

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

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

Absent: Mr. Hairston, Mr. Parker

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

**Approval of the Minutes**

Mr. Werner moved approval of the minutes for the 3/13/12 Regular Board Meeting and the 3/6/12 Joint Finance and Community Services Committee Meeting. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

**Demographic & Socioeconomic Conditions and a Patron Borrowing Analysis of CPL Branch and Main Libraries**

Presentation by Mark Salling, PhD, Director of Northern Ohio Data and Information Service (NODIS), Cleveland State University, Maxine Goodman Levin College of Urban Affairs

Before introducing Dr. Salling, Timothy Diamond, Chief Knowledge Officer stated that as a part of the strategic planning process in 2011, the Library contracted with the College of Urban Affairs at Cleveland State University to produce two reports. The Fiscal Review was prepared by the Center for Public Management and presented to the Finance Committee on Tuesday, April 17, 2012. The second report examines the demographic and socioeconomic conditions of the Library's service area and provides an analysis of borrowing data, specifically how the neighborhood libraries are used by the public to check out materials. This report was prepared by the research team at the Northern Ohio Data & Information Service (NODIS).

REGULAR BOARD  
 MEETING OF  
 3/13/12; and JOINT  
 FINANCE AND  
 COMMUNITY  
 SERVICES  
 COMMITTEE  
 MEETING OF 3/6/12  
 Approved

DEMOGRAPHIC &  
 SOCIOECONOMIC  
 CONDITIONS AND  
 A PATRON  
 BORROWING  
 ANALYSIS OF CPL  
 BRANCH AND MAIN  
 LIBRARIES  
 Presented

Mr. Diamond introduced Dr. Mark Salling who presented an overview of the report. The report in its entirety will be shared with the Board and staff following the presentation. Director of NODIS since 1981, Dr. Salling is an expert in the field of Geographic Information Systems (GIS). The Library has been working with NODIS since 2002 to better understand the neighborhoods we serve.

Finally, Mr. Diamond acknowledged the assistance provided by the Library's IT staff to get the patron usage data to NODIS, particularly Ann Palomo, Library Systems and Applications Manager and Amy Pawlowski, Web Applications Manager.

After some discussion, Mr. Corrigan thanked Dr. Salling for his informative presentation.

Mr. Werner recommended that this information be made available to the community and stakeholders before discussions or decisions are made about the future of library branches.

Director Thomas stated that an executive summary would be prepared that would include the information gathered from both reports.

LTRS. FROM:  
WENDY  
PARTRIDGE,  
INTERMUSEUM  
CONSERVATION  
ASSOCIATION;  
YVONNE POINTER,  
POSITIVE PLUS  
WOMEN'S  
SUPPORT GROUP  
Acknowledged

### COMMUNICATIONS

Director Thomas acknowledged the following letters from Wendy Partridge, Intermuseum Conservation Association, expressing appreciation for hosting the Cleveland Metropolitan School District Archive Committee Meeting; Yvonne Pointer, Founder, Positive Plus Women's Support Group, extending congratulations for being selected as a 2012 Distinguished Gentlemen during the Positive Plus 26<sup>th</sup> Annual Gala.

Ms. Rodriguez introduced the 2012 Norman A. Sugarman Children's Biography Award recipient Ed Young and Honor Awardees Larry Dane Brimner and Janice Weaver who were in attendance at the board meeting.

Mr. Corrigan congratulated the awardees and introduced Joel, Norman, Larry and Nancy Sugarman who were also in attendance.

**FINANCE COMMITTEE REPORT**

Ms. Rodriguez presented the following report.

Resolution to Accept Gifts for the Month of March

(See page 400)

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

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

WHEREAS, Attached to this Resolution is a Gift Report itemizing the gifts received by the Library for the month of March 2012; now therefore be it

RESOLVED, That the gifts described in the Gift Report for March 2012 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Third Amendment to the Year 2012 Appropriation

(See pages 401-406)

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

WHEREAS, It is now deemed necessary to amend the Year 2012 Appropriation Measure to comply with the attached April 3, 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

RESOLUTION TO  
ACCEPT GIFTS  
FOR THE MONTH  
OF MARCH  
Approved

THIRD  
AMENDMENT TO  
THE YEAR 2012  
APPROPRIATION  
Approved

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

Carrie Krenicky, Chief Financial Officer, stated that this amendment reflects an update in Unencumbered Balances to reflect the cash advances outstanding at January 1, 2012, increasing the General Fund by \$210,000 and reducing the Special Revenue funds by the same to account for the repayments expected during 2012. Also reflected is a decrease in Other Sources- Revenue Special Revenue by \$9,752.55 relating to a decrease in MyCom fund of \$40,459.55, Judd fund of \$9,383 and Lockwood Thompson fund of \$4,705 and an increase in KIN fund of \$5,795, Friends fund of \$3,000, Library fund of \$500, Founders fund of \$35,500. Also reflected is an increase in Other Sources-Capital of \$30,700 relating to the donation funds from Tremont West Development Corporation for the construction of the improvements to the Jefferson Branch parking lot.

Resolution to Advance Cash from the General Fund to the Friends Fund

RESOLUTION TO  
ADVANCE CASH  
FROM THE  
GENERAL FUND TO  
THE FRIENDS  
FUND  
Approved

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 5705.14 provides for the transfer and advance of funds from the General Fund to other funds; and

WHEREAS, Libraries generally do not follow ORC Section 5705 for budgetary compliance, so the Library looks to the Auditor of State Bulletin 1997-003 to provide guidance pertaining to the accounting treatment for inter-fund cash advances; and

WHEREAS, The Board of Trustees of the Friends of the Cleveland Public Library approved the 2012 budget for Programs & Exhibits for the Cleveland Public Library in the amount of \$15,000; and

WHEREAS, The Friends of the Cleveland Public Library will disburse the \$15,000 to the Library on a reimbursement basis. Therefore, a cash advance from the Library's General Fund to the Friends Fund is a



desirable method of resolving cash flow problems without the necessity of incurring additional interest expense for short-term loans and to provide the necessary "seed" for grants that are allocated on a reimbursement basis; now therefore be it

RESOLVED, That General Fund advance cash in the amount of \$15,000 to the Friends Fund for the same purpose for which the fund was established, for which repayment in an equal amount is made within the current year.

Resolution to Award Contract for Multimedia for the Main Library Consolidation Project Phase I: Tech Central

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

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

WHEREAS, On March 30, 2012 and April 6, 2012, a Notice to Bidders was published in the Cleveland Plain Dealer, and on April 4, 2012 and April 11, 2012, a Notice to Bidders was published in the Call and Post, requesting bids for the Multimedia contract for the Main Library Consolidation Project Phase 1: Tech Central; and

WHEREAS, Sealed bids were received for the Multimedia contract for the Main Library Consolidation Project Phase 1: Tech Central project by 12:00 Noon (Local time) on Friday, April 13, 2012; and

WHEREAS, Bostwick Design Partnership has tabulated the bids received on April 13, 2012, evaluated the bids as to compliance with the specifications and bid documents as written, investigated responsiveness and responsibility of the lowest bidder, and has recommended the lowest and responsible bidder for the Multimedia contract; and therefore be it

RESOLVED, That the Library Board of Trustees hereby accepts the recommendations of Bostwick Design Partnership, and awards a contract for Multimedia for

RESOLUTION TO  
AWARD  
CONTRACT FOR  
MULTIMEDIA FOR  
THE MAIN LIBRARY  
CONSOLIDATION  
PROJECT PHASE I:  
TECH CENTRAL  
Approved

the Main Library Consolidation Project Phase 1: Tech Central to the following contractor which this Board determines is the lowest, responsible bidder:

<b>Contractor</b>	<b>Trade</b>	<b>Bid</b>
Audio Visual Communications, Inc. (As corrected, "Audio Visual Innovations, Inc.")	Multimedia	\$42,382.53

With the total expenditure of \$42,382.53 being charged to Building & Repair Fund, Account 40190105-55300-10901; and be it further

RESOLVED, That the Director is hereby authorized to negotiate and execute a contract for the above awarded bid package, 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 Library's Chief Legal Officer.

Joyce Dodrill, Chief Legal Officer, stated that another bid was received from SoundCom whose bid was approximately \$5,000 higher than the bid received from Audio Visual Innovations, Inc.

Resolution to Amend Agreement for Material and Cash Recovery Services with Unique Management Services, Inc.

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

WHEREAS, On February 7, 2011, the Cleveland Public Library ("Library") entered into an agreement with Unique Management Services, Inc. ("Unique") for services related to the recovery of overdue fines and materials on a "budget-neutral" basis; and

WHEREAS, On December 15, 2011, this Board authorized the Library to enter into a new contract with Unique to provide collection services at a cost of \$8.95 per account referred between January 1, 2012 and June 30, 2012 in a total amount not-to-exceed \$35,000, for the reason that Unique was no longer willing to offer the budget neutral pricing to the Library; and

RESOLUTION TO  
AMEND  
AGREEMENT FOR  
MATERIAL AND  
CASH RECOVERY  
SERVICES WITH  
UNIQUE  
MANAGEMENT  
SERVICES, INC.  
Approved

WHEREAS, In accordance with the December 15, 2011 authority, the Library entered into a new contract with Unique effective on January 1, 2012; and

WHEREAS, Between January 1, 2012 through April 5, 2012, the Library has referred 3,755 accounts to Unique at a total cost of \$33,607.25. Since the total contract amount of \$35,000 has almost been exhausted, the Library has suspended any further referrals to Unique at this time; and

WHEREAS, The Library believes that, based upon Unique's history of collecting fines and materials on behalf of the Library, it is in the Library's best interests to continue to contract with Unique and refer overdue accounts for collection;

WHEREAS, Unique is willing, at the Library's request, to increase the collection fee it adds to each referred account from \$10 to \$15 in the hopes of collecting more in fines on behalf of the Library; therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Director, or his designee, to enter into and execute an amendment to the existing agreement between the Cleveland Public Library and Unique Management Services, Inc., to be drafted by the Library's Chief Legal Officer, which amendment shall extend the term of the existing agreement to December 31, 2012, and shall increase the contract total to an amount not-to-exceed \$105,000, which expenditure shall be charged to General Fund Account No. 11100053-53710 (Professional Services), 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. (As corrected, "shall increase the contract amendment by \$105,00 for a total contact amount of \$140,000.)

Director Thomas stated that the ratio of materials returned compared to cash recovery was 5 to 1.

Joyce Dodrill, Chief Legal Officer, stated that Unique is willing to increase the collection fee it adds to each referred account from \$10 to \$15 in hopes of collecting more fines on behalf of the Library.

In response to Mr. Werner's inquiry about patron reaction to collections, Director Thomas stated that he has not received any complaints as Unique has a friendly approach.

Michael Ruffing, Assistant Director of Public Services - Main, stated that we are working to provide patrons with more information about collection services.

Anastasia Diamond-Ortiz, Knowledge Manager, stated that the Circulation Policy approved by the Board includes information about the Library's collection policy. This information is distributed to patrons when they receive library cards.

Resolution Authorizing Agreement with Spectrum Energy Concepts, Inc. for Construction Representative Services for the Conversion and Lighting Retrofit Construction Project and Authorizing Competitive Bidding (TABLED)

Ms. Rodriguez stated that the following resolution has been tabled pending further discussion.

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 ("Agreement"); and

WHEREAS, On January 19, 2012, the Library authorized the Director to amend the Agreement to require Spectrum to provide lighting retrofit and rebate analysis for an additional amount not-to-exceed \$2,500; and

WHEREAS, Spectrum has completed the bid specifications and packages and the lighting retrofit and rebate analysis. The Library has determined that it is now necessary to engage an engineer to assist it with the competitive bidding process and to oversee the construction of the heating conversion and lighting retrofit projects; and

RESOLUTION  
AUTHORIZING  
AGREEMENT WITH  
SPECTRUM  
ENERGY  
CONCEPTS, INC.  
FOR  
CONSTRUCTION  
REPRESENTATIVE  
SERVICES FOR  
THE CONVERSION  
AND LIGHTING  
RETROFIT  
CONSTRUCION  
PROJECT AND  
AUTHORIZING  
COMPETITIVE  
BIDDING

Tabled

WHEREAS, Spectrum has submitted a proposal, a copy of which is attached to this Resolution, whereby it will provide assistance in bid analysis and contract awards, review contractor submittals and drawings for compliance with bid specifications, hold construction meetings and supervise construction for an amount not to exceed \$24,960; now therefore be it

RESOLVED, That the Director or his designee is hereby authorized to enter into an agreement between the Library and Spectrum for construction representative services for an amount not-to-exceed \$24,960 to be charged to Building & Repair Fund Account No. 40121005-55300-10210, which contract shall be prepared by the Library's Chief Legal Officer; and be it further

RESOLVED, That the Director is further authorized to proceed with the soliciting of competitive bids for the demand control ventilation, electric heating to steam heating conversion, and lighting retrofit construction projects for the Main Library and Louis Stokes Building.

Resolution to Amend Design Services Agreement with Bostwick Design Partnership for Main Library Consolidation Project for Phase 1: Tech Central

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

WHEREAS, On June 16, 2011, the Board of Trustees of the Cleveland Public Library ("Library") authorized an agreement with Bostwick Design Partners ("Bostwick") to provide design services for the Cleveland Public Library Main Library Consolidation Project, Phase 1: Tech Central in the amount of \$227,000 ("Agreement"); and

WHEREAS, Bostwick's Agreement had originally included a budget line item for design services associated with Multimedia, Wayfinding and Signage ("Multimedia") in the amount of \$50,600 which services have already been provided.

WHEREAS, The original agreement contemplated that Bostwick would perform additional design services for Multimedia once the scope of services had been developed through the initial design development process. Bostwick developed a scope of services and a budget for

RESOLUTION TO  
AMEND DESIGN  
SERVICES  
AGREEMENT WITH  
BOSTWICK DESIGN  
PARTNERSHIP FOR  
MAIN LIBRARY  
CONSOLIDATION  
PROJECT PHASE I:  
TECH CENTRAL  
Approved

additional Multimedia services which includes creation of signage for Tech Central in multiple locations both inside and outside the Library. The scope of services and budget dated February 13, 2012 are attached to this Resolution at a total cost of \$52,500; and

WHEREAS, Fifty Thousand (\$50,000) of the \$52,500 was included in the overall project budget of \$196,200 previously approved by this Board in September of 2011. Bostwick proposes to transfer \$2,500 from the budget line item for multimedia hard costs to cover the design services over \$2,500. Such a transfer will not exceed the total budget amount of \$196,200 approved by the Board in September of 2011; and

WHEREAS, The Library has also requested that Bostwick provide additional design services outside the scope of work originally requested for Phase I: Tech Central, for the configuration and installation of vending machines in the southeast corner of the lower level of the Louis Stokes wing as a part of Tech Central; and

WHEREAS, Bostwick has submitted a proposal in the amount of \$3,800 for these additional design services, as more fully described in the quotation dated April 2, 2012 attached to this Resolution; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Director and the Board President to enter into an amendment to the Agreement, which shall be prepared by the Library's Chief Legal Counsel, to accommodate the additional design costs for Phase I: Tech Central as set forth in this Resolution, in an additional amount not-to-exceed \$56,300, which expenditure shall be charged to Building & Repair Fund Account 40190105-55300-10901 as a change order to purchase order #111101, and to enter into 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.

(There were no attachments to this resolution).

Resolution Authorizing Cleveland Public Library to Amend Agreement with Strategy Design Partners Consulting L.L.C.

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

WHEREAS, The Cleveland Public Library entered into an agreement ("Agreement") with Strategy Design Partners LLC in January, 2012 for marketing and communications services, which included creating a marketing plan, refreshing the Library's website, producing a marketing video, and supplementing the Library's Marketing and Communications Office, at the cost of \$4,000 per month; and

WHEREAS, The Agreement with Strategy Design Partners LLC will expire on June 30, 2012. The Library desires to extend the contract through the end of 2012 at the cost of \$4,000 per month to implement additional initiatives and to continue to assist the Library's Marketing and Communications Office; now therefore be it

RESOLVED, That the Director or his designee is authorized to enter into an amendment to the Agreement with Strategy Design Partners LLC to extend the term of the Agreement for an additional six-month period through December 31, 2012, and to increase the amount of the Agreement by \$24,000, for a total contract amount not-to-exceed \$48,000, which expenditure shall be charged to General Fund Account 11610053-53710 (Professional Services) 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.

Resolution to Accept Gift from the Arthur L. Charni Charitable Remainder Annuity Trust

Mr. Werner moved to temporarily suspend the regulations as authorized in Article XVII of the Regulations of the Board of Trustees, to consider the following resolution. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

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

RESOLUTION  
AUTHORIZING  
CLEVELAND  
PUBLIC LIBRARY  
TO AMEND  
AGREEMENT WITH  
STRATEGY DESIGN  
PARTNERS  
CONSULTING,  
L.L.C.

Approved

RESOLUTION  
TO ACCEPT  
GIFT FROM  
THE ARTHUR  
L. CHARNI  
CHARITABLE  
REMAINDER  
ANNUITY  
TRUST

Approved

unanimously by roll call vote.

WHEREAS, In 1972, Arthur L. Charni of Cleveland, Ohio, established the Arthur L. Charni Charitable Remainder Annuity Trust ("Trust"), and designated the Cleveland Public Library as one of four charitable institutions to be remainder beneficiaries of the Trust Estate upon the death of his nephew, Robert Charni; and

WHEREAS, KeyBank National Association, as Trustee of the Trust, notified the Cleveland Public Library in February of this year that Robert Charni had passed away, and that the Trust Estate would be distributed to the Cleveland Public Library and the three other charitable institutions in equal shares; and

WHEREAS, KeyBank National Association has calculated the amount of the Library's distribution at \$516,912.88 and is ready to make the payment to the Library. The Trust places no restrictions on the Library's use of this distribution; and

WHEREAS, On March 13, 2012, this Board adopted a Resolution that authorizes the Fiscal Officer to establish a separate revenue account under the category of Contributions & Donations in the General Fund, account 101046-46500, for the Board to receive and accept unrestricted contributions and donations of \$25,000 or less into the General Fund; and directs the Fiscal Officer to present unrestricted donations of more than \$25,000 or more to the Board of Trustees for further direction in accordance with the terms and conditions of this Resolution; and

WHEREAS, The Fiscal Officer recommends that this distribution be placed into the Contributions & Donation Revenue Account of the General Fund so that the Library will have the most flexibility to determine how these funds should be expended; now therefore be it

RESOLVED That the Board hereby suspends Article IX of the Regulations of the Board of Trustees that requires all matters relating to the Library budget and Library funds to be referred to the Committee on Finance. Article XVII of the Regulations authorizes the Trustees to temporarily suspend any regulation by an unanimous vote of all trustees present; and be it further



RESOLVED That the Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a gift from Arthur L. Charni Charitable Remainder Annuity Trust, as administered by KeyBank National Association, in the amount of \$516,912.88 for deposit into the Contributions & Donation Revenue Account of the General Fund Account No. 101046-46500.

Joyce Dodrill, Chief Legal Officer, gave background on the Arthur L. Charni Charitable Remainder Annuity Trust as administered by KeyBank. This resolution recommends the Board accept this unrestricted gift of \$516,912.88 be placed in the Library's General Fund until a determination for its use is made.

Ms. Rodriguez submitted the following reports.

Fiscal Officer's Report

(See pages 407-456)

Report on Investments

(See page 457)

Report on Conference and Travel Expenditures

(See page 458-459)

Purchases from \$5,000-\$25,000 for the period 1/1/12-3/31/12

(See page 460)

Purchase Exceeding \$25,000 for the period 1/1/12-3/31/12

(See page 461)

**HUMAN RESOURCES COMMITTEE REPORT**

Mr. Seifullah presented the following report.

Regular Employee Report

(See pages 462-463)

FISCAL OFFICER'S  
REPORT  
Submitted

REPORT ON  
INVESTMENTS  
Submitted

REPORT ON  
CONFER. &  
TRAVEL  
EXPENDITURES  
Submitted

PURCHASES FROM  
\$5,000-\$25,000,  
1/1/12-3/31/12  
Submitted

PRUCHASES  
EXCEEDING  
\$25,000, 1/1/12-  
3/31/12  
Submitted

REGULAR  
EMPLOYMENT  
REPORT  
Approved

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

Retirement Recognition Citation

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

A Citation has been issued for the following staff members on the occasion of their retirement:

Linda A. Naylor (after 30 years of service), Subject, Department Clerk, Grade B - History & Geography, retires 04/30/2012

Annette J. Nettles (after 30 years of service), Subject Department Clerk, Grade B - Social Sciences, retires 04/27/2012

Be it resolved that the citation for the above staff members be presented by the Board of Trustees in appreciation of the loyal, faithful and dedicated service given to the Library by them be recorded in the minutes of this meeting, and

Be it further resolved that the citation be sent to them forthwith if they are not present at this meeting of the Board of Trustees.

Linda Naylor and Annette Nettles gave remarks reflecting on their years of service at Cleveland Public Library. Various Trustees, Administrators and staff expressed congratulations and well wishes to the retirees.

Mr. Seifullah submitted the following reports.

Report on Paid Sick Time Used by the Month

(See page 464)

Affirmative Action Plan Report

(See page 465)

Insurance Summary Report

(See page 466)

RETIREMENT  
RECOGNITION  
CITATION  
Approved

REPORT ON PAID  
SICK TIME  
Submitted

AFFIRMATIVE  
ACTION PLAN  
REPORT  
Submitted

INSURANCE  
SUMMARY REPORT  
Submitted

**COMMUNITY SERVICES REPORT**

Mr. Werner submitted the following report.

**Monthly Activity Report**

(See pages 467-474)

**Comparative Statement of Annual Statistics 2011**

(See pages 475-481)

**Building Status Update**

Myron Scruggs, Director of Property Management, stated Tech Central is on schedule with the opening date of May 1, 2012.

Mr. Scruggs gave background on the Pop Up Rockwell event, organized by Kent State University Urban Design Collaborative event and schedule. The Eastman Reading Garden will be available during the event.

**DIRECTOR'S REPORT**

Before presenting his report, Director Thomas acknowledged Carlos Latimer, Assistant Director of Public Services - Branches, for his work on Ohio Library Council Legislative Day.

**Monthly Statistics**

Circulation for the month of March was 575,279. This was a significant decrease of 5% from last year's March circulation of 603,827. The decrease may be in response to a backlog in the shipping department which is causing delays for our patrons. The circulation activity for eMedia has increased tremendously from last year and provides us with an ongoing opportunity to reach our community users virtually. eMedia circulation continues to be a bright spot despite the poor news for March.

The number of computer sessions for 2012 was down from 2011 levels. There were 76,943 sessions this year in comparison to last year's 79,468. Not surprisingly, the number of hours in use for our computers decreased from

MONTHLY  
ACTIVITY REPORT  
Submitted

COMPARATIVE  
STATEMENT OF  
ANNUAL  
STATISTICS 2011  
Submitted

BUILDING STATUS  
UPDATE  
Presented

DIRECTOR'S  
REPORT  
Presented

53,998 in 2011 to 50,832 in 2012. This was a decrease of 6%. In 2011, the job market was considerably worse than it is now, and we'll have to continually monitor any correlation between a better job market and decreases in computer use.

Attendance for the month of March was 309,873. This is a decrease of 3% from last year's attendance number of 318,998. The Main library reported a 4% decrease in attendance, and a smaller walk-in count per hour. The branches also had a significant decrease of 3%.

### **Programming/Outreach**

March was another great month for CPL programming and outreach. On March 8<sup>th</sup>, CPL served up a conversation on food with the Lockwood Thompson Dialogues series. Cleveland author, culinary expert, and television personality Michael Ruhlman hosted a conversation on food and cooking with award-winning food photographer Penny De Los Santos and James Beard Award-winning chef Dan Barber at the Louis Stokes Wing auditorium. A near capacity crowd listened and then participated in the discussion. Over 100 audience members attended a reception featuring local chefs in the new programming space of the Fine Arts department. The photography of Penny De Los Santos is featured in the Fine Arts Department, thanks to the efforts of **Pam Eyerdam**.

Just a week later, CPL hosted another successful cultural program that attracted visitors from as far away as Ireland and Washington, D.C. Celebrating the life of boxing champion, Irish-American legend and Cleveland native Johnny Kilbane, the Johnny Kilbane Centennial Celebration spotlighted the 100th anniversary of his epic fight with Abe Attell. Over 230 people attended the program hosted by Harry Boomer of *19 Action News*, and watched the rare film footage of the fight while listening to the musical accompaniment of Brian Holleran and his Ceili band. The program also featured the opening of a traveling exhibit on the life of Johnny Kilbane that was researched and written by Margaret Lynch of the Irish-American Archives Society of Cleveland. CPL kudos to **Michael Ruffing** and **Darlene Ronney** for their efforts in making this program a big success.

St. Patrick's Day was a huge celebration for the city of Cleveland this year, and CPL is proud of its participation in the festivities. Our parade entry featured staff members from throughout our system and our popular Book Cart Drill Team. Hundreds of parade watchers also visited our library and received free books, face painting and twisted balloons.

## **PLA**

I attended the Public Library Association this year with John Skrtic, Director of Public Services and Trustee Alan Seifullah. I would describe the mood of the attendees at PLA as optimistic, but with an overwhelming sense of caution about what the future holds for libraries. While I saw this mix of optimism and fear throughout the conference and especially within my meetings with vendors, I believe my work as a focus group member for the EDGE initiative best highlighted the level of change being asked of libraries. The EDGE initiative is an effort to create public access technology benchmarks for the library field. Coordinated by the Urban Libraries Council, and financially supported by the Gates Foundation, the vision of the initiative is to give users of public access computers a cutting edge advantage with technology. I was asked, along with a dozen other directors from across the country, to evaluate their benchmarks and provide feedback. The hope is that these benchmarks become an adopted plan by all libraries throughout the country to provide consistent technology access to public library users.

## **Strategic Plan**

### **Our Mission:**

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

### **Our Strategic Priorities:**

1. Form communities of learning
2. Fight community deficits
3. Ready for the future: CPL 150
4. Cultivate a global perspective
5. Innovate for efficient and sustainable operations

## Meetings and Activities

- I attended the United Way Annual meeting, and was inaugurated as a new member.
- I was joined by **Tim Diamond** (Planning and Research) and **Cheryl Diamond** (Public Services), in a meeting with Councilman Brian Cummins to discuss changes going on in Ward 14.
- I was joined by **Tracy Martin** (Financial Services) as I provided a presentation to the Board of the Friends of CPL. I also presented our 2012 budget request.
- I attended the Public Library Association conference in Philadelphia from March 14-16.
- I was honored by Positive Plus Women's Support Group as a Distinguished Gentleman for my work in Cleveland's communities.

## CLEVNET

March's total OverDrive CLEVNET eMedia collection circulation was 61,120, almost doubling last year's total of 34,774. CPL has 3,664 total followers on Twitter and the Facebook page currently has 3,871 fans.

## GRANTS & DEVELOPMENT

Friends of the Cleveland Public Library Presented 2012 budget request, with Director Thomas, to the Friends Board of Directors on 3/9/12.

### *In Town Club*

Attended Director Thomas' (3/26/12) presentation to this private invitational ladies' luncheon club with the intent of learning to give similar presentations to community organizations.

### *Learning Centers*

Worked with Aaron Mason to begin developing proposals for additional support of the 6 new learning centers including:

The Abington Foundation - preparing request for \$20,000 to be submitted for May 1 deadline in support of either equipment costs or programming.

The Hershey Foundation - potential support of new furniture/equipment or programming - June 1 deadline.

*Library Foundation*

Creating a proposal to The Cleveland Foundation to conduct a feasibility study to create a library foundation to support CPL.

*Literary Lots*

In partnership with Strategic Urban Initiatives and LAND Studios, began developing a funding plan for this project to occur in summer 2013. Currently seeking a planning grant, potentially from The Eva L. and Joseph M. Bruening Foundation.

*Mandel Foundation*

Attended a meeting with Director Thomas and Michael White to discuss the Mandel Foundation potentially becoming involved with the Library.

*Octavofest 2012*

Submitted request to the George Gund Foundation for \$14,815 to support programming. Board meets 7/12/12.

*P16*

Met with Patty Chobi at The Cobalt Group and Kurt Karakul, President, Third Federal Foundation, to learn more about this initiative and specifically the Fleet branch's involvement.

*Rice Branch Learning Center*

Worked with program officer at Neighborhood Progress Inc. to finalize terms of the grant from St. Luke's Foundation which pays for tutoring at the Rice Branch Learning Center.

*Summer Reading Camp/Feed the Need to Read*

Met with Director Thomas and Teleange Thomas from the Sisters of Charity Foundation of Cleveland regarding potential funding. Prepared Letter of Inquiry for a

discretionary grant for this summer's pilot program at the Sterling Branch.

### *Zip Cars*

Organized meeting between CPL Staff and Mayor's Office of Sustainability to explore replacing the Library's staff fleet with this car-sharing service via a feasibility grant from the Local Government Innovation Fund.

## **PUBLIC SERVICES**

### *Meetings with Lending/Audio-Video Staff*

Mr. Ruffing and Kenyatta Abrams, Customer Service Manager, began the month with a series of one-on-one discussions with the entire staff of the Audio-Video/Lending department on the topic of "Customer Service Excellence." The goal of the meetings was to improve the overall level of customer service provided through the department by developing a sense of "ownership" among the staff. Each employee received a snapshot evaluation of his or her performance and a customer service tip sheet, both of which were delivered in the form of a conversation. In addition, each employee was asked for his or her suggestions for improving the department. A list of 20 suggestions was compiled from the staff and work was immediately begun on implementing these suggestions.

### *Materials Handling*

Main Library pages were offered extra hours in March to help reduce backlogs in departments, Shelf Division and Shipping. The extra hours proved beneficial as the substantial shelving backlog was eliminated by March 31. Pages were also used to sort CPL shipping totes from March 12 through March 23.

Daniel Oreskovic and Chris Lewis from Improve Consulting, worked together to create a new workflow plan for the Shipping Department as an interim step in the longer-range plan to overhaul materials handling at Main Library. In Shelf Division a mock workstation was set up and used to simulate the proposed new work flow before it was implemented. The trial consisted of the processing of 24 skids (1,338 shipping totes) of material. The unpacked material was loaded onto 97 book



trucks which were then sent to Shipping for further breakdown by the Shipping Clerks. This trial run was a success and Administration approved its implementation. Dan Oreskovic and Chris Lewis led a crew of CPL staff after hours on March 30 to completely clean out and reorganize the Shipping Department. The new process was implemented at 9:00 a.m. March 31, at which time the staff was trained in the new process. Time measurements for the new process were recorded in an effort to determine daily production benchmarks. To streamline communications within the materials handling operation,

Mr. Oreskovic officially became the supervisor of the combined Shelf Division/Shipping Department on March 28.

#### Collections/Reference

On Friday, March 15, representatives of Neotropolis, a Western Reserve Public Media project, visited Map Collection to film a demonstration of how the HP 1200 copier, scanner, printer works and contributes towards the digitizing of maps and other related historical documents for the library's Digital Gallery. Map Librarian Tom Edwards was video recorded explaining how the equipment works. Neotropolis is a television series to help Northeast Ohioans make sense of the forces of change swirling around them. The program can be seen on Facebook or Neotropolis.org and is scheduled for presentation sometime in April. For more information, visit Neotropolis.org.

#### *Examples of Research That's Possible Only at Main Library*

- A curator from the Photography Department of The Cleveland Museum of Art visited the Library to research photographs from the 1920s and 1930s. Her visit was prompted by a colleague at CMA.
- Research on the East Ohio Building, East 9<sup>th</sup> and Superior Avenue: Developers looking at turning the office building into apartments. They looked at newspaper articles, maps and photographs to document the history of the building.
- Research on Cleveland's Health and Sanitation Department. Used the Cleveland Documents Collection on microfilm.

- The National Gallery of Art Library contacted the Library about an issue of *The Car Illustrated* from 1909. They needed help verifying a clipping found in a collage.
- A team of patrons was looking for the particle size of aerosol biological allergens. We pulled reference books and stack books and referred them to Government Documents as well.
- Maureen Mullin helped a Cambodian immigrant with articles for a research paper on entropy. She also helped her navigate our databases and helped compile a list of galleries in Cleveland and Chicago to support her business as an artist.
- A patron needed help locating a *Plain Dealer* article he wanted to give to his aunt and uncle for their 50<sup>th</sup> anniversary. The article was from March 7, 1963 and reports how they were one of the first married couples to enlist in the Marines.
- A patron from Missouri emailed requesting information about a performance by Bela Bartok that took place in Cleveland in 1928. Staff found an article in the historical *Plain Dealer* about the program.
- A patron was looking for books on Mechanical Dynamics and Vibrations, while another wanted Health Information Technology Systems.
- A patron was looking for information on a giant cannon used by the Germans in WWII. The cannon, called the "Dora" moved on railroad tracks. CPL Science & Technology Department has the only book on this topic.
- A couple of employees from a local metal hose company wanted information on petroleum processing plants, and specifications for metal hoses for those plants. Between the standards, and the reference collection, the Science staff was able to find lots of information.
- A patron requested a volume of *Science et Technique du Froid = Refrigeration Science and Technology*, published by the International Institute of Refrigeration.
- Used Executive Branch documents and Serial Set Collection. These resources are unique to Northeast Ohio.
- Members of the Old Brooklyn Community group visited Map Collection to research the historic boundaries

of old Brooklyn Centre in preparation for a bicentennial celebration.

- Area attorneys requested more than 10 different bills from the 91<sup>st</sup> through 95<sup>th</sup> congress. This information is not available online. We provided the needed material from CPL's Collection of microfiche bills
- Two out-of-town patrons requested volumes of the Code of Federal Regulations for 1977 and 1983. They were pleased that we had the material that they could not find elsewhere.

#### Staff/Professional Development

- Olivia Hoge attended Computer in Libraries 2012 in Washington, D.C., a conference which focuses on practices and techniques for using technology in libraries. She has been working with other staff on TechCentral, including coordinating and attending a demonstration of MakerGear's 3-D printer.
- Robin Speigner attended the 34<sup>th</sup> Annual Patent and Trademark Resource Center Training Seminar in Arlington, VA March 26-29<sup>th</sup>. This was an opportunity to gain first-hand knowledge of changing patent and trademark laws that effect service to the public.
- Maureen Mullin fulfilled a United Way pledge by teaching a yoga class to the West Team Branch Managers, on Thursday, March 22, 2012, at the Walz branch. Tena Wilson had purchased the class and generously used it for the benefit of the managers. The managers breathed, stretched, balanced, and mostly relaxed as they were introduced to the general idea of a yoga class.
- Amy. Dawson also participated in Readers' Advisory training for East Team Managers, on March 20, the West Team Managers, on March 22, and Youth Services Librarians and Library Assistants, on March 21. The Readers' Advisory training team consists of Amy Dawson, William Bradford, Angela Guinther, Sandy Nosse, Jaime Declet, Tammy Houghton, April Lancaster, and Annisha Jeffries.
- As a member of the Library's Fitness Committee, Kelly Brown put together the first *CPL FIT Newsletter* (March 2012) and hosted first Lunch & Learn - Tai Chi program.

## BRANCHES

- Addison's Harvest for Hunger food barrel has been emptied several times due to the abundance of donations. Patrons are also taking advantage of Cleveland Public Library's "Food for Fines" initiative for the program. Staff estimates over \$100.00 in late fees have been forgiven in exchange for food
- Collinwood Branch Manager Annisha Jeffries presented three Reader's Advisory Workshops at the East Team Meeting, March 20, Youth Services meeting, March 21, and West Team Meeting, March 22
- East 131/Mt. Pleasant Manager Joyce Bowers attended Mt. Pleasant Community Zone Neighborhood Watch Training at Holy Trinity Baptist Church on March 13
- Garden Valley/Woodland Manager Kathryn Feeley met with Lucille Colden of the Adoption Network of Cleveland. Ms. Colden set-up a display in the branch to promote adoption. Ms. Feeley also created a display with books on adoption (both adult and children's books) and information about the organization
- Glenville Branch Manager Carol Johnson Attended Ward 9 Meeting and introduced Case Western Reserve University students and Professor of Architect to ward 9 constituents for possible community project collaboration  
Hough/Langston Hughes Branch Manager William Bradford - attended the Ohio Library Council's Northeast Chapter Conference on March 21.
- On March 22, 2012, Memorial Nottingham Branch Manager Paula Logan-Reid met with Jen Ryba, the Director at the Collinwood Recreation Center. Logan-Reid presented suggestions for collaboration between the branch and the recreation center
- Rice Branch Manager Ali Boyd reports that the Legal Aid Society provided consultation and advice for 56 adults on March 24. The staff from Legal Aid worked closely with the Rice Staff on the day of the event, and it commenced without a hitch. It was considered a "Great Clinic" by the Legal Aid staff
- Councilwoman Phyllis Cleveland of Ward 5 spoke about the community and her life,

experience, education, and work. The youth of today were lifted up and empowered especially our young women. 41 women (and men,) teen, and adult attended and enjoyed hearing and speaking with the Councilwoman

- East 131<sup>st</sup> Branch Youth Services Librarian resigned to pursue other career options, effective April 7
- Harvard-Lee Computer Aide Dmitry Labunskiy resigned effective March 17, to pursue full time employment
- Eastman Branch hosted a town hall meeting with News Channel 5, "Building Better Neighborhoods." Public and local officials discussed the foreclosure crisis that has hit Cleveland neighborhoods during the recent economic downturn
- Fulton Branch Manager Cheryl Diamond met with Councilman Brian Cummins, director Felton Thomas, and other community stakeholders to discuss a vacant building south of the branch, and to entertain the Councilman's vision of the area as a reading garden and more green space for the neighborhood
- South Brooklyn Branch Manager Susan Martin and Jefferson/South Dyad Manager Jaime Delet attended the West 25th Street/Pearl Road Corridor Initiative community meeting on Real Estate & Land Use Infrastructure Improvements held by Neighborhood Progress, Inc. Other organizations involved included Kent State's Urban Design Collaborative, Ohio Canal Corridor, and several Community Development Corporations. The corridor is five miles long running from the Shoreway to Brookpark Road
- Broadway Branch provided 13 story times for preschool and kindergarten classes
- Learning Centers were announced for Eastman, Fleet, Fulton, and Sterling branches in the West team. An article regarding the Sterling Branch appeared in the March issue of *Campus District Observer*
- All CMSD textbooks were weeded from branch collections and transited to Youth Services
- Jefferson/South Dyad Manager Jaime Delet was invited to write an article for the May issue of the *Tremonster* neighborhood publication

- Clerk Felicia File voluntarily returned to Brooklyn Branch after a short transfer to Harvard-Lee Branch
- Monica Rudzinski was hired for the position of Children's Librarian at Sterling Branch
- Team Manager Tena Wilson resigned to take a position as library director of the Winnetka Northfield Public Library District in Winnetka, Illinois, effective April 13
- Marcel Dorsey, former Library Assistant Computer Aide at Sterling Branch, was hired as Library Assistant at Fleet Branch, effective March 26

#### OUTREACH & PROGRAMMING SERVICES

During the month of March the Library hosted 31 programs for adults, 18 for teens, and 25 for children. Total disbursements for programming related services during this month totaled \$5632.27. The Legal Aid clinic was staffed by 11 attorneys from the Jones Day law firm, 5 law students and 6 Legal Aid staff. This program resulted in 56 patrons receiving free legal advice on civil matters.

The OPS department also provided a day's worth of activities on Saturday, March 17, St. Patrick's Day. Hundreds of parade goers received free books, face painting and twisted balloons on this day.

In March the Library has officially signed on to two grant proposals with outside organizations. CPL has signed a letter of support along with CMSD and Greater Cleveland College Now for a 21<sup>st</sup> Century Learning Center grant that will provide ACT tutoring in 2 CPL locations. Also, the OPS department in partnership with the Museum of Contemporary Art (MOCA) is preparing a proposal for a Creative Fusion grant that will fund a writer in residence program, 2013 See Also, and a Music @ Main program.

#### *Penny De Los Santos: Food Travels*

Pam Eyerdam installed the photograph exhibit *Penny De Los Santos: Food Travels* in the Fine Arts Department. The exhibit included books from the Library collection on the subject of gastronomy and included anecdotal title cards. The exhibit opened in conjunction with the *Lockwood Thompson Dialogue* series event "A Conversations about Food" that was held on March 8<sup>th</sup>. Guests included

food critic Michael Ruhlman, chef Dan Barber, and food photographer Penny De Los Santos. More than 100 people attended the opening reception at which local chefs offered a smorgasbord of gourmet hors d'oeuvres. The reception was held in the new programming space in Fine Arts (the old Music CD room). About 230 people attended the Dialogue in the Auditorium. A large display of books relating to food: cookbooks, farm-related books, and restaurant books were displayed at the Lockwood Thompson reception, courtesy of the Science & Technology Department.

*Johnny Kilbane Centennial Celebration*

The Johnny Kilbane Centennial Celebration, held March 15, was a major success that attracted visitors from as far away as Ireland and Washington, D.C. The event included the opening of a traveling exhibit on the life of Johnny Kilbane that was researched and written by Margaret Lynch of the Irish-American Archives Society of Cleveland. Artifacts depicting Kilbane's life and career as a boxer and politician were displayed in a museum exhibit case generously donated by the Cleveland Museum of Art. Harry Boomer, of Action19 News, emceed the evening's program. The highlight of the evening was the showing of rare film footage from the 1912 Johnny Kilbane/Abe Attell featherweight championship match, courtesy of Kevin O'Toole. The film footage was brought to life by the excellent musical accompaniment of Brian Holleran and his Ceili Band. Kevin and Erin O'Toole, the great-grandchildren of Johnny Kilbane, introduced the film.

Board President Thomas Corrigan provided historical context for the event and introduced the Special Mystery Guest of Honor, Mary Harney, the longest serving member of Dáil Éireann, one of the chambers of the Irish parliament. Ms. Harney served as Minister for Enterprise, Trade and Employment from 1997-2004, and as Minister for Health and Children from 2004 to 2011. She was leader of the Progressive Democrats party between 1993-2006 and again from 2007-08. Ms. Harney displayed her amazing oratorical skills in delivering a seemingly impromptu 10-minute talk on the life of Johnny Kilbane, without notes, which included quotes by Kilbane and Abraham Lincoln. Councilman Joseph Cimperman presented a resolution celebrating the life of Johnny Kilbane to the Library to close of the program.

Harriette Parks served as project manager for the Kilbane event and was supported by the staff of the Social Sciences Department/CPL Sports Research Center under the director of manager Darlene Ronney. Christine Colnar of the Graphics Department prepared all of the exhibit and program graphics. The staffs of the Outreach and Programming Services and Buildings department worked tirelessly to insure the success of the evening. A companion exhibit of newspaper front pages and photographs was prepared by Pete Elwell of the Social Sciences Department for display in the Sports Research Center.

*Making and Faking Shakespeare*

The exhibit *Making and Faking Shakespeare* was installed in the JGW Corridor.

Kelly Ross-Brown created the exhibit which showcases items from CPL's collection and how some of the most famous Shakespearean forgers, William Henry Ireland and John Payne Collier claimed discoveries and made fortunes writing about it. A related talk will be given by Dr. James Marino from Cleveland State University in late April.

*A Selection of Other Programs, Classes and Tours*

- Pam Eyerdam hosted a tour (of 22 people) from the office of Executive Arrangements - a firm that works with NE Ohio employers (e.g., Key Bank, Eaton, American Greetings) to recruit people to work in Cleveland. Maureen Mullin presented information about the Science & Technology Department and included information about the Business Department and Photograph Collection
- Robert Murnan, Librarian, conducted an "Accessing Government Information on the Internet" class to seven patrons
- Twenty students from W.E.B. Du Bois Academy attended a genealogy program on March 3 with Stanley Miller, head of the school. Librarian Beverly Austin presented a brief PowerPoint on CPL resources and the students spent 90 minutes doing research
- The Readers' Advisory team gave three presentations last week at the East Team, West Team, and Youth Services meetings. Tammy Houghton, April Lancaster, and Sarah Flinn prepared a portion of the



presentation highlighting fiction genres, how to recognize them, and why they appeal to readers

- The Brown Bag Book Club @ Main Library featured Cindy Lombardo, Deputy Director of Cleveland Public Library. Mrs. Parks and Helena Travka coordinated the book discussion on the book *The Best Advice I Ever Got: Lessons from Extraordinary Lives* by Katie Couric
- The Library and the Foundation Center presented the Proposal Writing Basics program. The program covered the funding process, with tips for making your proposal stronger, and how to communicate with funders. Helena Travka coordinated this program. Dave Holmes was the guest speaker
- Books by Ohio women authors were displayed at Public Administration Library for National Women's History Month
- Youth Services had several visits from special needs classes in March. Elizabeth Saxton conducted a storytime and craft for a special needs class of 22 children in 1<sup>st</sup> and 2<sup>nd</sup> grade. Jennifer Rhodes conducted a storytime for 11 children with special needs from Orchard Elementary, while Eanas Salem observed. Saxton conducted a storytime for a morning and an afternoon preschool class from St. Thomas Aquinas for a total of 36 children. Rhodes conducted a tour for 20 sixth graders from Menlo Park School
- Sandy Nosse arranged a visit for a Girl Scout Troop which included research in the Photograph Collection Department and a tour for 12 Girls Scouts and their troop leader. This visit was a part of earning the Girl Scouts Books Badge. The first session of an eight week Learn Chinese Class for Children was held, in partnership with the Chinese Entrepreneurs Association and the Great Wall Enrichment Center. Seventeen children were in attendance, the maximum for the class. Nosse and Christine Feczkanin coordinated the class and registration. Book displays were created for Women's History Month, St. Patrick's Day, Easter and spring

#### MEETING ROOMS and SCHEDULING

A total of 36 requests for meeting rooms, and 51 requests for AV resources and support were processed by

OPS staff in the month of March. Meeting rooms were used by governmental groups on 7 occasions. Wedding photography at Main library was scheduled for 4 parties. OPS department manager Aaron Mason, met with Public Services Director John Skrtic, Chief Legal Officer Joyce Dodrill, and Assistant Planning & Research Administrator Anastasia Diamond-Ortiz to begin formally updating CPL's meeting room policy and fee schedule.

#### OUTREACH

Library Assistant Deborah Hajzak coordinated BEL/CLC participation in Greater University Circle Job Fair on March 16, Youth Services participation in Charles Elliot School Health Fair on March 28 and staffed the Golden Age Centers of Cleveland Annual meeting.

Library Assistant Melanie McCarter met with LGBT Community Center of Cleveland's Programming Director Keara Mullen regarding forming a collaborative partnership for producing programming for LGBT youth and seniors. On March 4, McCarter represented the Library at the Y.O.U. / Bellaire Puritas Development Corporation Job Fair and met with over 100 students and collected 23 resumes on the Library's behalf. As the artistic coordinator of the Library's Parade the Circle committee Mrs. McCarter attended three Leadership Training Workshops at the Parade Studio with MLK Manager Toni Parker, and Rice Manager Ali Boyd.

On Saturday, March 17, Mr. Ruffing volunteered at the Music Settlement to help organize its archives. Mr. Ruffing worked alongside Ida Mercer, cellist and instructor, and Charles Lawrence, Executive Director, to complete a preliminary sorting of the Settlement's records.

- Eddie Johnson of Public Administration Library attended a planning meeting for Senior Day, scheduled to take place May 16 at the Cleveland Convention Center. This celebration is held in May, which is Older Americans Month, and includes an information fair, recognition of outstanding seniors, lunch and entertainment. This year's theme is "Never Too Old to Play."
- Victoria Kabo attended evening program for visiting Russian author, Dmitrii Bykov on March 30. Over 200 bookmarks were distributed to audience. Bookmarks

displayed 28 CPL-owned titles by author which were available for check-out to the public. Ms. Kabo also posted two blog entries on the Ohio Center for the Book site promoting Mr. Bykov's visit and a poetry reading by local author Joseph Kogan

- Sam Tripodis, of the Computer Learning Connection, hosted clients from the CDPS Expert Reclaim Workforce Development Training Program. He worked with clients and promoted the CLC's classes and services
- Sheba Marcus-Bey, BEL Acting Manager partnered with WECO Fund (a local nonprofit and micro lender to small businesses) on March 31, for a panel discussion on Grass Roots Marketing. Marcus-Bey highlighted the library electronic and print resources during her 25 minute presentation. The audience consisted of 45 small and emerging businesses and it was held at Cleveland State University's Monte Ahuja College of Business
- Forrest Lykins, CLC Library Assistant, worked with non-native English speakers from the International Service Center to teach them basic computer skills
- Olivia Hoge conducted three eReader 101 classes and two Kindle 101 classes for the public at Branches and Main Library. She also did two staff trainings on eMedia at the Lakeshore Facilities
- Robin Speigner worked with Bryan Hill of the Natural Resources Conservation Service (NRCS) of the Department of Agriculture. The Library is supplying the agency with historic U.S. Geological Survey publications to supplement their library's collection
- Bruce Biddle, Fine Arts Department, conducted a caricature drawing lesson session for children at the Addison branch. While only five children attended, the event provided insight for Mr. Biddle into the operation of the branches
- On Thursday, March 15, History and Geography Manager Burdick was interviewed by Plain Dealer reporter David Davis. Mr. Davis asked Mr. Burdick for information and insight on the significance of the April 2 release of the 1940 census by the National Archives. The article, including quotes from Mr. Burdick, appeared on the front page of the Sunday, March 25, edition of the Plain Dealer
- Darlene Ronney attended a League Park Community meeting. The City of Cleveland has committed \$4.5

million dollars to rebuild the Historic League Park. League Park was one of the oldest ballparks in the United States. The entrance will feature saluting steel baseball bats. A walking path will be built, picnic area, museum, digital electronic score board, and public art (Arches of Tradition). The signage and banner will replicate past signage. The Cleveland Indians, local colleges and other ball clubs will be scheduled for exhibition games

- Ms. Ronney attended the League Park Heritage Organization meeting. This is a new neighborhood organization formed by the Hough community and homeowners
- The Cleveland Indians 2012 Yearbook advertised the Cleveland Public Library Sports Research Center on page 35
- The Ohio Center for the Book Letters about Literature judges had a very difficult time settling on winners and semi-finalists for the 2012 contest. All the judges were very engaged, and there was reading and re-reading, scoring, and re-scoring until the final ranking was decided. The winners and semi-finalists, and their families, will be invited to the awards ceremony and luncheon on Saturday, April 28, from 10:30 to 12:30 in the former CD Room on the 3rd Floor of the Main Building
- On March 27, Amy Dawson attended a Choose to Read Ohio meeting at the State Library in Columbus, Ohio. Topics for review were the finalized book list for the 2013/2014 Choose to Read Ohio titles, review of resource kits for each of the titles, development of quantitative measurements for the program, and further ways the program impacts schools and libraries
- Jean Collins proofread and received completed bookmarks and posters for *In the Next Room, or the vibrator play*, upcoming at Cleveland Playhouse. She also completed preliminary booklist and Graphics requisition for *Come Fly Away*, upcoming at PlayhouseSquare in May, and completed *RED* and *Addams Family* web lists and which were forwarded for inclusion in the Library's website. Ms. Collins met with Ruth Flannery several times to select material for the upcoming Playhouse Square exhibit

## MOBILE SERVICES

## STATISTICS

54 Stops

12 New library card applications

724 Persons on board

800 Reference, 693 Directional in person

109 Reference, 14 Directional via phone

Linda Sperry worked on the June - August bookmobile schedule. Sperry made recommendations for Administration of sites to drop (Linndale, and University Tower is closing for renovation), add (Community Circle II Apartments, Holy Redeemer Apartments, Rae Ann Center, Doris V. Jones Court Senior Building and Riverside Parks CMHA housing, Rainey Institute, Doan Classroom Apartments, Fairway Manor Apartments, St. Andrews Tower Apartments), and also quite a few time changes. The additions (8 sites) are all from the waiting list of sites which have requested service. Currently, 21 sites remain on the waiting list for service. Administration approved the schedule changes and Linda is in the process of writing confirmation letters to all sites and is contacting the new sites to inform them of the start-up of their bookmobile stop. The June - August schedule was submitted to Graphics. The next important step will be trying to get on the agenda of the new site's tenants' meetings to advertise the new stops, and also have Reba Clardy come along to speak about Homebound as an option at these sites.

Reba F. Clardy reported 10 new Homebound customers this month. She spoke at Community Circle II Apartments (which is one of the new bookmobile sites) to 27 residents and also spoke to 56 persons at the DeJohn Community Center regarding Homebound services. Reba contacted Coleman Court Apartments, a site which is unable to be served by the bookmobile due to lack of parking, and has sent them a packet of Homebound applications.

Looking ahead to April, a proof of the Bookmobile's June - August schedule will be received and turned around so the print run can be received by May 1 to distribute to patrons. Confirmation letters to all sites will be distributed. Planning for marketing the new sites to their residents will take place. Also, Linda is working on a mapping project to create a notebook of detailed

directions to all bookmobile sites including the new ones.

#### OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

In March, OLBDP circulated 64,049 items directly to patrons. BARD users downloaded 9,685 items among 557 active users for March. The number of registered BARD users (13.8% of total patrons) is reaching close to 1,800 users and is above the national average of 10-12%. OLBDP is ordering new Playaway digital audio books and Blu-ray and DVD described movies to further develop and enhance the current collection. The new titles are funded thanks to an increase in LSTA funding for collection development from the State Library of Ohio. OLBDP is continuing to work 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 OLBDP service. The PSA concept has been finalized and agreed upon by CPL and State Library of Ohio. Shooting for the PSA will take place on April 19, 2012, and 10 OLBDP patrons have been invited to participate.

OLBDP is working with Public Services and Automation on the inclusion of two adaptive computer workstations for Tech Central at Main Library. These workstations will feature hardware and software specifically designed for computer users with disabilities.

The National Library Service for the Blind and Physically Handicapped printed and distributed to network libraries its 2011 Revised Standards and Guidelines of Service. The last revision was in 2005. OLBDP Manager Will Reed was part of the Advisory Team revising the standards.

OLBDP staff Ken Redd presented information about OLBDP services to Project Hope on March 18 and at Kirby Manor on March 21.

The OLBDP Cyber-Dialogue Book Discussion was held on March 8 where the group discussed "Swamplandia!" by Karen Russell.

**TECHNICAL SERVICES**

Patricia Lowrey, Director of Technical Services, spent Saturday, March 24, assessing applicants for the Library's vacant page positions. She worked with Daniel Oreskovic, Main Shelf Division Manager, Stephanie Tyus, East Neighborhood Team Manager, and Dawntae Jackson, Human Resources Assistant. Carole Brachna, High Demand Manager, volunteered her Saturday afternoon to help the group. Joining them was Warren Reid, esteemed former Shelf Division Supervisor, who generously showed the committee how to conduct the assessment.

Ms. Lowrey, Ms. Jackson, Mr. Oreskovic, Sandy Jelar Elwell, Acquisitions Manager, and Ann Olszewski, Preservation Manager conducted interviews for the Lake Shore Shelf/Shipping Supervisor vacancy. Stephen Wohl was selected for the position and he will start in early April. Ms. Lowrey and all Technical Services Managers attended FMLA Training presented by Sharon Allen from Human Resources.

Ms. Lowrey and several Technical Services Managers met with Information Technology Director Bob Carterette and staff to work on a variety of issues and projects. Ms. Lowrey and all Technical Service Managers met later in the month with John Skrtic, Carlos Latimer, and Michael Ruffing from Public Services to discuss a number of topics.

Ms. Lowrey and Collection Manager Rollie Welch attended the Ron Moody "Writers & Readers" program. Ms. Lowrey and Ms. Olszewski attended the Digital Projects Committee meeting. Ms. Lowrey attended the first Time and Attendance Committee meeting. Ms. Lowrey, Ms. Jelar Elwell and about two dozen Technical Services staff members attended Director Felton Thomas' "How to be a Remarkable Employee" presentation.

As usual, Technical Services staff actively and generously participated in fundraising activities for Harvest for Hunger. Their Bake Sale raised \$ 246.00, the Pizza/Quiche/Salad/Dessert sale netted \$ 327.00, and the "Donate Your Spare Change Jar" collected \$ 87.53.

Collection Management: Laura Mommers visited the Mobile Library and gathered specific titles requested by their patrons enabling her to pinpoint DVD selections.

Rollie Welch ordered books in Spanish for June and July scheduled meetings of Carnegie West's "Solo en Español" Book Club. Bonnie Bolton ordered past and current Sugarman award winning titles-- a reference set of both Honor and Winners will be shelved at Main Library's Youth Services and a set of winning titles will be part of Branch collections.

All members of Collection Management participated in the Harvest Hunger events during March--a bake sale on March 7 and a pizza sale on March 30. Throughout March, Mr. Welch handled the coin jar where Technical Services staff donated spare change for Harvest for Hunger.

Mr. Welch met individually with Ms. Bolton and Ms. Mommers and discussed the director's strategic plan. Ms. Bolton and Ms. Mommers attended the director's discussion on his thoughts about being a "Remarkable Employee." Mr. Welch represented Cleveland Public Library in his byline of a Plain Dealer review on March 4 and his street lit column in Library Journal's online review component posted March 13. He moderated a Young Adult author panel at Hiram College for a program sponsored by their English Literature Department.

Materials Processing: The Associates cataloged 2,301 titles for CPL and 2,505 titles for Clevnet. The Associates and Senior Clerks added 7,471 items. The Technicians processed 25,508 items.

Marisol Adorno, Marsha Draeger, Brenda McIntyre, Dennis Workman, Shirley Jones, Paula Stout, Cathy Jo Graves, Vivian Grayson, Rodney Lewallen and Karima Ward attended the Director's presentation of the Strategic Plan at the Lake Shore Facility. Elizabeth Hegstrom, Materials Processing Manager, had 16 one-on-one discussions with her staff about the Strategic Plan. Ms. McIntyre, Ms. Graves, Ms. Grayson, Ms. Stout, YoLanda Lawler, and Michael Reynolds attended the Director's presentation, "How to Become a Remarkable Employee."

To help streamline the packing of new materials, the Technicians are packing items with holds destined for a Clevnet library immediately into a telescope rather than sending them to Shelf/Shipping to be packed. Most of the materials returning from the bindery are also being packed into telescopes in Materials Processing rather than in Shelf/Shipping.



High Demand: Staff added a whopping 1,013 titles and 19,514 items. They ordered 1,944 titles and 19,595 items, and paid 654 invoices, for a total value of \$224,141.45.

One of the projects for the year is to lessen the amount of time spent on handling paper invoices. On March 28, Carole Brachna and Sandy Jelar-Elwell, Acquisitions Manager, met with Laura Armstrong and the Accounting Department staff to get an idea of how they handle the invoices in Accounting. Two small steps were eliminated from the process.

The High Demand staff took on the responsibility of sorting mass market paperbacks into the delivery boxes in the back hall, in order to help the short-staffed Shelf/Shipping Department. Currently these are going to the ordering branch, but these paperbacks will soon go to where the holds are located.

All High Demand staff attended the Director's presentation on the strategic plan. Ms. Brachna held individual meetings with her staff to discuss the Library's strategic plan and the operational work plan. Dale Dickerson also attended the Director's presentation on *How to be a Remarkable Employee*. He copy cataloged the lion's share of the month's 1,013 records and created 37 original bibliographic records.

Mya Warner continued to help the Shelf/Shipping Department by pulling routing slips for some materials. She showed Rosalyn Easley how to use the Zebra printer to generate labels and Summer Salem how to create a shipping memo. Steven Best helped Shipping by creating routing slip packets for the new Z distribution. Rosalyn Easley and Ms. Salem capably handled the large volume of orders typical for this time of year and did some copy cataloging, checking of trucks, and paying invoices.

Ms. Brachna met with Andrea Johnson, Catalog Manager, to refine the profile for selection records from Brodart. Ms. Brachna will work with Rollie Welch, Collection Manager, to present a refresher on using the Ingram website for the branch managers. She helped with the bake sale and the pizza sale for Harvest for Hunger.

Catalog: Staff cataloged 4,251 titles and added 4,082 items for CPL. Jeni Delfs, Jintao Huang, Michael Monaco, John Parsons and Larisa Povitsky added books with holds to their existing responsibilities for reviewing items & labels. Amei Hu completed her initial training. Barbara Satow began contributing original records and updating OCLC records. Mr. Parsons began scheduling authority record loads to run on Saturdays to avoid causing indexing delays during the week.

Dawn Grattino expedited the cataloging of a number of rare items for Special Collections, including a book of prints of Holocaust drawings published during WWII ("Arbeit macht frei," ocm11063959), a limited edition collection of Frank Gehry sketches for the Walt Disney Concert Hall in Los Angeles (ocn664388012), and a rare periodical of Nepali poetry, Ting Pa (ocml7022222), edited by Angus MacLise, a former member of the Velvet Underground. Mr. Huang, Regina Houseman, and Mr. Monaco helped with the oriental and serial aspects of this item.

Most of the Catalog staff attended Felton Thomas's presentations about the Library's Strategic Plan and "How to become a remarkable employee." Jintao Huang and Amei Hu participated in the second part of a webinar about corporate name authority work for CJK users. Mr. Monaco attended a meeting of the Ohio Library Council's Technical Services Division (OLC TSD) Action Council in Columbus and the OLC's Northeast Chapter conference. Mr. Monaco was selected to attend the 2012 Library Leadership Ohio Institute, a professional development retreat co-sponsored by the State Library of Ohio, the Ohio Library Council, and OHIONET.

Preservation: Twenty-eight South High Yearbooks from the period 1936-1957 were added to the Digital Gallery. The total number of yearbook pages available digitally is now 19,366, up from 18,047 pages at the end of January. Digital Gallery use for the month of March again increased for all collections. Five collections that received more than 10,000 item views each were Cleveland High School yearbooks: 25,782 item views, (a new usage record for any collection, and an increase from 18,328 views in February), Main Library and CPL History: 20,445 item views (up from 12,182 item views in February,) Gallery of Cleveland Photographs: 17,064 item views (up from 10,443 item views in February),

Cleveland History, 14,581 item views (up from 9,762 item views in February) and Atlases, Maps and Park Plans of Cleveland : 12,305, (up from 10,269 item views in February.)

Senior Preservation Technician Elizabeth Bardossy processed historic annual reports of American Railroads, and identified oversize railroad map for treatment. She completed processing and treating a collection of historic sheet music donated by the Biehle Family. Technical Services Senior Clerk Gloria Massey processed 78 trade catalogs purchased for Special Collections with the Schweinfurth fund, created title files for South High Yearbooks, and cleaned up images for the Ohio Architect and Builder volume 7. Preservation Assistant Laura Wallencheck inspected microfilm for Scene Magazine and worked on collating the 2011 Daily Legal news.

Ms Olszewski planned the agenda and attended the March 22 meeting of the Digital Projects Committee. A simplified Digital Projects Proposal form was approved by the committee and will be available for the next round of proposals. Five Preservation staff members attended the Director's Strategic Plan meeting on March 1. Two staff members attended the Director's staff program on March 29. Ms Olszewski met individually with all Preservation Staff and the Shelf-shipping pages to review the Strategic plan.

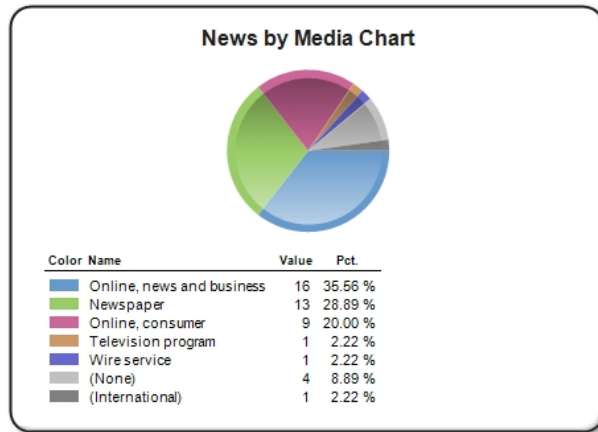
Acquisitions: Acquisitions staff worked with Public Service Managers and staff to place orders for special programs. Materials were ordered for the Natural Hair in the 21st Century program, the PNC grant, and the Social Sciences Book Club. Alicia Naab, Acquisitions Coordinator, and Lisa Kowalczyk, Technical Services Librarian, worked with Automation and the vendor Multicultural Books and Videos (MCBV) to resolve a delivery issue between the Acquisitions and vendor email accounts.

Acquisitions and Shipping staff attended the Lake Shore sessions on the Cleveland Public Library's new Strategic Plan and the "How to Become a Remarkable Employee" presented by Director Thomas. Acquisitions Manager Sandy Jelar Elwell met individually with staff in the latter part of the month to discuss the Strategic Plan and answer any questions.

Acquisitions staff ordered a total of 15,542 titles, ordered 19,920 items, received 15,605 items, and processed a total of 2,491 invoices. They received 2,001 periodicals and 460 serials, added 634 periodical items, 273 serial items and 529 paperbacks, processed 108 periodical and serial claims, and modified 143 serial controls.

Shelf/Shipping: The staff of the Lake Shore Shelf/Shipping Department sent 80 items to the Main Library for requests and 123 items to fill holds. Main Library received 402 telescopes and the Branches received 1,239 telescopes for a total of 1,641 telescopes shipped out. The Technicians sent 28,896 new items to the Acquisitions and High Demand Departments.

**MARKETING & COMMUNICATIONS**



Media coverage for the month of March included 45 print and online publications as well as TV and radio. The full report, available in the Marketing department, shows ad values of \$93,137.58 with a news circulation audience of 3,007,368 people. In March, the online media outlets

that featured CPL events and programs received 35,668,447 unique visitors. Ads to promote My Place to Dream, Create, and Grow appeared in the *Campus Observer*, *Diversity Magazine*, *Varsity Calendar*, and the program for *Positively Plus*; MyTunes ad appeared in *Scene Magazine's Best Living 2012*; *Positively Cleveland's* yearly *Visitor Guide* was published in March with an ad promoting Library services; ad promoting The Sports Research Center was published in the *Cleveland Indians Yearbook*; 35,000 online impressions promoting March Book Madness appeared on *Cleveland.com*. Radio advertising on NPR promoted Rick Moody and the *Lockwood Thompson Dialogues: Conversations about Food*. Eblasts were sent out to promote the Sugarman Awards to the Asian community and CMSD schools; Western Reserve PBS shot

film and interviewed staff at Main Library for *NEOtropolis* regarding technology use at libraries.

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

- Board meeting
- Regular Leadership Team meetings
- 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
- TechCentral planning meetings
- Monthly Main Managers' meeting
- Monthly Branch Managers' meeting

#### GRAPHICS

Graphics staff designed, printed and distributed 171 printed pieces in March, including graphics for the library website and 5 staff newsletters.

Promotional pieces included: Collateral for the Norman A. Sugarman Awards; Playhouse Square Bookmarks for *In the Next Room, Dmitrili Bykov*; Friends Spring Used Book Sale banner, web graphics, bookmarks, fliers, and signage; Friends newsletter; *Upnext* program guide and MyBranch fliers printed and distributed; Exhibits included: Johnny Kilbane, Making and Faking Shakespeare, Food Travels by Penny De Los Santos.

WEBWARE [www.cpl.org](http://www.cpl.org) and other CPL sites

Twitter followers are up from 2,520 in 2011 to 3,664 currently. Facebook fans are up from 3,031 in 2011 to 3,871 currently. Downloads of books in an electronic format (eBooks) were up from 34,774 in 2011 to 61,120 currently.

Library News on the [www.cpl.org](http://www.cpl.org) homepage featured the following items for March: The Library Serves Up A Conversation On Food; Cleveland Public Library Board of Trustees Meeting; and The House Baba Built Winner of the 2012 Norman A. Sugarman Children's Biography Award.

During the month of March, the following events, programs, and information were promoted on [www.cpl.org](http://www.cpl.org): My Place 2 Dream, Create, Grow: Milena Streen; TEDxCLE independently organized TED event: Book hunt; March Book Madness: Enter Your Final Four & Champion Novel for a chance to win a Kindle Fire; My Tunes: Featured Artist, Adele; Sports Research Center: The Fighting Heart of Johnny Kilbane: Cleveland Public Library remembers Cleveland's Featherweight Champion 100 years later with special event; Storytime; Celebrate with Books; Letters about Literature: 2012 Writing Challenge; When animal assignments attack: Grzimek's Animal Life; Muzzy Online: Language Courses for Children; TumbleBook Library: eBooks for eKids; Homework Help; MyTunes: The 2012 Nominees Featured Artist; For Students Online; BRRRR! Winter Reads (for Teens); Stop the Hate: Youth Speak Out - Maltz Museum of Jewish Heritage Essay Contest; Novelist K-8 Plus: Discover a New Book!; Curl up with a good book; Connecting to the community (Seniors site: Find Services); and Did you get an eReader over the holidays? Check out our collection of free eBooks.

12 Popular Topic pages were updated with new content in March.

The eighth "Off the Shelf" was sent out on March 2nd to a distribution list of 2,220. The issue featured: Serving Up Conversations on Food; March Book Madness; Johnny Kilbane; New Arrivals; and the latest Caption Contest Winners.

Webware worked with Ann Marie Wieland of the CPL Archives and searched ContentDM to obtain digital copies of old photographs and library cards to post to the Library's Facebook page, which has been switched over to the timeline view. The posts go back to the founding of the Library in 1869 and includes significant historical facts about the library's history and even includes images of library cards over the years.

Webware worked with Will Read of OLBDP to create web pages for the OLBDP Sensory Garden, Additional Service Resources, and to update the OLBDP Dimensions Newsletter.

**PROPERTY MANAGEMENT**

The Property Management office completed numerous branch inspections and continues to monitor utility bills. We are attending weekly construction meetings for Tech Central. The installation of the door and walls were completed on the 4<sup>th</sup> floor of LSW south tower.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. Sinks or toilets were snaked out at, Brooklyn, Carnegie West, East 131, Lorain, Rockport and Sterling. An air leak on the control air line for the HVAC system at Lakeshore was repaired. The emergency lights in LSW were checked and batteries or units were replaced as needed. The fan coil motor and heating element was replaced in room 60 of Main. A/C unites were serviced at MLK, Sterling, South Brooklyn, Union and Walz.

The Carpenters and Painters made door and lock repairs at Broadway, East 131, Rockport and South Brooklyn. Work was started to extend the office and remove part of the work station on the first floor of LSW. Book trucks were painted for St. Patrick's Day parade.

The Garage serviced vehicles 1, 5, 10, 15, 20 and replaced the generator and repaired shelves in the Bookmobile. Lawn mowers are being dropped off and the snow blowers are being picked up from the branches.

**SAFETY & PROTECTIVE SERVICES****PROTECTIVE SERVICES**

## Security Systems

- We are continuing to develop specifications for upgrading access control and CCTV systems in order to obtain two additional quotations as directed by Legal and Finance.

## Branch Patrol

- Supervisors and Officers continue to investigate 30 Security Irregularity reports generated system-wide. The staff investigated incidents during the month.

- Twenty eight visits to branches were provided for special attention.
- Branch Patrol visited branches 375 times and retrieved 604 items.

#### Communications Center

- Repairs were made to the communications center.  
Contract Security
- Safety & Protective Services received requests for additional staffing for G4S Security guards. The additional coverage at South Branch was discontinued.

#### **INCIDENTS**

- During the month, 27 alarms were received with no illegal entry being made nor any smoke or fire being detected.

#### **SPECIAL EVENTS SUPPORT**

- Safety & Protective Services provided support for two specials events, John Kilbane and the St. Patrick's Day parade.

#### **RECORDS AND EQUIPMENT MANAGEMENT**

- Awaiting requested laptops for branch patrol.
- Personal directories for officers to store records currently stored on external media have been completed.
- Computer workstations personal directories for officers to produce incident reports and have them stored on network drives.

#### **ADMINISTRATION**

- Supervisor and Officer applications closed in March. Interviews are anticipated to be conducted in April.
- Supervisor started this month. Currently integrating into agency processes.

#### **INFORMATION TECHNOLOGY & CLEVNET**

##### CPL Projects:

Several projects were done for the Main Library. A new item type that is non-floating and non-holdable was



established for the Criterion Collection in AV Department. A new location code was created for Ohio Center for the Book, and the White Collection location description was modified to indicate it is part of Special collections. The wording on printed, phone and email hold notices was modified to direct patrons to the Louis Stokes Wing to pick up holds. Activity statistics were calculated for the month of January for the Lending Dept. at the request of Mr. Ruffing, and statistics on delinquent borrowers and amounts owed were calculated for Ms. Lombardo.

The Software team prepared a list of most checked out books in the last six months for Sarah Flinn in Popular Library.

The MUNIS server was upgraded to Windows Server 2008 to support a new version of the MUNIS Dashboard.

The eighth "Off the Shelf" was sent out on March 2nd to a distribution list of 2,220. The issue featured: Serving Up Conversations on Food; March Book Madness; Johnny Kilbane; New Arrivals; and the latest Caption Contest Winners.

Webware worked with Ann Marie Wieland of the CPL Archives and searched ContentDM to obtain digital copies of old photographs and library cards to post to the Library's Facebook page, which has been switched over to the timeline view. The posts go back to the founding of the Library in 1869 and includes significant historical facts about the library's history and even includes images of library cards over the years.

Webware worked with Will Read of OLBDP to create web pages for the OLBDP Sensory Garden, Additional Service Resources, and to update the OLBDP Dimensions Newsletter.

A temporary phone line was installed on the eighth floor of the Louis Stokes Wing for the auditors.

IT Staff met with Technical Services Managers to review projects and needs.

## CLEVNET:

Bob Carterette and Amy Pawlowski reviewed 3M's Cloud Library and Library Ideas' Freading services, which also offer eBooks. Both new services had interesting features and may be useful additions in the future. Neither was sufficiently developed to offer the same value as OverDrive.

A Directors Panel meeting was held on March 9. Major topics included Personal Information Policy language, changes in statewide shipping, the Greater Access Card, online payment, and follow up on the Tech Services summit.

Ann Palomo and Hilary Prisbylla spent a day at Norwalk Public Library with director Sarah Contreras mapping item, patron, bill and charge data from the current Polaris system to the CLEVNET SirsiDynix Symphony database. Software staff will use this mapping to convert Norwalk's current data in time for their CLEVNET start date of April 23.

An additional Bibliocommons Readers Advisory account was set up for Shaker Heights Public Library.

Barberton Public Library requested a list and statistics for borrowers owing on older bills to help make a decision regarding debt collection.

Circulation by hour statistics were prepared for Huron Public Library.

Assisted Kirtland in adjusting receipt printers.

Helped Wickliffe set up a new label template for a new label printer.

Mass discarded "Juvenile" items from Elyria's storage location.

Changed the MARC Serial call number "See Holdings" to "See Subscriptions Tab" on all existing records. This change makes much more sense to viewing holdings in the current public catalog.

Continued to tweak Call number/volume information changes on multi-disk DVD sets in order to provide the smoothest experience in the public catalog.

Setup item types GRAPHICNOV and NEW-GRNOV for Medina and added necessary circulation map lines.

Setup item type DVD-BRSET for Willoughby Eastlake and added necessary circulation map lines.

Setup item type NHDVD-BR for Milan and added necessary circulation map lines.

Changed existing loan policies for existing item types and added NHCD and NHBOOK item type for Sandusky.

Changed fine thresholds for Medina.

Created a special list of MISSING materials for Burton.

Weeding lists were prepared for Hudson, Lorain, McKinley, Milan-Berlin and Orrville.

Webware worked with Freegal's IT staff to create accounts for each of the CLEVNET libraries offering Freegal. Libraries can now login to the Freegal Admin tool to check their own statistics and monitor usage.

Hudson Library phones were migrated to CLEVNET VOIP on Friday March 23rd.

Mr. Finnegan and Mr. Novak visited Norwalk Library to assess their network migration to CLEVNET and Lorain Public Library to review fiber installation for their branch upgrades.

CPL hosted a "New Tech" visit to give newer techs an opportunity to visit Automation. The event was attended by Medina, Willoughby Eastlake, Twinsburg, Madison, Hubbard and Sandusky.

Replaced Cisco ACS backup server

Assisted Avon Lake with downed T1

The server ntbackup1 was updated to the latest version of HP Data Protector (6.11 to 6.21) for more reliable

virtual server backups and support for Hyper-V "Cluster Shared Volume" (CSV) backups.

Virtual servers PerrySrv1- Virtual Domain Controller for Perry, Ritnt5- Virtual Domain Controller for Ritter, VSENTCA3- Certificate server for VPN, hosted on the Windows server ntdata2 and running Windows Virtual Server 2005, were migrated over to a new blade server running Hyper-V. This was done for reliability, performance and uniformity.

#### KnowItNow:

On March 8, The KnowItNow24x7 Coordinator participated in Library Careers Night hosted by Kent State University's School of Library and Information Science at their Columbus branch located inside the State Library of Ohio. Several students expressed interest in becoming a volunteer intern, and one library director requested information on joining KnowItNow24x7.

The KnowItNow24x7 Coordinator presented "To Infinity & Beyond: Taking Google Beyond the Basics" at the Ohio Library Council Chapter Conferences held in Kent and Wilmington. In addition to sharing information on the many reference tools available through Google, he also distributed KnowItNow24x7 promotional materials and made contact with several individuals and libraries interested in joining the statewide online reference service.

#### Meetings & Professional Development:

Congratulations to Darren Novak, who passed the certification for Cisco Certified Network Professional (CCNP).

On March 20th David Reynolds attended the first meeting of the year of the North East Ohio Usability Professionals' Association (NEOPA). The presentation was called "Usability: Reducing Friction and Boosting Conversion."

On March 9th, Amy Pawlowski attended a planning session of the IT and AV divisions of OLC to prepare for the OLC 2012 Gadget Gallery.

Amy Pawlowski attended the 27th annual Computers in Libraries conference in Washington D.C. on March 21-23. She attended a wide range of sessions covering such topics as eBooks, Social Media, the growth of the Mobile Market, and web design trends.

### Statistics

	<b>Mar-10</b>	<b>Mar-11</b>
<b>OverDrive Downloads</b>	18,464	34,774
<b>Twitter Followers</b>	1,701	2,520
<b>Facebook Fans</b>	2,122	3,031

<b>Automation Services Statistics, 03/2012</b>				
	<b># Cases Opened</b>	<b># Cases Closed</b>	<b>Site Visits</b>	<b>TOTAL</b>
<b>HARDWARE</b>				
CPL Main	133	96	32	261
CPL Branch	110	89	45	244
CPL Lake Shore	37	30	5	72
CLEVNET	37	37	2	76
PUBLIC	1			1
<b>HARDWARE TOTAL</b>	<b>318</b>	<b>252</b>	<b>84</b>	<b>654</b>
<b>SOFTWARE</b>				
CPL Main	16	16		32
CPL Branch	16	15		31
CPL Lake Shore	10	10		20
CLEVNET	78	78		156
PUBLIC	84	84		168
<b>SOFTWARE TOTAL</b>	<b>204</b>	<b>203</b>	<b>0</b>	<b>407</b>
<b>WEBWARE</b>				
CPL Main	10	10	2	22
CPL Branch	6	6		12
CPL Lake Shore	3	3		6
CLEVNET	7	7		14
PUBLIC	151	151		302
<b>WEBWARE TOTAL</b>	<b>177</b>	<b>177</b>	<b>2</b>	<b>356</b>
<b>KIN</b>				
CPL Main	8	7		15
CPL Branch	3	3		6
CLEVNET	20	9		29
PUBLIC	0	0		0
KIN Library	19	19		38
OHIOlink Library	7	7		14
After Dark	1	1		2
<b>KIN TOTAL</b>	<b>58</b>	<b>46</b>	<b>0</b>	<b>104</b>
<b>GRAND TOTAL</b>	<b>757</b>	<b>678</b>	<b>86</b>	<b>1,521</b>

Mr. Corrigan adjourned the meeting at 1:55 p.m.

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Thomas D. Corrigan  
President

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Alan Seifullah  
Secretary

## GIFT REPORT FOR MARCH 2012

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	1,246	2,523
Periodicals	7	31
Publishers Gifts	0	0
Non-Print Materials	<u>137</u>	<u>231</u>
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	1,390	2,785

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 170	\$ 170
Building & Repair Fund	Restricted	30,700	30,700
Library Fund	Unrestricted	175	4,372
Library Fund	Restricted	295	870
Library Fund - Oral History Project	Restricted	0	0
Endowment for the Blind	Restricted	0	0
Young Fund	Restricted	11,159	11,159
Friends Fund	Restricted	0	0
Gates Fund	Restricted	0	0
Schweinfurth Fund	Restricted	5,320	5,320
Ohio Center fo the Book	Restricted	900	900
Judd Fund	Restricted	47,654	47,654
Lockwood Thompson Fund	Restricted	0	0
PNC - Grow up Great	Restricted	0	0
MetLife - Fit for Life	Restricted	0	0
Learning Centers	Restricted	0	162,000
Founders Fund	Unrestricted	0	0
Founders Fund	Restricted	<u>0</u>	<u>0</u>
<b>TOTAL MONEY GIFTS</b>		\$ 96,373	\$ 263,145

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	30	67	1,390	2,785
Money Gifts	<u>12</u>	<u>27</u>	<u>11</u>	<u>27</u>
<b>TOTAL GIFTS</b>	42	94	1,401	2,812





## CLEVELAND PUBLIC LIBRARY

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

Sent via email April 3, 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 **updated** Unencumbered Balances to reflect the cash advances outstanding at January 1, 2012, increasing the General Fund by \$210,000 and reducing the Special Revenue funds by the same to account for the repayments expected during 2012.

In addition, please decrease Other Sources – Special Revenue by \$9,752.55 relating to a *decrease* in MyCom fund of \$40,459.55, Judd fund of \$9,383 and Lockwood Thompson fund of \$4,705 and an *increase* in KIN fund of \$5,795, Friends fund of \$3,000, Library fund of \$500, Founders fund of \$35,500. There is also an increase in Other Sources – Capital of \$30,700 relating to the donation funds from Tremont West Development Corporation for the construction of the improvements to the Jefferson Branch parking lot.

Fund Category	Unencumbered Balance as of January 1, 2012	Property Tax & PLF	Other Sources	Total Resources Available for Expenditures
General Fund	\$ 29,062,255.68	\$ 28,407,318.46 \$ 19,837,771.12	\$ 5,924,828.97	\$ 83,232,174.23
Special Revenue	\$ 10,756,112.89		\$ 2,735,788.43	\$ 13,491,901.32
Capital	\$ 8,822,333.75		\$ 10,030,700.00	\$ 18,853,033.75
Permanent	\$ 1,950,743.65		\$ 41,402.44	\$ 1,992,146.09
Agency	\$ 8,431.04			\$ 8,431.04
<b>TOTAL</b>	<b>\$ 50,599,877.01</b>	<b>\$ 48,245,089.58</b>	<b>\$ 18,732,719.84</b>	<b>\$ 117,577,686.43</b>

Thank you for your assistance.

Very truly yours,

Carrie Krenicky  
Chief Financial Officer

**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

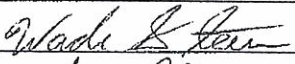
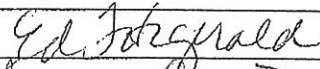
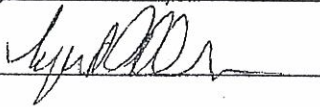
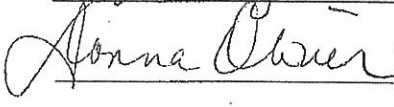
**AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES**  
Based on 78.95% current collection of current levy for previous tax year.  
Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.  
Cleveland, Ohio April 3, 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	29,062,255.68	28,407,318.46	19,837,771.12	5,924,828.97	83,232,174.23
Special Revenue	10,756,112.89			2,735,788.43	13,491,901.32
Capital	8,822,333.75			10,030,700.00	18,853,033.75
Permanent	1,950,743.65			41,402.44	1,992,146.09
Agency	8,431.04			0.00	8,431.04
<b>Totals/Subtotals</b>	<b>50,599,877.01</b>	<b>28,407,318.46</b>	<b>19,837,771.12</b>	<b>18,732,719.84</b>	<b>117,577,686.43</b>

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

**CLEVELAND PUBLIC LIBRARY  
2012 APPROPRIATION: THIRD AMENDMENT  
APRIL 19, 2012**

<b>GENERAL FUND CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
Cash January 1	28,852,255.68	210,000.00	29,062,255.68 (3)
Taxes - General Property	25,407,318.46	0.00	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	2,493,251.97	0.00	2,493,251.97
Miscellaneous	706,577.00	0.00	706,577.00
Return of Advances	0.00	0.00	0.00
<b>TOTAL RESOURCES</b>	<b>83,022,174.23</b>	<b>210,000.00</b>	<b>83,232,174.23</b>

<b>GENERAL FUND APPROPRIATION</b>	<b>Prior Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Appropriation</b>
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
<b>SUBTOTAL OPERATING</b>	<b>54,169,918.55</b>	<b>0.00</b>	<b>54,169,918.55</b>
Transfers/Advances	10,000,000.00	0.00	10,000,000.00
<b>TOTAL APPROPRIATION</b>	<b>64,169,918.55</b>	<b>0.00</b>	<b>64,169,918.55</b>



**CLEVELAND PUBLIC LIBRARY  
2012 APPROPRIATION: THIRD AMENDMENT  
APRIL 19, 2012**

SPECIAL REVENUE FUNDS CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	13,711,653.87	-219,752.55	13,491,901.32
SPECIAL REVENUE FUNDS APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	181,146.55	0.00	181,146.55
Endowment for the Blind	1,599,509.14	0.00	1,599,509.14
Founders	2,073,227.13	35,500.00	2,108,727.13
Kaiser	42,737.60	0.00	42,737.60
Kraley	147,618.65	0.00	147,618.65
Library	170,217.27	500.00	170,717.27
Pepke	94,220.86	0.00	94,220.86
Wickwire	1,066,772.09	0.00	1,066,772.09
Wittke	63,041.28	0.00	63,041.28
Young	2,955,857.05	0.00	2,955,857.05
Friends	12,000.00	3,000.00	15,000.00
Judd	200,000.00	-9,383.00	190,617.00
Lockwood Thompson	309,811.83	-4,705.00	305,106.83
Ohio Center for the Book	958.00	0.00	958.00
Schweinfurth	95,609.07	-50,000.00	45,609.07
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	1,508,194.00	0.00	1,508,194.00
LSTA-Know It Now	310,173.59	-104,205.00	205,968.59
MyCom	56,842.37	-90,459.55	-33,617.18
PNC Grow Up Great	94,784.75	0.00	94,784.75
Learning Centers-Cleveland Fdn	162,000.00	0.00	162,000.00
<b>TOTAL APPROPRIATION</b>	<b>11,219,596.37</b>	<b>-219,752.55</b>	<b>10,999,843.82 (4)</b>

**CLEVELAND PUBLIC LIBRARY  
2012 APPROPRIATION: THIRD AMENDMENT  
APRIL 19, 2012**

CAPITAL PROJECTS FUNDS CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	18,822,333.75	30,700.00	18,853,033.75

CAPITAL PROJECTS FUNDS APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
BUILDING & REPAIR	18,822,333.75	30,700.00	18,853,033.75 (5)

PERMANENT FUNDS CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	1,992,146.09	0.00	1,992,146.09

PERMANENT FUNDS APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Abel	160,820.28	0.00	160,820.28
Ambler	1,437.27	0.00	1,437.27
Beard	103,711.38	0.00	103,711.38
Klein	3,379.68	0.00	3,379.68
Malon/Schroeder	107,903.54	0.00	107,903.54
McDonald	124,883.94	0.00	124,883.94
Ratner	61,540.18	0.00	61,540.18
Root	22,221.12	0.00	22,221.12
Sugarman	27,328.84	0.00	27,328.84
Thompson	76,505.72	0.00	76,505.72
Weidenthal	4,322.62	0.00	4,322.62
White	1,298,091.52	0.00	1,298,091.52

<b>TOTAL APPROPRIATION</b>	<b>1,992,146.09</b>	<b>0.00</b>	<b>1,992,146.09 (6)</b>
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AGENCY FUNDS CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	8,431.04	0.00	8,431.04

AGENCY FUNDS APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
UNCLAIMED FUNDS	8,431.04	0.00	8,431.04

**CLEVELAND PUBLIC LIBRARY  
2012 APPROPRIATION: THIRD AMENDMENT  
APRIL 19, 2012**

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(1) Certificate dated February 8, 2012

(2) Certificate dated April 3, 2012

(3) \$28,852,255.68 unencumbered cash carried forward plus cash advances outstanding of \$210,000 @ January 1, 2012 (plus \$6,314,409.02 encumbered cash).

(4) \$10,966,112.89 unencumbered cash carried forward less cash advances outstanding of \$210,000 @ January 1, 2012 (plus \$752,468.41 encumbered cash).  
\$2,735,788.43 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.  
( $\$10,966,112.89 - \$210,000 + \$2,735,788.43 - \$2,492,057.50 = \$10,999,843.02$ )

(5) \$8,822,333.75 unencumbered cash carried forward (plus \$971,746.54 encumbered cash.)  
\$10,000,000 transfer from General Fund. \$30,700 additional revenue.  
( $\$8,822,333.75 + \$10,000,000.00 + \$30,700 = \$18,853,033.75$ )

(6) \$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 MARCH 1 – MARCH 31, 2012

*Carolyn Kravichy*  
FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES



Cleveland Public Library  
 Revenues, Expenditures and Changes in Fund Balance  
 For the Period Ending March 31, 2012

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	15,233,537.39	0.00	0.00	0.00	\$ 0.00	15,233,537.39
42 Intergovernmental	4,835,651.67	661,218.16	0.00	0.00	\$ 0.00	5,496,869.83
43 Fines & Fees	106,589.40	0.00	0.00	0.00	\$ 0.00	106,589.40
44 Investment Earnings	67,124.72	3,502.17	0.00	5,034.32	\$ 0.00	75,661.21
45 Charges for Services	568,179.07	0.00	0.00	0.00	\$ 0.00	568,179.07
46 Contributions & Donations	170.00	232,274.95	30,700.00	0.00	\$ 0.00	263,144.95
48 Miscellaneous Revenue	146,327.62	5,795.00	0.00	0.00	\$ 0.00	152,122.62
<b>Total Revenues</b>	<b>\$ 20,957,579.87</b>	<b>\$ 902,790.28</b>	<b>\$ 30,700.00</b>	<b>\$ 5,034.32</b>	<b>\$ 0.00</b>	<b>\$ 21,896,104.47</b>
51 Salaries/Benefits	9,280,363.47	336,948.02	0.00	0.00	\$ 0.00	9,617,311.49
52 Supplies	216,840.82	2,720.65	0.00	1,813.00	\$ 0.00	221,374.47
53 Purchased/Contracted Services	2,695,971.35	412,732.35	0.00	0.00	\$ 0.00	3,108,703.70
54 Library Materials	2,289,539.89	74,952.87	0.00	11,701.11	\$ 0.00	2,376,193.87
55 Capital Outlay	96,509.15	11,500.00	413,730.26	0.00	\$ 0.00	521,739.41
57 Miscellaneous Expenses	35,969.99	22,528.00	0.00	0.00	\$ 869.84	59,367.83
<b>Total Expenditures</b>	<b>\$ 14,615,194.67</b>	<b>\$ 861,381.89</b>	<b>\$ 413,730.26</b>	<b>\$ 13,514.11</b>	<b>\$ 869.84</b>	<b>\$ 15,904,690.77</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 6,342,385.20</b>	<b>\$ 41,408.39</b>	<b>\$(383,030.26)</b>	<b>\$(8,479.79)</b>	<b>\$(869.84)</b>	<b>\$ 5,991,413.70</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	50,000.00	(50,000.00)	0.00	0.00	\$ 0.00	0.00
99 Transfers	(10,000,000.00)	0.00	10,000,000.00	0.00	\$ 712.09	712.09
<b>Total Other Sources / Uses</b>	<b>\$(9,950,000.00)</b>	<b>\$(50,000.00)</b>	<b>\$ 10,000,000.00</b>	<b>\$ 0.00</b>	<b>\$ 712.09</b>	<b>\$ 712.09</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$(3,607,614.80)</b>	<b>\$(8,591.61)</b>	<b>\$ 9,616,969.74</b>	<b>\$(8,479.79)</b>	<b>\$(157.75)</b>	<b>\$ 5,992,125.79</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 35,166,664.70</b>	<b>\$ 11,718,581.30</b>	<b>\$ 9,794,080.29</b>	<b>\$ 2,673,907.22</b>	<b>\$ 8,431.04</b>	<b>\$ 59,361,664.55</b>
<b>Current Cash Balance</b>	<b>\$ 31,559,628.23</b>	<b>\$ 11,709,989.69</b>	<b>\$ 19,411,050.03</b>	<b>\$ 2,665,427.43</b>	<b>\$ 8,273.29</b>	<b>\$ 65,354,368.67</b>



Cleveland Public Library  
 Certified Revenue, Appropriations and Balances  
 General Fund  
 For the period Ending March 31, 2012

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	19,837,771	4,835,652	15,002,119	24%	23%
General Property Tax	25,407,318	15,233,537	10,173,781	60%	49%
Rollback, Homestead, CAT	5,000,000	0	5,000,000	0%	4%
Federal Grants	0	0	0	0%	0%
State Aid	0	0	0	0%	31%
Fines & Fees	300,000	106,589	193,411	36%	39%
Investment Earnings	425,000	67,125	357,875	16%	11%
Services to Others-Clevnet	2,493,252	568,179	1,925,073	23%	25%
Contributions	0	170	(170)	100%	0%
Miscellaneous	706,577	146,328	560,249	21%	3%
Return of Advances Out	0	50,000	(50,000)	100%	3%
<b>Total</b>	<b>\$ 54,169,919</b>	<b>\$ 21,007,580</b>	<b>\$ 33,162,338</b>	<b>39%</b>	<b>33%</b>

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	35,445,913	9,320,088	26,125,825	26%	22%
Supplies	1,093,672	468,421	625,252	43%	46%
Purchased Services	11,260,724	7,286,076	3,974,648	65%	71%
Library Materials	12,266,927	5,367,293	6,899,634	44%	39%
Capital Outlay	329,827	122,561	207,266	37%	41%
Other	87,264	71,283	15,982	82%	73%
<b>Sub Total</b>	<b>\$ 60,484,328</b>	<b>\$ 22,635,722</b>	<b>\$ 37,848,606</b>	<b>37%</b>	<b>36%</b>
Transfers Out	10,000,000	10,000,000	0	100%	0%
<b>Total</b>	<b>\$ 70,484,328</b>	<b>\$ 32,635,722</b>	<b>\$ 37,848,606</b>	<b>46%</b>	<b>36%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated February 8, 2012.

Note (2): Amended Appropriation of \$64,169,919 plus carried forward encumbrance of \$6,314,409.

Note (3): Subtotal includes 24% expended and 13% encumbered.

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending March 31, 2012**

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	11,296,187.81	11,730,114.67	2,877,796.66	0.00	8,852,318.01
51120 Clerical Salaries	9,638,564.73	10,013,784.91	2,409,088.89	0.00	7,604,696.02
51130 Non-Clerical Salaries	354,550.82	403,880.99	341,481.83	0.00	62,399.16
51140 Buildings Salaries	3,708,667.56	3,858,989.63	907,863.40	0.00	2,951,126.23
51150 Other Salaries	1,130,370.78	1,177,772.47	257,383.07	0.00	920,389.40
51180 Severance Pay	0.00	366,811.61	367,619.10	0.00	(807.49)
51190 Non-Base Pay	0.00	4,478.72	60,145.53	0.00	(55,666.81)
51400 OPERS	3,692,829.90	3,841,959.70	964,637.97	0.00	2,877,321.73
51610 Health Insurance	3,302,962.48	3,449,403.47	811,666.01	0.00	2,637,737.46
51620 Life Insurance	11,842.56	12,834.24	2,890.20	0.00	9,944.04
51630 Workers Compensation	0.00	200,000.00	180,108.76	0.00	19,891.24
51640 Unemployment Compensation	31,836.51	49,026.85	14,358.05	34,668.80	0.00
51650 Medicare - ER	316,339.64	330,459.46	84,001.56	0.00	246,457.90
51900 Other Benefits	0.00	6,396.49	1,322.44	5,056.03	18.02
<b>Salaries/Benefits</b>	<b>\$33,484,152.79</b>	<b>\$ 35,445,913.21</b>	<b>\$ 9,280,363.47</b>	<b>\$ 39,724.83</b>	<b>\$ 26,125,824.91</b>
52110 Office Supplies	48,324.90	50,175.48	10,729.38	1,513.16	37,932.94
52120 Stationery	73,700.00	109,116.10	41,795.26	4,591.75	62,729.09
52130 Duplication Supplies	56,300.00	56,525.95	10,092.80	10,236.80	36,196.35
52140 Hand Tools	100.00	141.27	43.28	0.00	97.99
52150 Book Repair Supplies	82,800.00	86,377.39	8,194.31	11,556.61	66,626.47
52210 Janitorial Supplies	87,800.00	89,940.02	27,507.40	4,006.10	58,426.52
52220 Electrical Supplies	57,500.00	58,658.85	12,487.31	16,963.29	29,208.25
52230 Maintenance Supplies	147,400.00	160,245.21	20,160.55	74,698.49	65,386.17
52240 Uniforms	9,400.00	9,701.58	976.50	945.00	7,780.08

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending March 31, 2012

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52300	81,600.00	94,327.79	19,046.93	73,633.91	1,646.95
52900	371,949.32	378,462.69	65,807.10	53,434.59	259,221.00
<b>Supplies</b>	<b>\$1,016,874.22</b>	<b>\$ 1,093,672.33</b>	<b>\$ 216,840.82</b>	<b>\$ 251,579.70</b>	<b>\$ 625,251.81</b>
53100	100,000.00	108,564.00	10,457.07	49,682.28	48,424.65
53210	500,687.68	550,509.81	94,874.16	443,918.45	11,717.20
53230	123,800.00	147,706.35	26,898.87	86,702.93	34,104.55
53240	193,500.00	218,450.50	25,325.69	67,000.55	126,124.26
53310	190,000.00	195,603.50	11,816.99	9,656.00	174,130.51
53320	41,000.00	42,540.25	4,792.83	13,447.00	24,300.42
53340	174,600.00	194,453.25	21,539.80	33,117.51	139,795.94
53350	219,272.06	297,654.31	36,642.09	39,360.82	221,651.40
53360	947,126.00	948,643.36	577,627.58	26,143.61	344,872.17
53370	42,000.00	44,049.10	6,920.12	8,612.15	28,516.83
53380	995,688.00	1,041,534.21	255,488.02	182,458.27	603,587.92
53390	27,000.00	29,931.50	10,695.50	13,862.00	5,374.00
53400	440,900.00	440,900.00	2,598.00	0.00	438,302.00
53510	80,900.00	99,276.18	34,202.92	64,432.39	640.87
53520	93,017.14	136,262.11	48,680.87	42,267.37	45,313.87
53610	2,008,900.02	2,291,167.54	467,733.12	1,822,233.84	1,200.58
53620	257,500.00	318,474.41	80,755.86	237,718.55	0.00
53630	883,500.10	924,801.02	117,301.48	807,499.54	0.00
53640	87,295.03	141,122.82	49,771.93	99,950.86	(8,599.97)
53710	1,569,212.41	1,877,382.09	217,115.31	402,361.41	1,257,905.37
53720	732,000.00	793,092.97	545,248.88	52,899.28	194,944.81



Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending March 31, 2012

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53800 Library Material Control	279,500.00	416,340.61	49,274.51	86,770.83	280,295.27
53900 Other Purchased Services	0.00	2,263.75	209.75	9.00	2,045.00
<b>Purchased/Contracted Services</b>	<b>\$9,987,398.44</b>	<b>\$ 11,260,723.64</b>	<b>\$ 2,695,971.35</b>	<b>\$ 4,590,104.64</b>	<b>\$ 3,974,647.65</b>
54110 Books	2,906,000.00	3,741,672.54	744,602.47	716,476.61	2,280,593.46
54120 Continuations	514,000.00	967,682.73	160,519.58	596,512.44	210,650.71
54210 Periodicals	1,105,000.00	1,834,712.58	555,732.65	273,169.39	1,005,810.54
54220 Microforms	205,000.00	225,950.65	1,354.32	21,921.00	202,675.33
54310 Video Media	1,459,999.99	1,522,637.31	272,991.61	274,997.84	974,647.86
54320 Audio Media - Spoken	208,000.00	240,157.63	43,215.21	45,796.72	151,145.70
54325 Audio Media - Music	566,000.01	663,685.36	141,571.72	113,879.60	408,234.04
54350 Computer Media	225,500.00	50,418.51	1,723.45	14,387.06	34,308.00
54500 Database Services	950,766.85	1,425,001.60	317,380.92	321,029.26	786,591.42
54530 eMedia	1,052,000.00	1,247,000.00	12,957.84	575,345.71	658,696.45
54600 Interlibrary Loan	0.00	6,859.33	1,051.15	5,408.85	399.33
54710 Bookbinding	29,000.00	56,490.76	1,510.74	25,980.02	29,000.00
54720 Preservation Services	60,000.00	134,962.23	25,274.24	53,398.72	56,289.27
54730 Preservation Boxing	8,000.00	9,940.85	3,128.31	2,753.76	4,058.78
54790 Preservation Reformatting	100,000.00	139,755.10	6,525.68	36,695.93	96,533.49
<b>Library Materials</b>	<b>\$9,389,266.85</b>	<b>\$ 12,266,927.18</b>	<b>\$ 2,289,539.89</b>	<b>\$ 3,077,752.91</b>	<b>\$ 6,899,634.38</b>
55510 Furniture	129,000.00	150,227.38	4,050.00	17,477.37	128,700.01
55520 Equipment	91,266.25	135,790.32	48,902.99	8,194.75	78,692.58
55530 Computer Hardware/Software	0.00	43,809.14	43,556.16	380.00	(127.02)
<b>Capital Outlay</b>	<b>\$220,266.25</b>	<b>\$ 329,826.84</b>	<b>\$ 96,509.15</b>	<b>\$ 26,052.12</b>	<b>\$ 207,265.57</b>

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending March 31, 2012

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
57100 Memberships	54,460.00	54,460.00	32,175.00	9,100.00	13,185.00
57200 Taxes	500.00	859.06	138.44	300.00	420.62
57500 Refunds/Reimbursements	17,000.00	31,945.31	3,656.55	25,912.78	2,375.98
<b>Miscellaneous Expenses</b>	<b>\$71,960.00</b>	<b>\$ 87,264.37</b>	<b>\$ 35,969.99</b>	<b>\$ 35,312.78</b>	<b>\$ 15,981.60</b>
<b>Advances</b>	<b>\$0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
59900 Transfers Out	0.00	10,000,000.00	10,000,000.00	0.00	0.00
<b>Transfers</b>	<b>\$0.00</b>	<b>\$ 10,000,000.00</b>	<b>\$ 10,000,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>TOTAL</b>	<b>\$54,169,918.55</b>	<b>\$ 70,484,327.57</b>	<b>\$ 24,615,194.67</b>	<b>\$ 8,020,526.98</b>	<b>\$ 37,848,605.92</b>

Cleveland Public Library  
**Revenue, Expenditures and Changes in Fund Balances**  
 For the Period Ending March 31, 2012

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	35,166,664.70	21,007,579.87	24,615,194.67	8,020,526.98	23,538,522.92
<b>Total General Fund</b>	<b>\$ 35,166,664.70</b>	<b>\$ 21,007,579.87</b>	<b>\$ 24,615,194.67</b>	<b>\$ 8,020,526.98</b>	<b>\$ 23,538,522.92</b>
201 Anderson	201,289.06	0.00	0.00	0.00	201,289.06
202 Endowment for the Blind	1,611,009.14	0.00	11,500.00	0.00	1,599,509.14
203 Founders	4,495,884.53	0.00	5,419.67	40,276.00	4,450,188.86
204 Kaiser	42,737.60	0.00	0.00	0.00	42,737.60
205 Kraley	147,618.65	0.00	0.00	0.00	147,618.65
206 Library	165,217.27	5,241.98	500.00	0.00	169,959.25
207 Pepke	92,820.86	0.00	0.00	0.00	92,820.86
208 Wickwire	1,052,526.56	3,502.17	495.00	9,535.00	1,045,998.73
209 Wittke	63,041.28	0.00	0.00	0.00	63,041.28
210 Young	2,915,857.05	11,158.72	0.00	0.00	2,927,015.77
225 Friends	5,690.49	0.00	1,700.56	4,049.28	(59.35)
226 Judd	7,784.12	47,654.25	33,400.84	48,636.15	(26,598.62)
228 Lockwood Thompson Memorial	400,544.73	0.00	89,653.79	239,795.11	71,095.83
229 Ohio Center for the Book	58.00	900.00	0.00	0.00	958.00
230 Schweinfurth	45,609.07	5,320.00	8,215.00	0.00	42,714.07
242 Cleveland NCA Kiosk	9,673.78	0.00	0.00	0.00	9,673.78
243 Gates Foundation	57,867.98	0.00	0.00	0.00	57,867.98
244 Harvard CS Kiosk Project	7,333.38	0.00	0.00	0.00	7,333.38
251 OLBPDLibrary for the Blind	10,108.00	377,049.00	374,122.57	20,963.24	(7,928.81)
252 LSTA-Know It Now	266,747.87	123,110.71	146,336.01	154,330.69	89,191.88
254 MyCom	72,377.13	166,853.45	239,230.58	0.00	0.00
255 PNC-Grow Up Great	46,784.75	0.00	807.87	1,202.89	44,773.99
256 Learning Centers	0.00	162,000.00	0.00	0.00	162,000.00
<b>Total Special Revenue Funds</b>	<b>\$ 11,718,581.30</b>	<b>\$ 902,790.28</b>	<b>\$ 911,381.89</b>	<b>\$ 518,788.36</b>	<b>\$ 11,191,201.33</b>
401 Building & Repair	9,794,080.29	10,030,700.00	413,730.26	2,178,671.39	17,232,378.64

Cleveland Public L  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending March 31, 2012**

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
<b>Total Capital Project Funds</b>	<b>\$ 9,794,080.29</b>	<b>\$ 10,030,700.00</b>	<b>\$ 413,730.26</b>	<b>\$ 2,178,671.39</b>	<b>\$ 17,232,378.64</b>
501 Abel	170,820.28	0.00	0.00	0.00	170,820.28
502 Ambler	1,637.27	0.00	0.00	0.00	1,637.27
503 Beard	111,925.14	791.83	1,813.00	0.00	110,903.97
504 Klein	3,879.68	0.00	0.00	0.00	3,879.68
505 Malon/Schroeder	217,903.54	0.00	0.00	0.00	217,903.54
506 McDonald	133,815.54	0.00	0.00	0.00	133,815.54
507 Ratner	65,522.18	0.00	0.00	0.00	65,522.18
508 Root	28,221.12	0.00	0.00	0.00	28,221.12
509 Sugarman	173,406.28	(36.78)	0.00	0.00	173,369.50
510 Thompson	120,259.47	0.00	0.00	0.00	120,259.47
511 Weidenthal	4,822.62	0.00	0.00	0.00	4,822.62
512 White	1,641,694.10	4,279.27	11,701.11	1,224.30	1,633,047.96
<b>Total Permanent Funds</b>	<b>\$ 2,673,907.22</b>	<b>\$ 5,034.32</b>	<b>\$ 13,514.11</b>	<b>\$ 1,224.30</b>	<b>\$ 2,664,203.13</b>
901 Unclaimed Funds	8,431.04	712.09	869.84	0.00	8,273.29
<b>Others</b>	<b>\$ 8,431.04</b>	<b>\$ 712.09</b>	<b>\$ 869.84</b>	<b>\$ 0.00</b>	<b>\$ 8,273.29</b>
<b>Total All Funds</b>	<b>\$ 59,361,664.55</b>	<b>\$ 31,946,816.56</b>	<b>\$ 25,954,690.77</b>	<b>\$ 10,719,211.03</b>	<b>\$ 54,634,579.31</b>



Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending March 31, 2012

Balance of All Funds	\$ 65,354,368.67
Chase-Checking	7,924.24
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	4,594,426.33
KeyBank-MC/VISA	17,336.97
Fifth Third - Checking	693,879.34
Petty Cash	330.00
Change Fund	5,420.00
KeyBank-Payroll Account (ZBA)	176.84
KeyBank-Savings Bond Acct	0.00
<b>Cash in Library Treasury</b>	<b>\$ 5,319,493.72</b>
PNC - Money Market	10,017.29
PNC - Investments	34,191,164.32
PNC/Allegiant Money Market	187,646.56
KeyBank - Victory Fund	0.00
STAR OHIO Investment	12,672,511.16
<b>Investments</b>	<b>\$ 47,061,339.33</b>
PNC Endowment Acct	12,973,535.62
<b>Endowment Account</b>	<b>\$ 12,973,535.62</b>
<b>Cash in Banks and On Hand</b>	<b>\$ 65,354,368.67</b>





**Total portfolio value**

Total portfolio value on March 30	\$16,223,067.67
Total portfolio value on January 1	15,017,835.70
Total change in value	\$1,205,225.97

**Investment policy and market outlook**  
**Investment objective: 60% Equity 40% Fixed**

**Bulletin board**

*For the security of your PNC accounts, the Bank is only required to act upon written instructions received by your account officer. We encourage you not to send instructions via: telephone, telephone voice messaging, facsimile transmission, telex, electronic mail or other forms of telephonic or electronic communications, as they may be insecure and are not monitored 24 hours a day, seven days a week. Please do not email confidential information relating to your account to your account officer through the public Internet.*

*Purchase/Sale Advice: PNC Bank effects transactions in your account of which you are entitled to receive written notification at the time and in the form agreed to in writing by each party, and at no additional charge to you. Unless you direct PNC Bank otherwise in writing, you agree to accept your periodic account statement, which lists all securities transactions, receipts and disbursements during the period, together with a listing of the assets held in your account(s), in lieu of receiving copies of each transactional advice.*

[www.pnc.com](http://www.pnc.com)

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 ATTN JOAN L TOMKINS  
 325 SUPERIOR AVE  
 CLEVELAND OH 44114-1271



**NOTICE OF LIMITATION OF LIABILITY - Trust Accounts**

An action for breach of trust based on matters disclosed in a trust accounting or other written reports of the trustee - such as this statement - may be subject to a statute of limitations, limiting your right to sue, measured as follows, from either the date the trust accounting, statement or written report is mailed or received. If you have questions regarding your rights, please contact your attorney.

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

See [pnc.com](http://pnc.com) for the latest updates about our investing strategies.

**About your account**

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

This statement contains information obtained from sources believed to be reliable. These sources may include other service providers that may also be under contractual obligation to you.

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

Investments: Not FDIC Insured. No Bank Guarantee. May Lose Value.

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





**Summary**

*Portfolio value*

	Principal	Income	Change in value	Total
Income on March 30	\$15,946,934.30	\$276,127.37		\$16,223,061.67
Income on January 1	14,812,293.31	205,542.39		
Change in value	\$1,134,640.99	\$70,584.98		15,017,835.70
<b>Total</b>				<b>\$1,205,225.97</b>

*Portfolio value by asset class*

	Value Mar. 30	Value Jan. 1	Change in value	Tax cost*
Income	\$276,127.37	\$205,542.39	\$70,584.98	\$276,127.37
Cash and cash equivalents				
<b>Principal</b>				
Cash and cash equivalents	\$42,084.08	\$120,649.80	-\$78,565.72	\$42,084.08
Fixed income	5,090,762.41	5,069,119.22	21,643.19	4,985,897.08
Equities	10,814,087.81	9,622,524.29	1,191,563.52	7,834,977.76
<b>Total</b>	<b>\$16,223,061.67</b>	<b>\$15,017,835.70</b>	<b>\$1,205,225.97</b>	<b>\$13,139,086.29</b>

\* 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*

Beginning account value	\$15,065,820.75	From Jan. 1, 2012 \$15,065,820.75
Additions		
Investment income	\$81,588.40	\$81,588.40
Disbursements		
Cash distributions	-\$58,900.00	-\$58,900.00
Fees and charges	- 11,003.36	- 11,003.36
Change in value of investments	1,193,540.93	1,193,540.93
Net accrued income	- 7,247.34	- 7,247.34
Ending account value	<u>\$16,263,799.38</u>	<u>\$16,263,799.38</u>

*Gain/loss summary*

	This period	From Jan. 1, 2012	Net unrealized gain/loss*
Fixed income	\$30,786.12	\$30,786.12	Since acquisition \$104,865.33
Equities	72,716.00	72,716.00	2,979,110.05
Total	<u>\$103,502.12</u>	<u>\$103,502.12</u>	<u>\$3,083,975.38</u>

\* 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 March 30	\$40,737.71
Accrued income on January 01	47,985.05
Net accrued income	<u>-\$7,247.34</u>

*Investment income summary*

	This period	From Jan. 1, 2012	Estimated annual income	Accrued income this period
Income-cash and cash equivalents	\$7.03	\$7.03	\$31.82	\$2.62
Interest-fixed income	46,437.64	46,437.64	163,960.87	34,016.77
Dividends-equities	35,143.73	35,143.73	156,179.27	6,718.32
Total	<u>\$81,588.40</u>	<u>\$81,588.40</u>	<u>\$320,171.96</u>	<u>\$40,737.71</u>



*Summary*

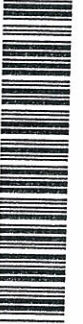
*Transaction summary - measured by cash balance*

	Income	
	This period	From Jan. 1, 2012
Beginning cash balance	\$106,901.00	\$106,901.00
<b>Additions</b>		
Investment income	\$81,588.34	\$81,588.34
Sales and maturities	-	-
Disbursements		
Distributions	-	-
Purchases	- 84,723.47	- 84,723.47
Fees and charges	- 11,003.36	- 11,003.36
<b>Ending cash balance</b>	<b>\$92,762.51</b>	<b>\$92,762.51</b>
Change in cash	- \$14,138.49	- \$14,138.49

	Principal	
	This period	From Jan. 1, 2012
Beginning tax cost	\$106,901.00	- \$106,901.00
<b>Additions</b>		
Purchases	\$0.06	\$0.06
Disbursements	1,906,530.05	1,906,530.05
Sales	- \$58,900.00	- \$58,900.00
Change in cash	- 1,833,491.62	- 1,833,491.62
<b>Ending tax cost</b>	<b>\$92,762.51</b>	<b>\$92,762.51</b>
Change in cash	\$14,138.49	\$14,138.49

*Transaction summary - measured by tax cost*

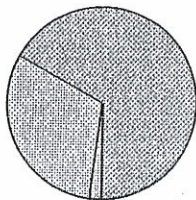
	This period	From Jan. 1, 2012
Beginning tax cost	\$13,023,899.13	\$13,023,899.13
<b>Additions</b>		
Purchases	\$1,918,215.09	\$1,918,215.09
Disbursements		
Sales	- \$1,803,027.93	- \$1,803,027.93
Change in cash	-	-
<b>Ending tax cost</b>	<b>\$13,139,086.29</b>	<b>\$13,139,086.29</b>



Analysis

Asset allocation

■ Cash and cash equivalents	Mar. 30, 2012	1.96 %
■ Mutual funds		1.96 %
■ Fixed income		31.38 %
Corporate		14.58 %
US treasury		9.89 %
Agency		6.78 %
Other		0.13 %
■ Equities		66.66 %
Stock		44.03 %
Mutual funds		22.63 %



Equity sectors

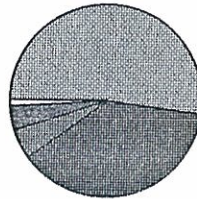
	Market value	% of equities	% of total portfolio
Industrials	\$674,057.08	9.44 %	4.16 %
Consumer discretionary	919,687.85	12.88 %	5.67 %
Consumer staples	736,354.30	10.31 %	4.54 %
Energy	745,224.90	10.43 %	4.59 %
Financial	991,514.30	13.88 %	6.11 %
Materials	258,238.60	3.62 %	1.59 %
Information technology	1,511,524.23	21.16 %	9.32 %
Utilities	248,604.60	3.48 %	1.53 %
Health care	900,235.35	12.60 %	5.55 %
Telecommunication services	157,400.50	2.20 %	0.97 %
<b>Total</b>	<b>\$7,142,841.71</b>	<b>100.00 %</b>	<b>44.03 %</b>

*Analysis*

**Bond analysis**

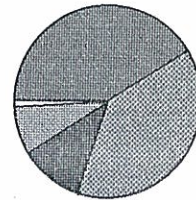
**Bond rating**

	Market Value	% of bonds	% of total portfolio
Moody's Aaa	\$2,626,430.30	51.59 %	16.19 %
Moody's Aa1	46,199.13	0.91 %	0.29 %
Moody's Aa2	263,203.05	5.17 %	1.62 %
Moody's Aa3	227,547.70	4.47 %	1.40 %
Other	1,927,382.23	37.86 %	11.88 %



**Maturity schedule**

Market value (% of bonds maturing in)	% of bonds	Corporate	US treasury and agency	Municipal	Other
Less than 1 year	8.43 %	\$147,025.25 (34.25 %)	\$282,299.10 (65.75 %)	-	-
1 - 5 years	38.83 %	966,821.35 (48.92 %)	1,009,680.65 (51.08 %)	-	-
6 - 10 years	41.36 %	1,251,465.15 (59.44 %)	832,872.03 (39.56 %)	-	21,241.38 (1.01 %)
11 - 15 years	0.73 %	-	36,949.97 (100.00 %)	-	-
16 or more years	10.66 %	-	542,407.53 (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	92,762.510		\$92,762.51	\$1.0000	0.58 %	\$92,762.51	\$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	\$98,641.39	136,925.640	\$136,925.64	\$1.0000	0.85 %	\$136,925.64	\$1.00		0.01 %	\$13.69	\$1.18
ADVANTAGE PORTFOLIO PNC TREASURY MONEY MARKET FUND #431	46,439.220	46,439.220	46,439.22	1.0000	0.29 %	46,439.22	1.00		0.01 %	4.64	0.36

Total mutual funds - money market

			\$183,364.86		1.13 %	\$183,364.86			0.01 %	\$18.33	\$1.54
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Total cash and cash equivalents

			\$276,127.37		1.70 %	\$276,127.37			0.01 %	\$18.33	\$1.54
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*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	Current price per unit							
AT&T INC	\$35,515.20	5,135.10	5,168.15	0.04 %	\$32,307.45	4,983.65	184.50	2.33 %	120.00	15.33
05.800% DUE 02/15/2019	30,000		103.3630		\$107.69			4.89 %	\$1,740.00	\$222.33
RATING: A2										
[00206RAR3]										
PNC CAPITAL ADVISOR										
AT&T INC		11,600.10	11,785.60	0.08 %	10,896.60	889.00	889.00	4.35 %	512.50	256.25
SR UNSEC	10,000		117.8560		108.97					
05.125% DUE 04/01/2019										
RATING: A1										
[002824AU4]										
PNC CAPITAL ADVISOR										
ACE INA HOLDINGS		15,274.35	15,604.05	0.10 %	14,986.05	618.00	618.00	2.50 %	390.00	138.67
COM GTS	15,000		104.0270		99.91					
02.600% DUE 11/23/2015										
RATING: A3										
[00440EAN7]										
PNC CAPITAL ADVISOR										
AMERIPRISE FINANCIAL INC		18,088.95	18,163.65	0.12 %	17,786.55	377.10	377.10	6.03 %	1,095.00	282.87
SR UNSEC	15,000		121.0910		118.58					
07.300% DUE 06/28/2019										
RATING: A3										
[03076CAD8]										
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
			Current price per unit							
ANHEUSER-BUSCH INBEV WOR CO GUARNT SERIES WI 07.750% DUE 01/15/2019 RATING: A3 PNC CAPITAL ADVISOR [03523TBE7]	15,000	15,000	19,554.15 130.3610	0.13 %	19,637.25	130.92	- 83.10	5.95 %	1,162.50	245.42
BB&T CORPORATION SR UNSEC 06.850% DUE 04/30/2019 RATING: A2 [05531FAB9]	18,253.65 15,000	18,253.65 15,000	18,438.75 122.9250	0.12 %	18,414.30	122.76	24.45	5.58 %	1,027.50	430.98
BHP BILLITON FIN USA LTD ISIN US055451AK46 SEDOL B7337P8 01.875% DUE 11/21/2016 RATING: A1 PNC CAPITAL ADVISOR [055451AK4]	20,203.60 20,000	20,203.60 20,000	20,218.60 101.0930	0.13 %	19,893.80	99.47	324.80	1.86 %	375.00	135.42
BP CAPITAL MARKETS PLC CO GUARNT ISIN US05565QBQ01 SEDOL B59MXG8 03.200% DUE 03/11/2016 RATING: A2 PNC CAPITAL ADVISOR [05565QBQ0]	20,000	20,000	21,154.00 105.7700	0.14 %	21,429.40	107.15	- 275.40	3.03 %	640.00	355.56
BMW VEHICLE LEASE TRUST SERIES 2010-1 CLASS A3 01.180% DUE 04/15/2013 RATING: AAA [055669AC9] PNC CAPITAL ADVISOR	50,375.00 37,514.330	50,375.00 37,514.330	37,795.69 100.7500	0.24 %	37,508.47	99.98	287.22	0.82 %	307.62	13.67





*Detail*

**Fixed income  
Corporate bonds**

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit					
BNP PARIBAS	23,442.50	20,210.20	20,015.60	0.13 %	194.60	3.57 %	720.00	76.00
SEDOL B3TJ495 ISIN US05567LU545	20,000	101.0510	100.08					
03.600% DUE 02/23/2016								
RATING: AA3								
(05567LU54)								
PNC CAPITAL ADVISOR								
BMW VEHICLE OWNER TRUST	54,814.10	55,086.35	54,992.06	0.34 %	94.29	0.76 %	418.00	6.97
SERIES 2011-A CLASS A3	55,000	100.1570	99.99					
00.760% DUE 08/25/2015								
RATING: AAA								
(05573WAC9)								
PNC CAPITAL ADVISOR								
BANK OF AMERICA CORP	23,824.00	26,725.75	26,745.50	0.17 %	-19.75	5.38 %	1,437.50	479.17
SR UNSEC	25,000	106.9030	106.98					
05.750% DUE 12/01/2017								
RATING: BAA1								
(060505DP6)								
PNC CAPITAL ADVISOR								
BANK OF MONTREAL	29,802.90	29,982.90	30,063.30	0.19 %	-80.40	1.03 %	306.93	52.83
SR UNSEC US06366QGN16	30,000	99.9430	100.21					
VAPR DUE 04/29/2014								
RATING: AA2								
(06366QGN1)								
PNC CAPITAL ADVISOR								
BERKSHIRE HATHAWAY INC	10,386.20	31,026.60	31,115.00	0.20 %	-88.40	3.63 %	1,125.00	143.75
SR UNSEC	30,000	103.4220	103.72					
03.750% DUE 08/15/2021								
RATING: AA2								
(084670BC1)								
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	Current price per unit							
BOEING CAPITAL CORP	20,742.80	21,022.60	0.13 %	19,901.40	99.51	1,121.20	2.76 %	580.00	74.11
SR UNSEC CALL 7/15/18 @100	20,000	105.1130							
02.900% DUE 08/15/2018									
RATING: A2									
(097014AM6)									
PNC CAPITAL ADVISOR									
BOTTLING GROUP LLC	29,103.75	29,100.25	0.18 %	27,951.45	111.81	1,148.80	4.41 %	1,281.25	270.49
SR UNSECURED	25,000	116.4010							
05.125% DUE 01/15/2019									
RATING: AA3									
(10138MAK1)									
PNC CAPITAL ADVISOR									
CAMPBELL SOUP CO	27,882.50	27,432.25	0.17 %	24,872.50	99.49	2,559.75	3.88 %	1,062.50	489.93
SR UNSEC	25,000	109.7290							
04.250% DUE 04/15/2021									
RATING: A2									
(134429AW9)									
PNC CAPITAL ADVISOR									
CANADIAN NATL RAILWAY	20,158.40	19,846.00	0.13 %	19,840.00	99.20	6.00	2.88 %	570.00	215.33
ISIN US136375BY35 SEDOL B6X9JJ7	20,000	99.2300							
02.850% DUE 12/15/2021									
RATING: A3									
(136375BY3)									
PNC CAPITAL ADVISOR									
PROGRESS ENERGY CAROLINA	23,464.80	23,511.00	0.15 %	19,981.60	99.91	3,529.40	4.51 %	1,060.00	223.78
1ST MTG	20,000	117.5550							
05.300% DUE 01/15/2019									
RATING: A1									
(144141CZ9)									
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	Current price per unit							
CATERPILLAR FIN SERV CRP NOTES SERIE MTN 07.050% DUE 10/01/2018 RATING: A2 (14912L4D0)	25,385.80 20,000	25,450.80 127,2540	121.92	0.16 %	24,384.00	1,066.80	5.55 %	1,410.00	3.92	
PNC CAPITAL ADVISOR CISCO SYSTEMS INC SR UNSEC 04.950% DUE 02/15/2019 RATING: A1 (17275RAE2)	23,134.20 20,000	23,097.80 115.4890	108.86	0.15 %	21,772.70	1,325.10	4.29 %	990.00	126.50	
PNC CAPITAL ADVISOR CITIGROUP INC SR UNSEC 06.010% DUE 01/15/2015 RATING: A3 (172967FA4)	41,903.60 40,000	43,401.20 108.5030	109.73	0.27 %	43,892.40	- 491.20	5.54 %	2,404.00	707.84	
PNC CAPITAL ADVISOR CITIBANK CREDIT CARD ISSUANCE TR SERIES 2009-A5 CLASS A5 02.250% DUE 12/23/2014 RATING: AAA (17305EER2)	100,875.00 100,000	100,950.00 100.9500	102.58	0.63 %	102,578.12	- 1,628.12	2.23 %	2,250.00	612.50	
PNC CAPITAL ADVISOR COCA-COLA CO/THE SR UNSEC VAR % DUE 05/15/2012 RATING: AA3 (191216AQ3)	10,008.00 10,000	10,004.10 100.0410	100.00	0.07 %	10,000.00	4.10	0.56 %	55.26	7.06	
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	Current market value							
CONOCOPHILLIPS BONDS	17,455.95	17,864.40	15,000	119.0960	17,447.25	0.12 %	116.32	417.15	4.37 %	780.00	294.67	
05.200% DUE 05/15/2018 RATING: A1 (20825CAN4)												
PNC CAPITAL ADVISOR												
RABOBANK NEDERLAND UTREC												
ISIN US21686CAD20 SEDOL B5MKX70	20,000	20,422.60	20,000	102.1130	20,640.65	0.13 %	103.20	- 218.05	3.31 %	675.00	135.00	
03.375% DUE 01/19/2017 RATING: AAA (21686CAD2)												
PNC CAPITAL ADVISOR												
CREDIT SUISSE SUB NOTES												
ISIN US22546 SEDOL B9PGKF2	23,407.75	25,877.75	25,000	103.5110	25,340.75	0.16 %	101.36	537.00	5.22 %	1,350.00	288.75	
05.400% DUE 01/14/2020 RATING: AA2 (22546QAD9)												
PNC CAPITAL ADVISOR												
JOHN DEERE CAPITAL CORP												
SR UNSECURED SER MTN	29,366.25	29,666.25	25,000	118.6650	24,923.50	0.19 %	99.69	4,742.75	4.51 %	1,337.50	661.32	
05.350% DUE 04/03/2018 RATING: A2 (24422EQR3)												
PNC CAPITAL ADVISOR												
WALT DISNEY COMPANY												
NTS SERIES B	24,252.20	24,310.60	20,000	121.5530	24,573.00	0.15 %	122.87	- 262.40	4.84 %	1,175.00	345.97	
05.875% DUE 12/15/2017 RATING: A2 (25468PCB0)												
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							
E I DU PONT DE NEMOURS BONDS	15,982.20	15,000	15,000	15,840.75	105,6050	0.10 %	14,851.20	99.01	989.55	4.74 %	750.00	158.33
05.00% DUE 07/15/2013 RATING: A2 (263534BU2)												
PNC CAPITAL ADVISOR												
DUKE ENERGY CAROLINAS 1ST MORTGAGE	11,794.50	10,000	10,000	11,754.30	117,5430	0.08 %	9,966.00	99.66	1,788.30	4.47 %	525.00	110.83
05.250% DUE 01/15/2018 RATING: A1 (26442CAC8)												
PNC CAPITAL ADVISOR												
GENERAL DYNAMICS CORP CO GUARNT CALL 04/15/21 @ 100	21,564.60	20,000	20,000	21,540.00	107,7000	0.14 %	19,967.00	99.84	1,573.00	3.60 %	775.00	163.61
03.875% DUE 07/15/2021 RATING: A2 (369550AR9)												
PNC CAPITAL ADVISOR												
GENERAL ELEC CAP CORP SR UNSEC	76,742.40	55,000	55,000	62,450.85	113,5470	0.39 %	59,312.90	107.84	3,137.95	4.85 %	3,025.00	697.43
05.500% DUE 01/08/2020 RATING: AA2 (36962G4J0)												
PNC CAPITAL ADVISOR												
GENERAL ELEC CAP CORP FDIC GUARANTEED	117,096.45	115,000	115,000	116,523.75	101,3250	0.72 %	115,578.20	100.50	945.55	2.10 %	2,443.75	678.82
02.125% DUE 12/21/2012 RATING: AAA (36967HAV9)												
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	Current price per unit							
GEORGIA POWER COMPANY NOTES	23,636.20	23,379.40	20,000	23,379.40	116.8970	0.15 %	22,065.80	110.33	1,313.60	4.62 %	1,080.00	360.00
05.400% DUE 06/01/2018 RATING: A3 (373334JK8) PNC CAPITAL ADVISOR	41,060.40	26,970.00	25,000	107.8800		0.17 %	24,859.25	99.44	2,110.75	5.71 %	1,537.50	768.75
GOLDMAN SACHS GROUP INC SR NOTES	20,805.80	20,784.20	20,000	103.9210		0.13 %	19,890.80	99.45	893.40	2.05 %	425.00	155.83
02.125% DUE 05/19/2016 RATING: AA2 (38259PAC6) PNC CAPITAL ADVISOR	20,396.40	20,497.40	20,000	102.4870		0.13 %	21,475.60	107.38	- 978.20	5.13 %	1,050.00	317.92
HSBC HOLDING PLC SUB NTS	21,243.80	21,631.60	20,000	108.1580		0.14 %	20,116.80	100.58	1,514.80	4.72 %	1,020.00	498.67
05.100% DUE 04/05/2021 RATING: AA2 (404280AK5) PNC CAPITAL ADVISOR												



Detail

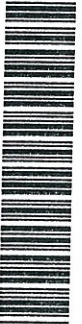
Fixed income  
Corporate bonds

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
			Current price per unit	Current							
HEWLETT PACKARD CO	29,512.50	30,000	29,886.00	99.6200	0.19 %	30,036.30	100.12	- 150.30	3.77 %	1,125.00	375.00
SR UNSEC 03.750% DUE 12/01/2020											
RATING: A3											
[428236BF9]											
PNC CAPITAL ADVISOR											
HOME DEPOT INC	15,000		16,805.70	112.0380	0.11 %	17,137.05	114.25	- 331.35	3.93 %	660.00	330.00
SR UNSEC ST CONVENTION											
04.400% DUE 04/01/2021											
RATING: A3											
[437076AW2]											
PNC CAPITAL ADVISOR											
HONDA AUTO REC OWNER T	38,257.37		29,521.31	100.2500	0.19 %	29,444.10	99.99	77.21	1.34 %	394.60	14.25
SERIES 2010-2 CLASS A3	29,447.690										
01.340% DUE 03/18/2014											
RATING: AAA											
[43812KAC7]											
PNC CAPITAL ADVISOR											
HONDA AUTO RECEIVABLES OWNER TR	29,919.00		29,975.70	99.9190	0.19 %	29,998.66	100.00	- 22.96	1.14 %	339.00	16.01
SERIES 2011-1 CLASS A3	30,000										
01.130% DUE 10/15/2014											
RATING: AAA											
[43813TAC7]											
PNC CAPITAL ADVISOR											
HONEYWELL INTERNATIONAL	22,571.80		22,623.40	113.1170	0.14 %	19,949.40	99.75	2,674.00	3.76 %	850.00	70.83
SR UNSEC	20,000										
04.250% DUE 03/01/2021											
RATING: A2											
[438516BA3]											
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	Current market value							
INTEL CORP	15,768.30	103.0350	15,000	15,455.25	103.0350	0.10 %	14,964.30	99.76	490.95	3.21 %	495.00	264.00
SR UNSEC												
03.300% DUE 10/01/2021												
RATING: A1												
(458140AJ9)												
PNC CAPITAL ADVISOR												
JPMORGAN CHASE & CO												
SUB NT	5,457.20	113.5210	5,000	5,676.05	113.5210	0.04 %	5,627.85	112.56	48.20	5.40 %	306.25	79.97
06.125% DUE 06/27/2017												
RATING: A1												
(46625HGN4)												
PNC CAPITAL ADVISOR												
JPMORGAN CHASE & CO												
NTS	30,000	115.8640	30,000	34,759.20	115.8640	0.22 %	35,259.00	117.53	- 499.80	5.44 %	1,890.00	829.50
06.300% DUE 04/23/2019												
RATING: AA3												
(46625HHL7)												
PNC CAPITAL ADVISOR												
JOHNSON & JOHNSON												
SR NTS	54,158.85	120.2760	45,000	54,124.20	120.2760	0.34 %	51,646.05	114.77	2,478.15	4.29 %	2,317.50	489.25
05.150% DUE 07/15/2018												
RATING: AAA												
(478160AU8)												
PNC CAPITAL ADVISOR												
KIMBERLY-CLARK												
SR NTS	26,489.20	133.8810	20,000	26,776.20	133.8810	0.17 %	25,076.90	125.39	1,699.30	5.61 %	1,500.00	625.00
07.500% DUE 11/01/2018												
RATING: A2												
(494368BD4)												
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	Current price per unit							
METLIFE INC	17,788.65	18.41205	15,000	122.7470	18,858.90	0.12 %	15,052.50	100.35	3,359.55	5.56 %	1,022.55	130.66
SR UNSEC SERIES A 06.817% DUE 08/15/2018 RATING: A3 [59156RAR9] PNC CAPITAL ADVISOR												
METLIFE INC	18,759.90	18.85890	15,000	125.7260	18,319.65	0.12 %	18,319.65	122.13	539.25	6.14 %	1,157.55	147.91
GLOBAL 07.717% DUE 02/15/2019 RATING: A3 [59156RAT5] PNC CAPITAL ADVISOR												
MICROSOFT CORP	36,991.50	36.87635	35,000	105.3610	34,697.60	0.23 %	34,697.60	99.14	2,178.75	2.85 %	1,050.00	525.00
SR NOTES 03.000% DUE 10/01/2020 RATING: AAA [594918AH7] PNC CAPITAL ADVISOR												
MIDAMERICAN ENERGY CO	29,183.50	29.19350	25,000	116.7740	28,105.75	0.18 %	28,105.75	112.42	1,087.75	4.54 %	1,325.00	58.89
SR NTS 05.300% DUE 03/15/2018 RATING: A2 [595620AH8] PNC CAPITAL ADVISOR												
MONSANTO CO	21,000.60	20.96720	20,000	104.8360	19,957.40	0.13 %	19,957.40	99.79	1,009.80	2.63 %	550.00	253.61
SR UNSEC ST CONVENTION 02.750% DUE 04/15/2016 RATING: A1 [611662BM8] PNC CAPITAL ADVISOR												



*Detail*

**Fixed income  
Corporate bonds**

Description (Cusip.)	Market value last period	Current market value		% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	price per unit					
MORGAN STANLEY	33,087.95	34,825.35	99.5010	0.22 %	982.00	2.89 %	1,006.25	176.09
SR UNSEC 02.875% DUE 07/28/2014	35,000							
RATING: A2								
(61747WAK5)								
PNC CAPITAL ADVISOR								
NATIONAL RURAL UTIL COOP	10,715.60	10,598.80	99.84	0.07 %	614.40	5.19 %	550.00	137.50
NOTES	10,000	105.9880						
05.500% DUE 07/01/2013								
RATING: A1								
(637432LM5)								
PNC CAPITAL ADVISOR								
NISSAN AUTO RECEIVABLES OWNER	49,878.50	50,028.00	99.98	0.31 %	36.40	0.95 %	475.00	21.11
SERIES 2011-B CLASS A3	50,000	100.0560						
00.950% DUE 02/16/2016								
RATING: AAA								
(65475QAC5)								
PNC CAPITAL ADVISOR								
ORACLE CORP	23,481.20	23,341.80	99.63	0.15 %	3,416.40	4.29 %	1,000.00	230.56
SR UNSEC 05.000% DUE 07/08/2019	20,000	116.7090						
RATING: A1								
(68389XAG0)								
PNC CAPITAL ADVISOR								
PECO ENERGY CO	11,792.50	11,809.70	99.83	0.08 %	1,826.50	4.54 %	535.00	44.58
1ST REF MORT	10,000	118.0970						
05.350% DUE 03/01/2018								
RATING: A1								
(693304AL1)								
PNC CAPITAL ADVISOR								



*Detail*

**Fixed income  
Corporate bonds**

Description (Cusip)	Market value last period		Current market value		% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit	Current							
PRIVATE EXPORT FUNDING	26,073.00	25,880.50	24,937.75	99.75	0.16 %	24,937.75	99.75	942.75	2.18 %	562.50	165.63
US GOVT GTD	25,000	103.5220									
02.250% DUE 12/15/2017											
RATING: AAA											
(742651DK5)											
PNC CAPITAL ADVISOR											
PROCTER & GAMBLE CO	57,204.00	56,992.50	57,065.00	114.13	0.36 %	57,065.00		- 72.50	4.26 %	2,425.00	714.03
BDS	50,000	113.9850									
04.850% DUE 12/15/2015											
RATING: AA3											
(742718BZ1)											
PNC CAPITAL ADVISOR											
PUBLIC SERVICE COLORADO	15,577.65	15,512.70	14,938.95	99.59	0.10 %	14,938.95		573.75	3.10 %	480.00	181.33
1ST MTG CALL 5/15/20 @ 100	15,000	103.4180									
03.200% DUE 11/15/2020											
RATING: A2											
(744448CD1)											
PNC CAPITAL ADVISOR											
ROYAL BANK OF CANADA	25,000	24,957.75	24,992.00	99.97	0.16 %	24,992.00		- 34.25	1.16 %	287.50	13.58
SER MTN ISIN US78008T2C70											
01.150% DUE 03/13/2015											
RATING: AA1											
(78008T2C7)											
PNC CAPITAL ADVISOR											
SANOFI-AVENTIS	16,612.20	16,357.20	15,102.30	100.68	0.11 %	15,102.30		1,254.90	3.67 %	600.00	3.33
ISIN US80105NAG07 SEDOL B5NP244											
04.000% DUE 03/29/2021	15,000	109.0480									
RATING: A2											
(80105NAG0)											
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
			Current price per unit	Current market value							
SIMON PROPERTY GROUP INC	25,000	25,000	24,646.25	98,5850	0.16 %	24,953.50	99.81	-307.25	2.19 %	537.50	26.87
02.150% DUE 09/15/2017											
RATING: A3											
{828807CJ4}											
PNC CAPITAL ADVISOR											
TARGET CORP	20,003.80	20,000	20,042.20	100.2110	0.13 %	19,983.52	99.92	58.68	0.59 %	116.54	23.96
SR UNSEC											
VAR % DUE 07/18/2014											
RATING: A2											
{87612EAX4}											
PNC CAPITAL ADVISOR											
TORONTO DOMINION BANK	15,174.90	15,000	15,262.95	101.7530	0.10 %	15,034.65	100.23	228.30	1.36 %	206.25	44.11
ISIN US89114QAA67 SEDOL B523H44											
01.375% DUE 07/14/2014											
RATING: AAA											
{89114QAA6}											
PNC CAPITAL ADVISOR											
TOYOTA MOTOR CREDIT CORP	26,007.25	25,000	26,140.75	104.5630	0.17 %	24,965.25	99.86	1,175.50	2.68 %	700.00	155.56
SR UNSEC											
02.800% DUE 01/11/2016											
RATING: AA3											
{89233P4R4}											
PNC CAPITAL ADVISOR											
UNITED PARCELL SERVICE	30,058.75	25,000	29,951.50	119.8060	0.19 %	28,283.25	113.13	1,668.25	4.60 %	1,375.00	290.28
SR NOTES											
05.500% DUE 01/15/2018											
RATING: AA3											
{911312AH9}											
PNC CAPITAL ADVISOR											

*Detail*

**Fixed income  
Corporate bonds**

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Price per unit		Current price per unit	Current price per unit							
US BANCORP	20,224.20	20,389.20	20,000	20,389.20	101.9460	0.13 %	19,948.80	99.74	440.40	2.16 %	440.00	180.89
SR UNSEC												
02.200% DUE 11/15/2016												
RATING: AA3												
(91159HHB9)												
PNC CAPITAL ADVISOR												
VERIZON COMMUNICATIONS	23,407.40	23,421.00	20,000	117.1050		0.15 %	23,314.40	116.57	106.60	4.70 %	1,100.00	140.56
BONDS												
05.500% DUE 02/15/2018												
RATING: A3												
(92343VAL8)												
PNC CAPITAL ADVISOR												
VERIZON COMMUNICATIONS	13,502.30	13,565.40	10,000	135.6540		0.09 %	13,470.40	134.70	95.00	6.46 %	875.00	364.58
SR NOTES												
08.750% DUE 11/01/2018												
RATING: A3												
(92343VAQ7)												
PNC CAPITAL ADVISOR												
VIRGINIA ELEC & POWER CO	17,906.85	17,780.85	15,000	118.5390		0.11 %	16,703.55	111.36	1,077.30	4.56 %	810.00	339.75
SR UNSECURED												
05.400% DUE 04/30/2018												
RATING: A3												
(927804FF6)												
PNC CAPITAL ADVISOR												
WACHOVIA CORP	21,765.00	22,272.20	20,000	111.3610		0.14 %	21,051.00	105.26	1,221.20	5.06 %	1,125.00	518.75
SUB NTS												
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	Current							
WAL-MART STORES INC	24,612.20	24,297.40	20,000	24,297.40	121,487.0	0.15 %	21,017.40	105.09	3,280.00	4.78 %	1,160.00	148.22
SR NOTES 05.800% DUE 02/15/2018 RATING: AAZ [931142CJ0]	10,923.20	16,099.65	15,000	107,331.0	16,099.65	0.10 %	15,491.70	103.28	607.95	3.38 %	543.75	125.36
PNC CAPITAL ADVISOR												
WAL-MART STORES INC												
SR UNSEC 03.625% DUE 07/08/2020 RATING: AAZ [931142CU5]	17,023.35	17,410.20	15,000	116,068.0	17,410.20	0.11 %	16,937.55	112.92	472.65	4.85 %	843.75	257.81
PNC CAPITAL ADVISOR												
WELLS FARGO COMPANY												
SR UNSEC 05.625% DUE 12/11/2017 RATING: A2 [949746NX5]	30,349.20	31,052.10	30,000	103,507.0	31,052.10	0.20 %	30,199.80	100.67	852.30	2.90 %	900.00	142.50
PNC CAPITAL ADVISOR												
WESTPAC BANKING CORP												
SR UNSEC ISIN US961214BN23 03.000% DUE 08/04/2015 RATING: AAZ [961214BN2]	22,091.60	22,072.40	20,000	110,362.0	22,072.40	0.14 %	19,961.20	99.81	2,111.20	5.44 %	1,200.00	600.00
PNC CAPITAL ADVISOR												
WISCONSIN ELEC PWR												
NOTES 06.000% DUE 04/01/2014 RATING: A2 [976656CA4]												
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	Quantity	price per unit							
WORLD OMNI AUTO RECEIVABLES TR	44,997.75	44.99775	99.9950	44.99800	0.28 %	44,998.00	100.00	- 0.25	1.92 %	859.50	38.20
SERIES 2011-A CLASS A4	45,000	99.9950									
01.910% DUE 04/15/2016											
RATING: AAA											
(98158KAD1)											
PNC CAPITAL ADVISOR											
<b>Total corporate bonds</b>			<b>\$2,365,311.75</b>	<b>\$2,292,395.23</b>	<b>14.58 %</b>	<b>\$72,916.52</b>	<b>3.46 %</b>	<b>\$81,731.55</b>	<b>\$21,867.69</b>		

**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	Quantity	price per unit							
US TREASURY NOTES	404,639.20	\$469,056.70	445,000	\$105.4060	2.90 %	\$477,904.75	\$107.39	- \$8,848.05	4.04 %	\$18,912.50	\$2,390.04
04.250 % DUE 08/15/2013											
RATING: AAA											
(912828BH2)											
PNC CAPITAL ADVISOR											
USA TREASURY NOTE	321,344.95	277,171.45	265,000	104.5930	1.71 %	279,057.03	105.31	- 1,885.58	2.28 %	6,293.75	547.28
02.375% DUE 08/31/2014											
RATING: AAA											
(912828LK4)											
PNC CAPITAL ADVISOR											
USA TREASURY NOTES	165,397.50	136,327.50	125,000	109.0620	0.85 %	133,026.57	106.42	3,300.93	2.76 %	3,750.00	1,885.25
03.000% DUE 09/30/2016											
RATING: AAA											
(912828LP3)											
PNC CAPITAL ADVISOR											
USA TREASURY NOTES	182,221.20	20,181.20	20,000	100.9060	0.13 %	19,921.87	99.61	259.33	1.37 %	275.00	58.17
01.375% DUE 01/15/2013											
RATING: AAA											
(912828MG2)											
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								
USA TREASURY NOTES 01.375% DUE 05/15/2013 RATING: AAA	50,000	101.2500	50,625.00	0.32 %	50,792.97	101.59	- 167.97	1.36 %	687.50	260.65
PNC CAPITAL ADVISOR (912828NC0)										
USA TREASURY NOTES 02.625% DUE 08/15/2020 RATING: AAA	75,490.10 145,000	152,815.50 105.3900	152,815.50 107.49	0.95 %	155,856.25	107.49	- 3,040.75	2.50 %	3,806.25	481.01
PNC CAPITAL ADVISOR (912828NT3)										
USA TREASURY NOTES 01.250% DUE 10/31/2015 RATING: AAA	87,177.70 75,000	76,500.00 102.0000	76,500.00 102.0000	0.48 %	73,596.10	98.13	2,903.90	1.23 %	937.50	394.06
PNC CAPITAL ADVISOR (912828PE4)										
USA TREASURY NOTES 01.875% DUE 10/31/2017 RATING: AAA	45,000	46,553.85 103.4530	46,553.85 103.4530	0.29 %	46,972.27	104.38	- 418.42	1.82 %	843.75	354.65
PNC CAPITAL ADVISOR (912828PT1)										
USA TREASURY NOTES 02.625% DUE 01/31/2018 RATING: AAA	130,743.60 155,000	166,600.20 107.4840	166,600.20 107.4840	1.03 %	167,929.88	108.34	- 1,329.68	2.45 %	4,068.75	681.85
PNC CAPITAL ADVISOR (912828RC6)										
USA TREASURY NOTES 02.500% DUE 08/15/2021 RATING: AAA	82,000.00 125,000	124,843.75 99.8750	124,843.75 99.8750	0.77 %	125,187.90	100.15	- 344.15	2.13 %	2,656.25	335.68
PNC CAPITAL ADVISOR (912828RH5)										
USA TREASURY NOTES 00.250% DUE 09/30/2018 RATING: AAA	30,000	29,784.30 99.2810	29,784.30 99.2810	0.19 %	30,174.61	100.58	- 390.31	0.26 %	75.00	0.41
PNC CAPITAL ADVISOR										



*Detail*

**Treasury bonds**

Description [Cusip]	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
USA TREASURY NOTES 01.375% DUE 01/31/2019 RATING: AAA (912828SD3) PNC CAPITAL ADVISOR	55,000	53,822.45	97,8590	1.818	0.34 %	54,742.19	99.53	- 919.74	1.41 %	756.25	126.73
<b>Total treasury bonds</b>			<b>\$1,604,281.90</b>		<b>9.89 %</b>	<b>\$1,615,162.39</b>		<b>- \$10,880.49</b>	<b>2.68 %</b>	<b>\$43,062.50</b>	<b>\$7,515.78</b>

**Agency bonds**

Description [Cusip]	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
BANK OF AMERICA CORP FDIC GUARANTEED 03.125% DUE 06/15/2012 RATING: AAA (06050BAA9) PNC CAPITAL ADVISOR	40,000	\$25,318.50	101.0790	\$25,144.25	0.16 %	\$25,509.75	\$102.04	- \$365.50	3.11 %	\$781.25	\$230.03
CITIBANK NA FDIC GUAR 01.750% DUE 12/28/2012 RATING: AAA (17314JAT0) PNC CAPITAL ADVISOR	40,573.60		40,431.60	101.0790	0.25 %	40,829.20	102.07	- 397.60	1.74 %	700.00	180.83
FEDERAL HOME LN BANK BNDS 04.125% DUE 12/13/2019 RATING: AAA (3133XVRK9) PNC CAPITAL ADVISOR	28,987.75	25,000	28,770.00	115.0800	0.18 %	27,620.00	110.48	1,150.00	3.59 %	1,031.25	309.37



Detail

Agency bonds

Description (Cusip )	Market value last period	Current market value		% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	price per unit					
FEDERAL HOME LOAN MTG CORP NOTES	65,000	63,790.35	98.1390	0.40 %	- 980.45	2.43 %	1,543.75	334.48
02.375% DUE 01/13/2022								
RATING: AAA								
(3137EADB2)								
PNC CAPITAL ADVISOR								
FEDERAL NATL MTG ASSN	78,695.52	72,676.99	107.5120	0.45 %	4,655.52	4.19 %	3,041.95	261.95
POOL #295031	67,598.960							
04.500% DUE 12/01/2018								
NOT RATED								
(31371LHG7)								
PNC CAPITAL ADVISOR								
FEDERAL NATL MTG ASSN	55,782.75	51,064.36	108.1870	0.32 %	5,003.71	4.63 %	2,360.00	203.22
POOL #357707	47,200.090							
05.000% DUE 02/01/2035								
NOT RATED								
(31376KKU9)								
PNC CAPITAL ADVISOR								
FEDERAL NATL MTG ASSN	147,335.45	139,854.27	106.4680	0.87 %	3,067.45	4.23 %	5,911.11	509.01
POOL #AH9719	131,358.029							
04.500% DUE 04/01/2041								
NOT RATED								
(3138ABYR4)								
PNC CAPITAL ADVISOR								
FEDERAL NATL MTG ASSN	55,858.36	52,469.90	108.1560	0.33 %	4,775.38	4.63 %	2,425.66	208.88
POOL #826905	48,513.170							
05.000% DUE 08/01/2035								
NOT RATED								
(31407CU62)								
PNC CAPITAL ADVISOR								
FEDERAL NATL MTG ASSN	43,065.24	39,442.41	107.7620	0.25 %	3,693.11	4.18 %	1,647.06	141.83
POOL # 888459	36,601.410							
04.500% DUE 08/01/2020								
NOT RATED								
(31410GB44)								
PNC CAPITAL ADVISOR								

Detail

Agency bonds

Description (Cusip)	Market value last period	Quantity	Current market value price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
FEDERAL NATL MTG ASSN	56,802.81	53,772.23	108.7250	0.34 %	48,332.70	97.73	5,439.53	4.60 %	2,472.86	212.94
POOL # 902804	49,457.100									
05.000% DUE 11/01/2021										
NOT RATED										
(31411BAD5)										
PNC CAPITAL ADVISOR										
FEDERAL NATL MTG ASSN	40,693.76	36,949.97	108.3500	0.23 %	36,526.89	107.11	423.08	4.62 %	1,705.12	146.83
POOL #949445	34,102.420									
05.000% DUE 06/01/2023										
NOT RATED										
(31413MHWO)										
PNC CAPITAL ADVISOR										
FEDERAL NATL MTG ASSN	157,146.08	154,635.62	106.0150	0.96 %	144,004.55	98.73	10,631.07	3.78 %	5,834.48	502.41
POOL #AB2077	145,862.024									
04.000% DUE 01/01/2041										
NOT RATED										
(31416XJ9)										
PNC CAPITAL ADVISOR										
FEDERAL NATL MTG ASSN	49,710.48	48,470.64	107.6000	0.30 %	46,123.97	102.39	2,346.67	4.19 %	2,027.12	174.56
POOL # AB2275	45,047.060									
04.500% DUE 02/01/2041										
NOT RATED										
(31416XQ52)										
PNC CAPITAL ADVISOR										
FEDERAL NATL MTG ASSN	97,781.91	95,912.74	107.6000	0.60 %	91,965.59	103.17	3,947.15	4.19 %	4,011.22	345.41
POOL #AE6344	89,138.232									
04.500% DUE 11/01/2040										
NOT RATED										
(31419HBN1)										
PNC CAPITAL ADVISOR										
GMAC LLC	75,141.00	75,135.00	100.1800	0.47 %	75,195.75	100.26	- 60.75	0.48 %	355.24	11.84
FDIC GUARANTEED	75,000									
VAR % DUE 12/19/2012										
RATING: AAA										
(36186CBG7)										
PNC CAPITAL ADVISOR										





*Detail*

**Agency bonds**

Description (Cusip)	Market value last period		Quantity	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							
GOLDMAN SACHS GROUP INC	15,202.80	15,090.30	15,000	100.6020	103.88	0.10 %	15,581.40	103.88	- 491.10	3.24 %	487.50	143.54
FDIC GUARANTEED												
03.250% DUE 06/15/2012												
RATING: AAA												
(38146FAA9)												
PNC CAPITAL ADVISOR												
JPMORGAN CHASE & CO	10,088.10	10,039.00	10,000	100.3900	99.95	0.07 %	9,995.00	99.95	44.00	2.12 %	212.50	58.44
FDIC GUARANTEED												
02.125% DUE 06/22/2012												
RATING: AAA												
(481247AE4)												
PNC CAPITAL ADVISOR												
JPMORGAN CHASE & CO	96,748.00	96,277.75	96,000	101.3450	101.54	0.60 %	96,461.10	101.54	- 183.35	2.10 %	2,018.75	532.73
FDIC GTD												
02.125% DUE 12/26/2012												
RATING: AAA												
(481247AM6)												
PNC CAPITAL ADVISOR												
<b>Total agency bonds</b>						<b>6.78 %</b>	<b>\$1,057,229.46</b>		<b>\$42,697.92</b>	<b>3.51 %</b>	<b>\$38,566.82</b>	<b>\$4,508.30</b>

**Other fixed income assets**

Description (Cusip)	Market value last period		Quantity	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							
ONTARIO (PROVINCE OF)												
ISIN US68323AAU88 SEDOL B55GFM4												
03.000% DUE 07/16/2018	20,000	\$21,241.38	20,000	\$106.2069	\$105.55	0.14 %	\$21,110.00	\$105.55	\$131.38	2.83 %	\$600.00	\$125.00
RATING: AA1												
(68323AAU8)												
PNC CAPITAL ADVISOR												
<b>Total fixed income</b>						<b>31.38 %</b>	<b>\$4,985,897.08</b>		<b>\$104,865.33</b>	<b>3.22 %</b>	<b>\$163,960.87</b>	<b>\$34,016.77</b>

*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	Current quantity	Current price per unit							
BORG WARNER INC. (BWA)	\$67,564.40		\$89,400.40		0.56%	\$80,761.50	\$8,638.90	0.57%	\$508.80		
ADVANTAGE PORTFOLIO	1,060		\$84,3400		0.72%	\$76.19	24,476.59	2.17%	2,515.50		
COMCAST CORPORATION CL A (CMCSA)	91,757.70		116,138.70		0.87%	91,662.11	95,170.35	2.31%	2,644.80		
ADVANTAGE PORTFOLIO	3,870		30,0100		0.63%	23.69	42,198.94	2.09%	2,100.00		
DOLLAR TREE INC (DLTR)	123,418.35		140,317.65		0.90%	45,147.30	16,208.75	2.02%	2,936.00		734.00
ADVANTAGE PORTFOLIO	1,485		94,4900		0.70%	30.40	40,463.25	3.69%	4,178.80		
HOME DEPOT INC (HD)	114,706.80		114,706.80		0.62%	98,498.05	13,382.87	2.86%	2,828.00		
ADVANTAGE PORTFOLIO	2,280		50,3100		5.67%	43.20	\$636,296.77	1.93%	\$17,711.90		\$734.00
LIMITED BRANDS INC (LTD)	84,735.00		100,800.00			27.91					
ADVANTAGE PORTFOLIO	2,100		48,0000			28.05					
MACY'S INC (M)	118,100.60		145,809.10			72,970.95					
ADVANTAGE PORTFOLIO	3,670		39,7300			21.65					
MATTEL INC (MAT)	93,551.20		113,434.20			85,698.13					
ADVANTAGE PORTFOLIO	3,370		33,6600			84.85					
MCDONALD'S CORP (MCD)	101,333.30		99,081.00								
ADVANTAGE PORTFOLIO	1,010		98,1000								
<b>Total consumer discretionary</b>			<b>\$919,687.85</b>		<b>5.67%</b>	<b>\$636,296.77</b>	<b>\$283,391.08</b>	<b>1.93%</b>	<b>\$17,711.90</b>		<b>\$734.00</b>

*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	Current quantity	Current price per unit							
HERBALIFE LTD (HLF)	1,120		\$77,078.40		0.48%	\$80,253.76	-\$3,175.36	1.31%	\$1,008.00		
ADVANTAGE PORTFOLIO	95,858.90		\$68,8200		0.85%	\$71.66	24,588.38	2.76%	3,794.40		948.60
COCA COLA CO (KO)	1,860		137,658.60		0.75%	113,070.22	25,378.14	2.48%	2,994.40		
ADVANTAGE PORTFOLIO	1,860		74,0100		0.48%	60.79	7,636.82	3.06%	2,331.60		582.90
THE HERSHEY COMPANY (HSY)	121,706.60		120,820.10			95,441.96					
ADVANTAGE PORTFOLIO	1,970		61,3300			48.45					
KRAFT FOODS INC - A (KFT)	75,093.60		76,400.10			68,763.28					
ADVANTAGE PORTFOLIO	2,010		38,0100			34.21					





*Detail*

**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								
LAUDER ESTEE COS INC (EL)	113,443.20	125,118.80	125,118.80	0.78 %	96,185.25	47.62	28,933.55	0.85 %	1,060.50	
CL A	2,020	61.9400	61.9400							
ADVANTAGE PORTFOLIO										
PROCTER & GAMBLE CO (PG)	132,752.90	96,110.30	96,110.30	0.60 %	79,028.73	55.27	17,081.57	3.13 %	3,003.00	
ADVANTAGE PORTFOLIO	1,430	67.2100	67.2100							
WAL-MART STORES INC (WMT)	99,799.20	61.2000	61.2000	0.01 %						
ADVANTAGE PORTFOLIO										
WHOLE FOODS MKT INC (WFM)	86,279.20	103,168.00	103,168.00	0.64 %	79,150.85	63.83	24,017.15	0.68 %	694.40	663.83
ADVANTAGE PORTFOLIO	1,240	83.2000	83.2000							
<b>Total consumer staples</b>			<b>\$736,354.30</b>	<b>4.54 %</b>	<b>\$611,894.05</b>		<b>\$124,460.25</b>	<b>2.02 %</b>	<b>\$14,886.30</b>	<b>\$2,195.33</b>

**Energy**

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								
CHEVRON CORPORATION (CVX)	208,544.00	\$210,131.60	\$210,131.60	1.30 %	\$145,424.11	\$74.20	\$64,707.49	3.03 %	\$6,350.40	
ADVANTAGE PORTFOLIO	1,960	\$107,2100	\$107,2100							
CONOCOPHILLIPS (COP)	80,157.00	83,611.00	83,611.00	0.52 %	78,997.88	71.82	4,613.12	3.48 %	2,904.00	
ADVANTAGE PORTFOLIO	1,100	76.0100	76.0100							
EXXON MOBIL CORP (XOM)	243,261.20	248,915.10	248,915.10	1.54 %	210,960.35	73.51	37,954.75	2.17 %	5,395.60	
ADVANTAGE PORTFOLIO	2,870	86.7300	86.7300							
NATIONAL OILWELL VARCO INC (NOV)	97,905.60	135,099.00	135,099.00	0.84 %	82,710.68	48.65	52,388.32	0.61 %	816.00	
ADVANTAGE PORTFOLIO	1,700	79.4700	79.4700							
NOBLE ENERGY INC (NBL)		67,468.20	67,468.20	0.42 %	70,173.14	101.70	- 2,704.94	0.90 %	607.20	
ADVANTAGE PORTFOLIO	690	97.7800	97.7800							
<b>Total energy</b>			<b>\$745,224.90</b>	<b>4.59 %</b>	<b>\$588,266.16</b>		<b>\$156,958.74</b>	<b>2.16 %</b>	<b>\$16,073.20</b>	



*Detail*

**Financial**

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
INVECO LTD (IVZ)			\$104,013.00	0.65%	\$101,212.57	\$25.95	\$2,800.43	1.84%	\$1,911.00	
ISIN BMG491BT1088 SEDOL B28XP76 ADVANTAGE PORTFOLIO	3,900		\$26,670.00							
AMERICAN EXPRESS CO (AXP)	75,943.70		102,412.20	0.64%	77,572.84		24,839.36	1.39%	1,416.00	
ADVANTAGE PORTFOLIO	1,770		57,860.00		43.83					
BANK OF AMERICA CORP (BAC)	25,075.60		43,160.70	0.27%	74,511.46	16.52	-31,350.76	0.42%	180.40	
ADVANTAGE PORTFOLIO	4,510		9,570.00							
CHUBB CORP (CB)	101,061.20		100,900.60	0.63%	65,699.13		35,201.47	2.38%	2,394.40	598.60
ADVANTAGE PORTFOLIO	1,460		69,110.00		45.00					
CITIGROUP INC (C)	52,356.90		72,734.50	0.45%	84,668.04		-11,933.54	0.11%	79.60	
ADVANTAGE PORTFOLIO	1,990		36,550.00		42.55					
EQUITY RESIDENTIAL (EQR)	65,584.50		72,013.00	0.45%	52,498.88	45.65	19,514.12	2.16%	1,552.50	388.13
SH BEN INT REIT	1,150		62,620.00							
ADVANTAGE PORTFOLIO										
JPMORGAN CHASE & CO (JPM)	119,866.25		165,757.90	1.03%	103,384.92		62,372.98	2.61%	4,326.00	
ADVANTAGE PORTFOLIO	3,605		45,980.00		28.68					
MOODY'S CORP (MCO)	55,908.80		80,411.00	0.50%	74,371.51		6,039.49	1.53%	1,222.40	
ADVANTAGE PORTFOLIO	1,910		42,100.00		38.94					
PRICE T ROWE GROUP INC (TROW)	1,420		92,726.00	0.58%	84,402.31		8,323.69	2.09%	1,931.20	
ADVANTAGE PORTFOLIO			65,300.00		59.44					
WELLS FARGO & COMPANY (WFC)	96,735.60		157,385.40	0.98%	127,014.03		30,371.37	1.41%	2,212.80	
ADVANTAGE PORTFOLIO	4,610		34,140.00		27.55					
<b>Total financial</b>			<b>\$991,514.30</b>	<b>6.11%</b>	<b>\$845,335.69</b>		<b>\$146,178.61</b>	<b>1.74%</b>	<b>\$17,226.30</b>	<b>\$986.73</b>

**Health care**

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
COVIDIEN PLC (COV)			\$113,734.40	0.71%	\$98,050.72	\$47.14	\$15,683.68	1.65%	\$1,872.00	
ISIN IE00B68SQD29 SEDOL B68SQD2 ADVANTAGE PORTFOLIO	2,080		\$54,680.00							
ALLERGAN INC (AGN)	108,797.60		118,333.20	0.73%	56,700.15		61,633.05	0.21%	248.00	
ADVANTAGE PORTFOLIO	1,240		95,430.00		45.73					



Detail

**Health care**

Description (Symbol)	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Quantity	price per unit							
BRISTOL MYERS SQUIBB CO (BMY)	81,052.00	77,625.00	158,963.60	150,400.12	0.98%	71,669.15	31.16	8,563.48	4.03%	5,494.80	
ADVANTAGE PORTFOLIO	2,300	33,750.00	65,960.00	62.41	0.33%	51,762.83	37.51	1,229.17	4.38%	2,318.40	579.60
JOHNSON & JOHNSON (JNJ)	158,047.80	158,963.60	52,992.00	38.4000	0.84%	94,563.11	15.81	40,853.99	3.89%	5,262.40	
ADVANTAGE PORTFOLIO	2,410	65,960.00	135,417.10	22,645.00	0.49%	79,115.52	31.15	- 604.12			
MERCK & CO INC (MRK)	52,026.00	52,992.00	60,924.25	67.86	0.38%	43,632.18	67.86	17,292.07	0.48%	290.64	242.86
ADVANTAGE PORTFOLIO	1,380	38,400.00	78,511.40	30.9100	0.64%	47,449.42	26.96	56,284.98	1.11%	1,144.00	
PFIZER INC (PFE)	129,407.20	135,417.10	103,734.40	58,940.00	5.55%	\$693,343.20		\$206,892.15	2.20%	\$19,758.24	\$822.46
ADVANTAGE PORTFOLIO	5,980	22,645.00	58,940.00								
RESMED INC (RMD)	2,540	30,910.00									
ADVANTAGE PORTFOLIO	66,807.70	60,924.25									
SHIRE PLC (SHPGY)	643	94,750.00									
SPONSORED ADR											
ADVANTAGE PORTFOLIO	89,196.80	103,734.40									
UNITEDHEALTH GROUP INC (UNH)	1,760	58,940.00									
ADVANTAGE PORTFOLIO											
<b>Total health care</b>		<b>\$900,235.35</b>									

**Industrials**

Description (Symbol)	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Quantity	price per unit							
CATERPILLAR INC (CAT)	1,070	\$113,976.40	97,232.40	\$111.36	0.71%	\$119,154.41	\$111.36	-\$5,178.01	1.73%	\$1,968.80	
ADVANTAGE PORTFOLIO	58,093.20	\$106,520.00	120,040.00	65.38	0.60%	52,954.26	65.38	44,278.14	1.34%	1,296.00	
CUMMINS INC (CMI)	810	97,232.40	100,704.00	79,569.18	0.63%	79,569.18	49.73	21,134.82	2.01%	2,016.00	
ADVANTAGE PORTFOLIO	92,880.00	100,704.00	62,940.00	49.73	0.61%	82,219.49	49.73	15,320.71	3.39%	3,304.80	826.20
DOVER CORP (DOV)	1,600	62,940.00	97,540.20	20,070.00	0.38%	78,924.71	16.92	- 17,919.71	0.96%	581.00	
ADVANTAGE PORTFOLIO	87,042.60	97,540.20	61,005.00	73,500.00							
GENERAL ELECTRIC CO (GE)	4,860	20,070.00									
ADVANTAGE PORTFOLIO	62,225.10	20,070.00									
JOY GLOBAL INC (JOY)	830	61,005.00									
ADVANTAGE PORTFOLIO		73,500.00									



Detail

**Industrials**

Description (Symbol)	Market value last period	Quantity	Current price per unit	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
UNION PACIFIC CORP (UNP)	103,397.44	976	104,900.48	101,880.00	0.65 %	72,594.08	70,594.08	32,306.40	2.24 %	2,342.40	585.60
ADVANTAGE PORTFOLIO	86,977.10	1,190	98,698.60	82,940.00	0.61 %	57,724.27	48.51	40,974.33	2.32 %	2,284.80	
UNITED TECHNOLOGIES CORP (UTX)											
ADVANTAGE PORTFOLIO											
<b>Total Industrials</b>				<b>\$674,057.08</b>	<b>4.16 %</b>	<b>\$543,140.40</b>		<b>\$130,916.68</b>	<b>2.05 %</b>	<b>\$13,793.80</b>	<b>\$1,411.80</b>

**Information technology**

Description (Symbol)	Market value last period	Quantity	Current price per unit	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
APPLE INC (AAPL)	\$255,150.00	630	\$377,716.50	\$238,850.00	2.33 %	\$38,121.64	\$60.51	\$339,594.86			
ADVANTAGE PORTFOLIO	76,659.20	5,920	125,208.00	21,150.00	0.78 %	113,162.52	19.12	12,045.48	1.52 %	1,894.40	
CISCO SYSTEMS INC (CSCO)	88,529.40	4,580	136,850.40	29,880.00	0.85 %	82,500.29	18.01	54,350.11			
ADVANTAGE PORTFOLIO	62,783.10	2,070	76,383.00	36,900.00	0.48 %	70,978.02	34.29	5,404.98			
EBAY INC (EBAY)	167,934.00	190	121,835.60	641,240.00	0.76 %	74,921.55	394.32	46,914.05			
INTEL CORP (INTC)	104,032.50	4,290	120,613.35	28,115.00	0.75 %	76,684.99	17.88	43,928.36	2.99 %	3,603.60	
ADVANTAGE PORTFOLIO	126,877.20	690	143,968.50	208,650.00	0.89 %	74,611.50	108.13	69,357.00	1.44 %	2,070.00	
INTERNATIONAL BUSINESS MACHS (IBM)											
CORP											
ADVANTAGE PORTFOLIO	137,198.60	5,285	170,467.68	32,250.00	1.06 %	88,784.92	16.80	81,682.76	2.49 %	4,228.00	
MICROSOFT CORP (MSFT)	107,730.00	2,390	69,692.40	29,160.00	0.43 %	40,115.23	16.79	29,577.17	0.83 %	573.60	
ADVANTAGE PORTFOLIO	111,041.00	2,480	168,788.80	68,060.00	1.05 %	135,978.23	54.83	32,810.57	1.27 %	2,132.80	
QUALCOMM (QCOM)											
ADVANTAGE PORTFOLIO											
<b>Total information technology</b>				<b>\$1,511,524.23</b>	<b>9.32 %</b>	<b>\$795,858.89</b>		<b>\$715,665.34</b>	<b>0.96 %</b>	<b>\$14,502.40</b>	



*Detail*

**Materials**

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 quantity	Current price per unit							
CELANESE CORP-SERIES A (CE)	74,816.30	\$74.81	74,816.30	\$74.81	0.49 %	\$38,077.68	\$39,966.52	0.52 %	\$405.60		
ADVANTAGE PORTFOLIO	1,690	\$66.18	1,690	\$66.18	0.49 %	\$22.53	-3,266.15	2.02 %	1,580.80		395.20
EASTMAN CHEM CO (EMIN)	1,520	78.56	1,520	78.56	0.63 %	81,834.95	18,008.37	0.69 %	691.20		172.80
ADVANTAGE PORTFOLIO	70,552.80	101.63	70,552.80	101.63		83,617.23					
FMC CORPORATION NEW (FMC)	960	105.86	960	105.86		87.10					
ADVANTAGE PORTFOLIO					1.59 %	\$203,529.86	\$54,708.74	1.04 %	\$2,677.60		\$568.00

**Telecommunication services**

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 quantity	Current price per unit							
AT&T INC (T)	156.80	\$72.45	156.80	\$72.45	0.45 %	\$57,332.52	\$15,121.08	5.64 %	\$4,083.20		
ADVANTAGE PORTFOLIO	2,320	\$31.23	2,320	\$31.23	0.53 %	\$24.71					
VODAFONE GROUP PLC (VOD)	86,052.10	84.94	86,052.10	84.94		83,758.67	1,188.23	5.17 %	4,390.10		
SPONSORED ADR NEW	3,070	27.67	3,070	27.67		27.28					
ADVANTAGE PORTFOLIO					0.97 %	\$141,091.19	\$16,309.31	5.38 %	\$8,473.30		

**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 quantity	Current price per unit							
NORTHEAST UTILITIES (NU)	66,008.10	\$66.01	66,008.10	\$66.01	0.42 %	\$59,196.36	\$8,733.24	3.17 %	\$2,150.25		
ADVANTAGE PORTFOLIO	1,830	\$37.12	1,830	\$37.12	0.41 %	\$32.35					
OGE ENERGY CORP (OGE)	70,320.40	66.34	70,320.40	66.34	0.71 %	57,020.23	9,319.77	2.94 %	1,946.80		
ADVANTAGE PORTFOLIO	1,240	53.50	1,240	53.50		45.98					
WISCONSIN ENERGY CORP (WEC)	113,620.00	114.33	113,620.00	114.33		70,743.17	43,591.83	3.42 %	3,900.00		
ADVANTAGE PORTFOLIO	3,250	35.18	3,250	35.18		21.77					
Total utilities					1.53 %	\$186,959.76	\$61,644.84	3.22 %	\$7,997.05		
Total stocks					44.03 %	\$5,245,715.97	\$1,897,125.74	1.86 %	\$133,100.09		\$6,718.32



*Detail*

**Mutual funds - equity**

Description (Symbol)	Market value last period	Quantity	Current market value	% of total portfolio	Total tax cost	Avg tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
PNC INTERNATIONAL EQUITY FUND (PIIUX)	\$752,753.06	58,808.833	\$14,7100	5.34 %	\$568,138.46	\$9.32	\$316,939.47	1.19 %	\$10,291.55	
21-75-073-4453885										
PNC SMALL CAP CORE FUND (PPCIX)	1,676,961.33	138,363.146	1,894,191.47	11.68 %	1,204,589.33	8.71	689,602.14			
CLASS I			13,6900							
FUND #426										
21-75-073-4453885										
PNC LARGE CAP VALUE FUND (PLIVX)	827,141.65	62,378.707	911,976.70	5.63 %	836,534.00	13.41	75,442.70	1.41 %	12,787.63	
CLASS I			14,6200							
21-75-073-4453885										
<b>Total mutual funds - equity</b>			<b>\$3,671,246.10</b>	<b>22.63 %</b>	<b>\$2,589,261.79</b>		<b>\$1,081,984.31</b>	<b>0.63 %</b>	<b>\$23,079.18</b>	
<b>Total equities</b>			<b>\$10,814,087.81</b>	<b>66.66 %</b>	<b>\$7,834,977.76</b>		<b>\$2,979,110.05</b>	<b>1.44 %</b>	<b>\$156,179.27</b>	<b>\$6,718.32</b>
<b>Total portfolio</b>			<b>\$16,223,061.67</b>	<b>100.00 %</b>	<b>\$13,139,086.29</b>		<b>\$3,083,975.38</b>	<b>1.97 %</b>	<b>\$320,171.96</b>	<b>\$40,737.71</b>







CLEVE PUB LIB ENDMT CONS  
 INVESTMENT MANAGEMENT STATEMENT  
 Account number 21-75-501-4453885  
 January 1, 2012 - March 30, 2012

Detail

Transaction detail

Activity	Description	Payable date	Post date	Quantity	Amount per unit	Income this period	Principal this period
	Beginning cash balance					\$106,901.00	-\$106,901.00
<b>Additions</b>							
<b>Investment income</b>							
Interest	NATIONAL RURAL UTIL COOP NOTES	01/01/12	01/03/12	10,000	\$0.0275	\$275.00	
Dividend	05.500% DUE 07/01/2013 PNC CAPITAL ADVISOR						
Dividend	MACY'S INC	01/03/12		3,670	0.1000	367.00	
Interest	ADVANTAGE PORTFOLIO PNC TREASURY MONEY MARKET FUND #431	12/31/11	01/03/12	81,011.360		0.48	
Dividend	PNC CAPITAL ADVISOR UNION PACIFIC CORP ADVANTAGE PORTFOLIO	01/02/12	01/03/12	976	0.6000	585.60	
Interest	PNC TREASURY MONEY MARKET FUND #431	12/31/11	01/03/12	149,997.380		1.22	
Dividend	21-75-073-4453885 WAL-MART STORES INC ADVANTAGE PORTFOLIO	01/03/12		1,670	0.3650	609.55	
Interest	PNC TREASURY MONEY MARKET FUND #431	12/31/11	01/03/12	98,138.140		0.76	
Interest	ADVANTAGE PORTFOLIO USA TREASURY NOTES 02.625% DUE 01/31/2018 PNC CAPITAL ADVISOR	01/04/12		5,000	0.0112	56.00	

CLEVELAND PUBLIC LIBRARY

Finance Committee

**REPORT ON INVESTMENTS – March 2012**

**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 March 1, 2012 through March 31, 2012.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment	
					Income	Investment Form
03/01/12 - 03/31/12	31	Various	STAR Ohio	Various	632.90	Investment Pool
03/01/12 - 03/31/12	31	Various	PNC	Various	4.04	Sweep Money Market
03/01/12 - 03/31/12	31	Various	PNC	Various	0.82	Money Market
09/17/11 - 03/17/12	183	2,000,000	Federal Farm Credit Bank	0.650%	6,500.00	Federal Agency
09/28/11 - 03/28/12	183	750,000	Federal Home Loan Mortgage Corp.	0.750%	2,812.50	Federal Agency
09/28/11 - 03/19/12	174	1,500,000	Federal Home Loan Mortgage Corp.	0.500%	3,562.50	Federal Agency
02/06/12 - 03/16/12	40	2,500,000	Federal National Mortgage Assn.	0.375%	1,041.67	Federal Agency
10/03/11 - 03/23/12	173	500,000	Federal Farm Credit Bank	0.350%	826.39	Federal Agency
12/30/11 - 03/30/12	92	2,000,000	Federal Home Loan Bank	0.875%	4,375.00	Federal Agency
09/27/11 - 03/27/12	183	2,000,000	Federal National Mortgage Assn.	0.600%	6,000.00	Federal Agency
12/23/11 - 03/23/12	92	1,000,000	Federal Home Loan Mortgage Corp.	0.750%	2,625.00	Federal Agency
11/30/11 - 03/27/12	119	1,000,000	Federal National Mortgage Assn.	0.550%	1,837.50	Federal Agency

Earned Interest March 2012 \$ 30,218.32  
 Earned Interest Year To Date \$ 67,124.72

## CLEVELAND PUBLIC LIBRARY

REPORT C

Finance Committee  
April 17, 2012

## REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR MARCH 2012

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
Music Library Association Annual Conference Dallas, Texas	2/16/12 - 2/18/12	Michael Dalby	1,140.07
American Society for Training and Development The Respect Effect Seminar Independence, Ohio	3/15/12	Cindy Lombardo	35.00
Ohio Library Council Northwest Chapter Conference Kent, Ohio	3/21/12	Michael Monaco	90.83
Ohio Library Council Technical Services Division Officers Meeting Columbus, Ohio	3/16/12	Michael Monaco	137.64
American Library Association Midwinter Conference Dallas, Texas	1/20/12 - 1/23/12	Sandy Nosse	960.51
Information Today Computers in Libraries Seminar Washington, D.C.	3/20/12 - 3/23/12	Amy Pawlowski	1,065.39
Public Library Association Annual Conference Philadelphia, Pennsylvania	3/13/12 - 3/17/12	Alan Seifullah	1,600.00
Public Library Association Annual Conference Philadelphia, Pennsylvania	3/13/12 - 3/17/12	John Skrtic	1,590.92
Public Library Association Annual Conference Philadelphia, Pennsylvania	3/13/12 - 3/17/12	Felton Thomas	1,600.00
<b>TOTAL</b>			<b>\$8,220.36</b>

**SUMMARY**

<b>FUND</b>	<b>MARCH</b>	<b>YEAR TO DATE</b>
General	\$8,220.36	\$10,457.07
Judd Fund	0.00	0.00
Lockwood Thompson	0.00	0.00
Metlife-Fit for Life	0.00	0.00
OLBPD-Library for the Blind	0.00	136.53
LSTA - Know it Know	0.00	238.10
<b>TOTAL</b>	<b>\$8,220.36</b>	<b>\$10,831.70</b>



REPORT D

## CLEVELAND PUBLIC LIBRARY

Finance Committee  
April 17, 2012

PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD  
JANUARY 1 THROUGH MARCH 31, 2012

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>
03/29/12	Patron Library Cards	Stockroom	Shamrock Companies	\$ 23,909.40
02/09/12	Item Circulation labels	Stockroom	Shamrock Companies	12,134.00
03/29/12	Kwik Case DVD	Main Library	Gressco	23,935.13
03/22/12	Security Strips	Stockroom	Ohionet	5,443.80
03/22/12	Security Strips	Stockroom	Ohionet	12,143.80
03/01/12	Spreaders/Snow Blowers	Buildings	Tractor Place	7,040.00
02/02/12	Forklift	Buildings	North Coast Lift	10,295.00
01/12/12	Computer Equipment	Automation	Business Smarts	11,932.76
02/16/12	Clearview Monitors	OLBPD	Magnifiers & More	11,500.00
03/29/12	Computer Equipment	Automation	MCPC Technology	11,741.00
01/19/12	Scanners	Main Library	World Micrographics	24,955.00

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



REPORT ECLEVELAND PUBLIC LIBRARY

Finance Committee  
April 17, 2012

PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD  
JANUARY 1 THROUGH MARCH 31, 2012

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>
01/24/12	Cambridge Scientific Abstracts	MLO	Proquest	\$ 26,660.00
03/13/12	Gale Virtual Reference Library	MLO	Gale Cengage	136,729.45
03/13/12	Gale Virtual Reference Library	MLO	Gale Cengage	214,463.38

CLEVNET-RELATED GOOD AND SERVICES

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
02/23/12	Software Maintenance	Automation	DLT Dolutions Inc	\$ 25,735.45
01/26/12	Software Maintenance	Automation	Sirsi Corp	290,728.67
02/16/12	Server Maintenance	Automation	Sirsi Corp	167,977.23
01/26/12	Software Maintenance	Automation	Sirsi Corp	71,592.29

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

**CLEVELAND PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
TERMINATION REPORT  
3/01/2012 THROUGH 03/31/2012**

**EXHIBIT 9**

**Human Resources Committee Report**

April 19, 2012

<b>NAME</b>	<b>DEPARTMENT</b>	<b>JOB TITLE</b>	<b>DATE</b>	<b>REASON</b>
<b>RESIGNATIONS</b>				
CRANFIELD,STEPHANIE	YOUTH SERVICES	PAGE	03/01/12	PERSONAL REASONS
LABUNSKIY,DMITRIY	HARVARD LEE	LA-COMP EMPH	03/17/12	ANOTHER JOB
PRATER,MAKEDA D	GARDEN VALLEY	PAGE	03/02/12	ANOTHER JOB
<b>OTHER TERMINATIONS</b>				
SHEPPARD,JUANITA V	GARDEN VALLEY	BRANCH CLERK	03/04/12	DECEASED

**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 03/01/2012 TO 03/31/2012**

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

**EMPLOYEE:** JEFFERSON, SHARON  
**JOB TITLE:** BRANCH MANAGER (MEDIUM)

**CURRENT GRADE:** J **EFFE. DATE** 03/04/2012  
**CURRENT STEP:** 2 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	57,365.88	60,644.22	PROMOTION

**EMPLOYEE:** BUENO, ANTHONY W  
**JOB TITLE:** SHIPPING CLERK

**CURRENT GRADE:** B **EFFE. DATE** 03/11/2012  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	9.07	30,919.72	PROMOTION

**EMPLOYEE:** DALBY, MICHAEL E  
**JOB TITLE:** SENIOR SUBJECT DEPT. LIBRARIAN

**CURRENT GRADE:** I **EFFE. DATE** 03/11/2012  
**CURRENT STEP:** 4 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	62,047.18	63,980.28	PROMOTION

**EMPLOYEE:** ALLEN, ANTOINETTE R  
**JOB TITLE:** SUBJECT DEPARTMENT CLERK

**CURRENT GRADE:** B **EFFE. DATE** 03/25/2012  
**CURRENT STEP:** 2 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	17,150.38	32,156.80	PROMOTION

**EMPLOYEE:** DORSEY, MARCEL D  
**JOB TITLE:** LIBRARY ASSISTANT-ADULT

**CURRENT GRADE:** F **EFFE. DATE** 03/25/2012  
**CURRENT STEP:** 6 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	27,405.04	51,384.32	PART TIME TO FULL TIME

**EMPLOYEE:** LEWALLEN, RODNEY C  
**JOB TITLE:** LIBRARY ASSISTANT-ADULT

**CURRENT GRADE:** F **EFFE. DATE** 03/25/2012  
**CURRENT STEP:** 5 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	47,936.72	49,407.54	PROMOTION



## CLEVELAND PUBLIC LIBRARY

REPORT F**Human Resources Committee Report**

Meeting Date: April 19, 2012

Report Period: March, 2012

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

<b>MONTH</b>	<b>2011 SICK LEAVE HOURS USED</b>	<b>2012 SICK LEAVE HOURS USED</b>	<b>2012 TOTAL HOURS</b>
January	3,285.32	2,536.49	86,103.94
February	4,911.47	3,527.82	83,958.50
March	4,022.34	*4,923.36	*127,031.90
April	*5,835.32		
May	4,491.99		
June	3,359.51		
July	3,263.72		
August	3,441.30		
September	*5,464.39		
October	3,638.38		
November	3,931.66		
December	3,605.57		

\*Covers three pay dates

**CLEVELAND PUBLIC LIBRARY**  
**March 1, 2012- March 31, 2012 EE0-4 REPORT**  
**FULL/PART-TIME EMPLOYEES**

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

April 19, 2012

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	79	19	9	1			32	17	1		
Professionals	83	17	2		1		43	16	2	2	
Technicians	20	10	2	1			6	1			
Protective Service	19	10	7	1				1			
Para-Professionals	128	24	34		1		29	31	7	2	
Administrative Support	284	30	56	3	3		47	128	15	2	
Skilled Craft	11	6	3		1			1			
Service Maintenance	47	8	35	1			1	2			
<b>Grand Total</b>	<b>671</b>	<b>124</b>	<b>148</b>	<b>7</b>	<b>6</b>	<b>0</b>	<b>158</b>	<b>197</b>	<b>25</b>	<b>6</b>	<b>0</b>

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



**INSURANCE REPORT  
FOR THE MONTH OF  
MARCH  
2012**

Human Resources  
Committee Report  
April 19, 2012

**Staff Enrollments-Health Care/Dental**

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	<b>Single</b>	<b>Family</b>	<b>Total</b>
<b>Kaiser POS</b>	87	82	169
<b>Kaiser HMO</b>	233	105	338
<b>Delta Dental</b>	208	150	358

**Workers' Compensation Lost Time Report**

<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>
<b>No lost workdays for March</b>			

CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR MARCH 2012

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	2012	2011	
Main Library Branches	164,225	170,856	760	791	479,170	484,191	-1.0%
Mobile Units	329,918	350,184	1,453	1,533	969,379	970,217	-0.1%
Library for the Blind	6,215	6,780			17,610	17,854	-1.4%
eMedia	64,049	67,755			185,218	178,094	4.0%
	10,872	8,252			33,723	24,311	38.7%
<b>TOTAL CIRCULATION</b>	<b>575,279</b>	<b>603,827</b>			<b>1,685,100</b>	<b>1,674,667</b>	<b>0.6%</b>

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
eBook	7,921	5,016	24,504	14,506	68.9%
eAudioBook	2,838	3,096	8,857	9,604	-7.8%
eMusic	64	38	176	206	-14.6%
eVideo	49	102	186	295	-36.9%
<b>TOTAL eCIRCULATION</b>	<b>10,872</b>	<b>8,252</b>	<b>33,723</b>	<b>24,611</b>	<b>37.0%</b>

Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOADS	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
Downloads	9,685	7,490	28,019	22,856	22.6%
Users	557	529	1,635	1,577	3.7%

Not included in circulation activity.

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use		YTD Gain/Loss
			2012	2011	2012	2011	
Main Library Branches	71	42 minutes	11,102	12,280	7,749	8,868	-12.6%
	352	39 minutes	65,841	67,188	43,083	45,130	-4.5%
<b>TOTAL USAGE</b>	<b>423</b>		<b>76,943</b>	<b>79,468</b>	<b>50,832</b>	<b>53,998</b>	<b>-5.9%</b>

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

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	2012	2011	
Main Library Branches	51,644	53,956	239	250	136,719	136,530	0.1%
Mobile Unit	257,505	264,214	1,134	1,157	734,685	719,581	2.1%
	724	828			2,087	2,136	-2.3%
<b>TOTAL VISITS</b>	<b>309,873</b>	<b>318,998</b>			<b>873,491</b>	<b>858,247</b>	<b>1.8%</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR MARCH 2012**

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	9,723	1,032	877	1,245	12,877	893	13,770
Broadway	2,680	234	161	175	3,250	295	3,545
Brooklyn	6,334	673	614	719	8,340	713	9,053
Carnegie West	9,502	1,150	1,358	1,511	13,521	1,163	14,684
Collinwood	7,051	598	656	850	9,155	863	10,018
East 131st	4,218	564	377	597	5,756	398	6,154
Eastman	13,151	1,273	1,508	2,001	17,933	1,894	19,827
Fleet	10,079	718	973	1,093	12,863	1,076	13,939
Fulton	8,606	740	556	983	10,885	852	11,737
Garden Valley	3,702	295	190	273	4,460	395	4,855
Glenville	6,581	605	664	832	8,682	684	9,366
Harvard-Lee	6,847	689	504	873	8,913	795	9,708
Hough	4,365	510	275	375	5,525	440	5,965
Jefferson	6,275	728	957	1,343	9,303	970	10,273
Langston Hughes	4,721	533	388	561	6,203	508	6,711
Lorain	8,721	963	913	1,408	12,005	764	12,769
Martin Luther King, Jr.	5,452	494	868	912	7,726	767	8,493
Memorial-Nottingham	11,519	1,015	1,417	2,020	15,971	1,551	17,522
Mt. Pleasant	5,476	487	440	523	6,926	467	7,393
Rice	8,984	732	679	893	11,288	824	12,112
Rockport	16,945	1,626	1,805	2,463	22,839	2,030	24,869
South	7,410	482	438	609	8,939	703	9,642
South Brooklyn	14,455	1,383	1,661	2,153	19,652	2,239	21,891
Sterling	3,801	529	535	546	5,411	333	5,744
Union	5,063	548	322	434	6,367	623	6,990
Walz	11,962	1,234	1,384	1,651	16,231	1,468	17,699
West Park	14,957	1,736	2,442	3,474	22,609	2,797	25,406
Woodland	7,349	584	519	506	8,958	825	9,783
<b>TOTAL</b>	<b>225,929</b>	<b>22,155</b>	<b>23,481</b>	<b>31,023</b>	<b>302,588</b>	<b>27,330</b>	<b>329,918</b>



**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION COMPARATIVE FOR MARCH 2012**

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2012	2011	2011	2012	2011		
Addison	13,770	14,986	40,820	44,305	40,820	3,485	8.5%
Broadway	3,545	3,871	10,585	9,448	10,585	-1,137	-10.7%
Brooklyn	9,053	10,924	29,769	26,671	29,769	-3,098	-10.4%
Carnegie West	14,684	13,936	38,013	42,732	38,013	4,719	12.4%
Collinwood	10,018	10,491	29,987	30,740	29,987	753	2.5%
East 131st	6,154	6,091	15,440	17,975	15,440	2,535	16.4%
Eastman	19,827	20,667	58,090	56,520	58,090	-1,570	-2.7%
Fleet	13,939	14,222	39,444	41,244	39,444	1,800	4.6%
Fulton	11,737	12,543	35,458	34,544	35,458	-914	-2.6%
Garden Valley	4,855	4,324	11,910	15,292	11,910	3,382	28.4%
Glenville	9,366	9,640	26,114	27,670	26,114	1,556	6.0%
Harvard-Lee	9,708	10,484	29,791	29,222	29,791	-569	-1.9%
Hough	5,965	6,305	17,738	17,738	18,280	-542	-3.0%
Jefferson	10,273	10,814	30,435	30,114	30,435	-321	-1.1%
Langston Hughes	6,711	8,892	24,268	20,004	24,268	-4,264	-17.6%
Lorain	12,769	12,574	35,531	36,105	35,531	574	1.6%
Martin Luther King, Jr.	8,493	9,265	25,365	24,419	25,365	-946	-3.7%
Memorial-Nottingham	17,522	20,542	54,750	51,418	54,750	-3,332	-6.1%
Mt. Pleasant	7,393	6,932	18,732	21,131	18,732	2,399	12.8%
Rice	12,112	13,427	39,364	36,069	39,364	-3,295	-8.4%
Rockport	24,869	25,515	68,287	70,733	68,287	2,446	3.6%
South	9,642	9,892	26,885	29,027	26,885	2,142	8.0%
South Brooklyn	21,891	24,118	67,296	61,920	67,296	-5,376	-8.0%
Sterling	5,744	6,195	18,936	17,058	18,936	-1,878	-9.9%
Union	6,990	7,374	20,538	20,410	20,538	-128	-0.6%
Walz	17,699	18,735	51,259	52,160	51,259	901	1.8%
West Park	25,406	27,492	76,471	73,987	76,471	-2,484	-3.2%
Woodland	9,783	9,933	28,399	30,723	28,399	2,324	8.2%
<b>TOTAL</b>	<b>329,918</b>	<b>350,184</b>	<b>970,217</b>	<b>969,379</b>	<b>970,217</b>	<b>-838</b>	<b>-0.1%</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE MARCH 2012**

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2012	2011	2012	2011			
Addison	8,147	6,021	23,065	16,299	6,766	41.5%	
Broadway	2,322	1,581	5,267	4,060	1,207	29.7%	
Brooklyn	4,583	5,052	12,773	12,199	574	4.7%	
Carnegie West	18,430	19,761	58,716	57,526	1,190	2.1%	
Collinwood	7,334	7,471	21,504	20,240	1,264	6.2%	
East 131st	7,816	6,510	21,911	18,103	3,808	21.0%	
Eastman	13,184	13,278	36,550	35,760	790	2.2%	
Fleet	11,424	10,835	30,871	28,412	2,459	8.7%	
Fulton	7,898	7,353	22,464	19,992	2,472	12.4%	
Garden Valley	4,888	4,855	13,076	14,252	-1,176	-8.3%	
Glenville	8,240	7,658	23,433	21,043	2,390	11.4%	
Harvard-Lee	8,831	9,081	25,543	24,808	735	3.0%	
Hough	12,485	14,141	35,141	37,011	-1,870	-5.1%	
Jefferson	8,983	8,568	24,709	23,113	1,596	6.9%	
Langston Hughes	6,289	6,432	17,922	17,550	372	2.1%	
Lorain	8,268	7,278	23,642	19,718	3,924	19.9%	
Martin Luther King, Jr.	6,231	6,770	17,028	18,218	-1,190	-6.5%	
Memorial-Nottingham	8,397	8,691	23,130	23,399	-269	-1.1%	
Mt. Pleasant	6,735	6,205	19,341	18,364	977	5.3%	
Rice*	11,329	15,695	37,966	43,169	-5,203	-12.1%	
Rockport	12,482	12,299	35,080	32,076	3,004	9.4%	
South	10,000	9,337	26,928	23,974	2,954	12.3%	
South Brooklyn	14,194	17,034	39,549	44,324	-4,775	-10.8%	
Sterling	12,568	13,480	35,634	35,411	223	0.6%	
Union	7,189	9,226	20,274	29,980	-9,706	-32.4%	
Walz	9,817	10,779	29,579	28,232	1,347	4.8%	
West Park	12,292	11,607	33,835	31,781	2,054	6.5%	
Woodland	7,149	7,216	19,754	20,567	-813	-4.0%	
<b>TOTAL</b>	<b>257,505</b>	<b>264,214</b>	<b>734,685</b>	<b>719,581</b>	<b>15,104</b>	<b>2.1%</b>	

\*Possible undercount: problem with electronic counter reported.



**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS MARCH 2012**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
1 West Park	25,406	1 Carnegie West	18,430	1 South Brooklyn	20,000
2 Rockport	24,869	2 South Brooklyn	14,194	2 West Park	32,043
3 South Brooklyn	21,891	3 Eastman	13,184	3 Fleet	27,814
4 Eastman	19,827	4 Sterling	12,568	4 Eastman	25,478
5 Walz	17,699	5 Hough	12,485	5 Rockport	23,674
6 Memorial-Nottingham	17,522	6 Rockport	12,482	6 Fulton	19,896
7 Carnegie West	14,684	7 West Park	12,292	7 Rice	19,647
8 Fleet	13,939	8 Fleet	11,424	8 Memorial-Nottingham	19,462
9 Addison	13,770	9 Rice	11,329	9 Harvard-Lee	19,271
10 Lorain	12,769	10 South	10,000	10 Walz	17,655
11 Rice	12,112	11 Walz	9,817	11 Collinwood	16,063
12 Fulton	11,737	12 Jefferson	8,983	12 Langston Hughes	14,769
13 Jefferson	10,273	13 Harvard-Lee	8,831	13 Glenville	14,439
14 Collinwood	10,018	14 Memorial-Nottingham	8,397	14 Addison	14,006
15 Woodland	9,783	15 Lorain	8,268	15 East 131st	13,603
16 Harvard-Lee	9,708	16 Glenville	8,240	16 Mt. Pleasant	13,025
17 South	9,642	17 Addison	8,147	17 Lorain	12,792
18 Glenville	9,366	18 Fulton	7,898	18 Martin Luther King, Jr.	12,588
19 Brooklyn	9,053	19 East 131st	7,816	19 Carnegie West	12,392
20 Martin Luther King, Jr.	8,493	20 Collinwood	7,334	20 Union	10,487
21 Mt. Pleasant	7,393	21 Union	7,189	21 Sterling	8,416
22 Union	6,990	22 Woodland	7,149	22 Woodland	8,267
23 Langston Hughes	6,711	23 Mt. Pleasant	6,735	23 South	7,946
24 East 131st	6,154	24 Langston Hughes	6,289	24 Hough	6,325
25 Hough	5,965	25 Martin Luther King, Jr.	6,231	25 Brooklyn	5,667
26 Sterling	5,744	26 Garden Valley	4,888	26 Jefferson	5,524
27 Garden Valley	4,855	27 Brooklyn	4,583	27 Garden Valley	3,515
28 Broadway	3,545	28 Broadway	2,322	28 Broadway	2,310
	329,918		257,505		1,249
					388,323
					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 MARCH 2012**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
CLEVNET	79,815	79,011	235,246	222,878	5.5%
MORE	962	1,048	2,772	3,064	-9.5%
Other Libraries	442	717	1,289	1,799	-28.3%
<b>TOTAL</b>	<b>81,219</b>	<b>80,776</b>	<b>239,307</b>	<b>227,741</b>	<b>5.1%</b>

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

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
Projected	30,438	28,656	79,782	70,791	12.7%
KnowItNow Web Reference*	889	1,243	2,461	3,735	-34.1%
Interlibrary Loan Requests	3,606	4,316	10,994	12,279	-10.5%
<b>TOTAL</b>	<b>34,933</b>	<b>34,215</b>	<b>93,237</b>	<b>86,805</b>	<b>7.4%</b>

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

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
New Titles Added	7,506	8,701	21,576	22,172	-2.7%
Total Items Added	31,829	39,240	74,193	87,475	-15.2%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
Main Library	216	216	600	584	2.7%
Branches	6,359	6,394	17,666	17,248	2.4%

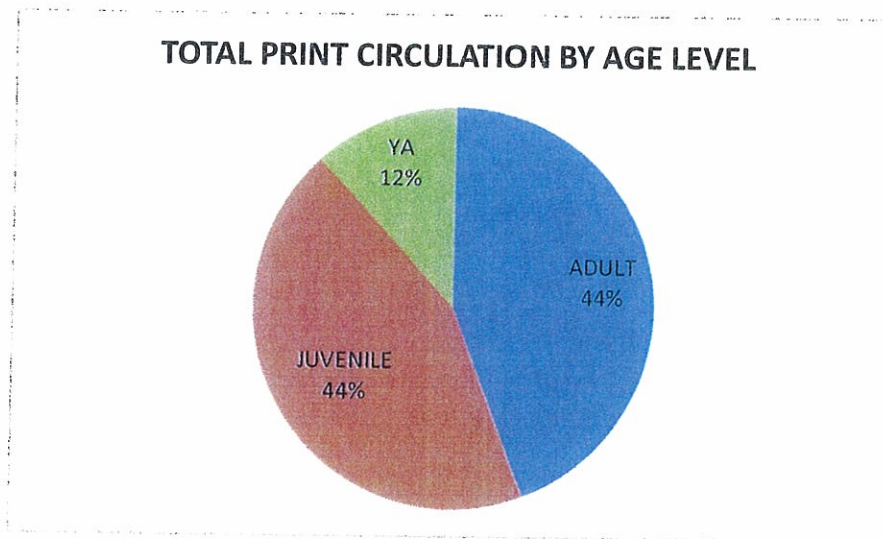
MYTUNES	Mar 2012		Feb 2012		Jan 2012		Dec 2011		Nov 2011	
Songs Downloaded	6,908	6,978	6,897	5,466	4,277					
Users	1,097	1,080	1,043	1,007	734					
New Registrations	21	24	27	26	13					

## 2011 SOUTH BRANCH PRINT CIRCULATION

Planning & Research was asked by Jaime Deplet, South Branch Manager, to analyze the 2011 print circulation for South Branch by age level. He asked that print circulation be divided further into fiction and nonfiction categories, based on cataloging information. Print materials includes any items with the Item Category 1 set to Books. This report will inform his decisions about the South Branch discretionary spending for print materials in 2012.

According to the December 2011 Monthly Activity Report, prepared by Planning & Research for the Library Board of Trustees, South's total circulation for 2011 was 118,840. This number reflects items circulated directly from South, sent to other CPL locations, and sent to CLEVNET libraries. Of this number, print materials accounted for approximately 19% (23,018) of the total items circulated during 2011. To put this in perspective, video formats accounted for 59%, audio formats accounted for 12%, and magazines accounted for 9% of total circulation. When controlling for *direct* circulation of print items, meaning that the items were circulated by South branch staff, print circulation accounts for approximately 16% (17,016) of direct circulation in 2011 (108,818).

To further analyze the number of print items circulated, the total number was broken down by age group. During 2011, the total print circulation for adult (10,160) and juvenile (10,146) books was almost identical, with YA books (2,710) making up a smaller percentage of print circulation.



Print circulation was then broken down into fiction and nonfiction for each age group, with interesting results.

- For adult print materials, the circulation of nonfiction items slightly edged out fiction items, with **53%** (5,421) **nonfiction** and **47%** (4,739) **fiction** items making up the total number (10,160).
- For juvenile print materials, the fiction circulation (8,413) far outpaced the nonfiction circulation (1,733) for a breakdown of **85% fiction** and **15% nonfiction**.
- For YA print materials, **fiction was 94%** (2,530) of the total number (2,710). **Nonfiction was 6%** (180) of YA circulation in 2011.



# CLEVELAND PUBLIC LIBRARY

## 2011 BY THE NUMBERS

### WHO USES CPL?

SERVING THE CITY, REGION, STATE, WORLD

#### OLBPD

Ohio Library for the Blind and Physically Disabled circulated nearly 700,000 items throughout Ohio's 88 counties.

#### CLEVNET

CPL provided nearly 1 million items to libraries throughout the 10 counties CLEVNET serves.

### CPL CIRCULATED 6,799,839 ITEMS

25%

RISE IN CIRCULATION 2001-2011

48

LANGUAGES REPRESENTED IN CIRCULATION

260%

RISE IN EBOOK USAGE FROM 2010-2011

### CPL SERVED THE COMMUNITY



PEOPLE WALKING THROUGH THE DOORS

3.6 MILLION



REFERENCE QUESTIONS ANSWERED

991,381



PEOPLE WITH CPL LIBRARY CARDS

429,422



COMPUTER SESSIONS

905,164

# CLEVELAND PUBLIC LIBRARY

THE PEOPLE'S UNIVERSITY

**CLEVELAND PUBLIC LIBRARY  
COMPARATIVE STATEMENT OF ANNUAL STATISTICS 2011**

<b>CIRCULATION ACTIVITY</b>	<b>2011</b>	<b>2010</b>	<b>Change</b>	<b>%Change</b>
Main Library	1,908,246	1,976,582	-68,336	-3.5%
Branches & Mobile Units	4,026,456	3,998,126	28,330	0.7%
Mobile Units	69,283	65,355	3,928	6.0%
Library for the Blind	691,237	729,730	-38,493	-5.3%
eMedia	104,617	39,210	65,407	166.8%
<b>TOTAL CIRCULATION</b>	<b>6,799,839</b>	<b>6,809,003</b>	<b>-9,164</b>	<b>-0.1%</b>

<b>REFERENCE TRANSACTIONS</b>	<b>2011</b>	<b>2010</b>	<b>Change</b>	<b>%Change</b>
Main Library	364,008	394,394	-30,386	-7.7%
Branches & Mobile Unit	597,896	686,764	-88,868	-12.9%
Library for the Blind	29,477	29,397	80	0.3%
<b>TOTAL QUESTIONS</b>	<b>991,381</b>	<b>1,110,555</b>	<b>-119,174</b>	<b>-10.7%</b>

<b>COMPUTER SESSIONS</b>	<b>2011</b>	<b>2010</b>	<b>Change</b>	<b>%Change</b>
Main Library	133,094	163,235	-30,141	-18.5%
Branches	772,065	854,699	-82,634	-9.7%
<b>TOTAL USAGE</b>	<b>905,159</b>	<b>1,017,934</b>	<b>-112,775</b>	<b>-11.1%</b>

<b>WALK-IN COUNT</b>	<b>2011</b>	<b>2010</b>	<b>Change</b>	<b>%Change</b>
Main Library	570,007	636,500	-66,493	-10.4%
Branches	3,052,959	3,191,708	-138,749	-4.3%
Mobile Unit	9,399	8,716	683	7.8%
<b>TOTAL VISITS</b>	<b>3,632,365</b>	<b>3,836,924</b>	<b>-204,559</b>	<b>-5.3%</b>



CLEVELAND PUBLIC LIBRARY  
CIRCULATION ANALYSIS FOR 2011

**AUTOMATED CIRCULATION OF THE COLLECTION BY FORMAT**

Ranked by percentage of circulation

FORMAT	MAIN	BRANCHES	TOTAL	% CIRC
Videos	480,369	1,829,738	2,310,107	42.1%
Books	1,004,407	1,136,509	2,140,916	39.0%
Sound Recordings	196,241	485,832	682,073	12.4%
Magazines	79,356	164,099	243,455	4.4%
eMedia			104,617	1.9%
Other	1,097	2,775	3,872	0.1%
<b>TOTAL</b>	<b>1,761,470</b>	<b>3,618,953</b>	<b>5,485,040</b>	

**INTERLIBRARY LOAN**

	2011	2010	Change	% Change
CLEVNET	940,681	916,005	24,676	2.7%
MORE	10,570	10,495	75	0.7%
Other Libraries	6214	7029	-815	-11.6%
<b>TOTAL</b>	<b>957,465</b>	<b>933,529</b>	<b>23,936</b>	<b>2.6%</b>

**CHANGES IN PERMANENT COLLECTION**

	2011	2010	Change	% Change
New Titles Added	94,927	83,053	11,874	14.3%
Total Items Added	350,484	373,728	-23,244	-6.2%
Total Items Withdrawn	680,396	751,320	-70,924	-9.4%

**LIBRARY CARDS ISSUED**

LIBRARY CARDS ISSUED	26,024	LIBRARY FOR THE BLIND	1,804
		New Users	

**REGISTERED BORROWERS**

Adult	353,254
Juvenile	76,168
<b>TOTAL</b>	<b>429,422</b>

CLEVELAND PUBLIC LIBRARY  
ATTENDANCE AT MAIN LIBRARY FOR 2011

MONTH	MAIN	L. S. WING	TOTAL ATTENDANCE		Gain/Loss	DAYS OPEN		DAILY AVG	
			2011	2010		2011	2010	2011	2010
January	14,972	27,135	42,107	51,787	-9,680	24.0	24.0	1,754	2,158
February	14,369	26,098	40,467	48,558	-8,091	22.0	23.0	1,839	2,111
March	19,664	34,292	53,956	75,881	-21,925	27.0	27.0	1,998	2,810
April	18,046	31,927	49,973	58,119	-8,146	26.0	26.0	1,922	2,235
May	17,113	31,502	48,615	51,447	-2,832	25.0	25.0	1,945	2,058
June	16,735	29,297	46,032	52,441	-6,409	25.0	25.0	1,841	2,098
July	17,024	30,432	47,456	55,190	-7,734	25.0	26.0	1,898	2,123
August	18,457	35,622	54,079	54,554	-475	27.0	26.0	2,003	2,098
September	18,834	30,735	49,569	52,638	-3,069	25.0	25.0	1,983	2,106
October	18,427	29,381	47,808	49,559	-1,751	25.0	25.0	1,912	1,982
November	16,799	29,085	45,884	48,517	-2,633	24.0	24.0	1,912	2,022
December	17,442	26,619	44,061	37,809	6,252	25.0	23.0	1,762	1,644
<b>TOTAL</b>	<b>207,882</b>	<b>362,125</b>	<b>570,007</b>	<b>636,500</b>	<b>-66,493</b>	<b>300.0</b>	<b>299.0</b>	<b>1,900</b>	<b>2,129</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE FOR 2011**

<b>BRANCH</b>	<b>2011</b>	<b>2010</b>	<b>Change</b>	<b>% Change</b>
Addison	72,606	82,899	-10,293	-12.4%
Broadway	18,073	20,222	-2,149	-10.6%
Brooklyn	54,761	51,590	3,171	6.1%
Carnegie West	225,437	230,345	-4,908	-2.1%
Collinwood	85,807	93,265	-7,458	-8.0%
East 131st	81,120	78,275	2,845	3.6%
Eastman	145,027	158,413	-13,386	-8.5%
Fleet	126,141	126,041	100	0.1%
Fulton	95,188	89,996	5,192	5.8%
Garden Valley	61,805	77,338	-15,533	-20.1%
Glenville	92,186	102,634	-10,448	-10.2%
Harvard-Lee	105,375	113,229	-7,854	-6.9%
Hough	165,682	167,134	-1,452	-0.9%
Jefferson	99,934	101,882	-1,948	-1.9%
Langston Hughes	77,002	83,021	-6,019	-7.2%
Lorain	91,545	93,554	-2,009	-2.1%
Martin Luther King, Jr.	70,232	76,713	-6,481	-8.4%
Memorial-Nottingham	99,752	110,306	-10,554	-9.6%
Mt. Pleasant	78,651	95,700	-17,049	-17.8%
Rice	167,460	186,074	-18,614	-10.0%
Rockport	156,020	135,152	20,868	15.4%
South	103,510	108,352	-4,842	-4.5%
South Brooklyn	170,091	198,337	-28,246	-14.2%
Sterling	163,086	150,856	12,230	8.1%
Union	99,934	122,880	-22,946	-18.7%
Walz	123,982	127,387	-3,405	-2.7%
West Park	128,117	144,524	-16,407	-11.4%
Woodland*	94,435	65,589	28,846	44.0%
<b>BRANCH TOTAL</b>	<b>3,052,959</b>	<b>3,191,708</b>	<b>-138,749</b>	<b>-4.3%</b>

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

**CLEVELAND PUBLIC LIBRARY  
BRANCH CIRCULATION TRANSACTIONS FOR 2011**

<u>BRANCH</u>	<u>2011</u>	<u>2010</u>	<u>Change</u>	<u>% Change</u>
Addison	183,093	165,598	17,495	10.6%
Broadway	40,743	42,610	-1,867	-4.4%
Brooklyn	108,922	102,761	6,161	6.0%
Carnegie West	164,735	155,511	9,224	5.9%
Collinwood	126,298	131,518	-5,220	-4.0%
East 131st	70,499	58,053	12,446	21.4%
Eastman	233,862	253,399	-19,537	-7.7%
Fleet	161,990	172,568	-10,578	-6.1%
Fulton	148,064	139,260	8,804	6.3%
Garden Valley	57,095	57,283	-188	-0.3%
Glenville	106,841	93,225	13,616	14.6%
Harvard-Lee	122,398	120,232	2,166	1.8%
Hough	79,029	79,190	-161	-0.2%
Jefferson	125,293	127,916	-2,623	-2.1%
Langston Hughes	94,860	93,283	1,577	1.7%
Lorain	150,565	154,786	-4,221	-2.7%
Martin Luther King, Jr.	108,668	106,206	2,462	2.3%
Memorial-Nottingham	210,316	233,350	-23,034	-9.9%
Mt. Pleasant	87,799	81,055	6,744	8.3%
Rice	162,701	162,102	599	0.4%
Rockport	283,241	279,848	3,393	1.2%
South	118,840	111,899	6,941	6.2%
South Brooklyn	266,329	288,077	-21,748	-7.5%
Sterling	75,907	78,785	-2,878	-3.7%
Union	85,174	74,070	11,104	15.0%
Walz	217,726	212,027	5,699	2.7%
West Park	309,415	339,136	-29,721	-8.8%
Woodland	126,053	84,378	41,675	49.4%
<b>BRANCH TOTAL</b>	<b>4,026,456</b>	<b>3,998,126</b>	<b>28,330</b>	<b>0.7%</b>



CLEVELAND PUBLIC LIBRARY  
BRANCH COLLECTION COUNT

BRANCH	2011	2010	Change	% Change
Addison	29,393	30,657	-1,264	-4.1%
Broadway	9,263	10,549	-1,286	-12.2%
Brooklyn	23,857	28,523	-4,666	-16.4%
Carnegie West	40,673	46,274	-5,601	-12.1%
Collinwood	28,781	31,649	-2,868	-9.1%
East 131st	17,497	18,833	-1,336	-7.1%
Eastman	57,036	58,776	-1,740	-3.0%
Fleet	36,541	43,899	-7,358	-16.8%
Fulton	33,646	40,783	-7,137	-17.5%
Garden Valley	18,265	18,353	-88	-0.5%
Glenville	29,907	30,762	-855	-2.8%
Harvard-Lee	32,111	38,533	-6,422	-16.7%
Hough	24,552	26,084	-1,532	-5.9%
Jefferson	28,551	29,210	-659	-2.3%
Langston Hughes	35,069	38,920	-3,851	-9.9%
Lorain	30,220	32,661	-2,441	-7.5%
Martin Luther King, Jr.	36,275	39,344	-3,069	-7.8%
Memorial-Nottingham	46,714	55,055	-8,341	-15.2%
Mt. Pleasant	21,560	24,995	-3,435	-13.7%
Rice	36,791	36,800	-9	0.0%
Rockport	55,524	58,071	-2,547	-4.4%
South	31,000	29,993	1,007	3.4%
South Brooklyn	48,503	50,941	-2,438	-4.8%
Sterling	19,594	20,166	-572	-2.8%
Union	30,539	35,779	-5,240	-14.6%
Walz	46,408	48,132	-1,724	-3.6%
West Park	60,553	60,127	426	0.7%
Woodland	29,290	29,077	213	0.7%
Mobile Unit	25,769	27,219	-1,450	-5.3%
<b>TOTALS</b>	<b>963,882</b>	<b>1,040,165</b>	<b>-76,283</b>	<b>-7.3%</b>

**CLEVELAND PUBLIC LIBRARY  
2011 COLLECTION STATISTICS**

<b>FORMAT</b>	<b>MAIN COLLECTION</b>	<b>BRANCH COLLECTION</b>	<b>TOTAL COLLECTION</b>
Books	2,670,094	667,523	3,337,617
Bound Periodicals	265,392	0	265,392
Computer Media	1,967	963	2,930
Government Documents	660,829	0	660,829
Maps	164,810	0	164,810
Microforms	4,596,870	0	4,596,870
Photographs, Pictures	1,384,047	0	1,384,047
Sheet Music	18,000	0	18,000
Sound Recordings	60,828	112,967	173,795
Video	60,490	122,813	183,303
<b>TOTAL ITEMS</b>	<b>9,883,327</b>	<b>904,266</b>	<b>10,787,593</b>

**TOTAL SYSTEM TITLES: 2,450,268**