISOR												
GENERAL ELECTRIC CO (GE)	73,969.20	87,042.60	4,860	17.9100	87,042.60	0.58 %	82,219.49	16.92	4,823.11	3.80 %	3,304.80	826.20
PNC CAPITAL ADVISOR												
JOY GLOBAL INC (JOY)	51,775.40	62,225.10	830	74.9700	62,225.10	0.42 %	78,924.71	95.09	-16,699.61	0.94 %	581.00	
PNC CAPITAL ADVISOR												
UNION PACIFIC CORP (UNP)	79,709.92	103,397.44	976	105.9400	103,397.44	0.69 %	72,594.08	74.38	30,803.36	2.27 %	2,342.40	585.60
PNC CAPITAL ADVISOR												
UNITED TECHNOLOGIES CORP (UTX)	83,728.40	86,977.10	1,190	73.0900	86,977.10	0.58 %	57,724.27	48.51	29,252.83	2.63 %	2,284.80	
PNC CAPITAL ADVISOR												
Total industrials		\$562,875.24			\$562,875.24	3.75 %	\$488,710.86		\$74,164.38	2.46 %	\$13,842.60	\$1,411.80

Information technology

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
	Current price per unit	Current market value		Current price per unit	Current market value							
APPLE INC (AAPL)	\$289,803.20	\$255,150.00	630	\$405.0000	\$255,150.00	1.70 %	\$38,121.64	\$60.51	\$217,028.36			
PNC CAPITAL ADVISOR												
CISCO SYSTEMS INC (CSCO)		76,659.20	4,260	18.0800	76,659.20	0.52 %	80,547.66	19.00	-3,888.46	1.33 %	1,017.60	
PNC CAPITAL ADVISOR												
EMC CORP (EMC)	86,268.90	88,529.40	4,110	21.5400	88,529.40	0.59 %	70,194.28	17.08	18,335.12			
PNC CAPITAL ADVISOR												
EBAY INC (EBAY)	61,044.30	62,783.10	2,070	30.3300	62,783.10	0.42 %	70,978.02	34.29	-8,194.92			
PNC CAPITAL ADVISOR												
GOOGLE INC -CL A (GOOG)	118,459.20	167,934.00	260	645.9000	167,934.00	1.12 %	112,790.89	433.81	55,143.11			
PNC CAPITAL ADVISOR												
INTEL CORP (INTC)	91,527.15	104,032.50	4,290	24.2500	104,032.50	0.70 %	76,684.99	17.88	27,347.51	3.47 %	3,603.60	
PNC CAPITAL ADVISOR												

Detail

Information technology

Description (Symbol)	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						
INTERNATIONAL BUSINESS MACHS (IBM) CORP	141,644.70	690	126,877.20	0.85 %	74,611.50	52,265.70	1.64 %	2,070.00	
PNC CAPITAL ADVISOR			183,8800		108.13				
MICROSOFT CORP (MSFT)	131,543.65		137,198.60	0.92 %	88,784.92	48,413.68	3.09 %	4,228.00	
PNC CAPITAL ADVISOR		5,285	25,9600		16.80				
ORACLE CORP (ORCL)	120,708.00		107,730.00	0.72 %	79,143.96	28,586.04	0.94 %	1,008.00	
PNC CAPITAL ADVISOR		4,200	25,6500		18.84				
QUALCOMM INC (QCOM)	98,718.90		111,041.00	0.74 %	109,522.10	1,518.90	1.58 %	1,745.80	
PNC CAPITAL ADVISOR		2,030	54,7000		53.95				
Total information technology			\$1,237,935.00	8.24 %	\$801,379.96	\$436,555.04	1.11 %	\$13,673.00	

Materials

Description (Symbol)	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						
CELANESE CORP-SERIES A (ICE)	\$6,975.70		\$74,816.30	0.50 %	\$38,077.68	\$36,738.62	0.55 %	\$405.60	
PNC CAPITAL ADVISOR		1,690	\$44,2700		\$22.53				
DUPONT E I DE NEMOURS & CO (DD)	67,549.30		77,368.20	0.52 %	74,223.34	3,144.86	3.59 %	2,771.60	
PNC CAPITAL ADVISOR		1,690	45,7800		43.92				
FMC CORPORATION NEW (FMC)			70,552.80		68,892.46	1,660.34	0.70 %	492.00	123.00
PNC CAPITAL ADVISOR		820	86,0400		84.02				
Total materials			\$222,737.30	1.48 %	\$181,193.48	\$41,563.82	1.65 %	\$3,669.20	\$123.00

Telecommunication services

Description (Symbol)	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						
AT&T INC (T)	\$66,166.40		\$70,156.80	0.47 %	\$57,332.52	\$12,824.28	5.83 %	\$4,083.20	
PNC CAPITAL ADVISOR		2,320	\$30,2400		\$24.71				
VODAFONE GROUP PLC (VOD)	78,776.20		86,052.10	0.58 %	83,758.67	2,293.43	5.15 %	4,430.01	3,418.14
SPONSORED ADR NEW		3,070	28,0300		27.28				
PNC CAPITAL ADVISOR									
Total telecommunication services			\$156,208.90	1.04 %	\$141,091.19	\$15,117.71	5.45 %	\$8,513.21	\$3,418.14

Detail

Utilities

Description (Symbol)	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							
NORTHEAST UTILITIES (NU)	61,579.50	\$66,008.10		\$59,196.36	0.44 %	\$59,196.36		\$6,811.74	3.05 %	\$2,013.00	
PNC CAPITAL ADVISOR	1,830	\$36.0700		\$32.35							
OGE ENERGY CORP (OGE)	59,259.60	70,320.40		57,020.23	0.47 %			13,300.17	2.77 %	1,946.80	
PNC CAPITAL ADVISOR	1,240	56.7100		45.98							
WISCONSIN ENERGY CORP (WEC)	101,692.50	113,620.00		70,743.17	0.76 %			42,876.83	3.44 %	3,900.00	
PNC CAPITAL ADVISOR	3,250	34.9600		21.77							
Total utilities			\$249,948.50	\$186,959.76	1.66 %	\$186,959.76		\$62,988.74	3.15 %	\$7,859.80	
Total stocks			\$6,365,668.25	\$5,176,137.86	42.39 %	\$5,176,137.86		\$1,189,530.39	2.07 %	\$132,013.79	\$8,749.40

Mutual funds - equity

Description (Symbol)	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							
PNC INTERNATIONAL EQUITY FUND (PIUX) CLASS I	739,227.03	\$752,753.06		\$548,138.46	5.02 %	\$548,138.46		\$204,614.60	1.37 %	\$10,291.55	
21-75-073-4453885	58,808.833	\$12.8000		\$9.32							
PNC SMALL CAP CORE FUND (PPCIX) CLASS I	1,423,756.77	1,676,961.33		1,204,589.33	11.17 %			472,372.00			
21-75-073-4453885	138,363.146	12.1200		8.71							
PNC LARGE CAP VALUE FUND (PLVIX) CLASS I	737,316.32	827,141.65		836,534.00	5.51 %			- 9,392.35	1.55 %	12,787.63	
21-75-073-4453885	62,378.707	13.2600		13.41							
Total mutual funds - equity			\$3,256,856.04	\$2,589,261.79	21.69 %	\$2,589,261.79		\$667,594.25	0.71 %	\$23,079.18	
Total equities			\$9,622,524.29	\$7,765,399.65	64.07 %	\$7,765,399.65		\$1,857,124.64	1.61 %	\$155,092.97	\$8,749.40
Total portfolio			\$15,017,895.70	\$13,023,899.13	100.00 %	\$13,023,899.13		\$1,993,936.57	2.16 %	\$323,997.53	\$47,995.05

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – December 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 December 1, 2011 through December 31, 2011.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment	
					Income	Investment Form
12/01/11 - 12/31/11	31	Various	STAR Ohio	Various	295.72	Investment Pool
12/01/11 - 12/31/11	31	Various	PNC	Various	0.84	Sweep Money Market
12/01/11 - 12/31/11	31	Various	PNC	Various	0.82	Money Market
06/23/11 - 12/23/11	184	1,000,000	Federal Home Loan Bank	0.800%	4,000.00	Federal Agency
06/08/11 - 12/08/11	184	500,000	Federal Home Loan Bank	1.890%	4,725.00	Federal Agency
06/28/11 - 12/28/11	184	2,000,000	Federal Home Loan Bank	1.200%	12,000.00	Federal Agency
06/18/11 - 12/18/11	184	1,000,000	Federal National Mortgage Assn.	0.750%	3,750.00	Federal Agency
06/30/11 - 12/30/11	184	2,000,000	Federal Home Loan Bank	0.875%	8,750.00	Federal Agency
09/02/11 - 12/02/11	92	500,000	Federal Farm Credit Bank	0.690%	862.50	Federal Agency
06/27/11 - 12/27/11	184	1,000,000	Federal Farm Credit Bank	1.050%	5,250.00	Federal Agency
09/23/11 - 12/23/11	92	1,000,000	Federal Home Loan Mortgage Corp.	0.750%	1,875.00	Federal Agency
09/23/11 - 12/23/11	92	1,000,000	Federal Farm Credit Bank	0.780%	1,950.00	Federal Agency
				Earned Interest December 2011	\$ 43,459.88	
				Earned Interest Year To Date	\$ 435,897.92	

CLEVELAND PUBLIC LIBRARY

REPORT C

Finance Committee
January 17, 2012

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR DECEMBER 2011

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

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Auditor of State of Ohio GASB 54 Training Hudson, Ohio	11/15/11	Laura Armstrong	40.00
Tyler Technologies Ohio Munis User Group Meeting Mansfield, Ohio	11/16/11	Madeline Corchado	41.40
PNC Bank Sesame Street Workshop Ann Arbor, Michigan	11/29/11	Rhonda Fulton	204.40
Tyler Technologies Ohio Munis User Group Meeting Mansfield, Ohio	11/16/11	Dawntae Jackson	47.12
Auditor of State of Ohio GASB 54 Training New Philadelphia, Ohio	12/8/11	Carrie Krenicky	40.00
American Payroll Association Chapter Meeting Independence, Ohio	12/9/11	Ronelle Miller-Hood	100.00
PNC Bank Sesame Street Workshop Ann Arbor, Michigan	11/29/11	Sandra Nosse	7.09
Library Journal 3rd Annual Director's Summit Columbus, Ohio	12/5/11 - 12/6/11	Felton Thomas	171.90
Ohio Library Council 2011 Convention & Exposition Toledo, Ohio	10/26/11 - 10/27/11	Felton Thomas	131.08

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Improve Consulting and Training Group Lean Six Sigma Training Cleveland, Ohio	11/30/11 & 12/2/11	Various Staff	4,950.00
TOTAL			\$5,732.99

SUMMARY

FUND	DECEMBER	YEAR TO DATE
General	\$571.50	\$31,394.61
Judd Fund	0.00	679.30
Lockwood Thompson	4,950.00	12,180.02
Metlife-Fit for Life	0.00	0.00
LSTA - Know it Know	0.00	5,898.69
PNC - Grow up Great	211.49	211.49
TOTAL	\$5,732.99	\$50,364.11

REPORT D**CLEVELAND PUBLIC LIBRARY**

**Finance Committee
January 17, 2012**

**PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD
OCTOBER 1 THROUGH DECEMBER 31, 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>
11/23/11	Ice Melt	Buildings	Tru Green Chemical	\$ 7,638.18
12/29/11	Computer Hardware	Automation	APC Schneider	22,147.85
12/29/11	Kwik Case DVD	Main Library	Gressco	23,985.20
10/13/11	Security Strips	Stockroom	Ohionet	9,692.06
12/01/11	Security Strips	Stockroom	Ohionet	12,115.88
12/29/11	Scissor Lift	Buildings	Sunbelt Rentals	10,325.00
12/08/11	Generator	Buildings	Cummins Bridgeway	9,558.00
10/27/11	Computer Equipment	Automation	Business Smarts	11,147.42
11/17/11	Computer Equipment	Automation	Quadstar Digital	6,775.00
12/22/11	Heaters	South	Grainger	5,980.80

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

REPORT E**CLEVELAND PUBLIC LIBRARY**

**Finance Committee
January 17, 2012**

**PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD
OCTOBER 1 THROUGH DECEMBER 31, 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>
11/23/11	Historical Newspapers	MLO	Proquest	\$ 36,610.00
10/13/11	USA Business Database	CLEVNET	Info USA	168,164.00
10/26/11	Standard & Poor's Advantage	MLO	Standard & Poor's	26,739.80

CLEVNET-RELATED GOOD AND SERVICES

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
10/20/11	Zimbra Maintenance	Automation	Vmware Inc	\$ 28,250.04
10/13/11	Discovery Layer Services	Automation	Bibliocommons	75,412.00
10/13/11	Software License	Automation	Sirsi Corp	120,767.76
12/15/11	Computer Equipment	Automation	Business Smarts	39,554.95

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
DECEMBER 01,2011 TO DECEMBER 31,2011

Human Resources Committee Report
December 15, 2011

NAME	DEPARTMENT	JOB TITLE	DATE	REASON
RESIGNATIONS				
SELLERS, YVETTE	FINANCE	ACCT.SPEC.	12/9/2011	PERSONAL REASONS
OSAZE, RHASHIDA	MLK	LIBRARIAN	12/31/2011	PERSONAL REASONS
OVERBEY, EDWARD	NETWORKS	COMP TECH	12/31/2011	RETURN TO SCHOOL
LEIRER, GRAHAM	NETWORKS	COMP TECH	12/31/2011	PERSONAL REASONS
BELLE, LAQUETTA	BROOKLYN	BRANCH CLERK	12/31/2011	PERSONAL REASONS
ADERO, KADIRI	GLENVILLE	CUSTODIAN	12/30/2011	PERSONAL REASONS
BRENNAN, PETER	SECURITY	SECURITY SUPV	12/31/2011	PERSONAL REASONS
JACKSON, VERONICA	HARVARD-LEE	BRANCH CLERK	12/31/2011	MEDICAL
HIGBEE, TYAH	HARVARD-LEE	PAGE	12/22/2011	PERSONAL REASONS
RETIREMENTS				
HILBERY, JANET	ROCKPORT	LA-ADULT	12/19/2011	RETIREMENT
COLE, WADE	UNION	BRANCH CLERK	12/28/2011	RETIREMENT
ACREE, MICHAEL	SHELF-MAIN	DEPT ASST	12/30/2011	RETIREMENT
FOX, RICHARD	GEN. REFERENCE	MANAGER	12/30/2011	RETIREMENT
EBERLE, BRAD	SHELF-MAIN	DEPT ASST	12/30/2011	RETIREMENT
KRUPKA, RONALD	CARPENTER	CARPENTER	12/30/2011	RETIREMENT
REID, WARREN	SHELF-MAIN	SHELF-SUPER.	12/30/2011	RETIREMENT
SULLIVAN-TROTMAN, TONY	SCI-TECH	SUB DEPT SR.CLK	12/30/2011	RETIREMENT
SMITH, DANIEL	HISTORY & TECH	LA SUBJ-DEPT	12/30/2011	RETIREMENT
BARBER, BENJAMIN	PAINTERS	PAINTER	12/30/2011	RETIREMENT
STAPLES, CHERYL	FLEET	LA ADULT	12/30/2011	RETIREMENT
PRESSLY, PAM	TECHNICAL SVCS	SERIALS CLERK	12/30/2011	RETIREMENT
HOLNESS, LORNA	HISTORY & TECH	SUB DEPT SR.CLK	12/30/2011	RETIREMENT
ANDERSON, WILLIAM	FINE ARTS SPEC CO	SR.SUB DEPT LIB	12/30/2011	RETIREMENT
PHILLIPS, MARVA	BEC	SUB DEPT SR.CLK	12/30/2011	RETIREMENT
SHEFFIELD, DOLORES	SOUTH BROOKLYN	BRANCH CLERK	12/31/2011	RETIREMENT
TURNER, JUANITA	LS SHIP & SHELF	REC & DISTR SUP.	12/31/2011	RETIREMENT
OTHER TERMINATIONS				
PEAK, GEOFFREY	OLBPD	PAGE	12/14/2011	TERMINATION INVOL
CURRY, CARLOS	GARDEN VALLEY	PAGE	12/2/2011	TERMINATION INVOL
KERN, BENNIE	FACILITIES	CUSTODIAN	12/11/2011	DECEASED
GARLAND, RUCKER	OLBPD	LA SUBJ DEPT	12/31/2011	END OF SPECIAL ASSIGN
JONES-IRIZARRY, ARIES	BROOKLYN	PAGE	12/29/2011	TERMINATION INVOL
SCRUGGS, GREGORY	SHELF-MAIN	PAGE	12/6/2011	TERMINATION INVOL

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 12/01/2011 TO 12/31/2011**

**Human Resources Committee Report
January 19, 2012**

EMPLOYEE: PRATER, MAKEDA

CURRENT GRADE: Z **EFFECTIVE DATE**
12/04/11

JOB TITLE: PAGE

CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		9.04	NEW HIRE

EMPLOYEE: BOODEN, LIZA

CURRENT GRADE: Z **EFFECTIVE DATE**
12/04/2011

JOB TITLE: PAGE

CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		9.04	NEW HIRE

EMPLOYEE: DUNKLIN, LAMEISHA

CURRENT GRADE: Z **EFFECTIVE DATE**
12/04/2011

JOB TITLE: PAGE

CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		9.04	NEW HIRE

EMPLOYEE: PEACE, OPHALIA

CURRENT GRADE: Z **EFFECTIVE DATE**
12/04/2011

JOB TITLE: PAGE

CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		9.04	NEW HIRE

EMPLOYEE: MITCHELL, TIMIA

CURRENT GRADE: Z **EFFECTIVE DATE**
12/04/2011

JOB TITLE: PAGE

CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		9.04	NEW HIRE

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 12/01/2011 TO 12/31/2011**

EMPLOYEE: ALI, BREALE

CURRENT GRADE: Z **EFFECTIVE DATE**
12/04/2011

JOB TITLE: PAGE

CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		9.04	NEW HIRE

EMPLOYEE: ALEXANDER, AMBER

CURRENT GRADE: Z **EFFECTIVE DATE**
12/04/2011

JOB TITLE: PAGE

CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		9.04	NEW HIRE

EMPLOYEE: LAWLER, YAI-JAHNEE

CURRENT GRADE: Z **EFFECTIVE DATE**
12/04/2011

JOB TITLE: PAGE

CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		9.04	NEW HIRE

EMPLOYEE: ZINGALE, TONI

CURRENT GRADE: Z **EFFECTIVE DATE**
12/04/2011

JOB TITLE: PAGE

CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		9.04	NEW HIRE

EMPLOYEE: JONES, ISIAH

CURRENT GRADE: Z **EFFECTIVE DATE**
12/04/2011

JOB TITLE: PAGE

CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		9.04	NEW HIRE

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 12/01/2011 TO 12/31/2011**

EMPLOYEE: SMITH, SHAKENYA	CURRENT GRADE: Z	EFFECTIVE DATE 12/04/2011
JOB TITLE: PAGE	CURRENT STEP: 1	FOR GRADE/STEP
TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE
SALARY AFFECTS BASE WAGE		9.04
		REASON FOR CHANGE NEW HIRE
EMPLOYEE: MARTINEZ, NATALIE	CURRENT GRADE: Z	EFFECTIVE DATE 12/04/2011
JOB TITLE: PAGE	CURRENT STEP: 1	FOR GRADE/STEP
TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE
SALARY AFFECTS BASE WAGE		9.04
		REASON FOR CHANGE NEW HIRE
EMPLOYEE: MIRANDA, IGNACIO	CURRENT GRADE: C	EFFECTIVE DATE 12/11/2011
JOB TITLE: DRIVER	CURRENT STEP: 8	FOR GRADE/STEP
TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE
SALARY AFFECTS BASE WAGE	40,719.00	41,914.86
		REASON FOR CHANGE PROMOTION
EMPLOYEE: JOHNSON, DAKARI W	CURRENT GRADE: E	EFFECTIVE DATE 12/18/2011
JOB TITLE: PAINTER	CURRENT STEP: 2	FOR GRADE/STEP
TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE
SALARY AFFECTS BASE WAGE	39,138.00	40,249.56
		REASON FOR CHANGE PROMOTION
EMPLOYEE: MOORE, JIMMIE L	CURRENT GRADE: E	EFFECTIVE DATE 12/18/2011
JOB TITLE: ACCOUNTING SPECIALIST	CURRENT STEP: 3	FOR GRADE/STEP
TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE
SALARY AFFECTS BASE WAGE	40,142.00	41,859.22
		REASON FOR CHANGE PROMOTION

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 12/01/2011 TO 12/31/2011**

EMPLOYEE: GOLDBERG, AARON

CURRENT GRADE: B **EFFECTIVE DATE**

12/18/2011

JOB TITLE: SHIPPING CLERK

CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	24,735.00	30,919.00	PTR TO FT

**THE CLEVELAND PUBLIC LIBRARY
FLEXIBLE SPENDING ACCOUNT PLAN**

SUMMARY PLAN DESCRIPTION

Restated Effective January 1, 2012

THE CLEVELAND PUBLIC LIBRARY
FLEXIBLE SPENDING ACCOUNT PLAN

INTRODUCTION

We are pleased to announce that we have restated our "flexible spending account plan" for you and other eligible employees effective January 1, 2012. Under this program, you will continue to be able to choose among certain benefits that we make available. The benefits that you may choose are outlined in this summary plan description. We will also tell you about other important information concerning the Plan, such as the rules you must satisfy before you can join and the laws that protect your rights.

One of the most important features of our Plan is that the benefits being offered are generally ones that you are already paying for, but normally with money that has first been subject to income taxes. Under our Plan, these same expenses will be paid with a portion of your pay before federal and state income taxes are withheld. This means that you will pay less tax and have more money to spend and save.

Read this summary plan description carefully so that you understand the provisions of our Plan and the benefits you will receive. We want you to be fully informed before you enroll in the Plan and while you are a participant. You should direct any questions you have to the Administrator. There is a plan document on file which you may review if you desire. In the event there is a conflict between this summary plan description and the plan document, the plan document will control.

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I ELIGIBILITY

1. When Can I Become a Participant in the Plan?

Before you become a member or a "participant" in the Plan, there are certain rules which you must satisfy. First, you must meet the "eligibility requirements." After that, the next step is to actually join the Plan on the "entry date" that we have established for all employees. You will also be required to complete certain application forms before you can enroll in the Plan.

2. What Are the Eligibility Requirements of Our Plan?

You will be eligible to join the plan if you are one of the following employees:

- all District 1199 bargaining unit Employees who are regularly scheduled to work a minimum of 20 hours per week;
- all full-time Teamsters 244 security officer Employees who are regularly scheduled to work a minimum of 37.5 hours per week; and
- all full-time non-bargaining unit staff Employees who are regularly scheduled to work a minimum of 37.5 hours per week.

3. When Is My Entry Date?

You can join the Plan as of the day you satisfy the eligibility requirements.

4. Are There Any Employees Who Are Not Eligible?

Yes, there are certain employees who are not eligible to join the Plan. They are employees who do not meet the eligibility requirements set forth above. Temporary agency staff hired to work on a "casual basis"; substitute staff hired by the Employer; independent contractors; staff hired in the page job classification; members of the Employer's Board of Trustees; contract vendors staff; and non-bargaining unit staff Employees who are regularly scheduled to work less than 37.5 hours per week are not eligible to participate in this Plan.

5. What Must I Do to Enroll in the Plan?

Before you can join the Plan, you must complete an application to participate in the Plan. The application includes your personal choices for each of the benefits which are being offered under the Plan. You must also authorize us to set some of your earnings aside in order to pay for the benefits you have elected.

II OPERATION

1. How Does This Plan Operate?

Before the start of each Plan Year, you will be able to elect to have some of your upcoming pay contributed to the Plan. These amounts will be placed in special funds or accounts which must be set up for you in order to pay for the benefits you have chosen. The portion of your pay that is paid to the Plan is not subject to income or withholding tax. In other words, this allows you to use tax-free dollars to pay for certain kinds of benefits and expenses which you normally pay with out-of-pocket, taxable dollars. However, if you receive a reimbursement for an expense under the Plan, you cannot claim a federal income tax credit or deduction on your return.

III CONTRIBUTIONS

1. How Much of My Pay May the Employer Redirect?

Each Plan year, you may elect to have us contribute on your behalf enough of your compensation to pay for the benefits that you elect under the Plan. These amounts will be deducted from your pay each pay period on a pro rata basis over the course of the year. However, you may not have us contribute more than Eight Thousand Dollars (\$8,000.00) each Plan Year.

2. How Much Will the Employer Contribute Each Year?

We will contribute no amount at this time.

3. How Is My Compensation Measured Under Our Plan?

Compensation under our Plan means your total pay, including overtime, commissions and bonuses, which you receive during the year.

4. What Happens to Contributions Made to the Plan?

Before each Plan Year begins, you will select the benefits you want and how much of the contributions should go toward each benefit. It is very important that you make these choices carefully based on what you expect to spend on each covered benefit or expense during the Plan Year. Later, they will be used to pay for the expenses as they arise during the Plan Year.

5. When Must I Decide Which Accounts I Want to Use?

You are required by federal law to decide before the Plan Year begins, during the "election period." You must decide two things. First, which benefits you want and, second, how much should go toward each benefit.

6. When Is the "Election Period" for Our Plan?

When you first meet the "eligibility requirements," your election period will start on that date (your "entry date") and continue for 31 days past your "entry date." (You should review Section I on Eligibility to better understand the terms "eligibility requirements" and "entry date.") Then, for each following Plan Year, the election period is the period chosen by the Administrator for elections to be made by all employees. (See the Article entitled "General Information About Our Plan" for the definition of Plan Year.)

7. May I Change My Elections During the Plan Year?

Generally no. You cannot change the elections you have made after the beginning of the Plan Year (and you cannot elect to participate if you decline to participate during open enrollment) except in limited circumstances. Those circumstances are proscribed by the Internal Revenue Service and are called change in status events. Any change you make must be consistent with and on account of one of those change in status events. The following are currently recognized change in status events:

- change in a Participant's legal marital status;
- change in the number of a Participant's Dependents;
- change in employment status (such as commencing employment, a layoff, increase or decrease in hours, change in worksite);
- change in place of residence;
- FMLA leaves;
- Medicare or Medicaid entitlements;
- HIPAA enrollment rights; and
- receipt by the Plan of certain qualified court orders involving Dependents.

In addition to the above qualifying change in status events, if the cost of your Dependent Care expenses increase or decrease, you may be allowed to change or revoke your prior election. This change in cost exception is not applicable to Health FSAs.

If your dependent care expenses increase, you will be permitted to change or revoke a prior election; provided that, any increase in cost is not imposed by a dependent care provider who is your relative. Please note that no election change is permitted under the Health Care Reimbursement Plan in connection with a change in health care costs or coverage.

If you believe you have a qualifying change in status event, you must complete a new Benefit election form within thirty (30) days of that event.

8. May I Make New Elections in Future Plan Years?

Yes, you may. For each new Plan Year, you may change the elections that you previously made. You may also choose not to participate in the Plan for the upcoming Plan Year. If you do not make new elections during the "election period" before a new Plan Year begins, you will not be considered a participant under the Plan for the upcoming Plan Year.

IV BENEFITS

1. What Benefits Are Available?

Under our Plan, you can choose to receive your entire compensation in cash or use a portion to pay for the following benefits or expenses during the Plan Year.

A. Health Care Reimbursement Plan:

You may participate in the Health Care Reimbursement Plan which enables you to pay for expenses which are not covered by our insured medical plans and save taxes at the same time. The account allows you to be reimbursed by the Employer for qualifying out-of-pocket medical, dental and vision expenses incurred by you and your dependents which are not eligible for reimbursement by any other source. The expenses which qualify are those permitted by Section 105 of the Internal Revenue Code and must be incurred during the Plan Year and while you were a Participant in the Plan. A list of covered expenses is available from the Administrator. You may not, however, be reimbursed for the cost of other health care coverage maintained outside the Plan.

If you pay for medical expenses with funds from the Health Care Reimbursement Plan, those expenses are not eligible as income tax deductions. Currently, in order to be eligible as income tax deductions, non-covered health care expenses would have to be greater than 7-1/2 percent of your adjusted gross income. You will need to evaluate which alternative would be most advantageous for your personal situation. You may also want to consult a professional tax adviser for a comparison of your federal tax savings under each method.

The most that you can contribute to the Health Care Reimbursement Plan is Three Thousand Dollars (\$3,000.00), or the statutory limit, if less than \$3,000. In order to be reimbursed for a health care expense, you must submit to the Administrator an itemized bill from the service provider. Amounts reimbursed from the Plan may not be claimed as a deduction on your personal income tax return.

If your coverage under the Health Care Reimbursement Plan is terminated, you may be entitled to continuation coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

B. Dependent Care Assistance Account:

The Dependent Care Assistance Account enables you to pay for out-of-pocket, work-related dependent day-care cost with pre-tax dollars. The expenses which qualify are those permitted by Section 129 of the Internal Revenue Code and must be incurred during the Plan Year. There is no Extended Grace Period to incur claims for Dependent Care. If you are married, you can use the account if you and your spouse both work or, in some situations, if your spouse goes to school full-time. Single employees can also use the account.

An eligible dependent is any member of your household for whom you can claim expenses on Federal Income Tax Form 2441 "Credit for Child and Dependent Care Expenses."

Children must be under age 13. Other dependents must be physically or mentally unable to care for themselves. Dependent Care arrangements which qualify include:

- A Dependent (Day) Care Center, provided that care is provided by the facility for more than six individuals and the facility complies with applicable state and local laws.
- An Educational Institution for pre-school children. For older children, only expenses for non-school care are eligible.
- An "Individual" who provides care inside or outside your home. The "Individual" may not be a child of yours under age 19 or anyone you claim as a dependent for federal tax purposes.

You should make sure that the dependent care expenses you are currently paying qualify under our Plan. The law places limits on the amount of money that can be paid to you in a calendar year from your Dependent Care Assistance Account. You may elect a salary reduction of up to \$5,000 per Plan Year to be held under your Dependent Care Assistant Account. However, there are two circumstances where the maximum is less than \$5,000:

- If you are married and do not file a joint tax return, the maximum you can elect is \$2,500 per calendar year.
- If you and your spouse both work (or attend school full-time), you cannot elect more than your income or your spouse's income, whichever is lower. A full-time student is considered to have a monthly income of \$250 (with one qualifying child; \$500 with more than one child) for each month he or she is a full-time student an accredited school.

Also, under federal tax rules, additional limits may apply to "highly compensated employees." You will be notified if such limits apply to you.

Also, in order to have the reimbursements made to you from this account be excludable from your income, you must provide a statement from the service provider including the name, address and, in most cases, the taxpayer identification number of the service provider on your tax form for the year, as well as the amount of such expense as proof that the expense has been incurred. In addition, federal tax laws permit a tax credit for certain dependent care expenses you may be paying even if you are not a participant in this Plan. You may save more money if you take advantage of this tax credit rather than using the Dependent Care Assistant Account under our Plan. Ask your tax adviser which is better for you.

V BENEFIT PAYMENTS

1. When Will I Receive Payments From My Accounts?

If you elect to receive Health Care Reimbursement Plan benefits, you may submit requests for reimbursement of eligible health care expenses you have incurred during that Plan Year or during

the Extended Grace Period from the end of that Plan Year until March 15 of the next year. If you elect to receive Dependent Care Assistance Plan benefits, you may submit requests for reimbursement of eligible dependent care expenses you have incurred during the course of the Plan Year only. Expenses are considered "incurred" when the service is performed, not necessarily when it is paid for.

Claims for health care expenses can be reimbursed for claims incurred during the Plan Year or during the period from the end of that Plan Year and ending on March 15 of the subsequent plan year. That additional period is known as the Extended Grace Period. In order to take advantage of this Extended Grace Period, you must be either:

- a Participant in the Plan with Health Care Reimbursement Plan coverage that is in effect on the last day of the Plan Year to which the Extended Grace Period relates; or
- a qualified beneficiary who is receiving COBRA coverage under the Health Care Reimbursement Plan on the last day of the Plan Year to which the Extended Grace Period relates.

The following additional rules will apply to Medical Care Expenses that are incurred during an Extended Grace Period or are submitted after the close of the Plan Year in which they were incurred:

- Medical Care Expenses incurred during an Extended Grace Period and approved for reimbursement will be paid first from available amounts that were remaining at the end of the preceding Plan Year and then from any amounts that are available to reimburse expenses incurred during the current Plan Year. For example, assume that \$200 remains in your Health FSA Account at the end of the 2012 Plan Year and that you have also elected \$2400 of Health FSA coverage for 2013. If you submit a \$500 Medical Care Expense that was incurred on January 15, 2013, \$200 of your claim will be paid out of the unused amounts remaining in your Health FSA Account from the 2012 Plan Year and the remaining \$300 will be paid out of the amounts that are available to reimburse you for Medical Care Expenses incurred in the 2013 Plan Year. Claims will be paid in the order in which they are approved.

- Once paid, a claim can be reprocessed or otherwise recharacterized so as to change the Plan Year from which funds are taken to pay it. For example, using the same facts as in the example in the preceding paragraph, assume that a few days after being reimbursed for the \$500 Extended Grace Period expense, you discover \$200 of 2012 Medical Care Expenses that have not been submitted for reimbursement. The Plan will reprocess the \$500 Extended Grace Period expense so as to pay it entirely from your 2013 Health FSA amounts.

- Expenses incurred during a Plan Year or the applicable Extended Grace Period must be submitted no later than 90 days after the close of the Plan Year or Extended Grace Period in order to be considered for reimbursement from amounts remaining at the end of that Plan Year.

Claims for dependent care expenses must be incurred during the same Plan Year in which you made related pay reductions to the Plan to be eligible for reimbursement under the Plan. The administrator will provide you with acceptable forms for submitting these requests for

reimbursement. If the request qualifies as a benefit or expense that the Plan has agreed to pay for, you will receive a reimbursement payment soon thereafter. Remember, these reimbursements which are made from the Plan are generally not subject to federal and state income tax or withholding, nor are they subject to Social Security taxes. Requests for payment of insured benefits should be made directly to the insurer. The provisions of the insurance policies will control what benefits will be paid and when. You will be reimbursed from the Dependent Care Assistance Account only to the extent that there are sufficient funds in the Account to cover your request. You are eligible to be reimbursed for allowable health care expenses up to your elected pay reductions for Health Care Reimbursement Plan benefits, less any claims previously reimbursed.

2. What Happens If I Don't Spend All Plan Contributions?

Any monies left at the end of the Plan Year will be forfeited. Obviously, qualifying expenses that you incur late in the Plan Year for which you seek reimbursement after the end of such Plan Year will be paid first before any amount is forfeited. However, you must make your requests for reimbursement no later than ninety (90) days after the end of the Plan Year or any monies remaining in your accounts will be forfeited. Because it is possible that you might forfeit amounts in the Plan if you do not fully use the contributions that have been made, it is important that you decide how much to place in each account carefully and conservatively. Remember, you must decide which benefits you want to contribute to and how much to place in each account before the Plan Year begins. You want to be as certain as you can that the amount you decide to place in each account will be used up entirely.

3. What Happens If I Terminate Employment?

If you leave our employ during the Plan Year, your right to benefits will be determined in the following manner:

- You will still be able to request reimbursement for qualifying dependent care expenses for the remainder of the Plan Year from the balance remaining in your dependent account at the time of termination of employment. However, no further salary redirection contributions will be made on your behalf after you terminate.
- Your participation in the Health Care Reimbursement Plan will cease, and no further salary redirection contributions will be contributed on your behalf. You will not be able to request reimbursement for health care expenses incurred after your termination of employment.

Under Federal law, you, your spouse, and your dependents may be entitled to continuation of health care coverage. Please see Section IV(1)(A) of this Summary for more information about your health care continuation rights.

4. What Happens If My Employer Is A Covered Employer Under The Family And Medical Leave Act And I Take Leave Under That Federal Law?

If you take leave under the FMLA, your Employer will continue, at your option, your participation in the Health Care Reimbursement Plan Benefit. Of course, you and your Employer will need to work out the payment arrangements for that continued participation during that leave.

VI HIGHLY COMPENSATED AND KEY EMPLOYEES

1. Do Limitations Apply to Highly Compensated Employees?

Under the Internal Revenue Code, "highly compensated employees" and "key employees" generally are Participants who are officers, shareholders or highly paid. You will be notified by the Administrator each Plan Year whether you are a "highly compensated employee" or a "key employee".

If you are within these categories, the amount of contributions and benefits for you may be limited so that the Plan as a whole does not unfairly favor those who are highly compensated or key employees, their spouses or their dependents. Federal tax laws state that a plan will be considered to unfairly favor the key employees if they as a group receive more than 25% of all of the nontaxable benefits provided for under our Plan.

Plan experience will dictate whether contribution limitations on "highly compensated employees" or "key employees" will apply. You will be notified of these limitations if you are affected.

VII PLAN ACCOUNTING

1. Periodic Statements

The Administrator will provide you with a statement of your account periodically during the Plan Year that shows your account balance. It is important to read these statements carefully so you understand the balance remaining to pay for a benefit. Remember, you want to spend all the money you have designated for a particular benefit by the end of the Plan Year or your remaining monies will be forfeited.

VIII GENERAL INFORMATION ABOUT OUR PLAN

This Section contains certain general information which you may need to know about the Plan.

1. General Plan Information

The Cleveland Public Library Flexible Spending Account Plan is the name of the Plan.

Your Employer has assigned Plan Number 502 to your Plan.

The provisions of your Plan as restated are effective January 1, 2012.

Your Plan's records are maintained on a twelve-month period of time. This is known as the Plan Year. The Plan Year begins on January 1 and ends on December 31.

2. Employer Information

Your Employer's name, address and employer identification number are:

Cleveland Public Library
325 Superior Avenue
Cleveland, Ohio 44114
ID No.: 34-6000711

3. Plan Administrator Information

The name, address and business telephone number of your Plan's Administrator are:

Cleveland Public Library
325 Superior Avenue
Cleveland, Ohio 44114
(216) 623-2944

The Administrator keeps the records for the Plan and is responsible for the administration of the Plan. The Administrator will also answer any questions you may have about our Plan. You may contact the Administrator for any further information about the Plan.

4. Service of Legal Process

The name and address of the Plan's agent for service of legal process is:

Cleveland Public Library
325 Superior Avenue
Cleveland, Ohio 44114

5. Type of Administration

The type of Administration is Employer Administration.

IX
ADDITIONAL PLAN INFORMATION

1. Your Rights

Plan participants are entitled to:

- (a) examine, without charge, at the Administrator's office, all Plan documents; and
- (b) obtain copies of all Plan documents and other Plan information upon request to the Administrator. The Administrator may make a reasonable charge for the copies.

The people who operate your Plan, called "fiduciaries" of the Plan, have a duty to do so prudently and in the best interest of you and other Plan participants.

No one, including your employer or any other person, may fire you or otherwise discriminate against you in any way to prevent you from obtaining a benefit or exercising your rights.

If your claim for a benefit is denied in whole or in part, you must receive a written explanation of the reason for the denial. You have the right to have your claim reviewed and reconsidered.

2. Claims Process

You should submit reimbursement claims during the Plan Year, but in no event later than ninety (90) days after the end of a Plan Year. Any claims submitted after that time will not be considered. If a noninsured claim under the Plan is denied in whole or in part, you or your beneficiary will receive written notification. If the Claims Administrator denies a claim, the Claims Administrator will provide notice in writing, within 30 days after the claim is filed unless special circumstances require an extension of time for processing the claim. If the Claims Administrator does not notify you of the denial of the claim within the 30 day period specified above, then the claim shall be deemed denied. The notice of a denial of a claim shall be written in a manner calculated to be understood by the claimant and shall set forth specific references to the pertinent Plan provisions on which the denial is based; a description of any additional material or information necessary to perfect the claim and an explanation as to why such information is necessary; and an explanation of the Plan's claim procedure.

Within 180 days after receipt of the above material, you shall have a reasonable opportunity to appeal the claim denial to the Claims Administrator for a full and fair review. You or your duly authorized representative may request a review upon written notice to the Claims Administrator; review pertinent documents; and submit issues and comments in writing.

A decision on the review by the Claims Administrator will be made not later than 30 days after receipt of a request for review, unless special circumstances require an extension of time for processing (such as the need to hold a hearing), in which event a decision should be rendered as

soon as possible, but in no event later than 60 days after such receipt. The decision of the Claims Administrator shall be written and shall include specific reasons for the decision, written in a manner calculated to be understood by the claimant, with specific references to the pertinent Plan provisions on which the decision is based.

A claim may be suspended for payment upon receipt of additional information if the original claim was submitted without the appropriate documentation or claim form. If a claim is unpaid pending additional information, the Claims Administrator will provide the Participant a Request for More Information (RMI) notice, in writing, within 30 days after the claim is filed. The Participant may submit the additional information to perfect the claim any time within the Plan Year and claim run-out period. However, requests for substantiation of debit card transactions shall be governed by separate card use terms, and failure to submit requested information within the time requested may result in suspension of debit card use.

The Plan Administrator has the exclusive right to interpret the provisions of the Plan. Decisions of the Plan Administrator are final, conclusive and binding. The Plan Administrator has final claims adjudication authority under the Plan.

3. Protection of Health Information

The Plan has committed to complying with the Health Insurance Portability and Accountability Act of 1996 with respect to your health information. This means that there are limited uses and disclosures which will be made of the protected health information that your Employer (and the claims administrator) receive in conjunction with this Plan to be utilized in processing your claims. The Plan will only disclose protected health information as permitted by law, or as may be authorized by you, and will limit access of that protected health information to persons at the Employer who have been designated in the Plan document.

The Plan has also committed to the notice and disclosure requirements of HITECH.

X SUMMARY

The money you earn is important to you and your family. You need it to pay your bills, enjoy recreational activities and save for the future. Our flexible benefit plan will help you keep more of the money you earn by lowering the amount of taxes you pay. The Plan is the result of our continuing efforts to find ways to help you get the most for your earnings.

If you have any questions, please contact the Administrator.

CLEVELAND PUBLIC LIBRARY

REPORT F**Human Resources Committee Report**

Meeting Date: January 19, 2012

Report Period: December 2011

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

MONTH	2010 SICK LEAVE HOURS USED	2011 SICK LEAVE HOURS USED	2011 TOTAL HOURS
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	3,638.38	88,601
November	3,646.62	3,931.66	89,097
December	3,524.42	3,605.57	89,584

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
Dec., 2011- Dec.31, 2011 EE0-4 REPORT
FULL/PART-TIME EMPLOYEES

Human Resources Committee Report

January 19, 2012

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	77	19	8	1			31	17	1		
Professionals	85	18	2		1		42	18	2	2	
Technicians	21	11	2	1			6	1			
Protective Service	19	10	7	1				1			
Para-Professionals	131	24	35		2		29	32	7	2	
Administrative Support	302	31	60	4	3		51	134	16	3	
Skilled Craft	11	6	3		1			1			
Service Maintenance	48	9	34	1			2	2			
Grand Total	694	128	151	8	7	0	161	206	26	7	0

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
DECEMBER**

Human Resources Committee Report **2011**
January 19, 2011

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Kaiser POS	86	79	165
Kaiser HMO	228	103	331
Delta Dental	219	158	377

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>
No lost workdays for December			

CLEVELAND PUBLIC LIBRARY

FINES AND FEES SCHEDULE: PART A

OVERDUE FINES

ADULT MATERIALS

Circulating Items.....\$0.10 per day/item

Except:

No Hold or New DVD\$1.00 per day/item

No Hold or New Videocassette.....\$1.00 per day/item

Reference Items.....\$1.00 per day/item

CHILDREN'S MATERIALS.....No overdue fines

YOUNG ADULT MATERIALS.....No overdue fines

MATERIALS @UNIVERSITYCOLLEGE LIBRARIES . No overdue fines

PATRONS WITH PROFILE CPL-GB (age 60 & over). No overdue fines

PATRONS WITH PROFILE CPL-DISABLD.....No overdue fines

PATRONS WITH PROFILE CPL-HOMBD.....No overdue fines

OVERDUE FINE LIMITS

Circulating Items.....\$3.00/item

BILL THRESHOLD.....\$25.00

REPLACEMENT PRICES

Borrower pays list price for material as shown online. If database shows no list price, patron is charged as follows

Hardcover Book.....\$23.00

Adult Paperback Book.....\$14.50

Children's Paperback Book.....\$5.00

Audiobook.....\$50.00

Comic Book.....\$3.50

Compact Disc.....\$17.00

DVD.....\$25.00

DVD Set.....\$60.00

Interlibrary Loan Material.....\$100.00

LeapFrog Equipment.....\$65.00

Magazine.....\$6.00

Pamphlet.....\$2.00

Reference Material.....Value of item

Self-Playing Device.....\$80.00

Software/CD-ROM.....\$40.00

Misc. uncataloged material.....\$1.00/item

LOST OR STOLEN LIBRARY CARD.....\$1.00

DAMAGE FINES

Major.....Replacement price

INTERLIBRARY LOAN FEES

FEES CHARGED TO LIBRARIES

Ohio Libraries.....No charge

Out-of-State Libraries.....\$10.00 per item

Foreign Libraries.....\$20.00 per item

FEES CHARGED TO INDIVIDUAL BORROWERS

Loans.....No charge

Photocopies.....\$5.00 per item

PHOTODUPLICATION OFFICE FEES

See Fines & Fees Schedule: Part B

COPY AND PRINTING FEES

Copies from Computer Printers:

8½" x 11" and 8½" x 14" B&W.....\$0.10 per page

11" x 17" B&W.....\$0.20 per page

8½" x 11" and 8½" x 14" Color.....\$0.25 per page

11" x 17" Color.....\$0.50 per page

Copies from Microform:

8½" x 11".....\$0.10 per page

Photocopies:

8½" x 11" and 8½" x 14" B&W.....\$0.10 per page

11" x 17" B&W.....\$0.20 per page

8½" x 11" and 8½" x 14" Color.....\$0.25 per page

11" x 17" Color.....\$0.50 per page

Use of one's own paper.....Charge based on paper size

FAXING FEES

Self-service faxing from multifunction device.....\$0.50 per page

MEETING ROOM/AUDITORIUM/FACILITY FEES

ACTIVITIES CO-SPONSORED BY LIBRARY.....No charge

ACTIVITIES NOT CO-SPONSORED BY THE LIBRARY:

BRANCHES

Library open.....No charge

Library closed.....\$25.00 per hour

LAKE SHORE FACILITY

Auditorium (648 seats).....\$500.00 per 4 hours

Other Fees:

For each hour over 4.....20% surcharge

Rehearsal and/or set-up.....\$50.00 per hour

Clean-up, if food served.....\$50.00

Security/Custodial when closed.....\$50.00 per hour

Meeting Rooms (for library-related activities only)

Rooms 1A, 1B, 4.....\$50.00 per day per room

Rooms 1A + 1B.....\$100.00 per day

Room 3 (Computer Training).....\$250.00 per day

MAIN LIBRARY

Stokes Wing Auditorium (218 seats; Maximum Capacity 315)

Library open.....\$500.00 inclusive per four hours

Stokes Wing (Auditorium, LL Lobby & First Floor) and Garden

Library closed:

Nonprofit Groups.....\$2,000.00 inclusive per four hours

All others.....\$3,000.00 inclusive per four hours

Stokes Wing Meeting Room 218 (Cap. 116; can be subdivided)

Only available when Library is open.....No charge

FEES FOR PHOTOGRAPHING/TAPING/FILMING ON LIBRARY PROPERTY

Security and/or Custodial Staff.....\$100.00 per hour

MISCELLANEOUS

Tote Bags (non-complimentary).....\$0.10 per bag

SALES TAX

Ohio sales tax added when required.

CLEVELAND PUBLIC LIBRARY

FINES AND FEES SCHEDULE: PART B

PHOTODUPLICATION OFFICE FEES

PHOTOCOPIES

Service Fee (first 25 pages).....	\$5.00/item
Copy Service Fee (each additional 25 pages).....	\$5.00
Standard (8½" x 11" through 11" x 17" B&W).....	\$0.10/page
Oversize (18" x 24" B&W).....	\$1.00/page
Color (8½" x 11" through 11" x 17").....	\$1.00/page
Fax.....	\$0.25/page
Rush (24-hour turnaround).....	\$10.00/item
Special Handling (fragile, etc.).....	\$20.00/order

PLOTTER-PRINTER

B&W.....	\$0.10/linear inch
Color.....	\$0.20/linear inch

DIGITAL SCANS

Service Fee (first 25 pages).....	\$5.00/item
Copy Service Fee (each additional 25 pages or scans).....	\$5.00
Desktop Text Scanner (8½" x 11").....	\$0.25/scan
Photo-Quality Scanner.....	\$5.00 for first 25 scans
CD-ROM.....	\$2.50/disc
Digital Camera (8½" x 11").....	\$0.10/print
Special Handling (camera set-up, etc.).....	\$20.00/item
Email (8½" x 11").....	\$0.25/page

PHOTOGRAPHS

Service Fee.....	\$5.00/print
B&W (8" x 10" glossy or matte).....	\$22.00/print
B&W (11" x 14" glossy or matte).....	\$30.00/print
B&W (16" x 20" glossy or matte).....	\$42.00/print
Color.....	Current lab price
Posters.....	Current lab price
Slides.....	Current lab price
Delivery Fee.....	\$9.00/order
Rush (24-hour turnaround).....	Double price + \$10.00/print

USE FEES FOR PUBLICATION OR DISPLAY

For Profit.....	\$5.00/image; \$250 max/project
Not for Profit.....	\$5.00/image; \$50 max/project

MICROFILM

Service Fee.....	\$5.00/item
Positive/Original (35mm).....	\$275.00
Special Handling/Original/Preservation Fee.....	\$20.00
Duplicate (35mm).....	\$29.40

MICROFICHE

Service Fee.....	\$5.00/item
Light and Dark Exposures.....	\$5.00/fiche

SHIPPING FEES

STANDARD SIZE

1-10.....	\$1.25
11-15.....	\$1.50
16-20.....	\$1.75
21-99.....	\$0.10/page
100+.....	\$10.00

OVERSIZED

1-10.....	\$2.50
11-20.....	\$3.50

INTERNATIONAL..... Fees vary according to USPS rates

SALES TAX

Ohio sales tax added when required.

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17 United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

CLEVELAND PUBLIC LIBRARY
STRATEGIC PLAN
2012-2014

**CLEVELAND PUBLIC LIBRARY
STRATEGIC PLAN 2012-2014**

Introduction from the Director

In the long history of the Cleveland Public Library, the high points have far outnumbered the low. But if we are to understand how the Library came to be the respected cultural institution it is today, we cannot shy away from examining those low points in its evolution.

One might expect those low points to have occurred during times of financial hardship, or during times of great social upheaval. But that has not been the case. In fact, the Library flourished during some of the most difficult periods in our community's history. The low points were not the result of external forces bearing down upon the Library; they were, in fact, brought on internally.

Whenever the Library isolated itself from the community it is mandated to serve, the Library weakened itself. Whenever the Library stopped taking risks, the Library stunted its own progress. Whenever the Library rested on its laurels, the Library caused its relevance to be called into question.

*"No live organization
can remain static."*

Linda Eastman, CPL Director 1918-1938

Today, we are tempted to hunker down and wait out the nation's continuing fiscal crisis. We are tempted to stop taking risks and not start any new initiatives. We are tempted to say that what we are doing is good enough because we cannot afford to do more.

We are tempted, but not persuaded.

Certainly, times are tough. It is said that the Great Recession has given way to the "Great Unknown." But this is also time of unparalleled opportunity for a public library to integrate itself even more fully into the life of the community it serves.

Our community—like many others—is suffering from unemployment, low graduation rates, poor nutrition, inadequate healthcare, and crime. Our prospects can seem bleak.

But there is hope for a better Cleveland. In addition to the official strategies to achieve a high performing sustainable economy for all, there are thousands of informal, innovative experiments happening all over the city by inspired and creative people from all walks of life.

What they lack is a place where they can connect with each other, learn from each other, build energy around their projects, and share their ideas with the larger community, bringing more people into the community of innovation and change.

The Library should be and can be that place, that center of learning for the whole community. That is our mission. But we cannot fulfill that mission if we remain static. This Strategic Plan is a direct challenge to complacency.

Our future starts with you. We are depending on you to help us be the library you need us to be.

Our vision

Cleveland Public Library will be the driving force behind a powerful culture of learning that will inspire Clevelanders from all walks of life to continually learn, share and seek out new knowledge in ways that are beneficial to themselves, their community and the world.

Our mission

We are the “People’s University,” the center of learning for a diverse and inclusive community.

Guiding principles

We provide equal access to a vast range of information and resources.

We actively embrace new ways to adapt the Library to the changing needs of the people we serve.

We offer collections that are of interest to our users in ways that are most convenient for them.

We are passionate about providing library service to our community.

We conduct all interactions with respect and can be counted on to do the right thing in a fair and equitable manner.

Our identity

We are not a typical public library!

We take great pride in being Cleveland’s public library.

We are the heart of CLEVNET, the best example of regional collaboration in Ohio.

We are a public library for Ohio, providing library services statewide through the Ohio Library for the Blind and Physically Disabled, virtual reference services, and the sharing of our collections.

We are part of the global library community, learning from and sharing with our counterparts around the world.

Our strategic priorities

Form communities of learning

Fight community deficits

Ready for the future: CPL150

Cultivate a global perspective

Innovate for efficient and sustainable operations

Our vision

Cleveland Public Library will be the driving force behind a powerful culture of learning that will inspire Clevelanders from all walks of life to continually learn, share and seek out new knowledge in ways that are beneficial to themselves, their community, and the world.

We share in the vision of a sustainable Cleveland transformed by the collective impact of determined people and organizations working together to make Cleveland better educated, healthier, safer, and more prosperous.

Our role in this transformation is the work we do at the center of the city's culture of learning.

What is a culture of learning and why is it important? "A culture of learning inspires continuous identification and mastery of new thoughts and skills for all people in society, throughout all of life's phases, yielding a population more agile and able to evolve. A culture of learning is important to foster innovation, ability to adapt to new technologies and processes, and to identify shifts in society, environment and economics."¹

As a community's culture of learning becomes more powerful, it begins to erode the community's deficits. As the deficits erode, more people are free to actively participate in the culture of learning, bringing with them their unique experiences, backgrounds, abilities, interests, and perspectives.

This culture of learning extends far beyond Cleveland and connects people to every corner of the globe. We believe that people are most empowered when they can identify themselves as global citizens with responsibilities to each other and to the Earth itself.

¹ *Sustainable Cleveland 2019 Action & Resources Guide*, 2010.

We are not a typical public library. Perhaps we would be if a particular book collector had not changed the course of our history.

John Griswold White (1845-1928) began donating his personal collection of books to the Library while he served on the Board of Trustees. He shared his books with the people of Cleveland with the desire that they should develop an understanding of world cultures, especially those largely ignored—or worse—trivialized by Western educators: the cultures of Asia, the Middle East, and Africa.

The books he donated and the endowment that followed after his death shaped the development of the Library's collections and its mission of service to the people of Cleveland.

Mr. White knew that, for many Clevelanders, the opportunities for learning began and ended at the public library. Today, that is still the case. We are the closest experience to a university that many people have.

At the same time, formally educated people continue their learning here, using resources not normally found at a public library. Whether someone is working on a PhD or a GED, we are here to help them reach their goals.

We are careful not to underestimate people. A person's capacity for learning is only limited by their learning environment.

At the "People's University," we strive to provide an environment for learning that limits no one and includes everyone.

Our mission

We are the "People's University," the center of learning for a diverse and inclusive community.

Our guiding principles

We provide equal access to a vast range of information and resources for learning.

We actively embrace new ways to adapt the Library to the changing needs of the people we serve.

We offer collections that are of interest to our users in ways that are most convenient for them.

We are passionate about providing library service to the whole community.

We conduct all interactions with respect and can be counted on to do the right thing in a fair and equitable manner.

Our identity

We are not a typical public library!

We have manuscripts hand-penned by monks in 14th century France as well as the latest bestsellers. With something for everyone, we prove that a public library can successfully provide the best of both worlds—research collections and popular collections—to its users. It's not an "either/or" for us. We simply don't like to see limits on where learning might take someone!

And with the largest chess collection in the world, you can be sure we believe in play!*

We take great pride in being Cleveland's public library.

Cleveland is in our name and at the core of who we are. We are part of the fabric of this amazing city. The city defines us and we help define the city and its neighborhoods.

Everything we do outside of Cleveland allows the rest of the world to discover and appreciate what Cleveland has to offer.

We are the heart of CLEVNET, the best example of regional collaboration in Ohio.

CLEVNET is 37 libraries and growing. And no wonder. The return on investment for participating libraries is conservatively estimated at \$6 for every dollar invested.

Most people think CLEVNET is about sharing books and other materials, but that's just one of the benefits. As we celebrate

CLEVNET's remarkable 30 years of library cooperation in 2012, we welcome more of our region's libraries to learn about CLEVNET. Help us imagine what can be next! How can we take our collaborative enterprise to the next level?

We are a public library for Ohio, providing library services statewide through the Ohio Library for the Blind & Physically Disabled, virtual reference services, and the sharing of our collections.

We serve fellow Ohioans who live far from Cleveland in places like Portsmouth, Chillicothe, and Lima. They are readers—14,000 strong—who receive Braille, audio materials and electronic talking books. Our partnership with the State Library of Ohio, makes it possible for us to reach Ohioans in every one of our state's 88 counties.

And not just through OLBPD. We also administer Ohio's virtual reference service *KnowItNow24x7*, and share our collections statewide.

We are part of the global library community, learning from and sharing with our counterparts around the world.

Public libraries vary greatly from nation to nation around the globe. But our work—wherever we are—is rooted in service.

Appreciation for a common mission and the desire to find new and better ways to serve our users, brings us together in a community of learning.

Our strategic priorities

To realize our vision of a Cleveland transformed by a vibrant culture of learning, we will focus our energy and resources on five key areas:

- Form communities of learning
- Fight community deficits
- Ready for the future: CPL150
- Cultivate a global perspective
- Innovate for efficient and sustainable operations

Form communities of learning

Collectively, all the services and resources offered by the Library—those based in its buildings, those offered virtually, and those offered on wheels—make Cleveland Public Library *the* center of learning for our whole community.

At the same time, wherever our users gather—online or in person—they should have the capacity to form communities of learning that benefit themselves and influence the world around them.

Our new Rice Branch is a good example of a learning community in formation. Located next to a public elementary school, Rice Branch is where the people of the Buckeye neighborhood are coming to learn. It is a place for reading, tutoring, GED classes, and computer instruction. Based on its success, the Cleveland Foundation is generously funding similar initiatives at six additional neighborhood libraries in 2012.

Rice Branch is a success, but it is just the start of what a learning community can be. At the next level, the people of Buckeye will be learning together from each other, united in common concerns and shared aspirations. Their learning experiences will benefit them personally and impact the community for the better.

As communities of learning are formed at sites across the city and online, they will attract more members and they will soon be sources of action. A community of people actively engaged in meaningful, lifelong learning will not accept that things cannot get better. They will be believers in transformation because they will have experienced it firsthand.

Fight community deficits

Cleveland has more than its share of deficits standing in the way of its transformation to a healthy, educated, safe and prosperous city. Can communities of learning really have an impact on these deficits and change things for the better?

Ask the thousands of Cuyahoga County residents, who worked together for months in an open and honest dialogue to identify the social issues of greatest concern in our county. They identified education, jobs, healthcare, criminal justice and sustainable food as their most pressing concerns.²

As a community of learning, they believe study and conversation can inspire people to use their collective power to create a different future, a future with a healthy ecosystem, healthy social structures, and positive economic outcomes.

A community of learning starts with information to understand the roots of the current reality. The members create a discussion forum—onsite or online—to gather the information they need to inspire action and take action. Together, they figure out how to apply the information in their lives.

But first, a community has to come together. The Library is perfectly situated to help form these communities. We are in the business of making connections. We are also in the business of providing information, resources for sharing information, and the physical and virtual spaces for people to come together.

² Greater Cleveland Congregations (GCC), is a new interfaith coalition of more than 35 religious congregations in Cuyahoga County.

Ready for the future: CPL150

We have a party to get ready for! In 2019, the Library will celebrate 150 years of service to the people of Cleveland.

But there will be no point in celebrating if we are looked at nostalgically as a relic of yesteryear, and not contributing any public value to our community.

If we are to be—in 2019—what our users and our CLEVNET partners will need us to be . . . we have to get ready *now!*

That means engaging our community in substantive conversations about our service model, the changing demographics of the city, our fiscal situation, and the condition of our buildings.

What should the Library's neighborhood presence look like in 2019? Does every service outlet need to provide the same services? Can we design services and service delivery systems that are customized to individual neighborhoods, based on local need?

Phase 1 of the Main Library consolidation plan is underway with the construction of Tech Central. Going forward, how do we design the remaining spaces to meet the needs of the user in 2019?

Our brick-and-mortar future will have to be discussed in the context of an increasingly virtual and mobile world. And the conversations will have to include those who use our libraries and those who do not. In the evolving digital environment, we can expect to lose some long-time library users and gain new ones.

We also have to look at the future of mobile services. Will the bookmobile as we know it be viable in 2019?

In the age of ebooks, widespread mobile connectivity, and growing digital collections, what will the Library need to acquire for our users? How will we connect our users with the resources they need? What will we need to store and where?

At present, we have more questions than answers. But there are a few things we can get started on now, that will get us on the right path, including: researching how user needs and expectations are shifting;³ transforming the user experience; experimenting with gamification; and expanding our digital collection program.

Cultivate a global perspective

The last will and testament of the greatest benefactor in the Library's history contains a surprising directive. John Griswold White clearly states that the Library is to provide Clevelanders with the opportunity to "acquaint themselves, as nearly first hand as may be" with non-European peoples: "their history, religion, customs, manners and modes of thought, and their literature."

What's surprising is that his will was written in 1928. At that time (and still today to a lesser extent), most of what people knew about other cultures was through the filter

³ Over the next three years, new research by the Pew Internet & American Life Project, supported by a grant from the Bill & Melinda Gates Foundation, will investigate the role of libraries in the digital age, focusing on the ways libraries serve their users and their communities. We will follow the research closely and use it to inform our conversations with our community.

of Western academics, adventurers, and travelers. The idea that people should have "first hand" engagement was incredibly progressive at that time.

The Library continues to honor Mr. White's legacy, connecting people to each other so they can learn "first hand" from each other and come to appreciate the variety and richness of the world's cultures. Emerging technology presents us with new avenues to broaden the opportunities for intercultural engagement.

Our global perspective also encompasses environmental sustainability and stewardship. Together, culture and environment form the context in which we learn and interact.

Innovate for efficient and sustainable operations

Northeast Ohio residents, through civic engagement projects and public opinion polls, have made it clear that more efficient, effective local government is a top priority for our region.

The Library agrees and with a new Chief Operations Officer in charge, work is underway. Operational goals are now submitted annually and reviewed quarterly. Lean Six Sigma tools are being used to improve our processes. Innovative ideas to improve operations are solicited from staff. The Sustainability Team⁴ creates goals and objectives for a greener library system.

⁴ In September 2011, the five staff members on CPL's Sustainability Team graduated from the E4S Sustainability Implementation Group Program, an 8-month, action-driven, peer-based learning process.

But there's more to be done. The Library will continue to improve all aspects of its internal operations, with special focus on how we acquire, use, share and store information.

We are a taxpayer supported organization. We never forget that. We have a duty to make the best use of tax dollars by operating in the most innovative, efficient and sustainable ways possible in support of our Mission.

Our methods and approach

Choose the best ideas

This plan is intended to provide a strategic framework to guide future actions in a rapidly changing environment. It allows for the dynamic development of specific projects and initiatives—in support of the five strategic priorities—as conditions change and opportunities emerge.

As ideas for projects and initiatives are brought to the table for consideration, they will be evaluated on a number of different factors, including:

Alignment: How does this idea align with initiatives in progress at the city, county, or state level, led by other organizations or government?

Collective impact: Instead of operating in a silo, can we add our resources and expertise to work already underway for a greater collective impact?

Collaboration: Does this idea allow for collaboration with other organizations to reach more people at a lower cost?

Sustainability: Is this idea sustainable from both a fiscal standpoint and an environmental one?

Measurement: How will we measure the success of the work if this idea is implemented? Can we measure outcomes as well as outputs?

Innovation: Will this project spur new thinking that can benefit our community?

Technology: Does this idea incorporate technology in ways that will deepen the level of engagement?

Inclusiveness: Has consideration been given to reaching out to the entire community?

User experience: Will people be engaged in ways that are convenient and pleasant?

Play: Can this idea be brought into a current or future gamification projects?

Make decisions based on data

At Cleveland Public Library, we value research and strive to make decisions based on the best data and information available. To that end, in preparation for this strategic plan, the Library contracted with researchers at Cleveland State University to prepare two reports:

Fiscal Review of the Cleveland Public Library, prepared by a team of researchers at the Center for Public Management at the College of Urban Affairs, includes a review of peer libraries in Ohio and across the nation (January 2012).

Demographic Analysis of Cleveland Public Library's Neighborhood Service Areas prepared by research team at the Northern Ohio Data Information Service (NODIS) incorporating library usage data with the latest Census data (January 2012).

The Library will make good use of the research from CSU as it engages the community in discussion about the future of library services at the neighborhood level as part of the CPL150 strategic priority.

We will also be sharing with our neighborhood communities another important study: the physical assessment of branch facilities owned by the Library, completed December 2011. The assessment by the architectural firm of Westlake Reed Leskosky provides a detailed analysis of each branch building.

As we move forward with the strategic priorities to form communities of learning and fight community deficits, we will need a greater level of collaboration and communication with the schools in Cleveland. In anticipation of this, the Library contracted with Synchronicity Consulting to work with the school districts and our staff to prepare an education agenda for library staff to follow.

The Inclusion and Community Engagement ad hoc committee of the Board, made up of trustees and staff, met throughout 2011. The group's final report, *Leveraging Our Differences: Diversity & Inclusion Plan for a Sustainable Future* (December 2011) provides valuable direction and ties directly to the Library's mission.

Additional research will be done as needed, including research by staff members who will have the opportunity to present white papers on emerging topics.

Measure impact

How will we know if we are achieving our desired outcomes and making any impact on our community? We will use three levels of measurement to track progress.

First, on a macro level, there are a number of existing indicators that measure the economic, social and environmental health

of the city and region; these are detailed in the *SC2019 Action & Resources Guide*. Second, to evaluate our progress on the five strategic priorities, the Knowledge Office will be responsible for establishing metrics that can be reported monthly to the Leadership Team and the Board. Third, individual projects and initiatives in support of the strategic priorities will be evaluated per measurements established during the idea vetting process.

Restructure to do the work

No live organization can remain static. We will restructure the organization as needed to do the work at hand, adapt to changing conditions, create greater efficiencies, and respond to emergent opportunities.

Celebrate success

Celebrations are an opportunity to communicate our message, reinvigorate each other, and ignite innovative thinking.

In the years to come, we will be celebrating Cleveland's progress toward a sustainable economy, starting in 2012 with a community-wide celebration of Local Food.

In 2012, we will celebrate CLEVNET's 30th anniversary. It's our chance to showcase the power of collaboration, acknowledge everyone responsible for CLEVNET's remarkable success, and imagine how CLEVNET can become even more dynamic and innovative in the future.

Throughout, we will keep our eyes on 2019, and the incredible celebration we want to have when the Library turns 150. Think **CPL150** every day!

Visit

www.cpl.org/strategicplan

to find more information on each of the Strategic Priorities and the actions we are taking in support of them.

* "Many historic collections of books have been concerned with the record of human misery, anguish and woe. They have recorded war and human destruction. Mr. White's collection was concerned not with these things, with 'battles long ago'; but with the brightening and refreshment of the human spirit; it concerns the history of leisurely, restful and sedentary play." From the valuation of John G. White's Chess Collection, by Thomas J. Holmes, October 22, 1928.

CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR DECEMBER 2011

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	2011	2010	
Main Library	158,067	158,169	760	828	1,908,246	1,976,582	-3.5%
Branches	341,850	311,674	1,689	1,540	4,026,456	3,998,126	0.7%
Mobile Units	6,275	5,688			69,283	65,355	6.0%
Library for the Blind	61,989	60,207			691,237	729,730	-5.3%
eMedia	10,760	4,122			104,617	39,210	166.8%
TOTAL CIRCULATION	578,941	539,860			6,799,839	6,809,003	-0.1%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
eBook	7,570	2,345	68,056	18,914	259.8%
eAudioBook	3,043	1,671	34,646	19,481	77.8%
eMusic	81	55	815	372	119.1%
eVideo	66	51	1,100	443	148.3%
TOTAL eCIRCULATION	10,760	4,122	104,617	39,210	166.8%

Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOADS	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
Downloads	8,346	7,647	103,850	72,037	44.2%
Users	533	505	6,275	5,050	24.3%

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	71	43 minutes	10,340	10,086	7,467	7,432	0.5%
Branches	352	41 minutes	66,513	57,443	45,060	39,965	12.7%
TOTAL USAGE	423		76,853	67,529	52,527	47,397	10.8%

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	44,061	37,809	212	198	570,007	636,500	-10.4%
Branches	232,710	207,814	1,150	1,027	3,052,959	3,191,708	-4.3%
Mobile Unit	660	621			9,399	8,716	7.8%
TOTAL VISITS	277,431	246,244			3,632,365	3,836,924	-5.3%

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR DECEMBER 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	12,349	1,658	1,257	1,574	16,838	951	17,789
Broadway	2,451	138	118	157	2,864	347	3,211
Brooklyn	6,010	577	599	626	7,812	912	8,724
Carnegie West	9,998	995	1,342	1,405	13,740	1,262	15,002
Collinwood	7,473	621	674	934	9,702	1,101	10,803
East 131st	4,045	355	377	471	5,248	413	5,661
Eastman	12,876	1,253	1,336	1,782	17,247	1,965	19,212
Fleet	9,644	969	1,058	1,476	13,147	1,142	14,289
Fulton	8,755	781	666	974	11,176	1,066	12,242
Garden Valley	4,666	465	274	263	5,668	458	6,126
Glenville	6,483	622	663	782	8,550	759	9,309
Harvard-Lee	7,497	636	663	858	9,654	911	10,565
Hough	4,922	577	330	454	6,283	490	6,773
Jefferson	7,094	776	895	1,279	10,044	1,058	11,102
Langston Hughes	4,894	545	425	650	6,514	545	7,059
Lorain	8,578	1,059	881	1,264	11,782	892	12,674
Martin Luther King, Jr.	5,655	539	871	1,090	8,155	926	9,081
Memorial-Nottingham	10,774	882	1,308	1,847	14,811	1,499	16,310
Mt. Pleasant	5,453	503	335	539	6,830	610	7,440
Rice	10,187	785	811	1,106	12,889	859	13,748
Rockport	15,620	1,436	1,432	2,237	20,725	2,112	22,837
South	9,020	655	585	659	10,919	923	11,842
South Brooklyn	13,720	968	1,339	1,947	17,974	2,448	20,422
Sterling	4,616	488	464	597	6,165	424	6,589
Union	5,603	613	298	487	7,001	644	7,645
Walz	12,792	1,267	1,306	1,704	17,069	1,488	18,557
West Park	14,388	1,517	2,563	3,510	21,978	3,131	25,109
Woodland	8,563	720	664	872	10,819	910	11,729
TOTAL	234,126	22,400	23,534	31,544	311,604	30,246	341,850

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

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2011	2010	2011	2010		
Addison	17,789	13,185	183,093	165,598	17,495	10.6%
Broadway	3,211	3,615	40,743	42,610	-1,867	-4.4%
Brooklyn	8,724	9,496	108,922	102,761	6,161	6.0%
Carnegie West	15,002	12,037	164,735	155,511	9,224	5.9%
Collinwood	10,803	10,498	126,298	131,518	-5,220	-4.0%
East 131st	5,661	5,189	70,499	58,053	12,446	21.4%
Eastman	19,212	19,193	233,862	253,399	-19,537	-7.7%
Fleet	14,289	12,961	161,990	172,568	-10,578	-6.1%
Fulton	12,242	11,391	148,064	139,260	8,804	6.3%
Garden Valley	6,126	3,679	57,095	57,283	-188	-0.3%
Glenville	9,309	8,486	106,841	93,225	13,616	14.6%
Harvard-Lee	10,565	9,542	122,398	120,232	2,166	1.8%
Hough	6,773	6,704	79,029	79,190	-161	-0.2%
Jefferson	11,102	9,313	125,293	127,916	-2,623	-2.1%
Langston Hughes	7,059	7,816	94,860	93,283	1,577	1.7%
Lorain	12,674	11,689	150,565	154,786	-4,221	-2.7%
Martin Luther King, Jr.	9,081	8,153	108,668	106,206	2,462	2.3%
Memorial-Nottingham	16,310	16,798	210,316	233,350	-23,034	-9.9%
Mt. Pleasant	7,440	6,237	87,799	81,055	6,744	8.3%
Rice	13,748	12,485	162,701	162,102	599	0.4%
Rockport	22,837	21,120	283,241	279,848	3,393	1.2%
South	11,842	8,129	118,840	111,899	6,941	6.2%
South Brooklyn	20,422	21,360	266,329	288,077	-21,748	-7.5%
Sterling	6,589	6,499	75,907	78,785	-2,878	-3.7%
Union	7,645	6,326	85,174	74,070	11,104	15.0%
Walz	18,557	15,521	217,726	212,027	5,699	2.7%
West Park	25,109	24,725	309,415	339,136	-29,721	-8.8%
Woodland*	11,729	9,527	126,053	84,378	41,675	*
TOTAL	341,850	311,674	4,026,456	3,998,126	28,330	0.7%

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

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE DECEMBER 2011**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2011	2010	2011	2010		
Addison	7,131	5,260	72,606	82,899	-10,293	-12.4%
Broadway	1,281	1,248	18,073	20,222	-2,149	-10.6%
Brooklyn	3,111	3,031	54,761	51,590	3,171	6.1%
Carnegie West	19,084	17,927	225,437	230,345	-4,908	-2.1%
Collinwood	6,556	5,743	85,807	93,265	-7,458	-8.0%
East 131st	6,975	5,213	81,120	78,275	2,845	3.6%
Eastman	10,781	10,426	145,027	158,413	-13,386	-8.5%
Fleet	9,153	7,998	126,141	126,041	100	0.1%
Fulton	7,133	5,784	95,188	89,996	5,192	5.8%
Garden Valley	4,646	4,396	61,805	77,338	-15,533	-20.1%
Glenville	6,979	6,227	92,186	102,634	-10,448	-10.2%
Harvard-Lee	8,541	7,329	105,375	113,229	-7,854	-6.9%
Hough	10,590	10,448	165,682	167,134	-1,452	-0.9%
Jefferson	8,023	6,955	99,934	101,882	-1,948	-1.9%
Langston Hughes	5,632	5,244	77,002	83,021	-6,019	-7.2%
Lorain	7,310	6,221	91,545	93,554	-2,009	-2.1%
Martin Luther King, Jr.	5,329	5,946	70,232	76,713	-6,481	-8.4%
Memorial-Nottingham	6,972	6,894	99,752	110,306	-10,554	-9.6%
Mt. Pleasant	5,933	5,877	78,651	95,700	-17,049	-17.8%
Rice	10,358	12,162	167,460	186,074	-18,614	-10.0%
Rockport	15,711	8,594	156,020	135,152	20,868	15.4%
South	8,313	6,208	103,510	108,352	-4,842	-4.5%
South Brooklyn	11,855	12,535	170,091	198,337	-28,246	-14.2%
Sterling	12,539	10,236	163,086	150,856	12,230	8.1%
Union	6,197	6,976	99,934	122,880	-22,946	-18.7%
Walz	10,112	7,873	123,982	127,387	-3,405	-2.7%
West Park	10,127	9,185	128,117	144,524	-16,407	-11.4%
Woodland*	6,338	5,878	94,435	65,589	28,846	*
TOTAL	232,710	207,814	3,052,959	3,191,708	-138,749	-4.3%

*See footnote p. 3

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS DECEMBER 2011**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
1 West Park	25,109	1 Carnegie West	19,084	1 South Brooklyn	31,511
2 Rockport	22,837	2 Rockport	15,711	2 Fleet	27,822
3 South Brooklyn	20,422	3 Sterling	12,539	3 West Park	27,291
4 Eastman	19,212	4 South Brooklyn	11,855	4 Eastman	23,686
5 Walz	18,557	5 Eastman	10,781	5 Rice	22,240
6 Addison	17,789	6 Hough	10,590	6 Fulton	20,026
7 Memorial-Nottingham	16,310	7 Rice	10,358	7 Memorial-Nottingham	19,553
8 Carnegie West	15,002	8 West Park	10,127	8 Rockport	19,404
9 Fleet	14,289	9 Walz	10,112	9 Harvard-Lee	18,834
10 Rice	13,748	10 Fleet	9,153	10 Langston Hughes	17,982
11 Lorain	12,674	11 Harvard-Lee	8,541	11 Glenville	17,317
12 Fulton	12,242	12 South	8,313	12 Walz	16,558
13 South	11,842	13 Jefferson	8,023	13 Collinwood	16,270
14 Woodland	11,729	14 Lorain	7,310	14 Addison	16,169
15 Jefferson	11,102	15 Fulton	7,133	15 East 131st	15,658
16 Collinwood	10,803	16 Addison	7,131	16 Martin Luther King, Jr.	15,212
17 Harvard-Lee	10,565	17 Glenville	6,979	17 Mt. Pleasant	14,724
18 Glenville	9,309	18 East 131st	6,975	18 Lorain	13,233
19 Martin Luther King, Jr.	9,081	19 Memorial-Nottingham	6,972	19 Carnegie West	10,549
20 Brooklyn	8,724	20 Collinwood	6,556	20 Union	10,316
21 Union	7,645	21 Woodland	6,338	21 Sterling	8,046
22 Mt. Pleasant	7,440	22 Union	6,197	22 Woodland	7,492
23 Langston Hughes	7,059	23 Mt. Pleasant	5,933	23 South	7,009
24 Hough	6,773	24 Langston Hughes	5,632	24 Hough	6,197
25 Sterling	6,589	25 Martin Luther King, Jr.	5,329	25 Brooklyn	5,419
26 Garden Valley	6,126	26 Garden Valley	4,646	26 Jefferson	3,587
27 East 131st	5,661	27 Brooklyn	3,111	27 Garden Valley	2,857
28 Broadway	3,211	28 Broadway	1,281	28 Broadway	1,687
	341,850		232,710		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 DECEMBER 2011**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
CLEVNET	77,515	72,391	940,681	916,005	2.7%
MORE	942	744	10,570	10,495	0.7%
Other Libraries	435	464	6,214	7,029	-11.6%
TOTAL	78,892	73,599	957,465	933,529	2.6%

*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	22,924	23,190	302,240	319,017	-5.3%
KnowItNow Web Reference*	836	1,077	8,983	15,260	-41.1%
Interlibrary Loan Requests	3,393	3,291	43,397	45,942	-5.5%
TOTAL	27,153	27,558	354,620	380,219	-6.7%

*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.

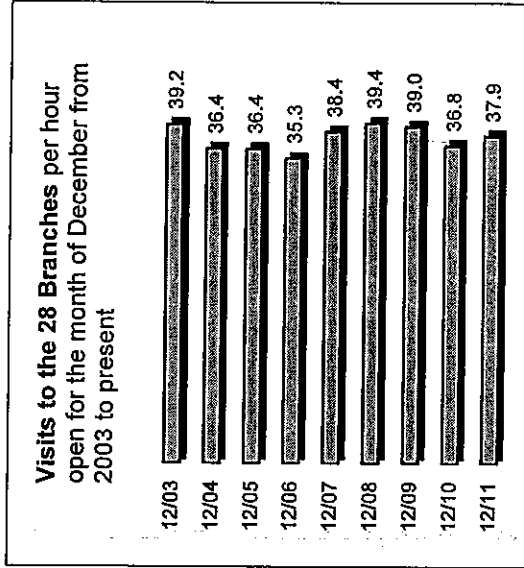
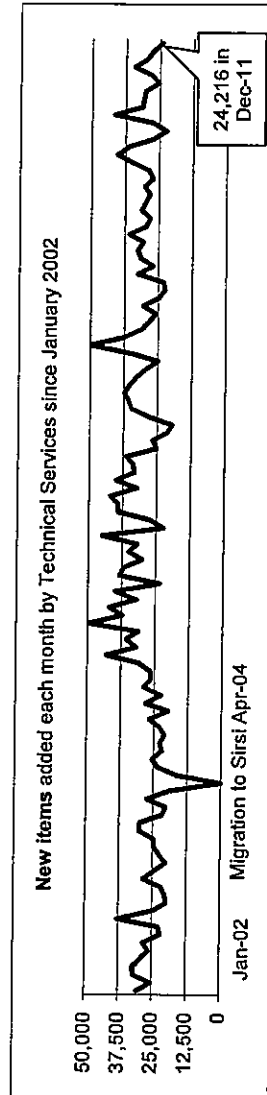
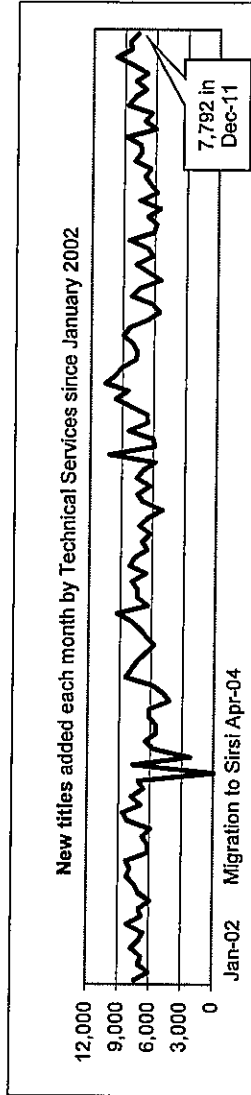
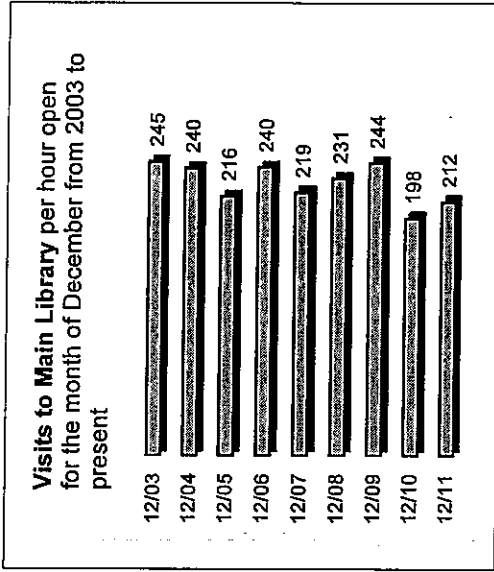
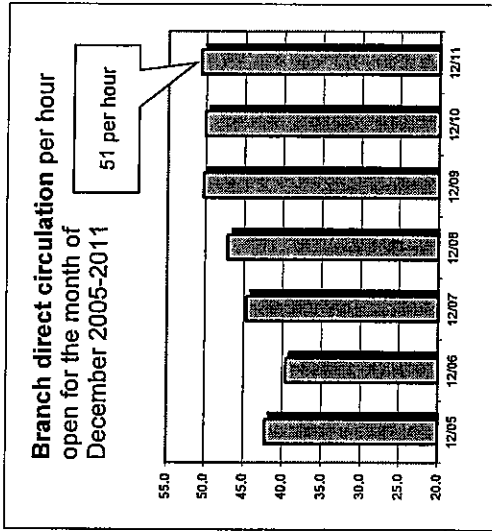
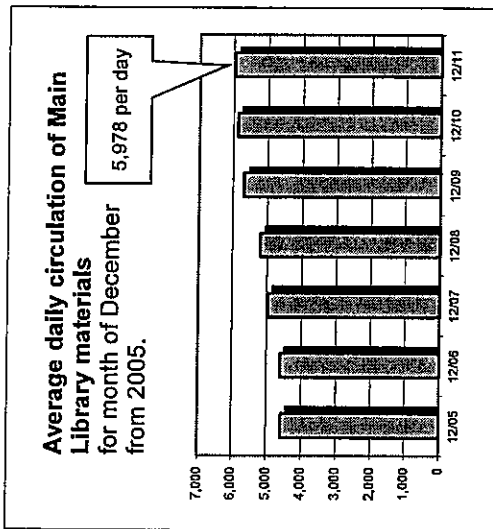
CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
New Titles Added	7,792	5,995	94,927	83,053	14.3%
Total Items Added	24,216	27,208	350,484	373,728	-6.2%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
Main Library	208	191	2,408	2,524	-4.6%
Branches	6,143	5,649	71,018	72,942	-2.6%

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

MYTUNES	Monthly Total		Year-to-Date		YTD Gain/Loss
	2011	2010	2011	2010	
Songs Downloaded	5466	4,277	5,305	5,042	5,847
Users	1007	734	791	829	943
New Registrations	26	13	13	41	218

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



Planning and Research January 17, 2012