

CLEVELAND PUBLIC LIBRARY
 Minutes of the Regular Board Meeting
 September 18, 2012
 Trustees Room Louis Stokes Wing
 12:00 Noon

Present: Mr. Corrigan, Ms. Butts, Mr. Seifullah,
 Ms. Rodriguez, Mr. Werner, Mr. Parker (arrived,
 12:07 p.m.), Mr. Hairston (arrived, 12:35 p.m.)

Absent: None

Mr. Corrigan called the meeting to order at 12:03 p.m.

Approval of the Minutes

Mr. Werner moved approval of the minutes for the 6/19/12 Regular Board Meeting; and Mr. Corrigan amended the minutes for the 8/23/12 Special Board Meeting to reflect that the Resolution (Exhibit 4) authorizing the Executive Director to negotiate a lease with Gerald Zahler for space in the building at 2704 Clark Avenue should have also stated that the Executive Director was also authorized to execute a lease; and Resolution (Exhibit 7) accepting bid and awarding contract for the Lighting & Retrofit Project at the Main Library should note the corrected Building and Repair Fund Account Number as 40190105-55300-13901. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

COMMUNICATIONS

Director Thomas acknowledged the following communications: letters from Deborah McHamm, President & CEO, A Cultural Exchange expressing appreciation for hosting the Read, Baby, Read! Program at Cleveland Public Library; Ann Goodman, President & CEO, Mary Lavin, Director of Fundraising, Cleveland Foodbank, acknowledging the Library's participation in the 2012 Harvest for Hunger Campaign; Margaret Bernstein, Herb Thomas & Steve Killpack, Healthy Fathering Collaborative of Greater Cleveland, expressing appreciation for being a sponsor and participating in the Dads, Books & Kids "A Family Affair" event; Susan G. Paul, Interim Dean, Lorain County Community College

MINUTES OF
 REGULAR BOARD
 MEETING OF
 06/19/12; AND
 SPECIAL BOARD
 MEETING OF
 08/23/12
 Approved

LTRS. FROM:
 DEBORAH
 McHAMM, A
 CULTURAL
 EXCHANGE; ANN
 GOODMAN & MARY
 LAVIN,
 CLEVELAND
 FOODBANK;
 MARGARET
 BERNSTEIN, HERB
 THOMAS & STEVE
 KILLPACK,
 HEALTHY
 FATHERING
 COLLABORATIVE OF
 GREATER
 CLEVELAND;
 SUSAN G. PAUL,
 LORAIN COUNTY
 COMMUNITY
 COLLEGE
 LIBRARY; AND
 EMAILS FROM :
 MAYOR FRANK G.
 JACKSON; DR.
 ROBERT YOUNG,
 LCCC
 Acknowledged

Library, expressing thanks for the tour of TechCentral; and emails from: Frank G. Jackson, Mayor, City of Cleveland, expressing gratitude for leadership on Substitute Amended S.B. 335 and Substitute Amended H.B. 525 supporting quality education for Cleveland's children; and Dr. Robert Young, Dean, Business Division, Lorain County Community College, expressing thanks for recent library tour.

Presentation: Musicarnival

Before introducing Diana Price, Bill Rudman, Director, The Musicarnival Project and Evelyn Ward, former Head Librarian, Literature Department at Cleveland Public Library, Michael Ruffing, Assistant Director of Public Services - Main Library, gave a brief background on John Price's Musicarnival collection at Cleveland Public Library.

Diana Price, representing her late father John Price, gave a brief history of Musicarnival that began in 1954 at the Thistledown Race Track in Warrensville, Ohio as well as a description of the tent theater that specialized in Broadway musicals and some classical operas. Ms. Price gave background on resolving legal concerns that included copyright issues as there is no precedent for recording historical materials in a limited access controlled environment.

Ms. Ward gave background on her relationship with the late John Price and her involvement in acquiring some of his documents, tapes, archives and other materials.

Mr. Rudman gave a background on Musicarnival audio transfer restoration from a reel to reel tape to a digital format. In addition, Mr. Rudman presented information on Musicarnival performers and orchestra composition; as well as the significance of documenting musical theater.

Mr. Ruffing stated that all of the Musicarnival recordings will be for use in the Library and made available for use with special listening equipment.

Mr. Rudman stated that in March 2013, a public reception will be held at the Library, unveiling some recordings

and making them available to the public. Mr. Rudman played *Standing on the Corner*, a sample of the 1958 production of *The Most Happy Fella* by Frank Loesser.

Several Musicarnaval programs that included cast lists were made available to attendees.

MOTION TO TEMPORARILY SUSPEND THE REGULATIONS

Mr. Corrigan stated that because some of the library's leadership would be in attendance at the 2nd National Joint Conference of Librarians of Color, in Kansas City, MO, the regular board meeting was rescheduled to an earlier date. As a result, there was no Finance Committee meeting.

Corrigan moved to temporarily suspend the Regulations of the Board of Trustees in Article IX and X requiring referral of resolutions to committees, to consider the following resolutions. Ms. Butts seconded the motion, which passed unanimously by roll call vote.

FINANCE COMMITTEE REPORT

Ms. Rodriguez presented the following report.

Resolution to Accept Gift for the Months of June, July, August

(See pages 824-826)

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

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

WHEREAS, Attached to this Resolution are Gift Reports itemizing the gifts received by the Library for the months of June, July and August of 2012; now therefore be it

RESOLVED, That the gifts described in the Gift Reports for June, July and August of 2012 be accepted upon the

**MOTION TO
TEMPORARILY
SUSPEND THE
REGULATIONS**
Approved

**RESOLUTION TO
ACCEPT GIFTS
FOR THE MONTHS
OF JUNE, JULY &
AUGUST 2012**
Approved

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

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

Resolution to Accept State Library of Ohio Funding
for the Ohio Library for the Blind and Physically
Disabled (OLBPD)

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

WHEREAS, Cleveland Public Library began its first organized service to visually disabled patrons as early as 1903; and

WHEREAS, Cleveland Public Library was designated a regional library for the blind for Northern Ohio counties under the federal Pratt-Smoot Act of 1931, and under the direction of the Library of Congress; and

WHEREAS, Cleveland Public Library has provided excellent library service to blind and physically disabled residents needing specialized materials and equipment and where individual libraries cannot provide such services; and

WHEREAS, As of July 1, 2009, the State Library of Ohio mandated Cleveland Public Library's newly renamed Ohio Library for the Blind and Physically Disabled, its agency to provide complete statewide services for blind and disabled residents who are eligible for the service and reside in any of the 88 Ohio Counties; and

WHEREAS, On June 21, 2012, the State Library of Ohio agreed to pay the Cleveland Public Library for expenses for the period of July 1, 2012 through June 30, 2013 to continue to administer statewide library services to blind and physically disabled residents in an amount not to exceed to \$1,508,194.00; now therefore be it

RESOLVED, That the Board of Library Trustees accepts the State Library of Ohio funding award of \$1,274,194.00 to be paid from the General State Revenue Fund and \$200,000.00 to be paid from FFY 2011 LSTA carry over funds and \$34,000.00 to be paid from FFY 2012 LSTA funds, to assist with the transition to state-wide service delivery; and be it further

RESOLVED, That the Executive Director or his designee is authorized to enter into and execute such agreements and instruments as may be necessary or appropriate, including those in excess of \$25,000.00, to effectuate the terms and conditions of this Resolution, which agreements and instruments shall be subject to the approval of the Library's Chief Legal Officer; and be it further

RESOLVED, That the Board of Library Trustees expresses its appreciation to the State Library of Ohio.

Mr. Corrigan stated that this funding award is to be paid from the General State Revenue Fund and not the Public Library Fund. This represents a significant achievement from the last State biennium resulting from efforts during Ohio Library Council legislative day in Columbus.

Fifth Amendment to the Year 2012 Appropriation

(See pages 827-832)

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 August 30, 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; now therefore be it

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

FIFTH AMENDMENT
TO THE YEAR 2012
APPROPRIATION
Approved

RESOLUTION
TO RATIFY
AND APPROVE
THE
PURCHASE OF
INSURANCE
COVERAGE
FOR POLICIES
EFFECTIVE
AUGUST 1,
2012 AND
SEPTEMBER
18, 2012
Approved

Resolution to Ratify and Approve the Purchase of
Insurance Coverage for Policies Effective August 1, 2012
and September 18, 2012

(See pages 833-839)

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

WHEREAS, On June 19, 2012, the Board of Library Trustees authorized the Executive Director to make the final determination to accept the insurance package that best meets the objectives defined in the specifications, and directed that the coverage purchased be presented for ratification by the Board of Library Trustees at their next regularly scheduled meeting; and

WHEREAS, Three (3) proposals were received, analyzed and reviewed by Crain, Langner & Co.; and

WHEREAS, Crain, Langner & Co. recommended the following proposals as providing coverage to meet the Library's risk needs at cost effective premiums:

Coverage	Agency	Insurer
Property, including Boiler & Machinery	The Hylant Group	Fireman's Fund
General Liability	McGowan & Co., Inc.	Philadelphia Indemnity Insurance Company
Automotive Coverage	McGowan & Co., Inc.	Westfield Insurance Company
Umbrella Liability	McGowan & Co., Inc.	The Ohio Casualty Company
Crime	McGowan & Co., Inc.	Travelers Insurance Companies
Public Officials and Employment Practices Liability	McGowan & Co., Inc	Darwin Select Insurance Company

WHEREAS, The Library's Executive Director authorized the purchase of The Hylant Group's Property Insurance and the purchase of the McGowan package (General Liability, Automotive, Umbrella and Crime) for coverage effective August 1, 2012; and the purchase of McGowan's Public Officials and Employment Practices coverage effective date of September 18, 2012; and

WHEREAS, The combined annual premiums yielded a 13% savings (or \$55,794) compared to the expiring program premiums; and

WHEREAS, Crain, Langner & Co. recommends that the interests of the Library can be best served by maintaining long-term continuously improved, and open relationship with its agents and insurers and support the Library's purchase of the recommended coverages and, absent compelling reasons to the contrary, its renewal of these coverages annually for each of the next four (4) years before undertaking another full marketing process; now therefore be it

RESOLVED, That the Board of Library Trustees ratifies the decision to purchase Property Insurance through The Hylant Group for the first year's premium of \$230,000 and General Liability, Automotive, Umbrella Liability and Crime Insurance through McGowan & Co., Inc. for the first year's premium of \$114,120 for the period August 1, 2012 through August 1, 2013; and be it further resolved

RESOLVED, That the Board of Library Trustees ratifies the decision to purchase Public Officials Liability and Employment Practices Liability Insurance through McGowan & Co., Inc. for the first year's premium of \$31,981.25 for the period September 18, 2012 through September 18, 2013; and be it further resolved

RESOLVED, That it is the intention of this Board to renew the insurance packages stated within this Resolution for four, one-year renewal periods commencing on either August 1, 2013 or September 18, 2013, provided terms, conditions, and pricing remain comparable to the current programs and consistent with then current market conditions.

A representative from Crain, Langner & Co. was present to answer any questions.

RESOLUTION
RATIFYING THE
PURCHASE OF
POST
INSTALLATION
SUPPORT FOR THE
VIRTUALIZED
DESKTOPS
IMPLEMENTATION
PROJECT
Approved

Resolution Ratifying the Purchase of Post Installation
Support for the Virtualized Desktops Implementation
Project

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

WHEREAS, On February 12, 2012, the Board of Library Trustees authorized the Executive Director, or his designee, to execute agreements, subject to the approval of the Chief Legal Officer, for the purchase, installation and configuration of a system capable of supporting up to 150 simultaneous users in the amount of \$292,942.53 charged to the Building and Repair Fund Account 40130105-55530; and

WHEREAS, In order to ensure the Library could sustain the system called "MyCloud" for our patrons, on June 20, 2012, the Library contacted the consultants, Business Smarts, who helped deploy and make the MyCloud function, for services to transfer their knowledge to the Information Technology/CLEVNET Department to allow them to maintain, support and expand the system.; and

WHEREAS, Forty (40) hours of services were performed at a rate of \$205.00 per hour, for a total cost of \$8,200.00 which cost must be charged to the virtualized desktop implementation project; now therefore be it

RESOLVED, That the Board of Library Trustees ratifies and approves the purchase of these services from Business Smarts made on purchase order # 120994, paid on check # 33747 on July 12, 2012 in the amount of \$8,200.00 charged to the Building and Repair Fund Account 40130105-55530.

RESOLUTION
FOR WASTE
MATERIAL
SERVICES
Approved

Resolution for Waste Material Services

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

WHEREAS, On December 22, 2005, the Cleveland Public Library entered into Customer Service Agreements with Allied Waste Services to provide waste material services for the Main Library, the Lake Shore Facility and the Woodland Garage; and

WHEREAS, In February, 2012, the Customer Agreements with Allied Waste Services were transferred to Republic Services, Inc. by Allied Waste Services; and

WHEREAS, The terms of the Customer Agreements automatically renew for a successive twelve (12) month term unless either party gives written notice of termination to the other at least sixty (60) days before the end of the current term, which will be October 23, 2012; and

WHEREAS, The Library is currently seeking other proposals in order to verify competitive pricing by October 23, 2012; however, the Library has expended funds of \$3,414.71 for services from Allied Waste Services for January, 2012, and \$18,194.64 for services from Republic Services, Inc. for the period of February through August, 2012, and estimates charges of an additional \$12,500 for services through December, 2012; now therefore be it

RESOLVED, That Board of Library Trustees approves the purchase of waste materials services with Republic Services, Inc. in an amount not to exceed \$31,000 for services through December, 2012 charged to the General Fund Account 12100053-53340 Building Maintenance under Purchase Order #120682.

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

WHEREAS, At its January 20, 2011 meeting, the Library Board of Trustees authorized the Director to move forward in taking the steps necessary to work with

RESOLUTION
REQUESTING
BUDGET
TRANSFERS FOR
PURCHASES FOR
THE MAIN
LIBRARY
CONSOLIDATION
PROJECT PHASE
1: TECH CENTRAL
Approved

Bostwick Design Partnership to create Tech Central as the first phase of the Main Library Consolidation Project; and

WHEREAS, At its September 15, 2011 meeting, the Library Board of Trustees approved the Tech Central wayfinding budget of \$34,200, the multimedia budget of \$132,600, and a miscellaneous budget of \$29,400 for a total of \$196,200 to be charged to Building and Repair Fund Account: 40190105-55300-10901; and

WHEREAS, At its April 19, 2012 meeting, the Library Board of Trustees approved the transfer of \$52,500 from the multimedia budget line item for multimedia hard costs to cover the design services performed by Bostwick, which did not exceed the total budget amount for wayfinding, multimedia, and miscellaneous of \$196,200, leaving a revised multimedia budget of \$80,100 and a revised total budget amount for wayfinding, multimedia and miscellaneous of \$143,700; and

WHEREAS, At its April 19, 2012 meeting, the Library Board of Trustees awarded a contract for Multimedia for the Main Library Consolidation Project Phase 1: Tech Central to Audio Visual Communications, Inc., with the total expenditure of \$42,382.53 being charged to Building and Repair Fund, Account 40190105-55300-10901, leaving an available balance of \$37,717.47 in the multimedia budget; and

WHEREAS, The Property Management Department determined that the fabrication and installation of plastic laminate countertops with supports were needed for the Tech Central workroom at an additional cost of \$4,150 that was not included in miscellaneous budget of \$29,400; and

WHEREAS, An additional cost of \$750 is needed to finalize the music CD end panels that was not included in the wayfinding budget of \$34,200; now therefore be it

RESOLVED, That the Board of Library Trustees approves the transfer of \$4,150 from the multimedia budget line to the miscellaneous budget line and the transfer of \$750 from multimedia budget line to the wayfinding budget line, which transfers will still not exceed the revised total budget amount of \$143,700; and be it further resolved

RESOLVED, That the Board of Library Trustees ratifies and approves the purchase of plastic laminate countertops with supports from Wood Dimensions Inc. made on purchase order # 120459, paid on check # 33650 on June 28, 2012 in the amount of \$4,150.00.

Resolution Authorizing Change Order #005 Tech Central - Phase 1 (Sterling Professional Group)

(See pages 840-841)

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

WHEREAS, On November 17, 2011, the Board of the Library Trustees awarded the combined general, furniture, electrical, mechanical and plumbing contracts to Sterling Professional Group and technology to US Communications and Electrical, Inc.; and

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

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

<u>Contractor</u>	<u>Change</u>	<u>Amount</u>	<u>Description</u>
Sterling Professional Group	CO-005	(\$336.00)	Reconciliation of Allowance G3 yields a credit of \$121.00 and Allowance M1 yields a credit of \$215.00 for a total credit of \$336.00;

now therefore be it

RESOLVED, That the change order above be approved decreasing the contact sum in n the amount of \$336.00.

Resolution for GFOA Consulting to Assist with Additional and Revised Services for the Procurement of a Timekeeping System

(See pages 842-856)

RESOLUTION
AUTHORIZING
CHANGE ORDER
#005 TECH
CENTRAL -
PHASE 1
(STERLING
PROFESSIONAL
GROUP)
Approved

RESOLUTION FOR
GFOA
CONSULTING TO
ASSIST WITH
ADDITIONAL AND
REVISED
SERVICES FOR
THE
PROCUREMENT
OF A
TIMEKEEPING
SYSTEM
Approved

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

WHEREAS, On February 21, 2008, the Board of Trustees of the Cleveland Public Library authorized and instructed the Executive Director and Fiscal Officer to negotiate and enter into an agreement with Government Finance Officers Association (GFOA) for consulting services for a Business Case Analysis and Report and for optional, continued services including RFP development, system selection, contract negotiations, and implementation advisory services for Human Resources Management and Payroll Systems, subject to review by legal counsel; and that the General Fund Appropriation for this contract for consulting services does not exceed \$111,600 within Account 11510053-53710: Professional Services; and

WHEREAS, On May 21, 2009, the Board of Trustees of the Cleveland Public Library authorized and instructed the Executive Director and Fiscal Officer to enter into an agreement (amendment number 1) with GFOA for additional consulting services in the amount of \$17,065 for timekeeping software procurement, being charged to General Fund Appropriation Account 11510053-53710: Professional Services; and

WHEREAS, The Cleveland Public Library intends to continue its investigation with timekeeping software, including scheduling functionality, to interface with the Tyler MUNIS modules, further improving its efficiency and effectiveness by augmenting those improvements in the near future; and

WHEREAS, GFOA has already successfully assisted Cleveland Public Library by leading us through the process of preparing a Request For Proposal, analyzing the respondents, developing demo scripts, helping with contract negotiations and oversight of the implementation of the Human Resources and Payroll modules; and

WHEREAS, GFOA has submitted a proposal for additional and revised consulting services for Project Organization and Planning through Contract Negotiations for a total of \$38,380; purchase order # 91321 was issued on June 9, 2009 for amendment number 1, which currently has a

remaining balance of \$13,295 for services that have not yet been performed; and

WHEREAS, The Cleveland Public Library believes that the infrequent nature of systems procurement of this magnitude and the rapid pace of change in the technology market place, requires the type of expertise that GFOA's consulting practice can provide to facilitate the best decisions for Cleveland Public Library's needs; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, or his designee, to enter into amendment number 2, subject to the approval of the Chief Legal Officer, for additional and revised services in the issuance of a Request for Proposal, System Selection Services and Contract Negotiations for a timekeeping module; and be it further resolved

RESOLVED, That the compensation for the services to be performed under amendment number 2 by GFOA consultants shall consist of a change order to purchase order # 91321 in the amount of \$25,085, charged to General Fund Account 11510053-53710 Professional Services.

Carrie Krenicky, Chief Financial Officer stated that the contract total is \$38,380.

Resolution to Purchase Microfilm ScanPro 2000 Scanners from World Micrographics, Inc.

(See pages 857-858)

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

WHEREAS, The Cleveland Public Library desires to increase the quality of its service by allowing the patrons to load microfilm, microfiche, scan images, send images electronically and allowing them to save to external drives; and

WHEREAS, The Library management has evaluated and reviewed options to purchase new microfilm scanners to

RESOLUTION TO
PURCHASE
MICROFILM
SCANPRO 2000
SCANNERS FROM
WORLD
MICROGRAPHICS,
INC.

Approved

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.

Joyce Dodrill, Chief Legal Officer, explained that funds in an amount not-to-exceed \$75,000 for consultant fees and pre-design services. From that amount, \$25,000 would be allocated to Bostwick for additional design services.

Resolution Requesting the Cuyahoga County Fiscal Officer to Certify the Total Current Tax Valuation of the Cleveland Metropolitan School District and the Amount to be Generated During the First Year of Collection of a 5.8 Mill Renewal Levy for the Current Expenses of the Cleveland Public Library

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

(R.C. Sections 5705.03, 5705.23, 5705.25)

WHEREAS, On May 4, 2008, the electors of the Cleveland Metropolitan School District approved the levy of a five-year 5.8 mill replacement tax for the purpose of the current expenses of the Cleveland Public Library, which is scheduled for last collection in calendar year 2013; and

WHEREAS, The Board of Library Trustees wishes to initiate proceedings for the submission to the electors of the Cleveland Metropolitan School District at the primary election to be held on May 7, 2013, the question of a 5.8 renewal tax for the purpose of the current expenses of the Cleveland Public Library;

NOW THEREFORE BE IT RESOLVED THAT:

Section 1. The amount of taxes which may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Cleveland Public Library, and it is therefore necessary to renew an existing tax for the purpose of the current expenses of the Cleveland Public Library; and

RESOLUTION
REQUESTING THE
CUYAHOGA
COUNTY FISCAL
OFFICER TO
CERTIFY THE
TOTAL CURRENT
TAX VALUATION
OF THE
CLEVELAND
METROPOLITAN
SCHOOL
DISTRICT AND
THE AMOUNT TO
BE GENERATED
DURING THE
FIRST YEAR OF
COLLECTION OF
A 5.8 MILL
RENEWAL LEVY
FOR THE
CURRENT
EXPENSES OF
THE CLEVELAND
PUBLIC LIBRARY
Approved

enhance the quality of usage and patron satisfaction. One option involved purchasing microfilm scanners that were less expensive, but did not have the specifications that patrons consistently ask for; and

WHEREAS, The Library management has compared the quality, affordability, and sturdiness of the microfilm scanners manufactured by the vendor World Micrographics, Inc. to other less expensive microfilm scanners and has found that this system is of higher quality, meets the Library's specifications and is able to produce high quality images while satisfying the ever increasing demand for this type of microfilm scanner; and

WHEREAS, In January, 2012, the Library purchased two (2) Microfilm ScanPro2000's and has found that this system is both popular with our patrons and has performed well to date; and

WHEREAS, The Library management recommends the purchase of five (5) Microfilm ScanPro2000 scanners from World Micrographics, Inc. for the Popular Library. This will eliminate wait times in our Microfilm area for use of these machines, while bringing the Library current with the most cutting edge technology in the microform field; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director to enter into a Purchase Agreement, subject to the approval of the Chief Legal Officer, to purchase five (5) Microfilm ScanPro2000 scanners, at a unit cost of \$9,349.00, for a total cost of \$46,745.00, with the expenditure being charged to the General Fund Account 19450055-55520 Equipment.

Mr. Corrigan clarified that the content of the Microfilm library would not change, only the method of accessing it.

Resolution to Amend Agreement with Gallagher Benefit Services, Inc. to Provide Employee Wellness Incentive Program Provider Services

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

RESOLUTION TO
AMEND
AGREEMENT
WITH
GALLAGHER
BENEFIT
SERVICES, INC.
TO PROVIDE
EMPLOYEE
WELLNESS
INCENTIVE
PROGRAM
PROVIDER
SERVICES
Approved

WHEREAS, On May 17, 2012, the Board of Trustees of the Cleveland Public Library authorized the Executive Director to enter into an agreement with Gallagher Benefit Services, Inc. ("Gallagher") in an amount not-to-exceed \$33,600, for consulting and negotiation services to assist in obtaining health care plans for the Cleveland Public Library, and providing employee customer service and support; and

WHEREAS, The Executive Director entered into a one (1) year agreement with Gallagher which expires on May 31, 2013; and

WHEREAS, The Library has determined that it is in its best interests to change health care plans from Kaiser Permanente to Medical Mutual of Ohio, and in conjunction therewith, to implement a Wellness Incentive Program for employees to reduce health care costs and to improve employee well being; and

WHEREAS, Gallagher has obtained a proposal from BRAVO Wellness LLC, aka IncentiSoft Solutions ("BRAVO"), for Wellness Incentive Program Provider services, and Gallagher has offered to enter into a subcontract agreement with BRAVO on behalf of the Library from October 1, 2012 through December 31, 2013 in the estimated amount of \$92,188 (depending upon enrollment), and has further agreed to pay an estimated \$73,688 (depending upon enrollment) toward the cost of the BRAVO subcontract; and

WHEREAS, The Library Administration has reviewed the qualifications and proposal of BRAVO and finds that it will suit the needs of the Library with regard to a Wellness Incentive Program at a reasonable cost; and

WHEREAS, The Library desires to extend the term of the Gallagher contract for an additional seven (7) months through December 31, 2013 in order for Gallagher to administer the BRAVO subcontract during the term of the BRAVO contract, and in order to provide the Library with continued employee customer service and support in connection with the health care plan; and

WHEREAS, The Library desires to increase the amount of the Gallagher contract for the additional seven (7) months of services in the amount of \$19,600 (\$2,800 per

month), and an additional \$18,500 to cover a portion of the cost of the BRAVO subcontract; now therefore be it

RESOLVED, That the Executive Director, CEO, or his designee, is hereby authorized to negotiate and execute an amendment to the agreement or new agreement between the Library and Gallagher, subject to the approval of the Chief Legal Officer, requiring Gallagher to provide Wellness Program Provider services to the Library through the approved subcontractor BRAVO Wellness LLC, aka IncentiSoft Solutions, and further extending the term of the Gallagher contract for an additional seven (7) months through December 31, 2013 and increasing the contract by \$19,600 (\$2,800 per month) for additional consulting services, and additional \$18,500 to cover a portion of the cost of the BRAVO subcontract, for an overall increase in the contract amount of \$38,100 for a total contract amount of \$71,700.

A representative from Gallagher Benefit Services, Inc. was present to explain the design the Wellness Incentive Program and employee contributions.

**RESOLUTION TO
PURCHASE
ACCESS
CONTROL
SYSTEMS FOR
CLEVELAND
PUBLIC LIBRARY
MAIN CAMPUS,
LAKESHORE,
GARDEN VALLEY,
AND RICE
BRANCH
FACILITIES**
Approved

Resolution to Purchase Access Control Systems for
Cleveland Public Library Main Campus, Lakeshore, Garden
Valley, and Rice Branch Facilities

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

WHEREAS, In October, 2011, the Cleveland Public Library began reviewing options to upgrade the access control system due to the age of the system, lack of support of software and hardware, and subsequent failure of key functionality of the access control system; and

WHEREAS, Automation Services, Technical Services, Public Services, Building Services, and Security Operations reviewed the requirements relative to Main, Lakeshore, and Rice Branch security; and

WHEREAS, It was determined by the groups that a new access system was necessary in order to ensure the safety and security of patrons, staff, facilities, property and collections, and

WHEREAS, Under R.C. 3375.41, the Library is permitted to make improvements to library facilities without competitive bidding when necessary for the security and protection of Library property; and

WHEREAS, The Library, nevertheless, requested proposals from various vendors of access systems that met the Library's specifications and received only one proposal from Integrated Precision Systems Inc., ("IPS"); and

WHEREAS, IPS is a vendor under contract with the State of Ohio Department of Administrative Services under its State Term Pricing Program; and

WHEREAS, IPS demonstrates the ability to provide the access system and services to the facilities in a timely manner, and the Library has purchased security equipment from IPS in the past and is satisfied with the quality of IPS's equipment and services; and

WHEREAS, Library Administration has reviewed IPS' proposal and recommends that the Library purchase the access systems for each facility from Integrated Precision Systems, Incorporated; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Director to enter into a Purchase Agreement, subject to approval of the Chief Legal Officer, to purchase access control systems for the Cleveland Public Library Main Downtown Campus, Lakeshore, Garden Valley, and Rice Branch facilities in the amount of \$307,360.46 with the expenditure being charged to Building and Repair Fund Account 40129305-55300-11293.

Myron Scruggs, Director of Property Management, stated that access systems at Garden Valley and Rice were included when the branches were constructed.

Resolution to Amend Design Services Agreement with Bostwick Design Partnership for Main Library Consolidation Project for Phase 2 Pre-Design Services

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

RESOLUTION TO
AMEND DESIGN
SERVICES
AGREEMENT
WITH BOSTWICK
DESIGN
PARTNERSHIP
FOR MAIN
LIBRARY
CONSOLIDATION
PROJECT FOR
PHASE 2 PRE-
DESIGN
SERVICES
Approved

WHEREAS, On July 19, 2012, the Board of Trustees of the Cleveland Public Library adopted a Resolution authorizing the Executive Director and his designees to

commit staff and resources necessary to create the Discovery Center for Families and Children as Phase 2 of the Main Library Consolidation Projects, and authorizing the Executive Director to expend funds in an amount not-to-exceed \$75,000 for consultant fees and pre-design services; and

WHEREAS, On June 17, 2010, the Board of Trustees approved a proposal as a part of the overall agreement with Bostwick Design Partners ("Bostwick") to provide design services for the various phases of the Cleveland Public Library Main Library Consolidation Projects Master Plan in the amount of \$154,760 ("Agreement"); and

WHEREAS, Bostwick Design Partnership ("Bostwick") has submitted an invoice for consulting work that it has performed in connection with pre-design services in connection with Phase 2 of the Main Library Consolidation Projects from December 1, 2011 through the present in the amount of \$7,995.00; and

WHEREAS, The Library would like to allocate \$25,000 of the \$75,000 in consultant fees the Board previously approved for Phase 2 to Bostwick to cover the \$7,995.00 invoice and to provide for additional design services the Library may request from Bostwick in the future for Phase 2 of the Main Library Consolidation Projects; and

WHEREAS, It is necessary to amend the agreement to increase the total amount to include the pre-design services completed by Bostwick and for future services requested of Bostwick for Phase 2 of the Main Library Consolidation Projects; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director or the Board President to enter into a second amendment to the Agreement, to accommodate the pre-design costs for Discovery Center for Families and Children as Phase 2 of the Main Library Consolidation Project provided by Bostwick, and increase the agreement amount by an additional \$25,000.00, for a total amount of \$179,760 for Master Plan services, which expenditure shall be charged to Building & Repair Fund Account 40190105-55300-11901, and to enter into and to

Section 2. The Cuyahoga County Fiscal Officer is hereby requested to certify the total current tax valuation of the Cleveland Metropolitan School District and the amount to be generated during the first year of collection of a renewal tax for the benefit of the Cleveland Public Library, at a rate not exceeding 5.8 mills for each one dollar of valuation, which amounts to fifty-eight cents (\$.58) for each one hundred dollars of valuation, for the current expenses of the Cleveland Public Library; and

Section 3. The Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Cuyahoga County Fiscal Officer.

Section 4. It is hereby found and determined that all formal actions of the Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of its committees that resulted in such formal action were conducted in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Ms. Rodriguez introduced the resolution and moved for passage;

Mr. Werner seconded the motion and, after discussion a roll call vote was taken and the results were

Ayes: 7

Nays: 0

CERTIFICATE

The undersigned Fiscal Officer of the Board of Trustees of the Cleveland Public Library hereby certifies that the foregoing is a true copy of a resolution duly adopted by said Board on the September 18, 2012.

Carrie Krenicky, Fiscal Officer
Cleveland Public Library

Mr. Corrigan stated that the Board has been discussing that the library's current levy expires in 2013 and our need to go back to the voters for renewal. The Primary is scheduled for September. Since a notice of 45 days must be filed prior to an election for a tax levy, if the levy does not pass in September there would not be sufficient time to file for the November election date. It is uncertain that if a Special Primary were to be held in May the cost could be shared with partners.

Resolution to Enter Into Agreement with Protect-O-Seal, Inc. For Maintenance on Cleveland Public Library's Parking Lots

(See pages 859-862)

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

WHEREAS, The Cleveland Public Library desires to maintain the quality of its parking lots and has determined that it necessary to perform annual maintenance on the parking lots of the Lake Shore facility and sixteen branches; and

WHEREAS, Parking lot maintenance includes crack filling, seal coating, striping and patching and is not a purchase which must be competitively bid pursuant to Ohio Revised Code Section 3375.41; however, three (3) proposals were requested, but only two (2) were received; and

WHEREAS, The Library's Department of Property Management has evaluated and reviewed the proposals and recommends the acceptance of the lowest, responsible proposal from Protect-O-Seal, Inc. for a total amount of \$29,825.00; and

WHEREAS, Protect-O-Seal is locally and independently owned and has been servicing the pavement maintenance

RESOLUTION TO
ENTER INTO
AGREEMENT WITH
PROTECT-O-SEAL,
INC. FOR
MAINTENANCE ON
CLEVELAND
PUBLIC LIBRARY'S
PARKING LOTS
Approved

needs of northeast Ohio since 1985 and has performed services for the Library in the past; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director or his designee to enter into a

Purchase Agreement, subject to the approval of the Chief Legal Officer, to perform parking lot maintenance for the Lake Shore facility in the amount of \$12,195.00, with the expenditure being charged to the General Fund Account 12100053-53310 Building Repairs and for 16 branches in the amount of \$17,630.00, with the expenditure being charged to the General Fund Account 17xx0053-53310 Building Repairs.

Myron Scruggs, Director of Property Management, stated that proposals were solicited from that included minority contractors. One minority proposal was received.

Ms. Rodriguez submitted the following reports.

Fiscal Officer's Reports for June, July & August

(See pages 863-934)

Report on Investments for June, July & August

(See pages 935-937)

Report on Conference and Travel Expenditures for June, July & August

(See pages 938-943)

Purchases from \$5,000-\$25,000, 4/1/12-6/30/12

(See page 944)

Purchases Exceeding \$25,000, 4/1/12-6/30/12

(See page 945)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Seifullah presented the following report.

**FISCAL OFFICER'S
REPORTS FOR
JUNE, JULY &
AUGUST**

Submitted

**REPORT ON
INVESTMENTS FOR
JUNE, JULY &
AUGUST**

Submitted

**REPORT ON
CONFER. &
TRAVEL
EXPENDITURES
FOR JUNE, JULY &
AUGUST**

Submitted

**PURCHASES FROM
\$5,000-\$25,000,
4/1/12 - 6/30/12**

Submitted

**PURCHASES
EXCEEDING
\$25,000,
4/1/12 - 6/30/12**

Submitted

Regular Employee Reports for June, July & August

(See pages 946-956)

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. Mr. Parker 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:

Paula Straka (25 years of service), Children Librarian, Grade H - Lorain (retired 07/05/2012)

Rojean Barnett (32 years of service), Subject Department Clerk, Grade B - Science and Technology, 08/31/2012

Be it resolved that the citation for the above staff members be presented by the Board of Trustees in appreciation of their 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.

Resolution for Ratification of Agreement with City, County Waste Paper Drivers Union Local 244

Mr. Corrigan moved that the Resolution (Exhibit 18) stating that "WHEREAS, The tentative agreement was ratified by the City, County, Waste Paper Drivers Union District 1199 SEIU membership on September 11, 2012;" should be corrected to reflect "WHEREAS, Cleveland Public Library and City, County, Waste Paper Drivers Union Local 244 have arrived at a tentative agreement." Ms. Butts seconded the motion, which passed unanimously by roll call vote.

REGULAR
EMPLOYMENT
REPORT FOR
JUNE, JULY &
AUGUST

Approved

RETIREMENT
RECOGNITION
CITATION

Approved

RESOLUTION FOR
RATIFICATION OF
AGREEMENT WITH
CITY, COUNTY
WASTE PAPER
DRIVERS UNION
LOCAL 244

Approved

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

WHEREAS, Current economic conditions have reduced funding to the Library from both the Public Library Fund (state funding) and Property Tax revenues (local funding); and

WHEREAS, The Library and City, County, Waste Paper Drivers Union Local 244 negotiated to reach an agreement; and

WHEREAS, Cleveland Public Library and City, County, Waste Paper Drivers Union Local 244 have arrived at a tentative agreement; and

WHEREAS, The tentative agreement was ratified by the City, County, Waste Paper Drivers Union Local 244 on September 11, 2012; and

WHEREAS, This agreement provides for no general increases, no steps and no unpaid furlough days in 2013; and

WHEREAS, Full time employees who are employed as of January 6, 2013 will receive a \$300.00 bonus, and part time regular employees who are employed as of January 6, 2012 will receive a \$150.00 bonus, on the second pay date in January 2013; and

WHEREAS, The Kaiser HMO and POS health insurance plans will be replaced by two Medical Mutual PPO plans effective October 1, 2012 with full time employee contribution rates of 7% for single and 23% for family; and

WHEREAS, Effective January 1, 2013 rates will increase to 13% for single coverage and 30% for family coverage; however, through participation in a wellness incentive program in 2013 the full time employee contribution rates can be reduced to 7% for single and 23% for family; and

WHEREAS, Vision coverage will be made separately available to full time and part time regular employees through EyeMed Vision Care effective October 1, 2012 through the term of the contract. All employee

contribution rates will be 50% for all levels of coverage; and

WHEREAS, The Delta Dental Plan of Ohio will be made separately available to all full time and part time regular employees effective October 1, 2012 through the term contract. All employee contribution rates will be 10% for single or family level of coverage; and

WHEREAS, There will be a one year extension of the current contract until December 31, 2013, and all terms and conditions of the current contract shall remain in force and effect except as otherwise modified by the tentative agreement. The contract will be reopened after the results of the 2013 levy. A labor/management committee will be activated; and

WHEREAS, Cleveland Public Library Board of Trustees expresses its gratitude for the hard work performed by parties on both sides of the table to reach this agreement; therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees approves and accepts this tentative agreement; and be it further

RESOLVED, That such tentative agreement shall be in effect upon the adoption of this Resolution: and be it further

RESOLVED, The Executive Director, CEO or his designee(s) are authorized to execute the one-year extended contract, and to negotiate and execute such contracts and agreements as needed with Medical Mutual, EyeMed Vision Care, Delta Dental of Ohio and a Wellness Incentive Program Provider; and be it further

RESOLVED, That the Cleveland Public Library Board of Trustees ratifies this agreement by the parties; and be it further

RESOLVED, That such collective bargaining agreement be in effect upon this ratification.

Mr. Seifullah submitted the following reports.

REPORT ON
PAID SICK TIME
FOR JUNE, JULY
& AUGUST
Submitted

Report on Paid Sick Time Used by the Month for June,
July & August

(See pages 957-959)

AFFIRMATIVE
ACTION PLAN
REPORT FOR
JUNE, JULY &
AUGUST
Submitted

Affirmative Action Plan Reports for June, July & August

(See pages 960-962)

INSURANCE
SUMMARY
REPORT FOR
JUNE, JULY &
AUGUST

Insurance Summary Reports for June, July & August

(See pages 963-965)

COMMUNITY SERVICES REPORT

Mr. Werner presented the following report.

RESOLUTION TO
AMEND
CIRCULATION
POLICY
Approved

Resolution to Amend Circulation Policy

(See pages 966-968)

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

WHEREAS, The Cleveland Public Library Board of Trustees adopted a Circulation Policy on December 15, 2011, to better communicate the circulation policies of the Library to the public; and

WHEREAS, Clarification for the public and staff regarding acceptable forms of identification and verification of address is essential to providing excellent customer service to the public; and

WHEREAS, It is important to verify the identity and signature of adults who are accepting financial responsibility for the accounts of youth ages 13 and under; and

WHEREAS, The Library desires to provide the option for youth ages 14-17 who provide identification to borrow from the Library's vast print collections and access electronic resources without the parental signature requirement; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees amends the Circulation Policy, as attached, to be effective September 24, 2012.

Anastasia Diamond-Ortiz, Knowledge Manager, presented newly designed library cards that will be introduced during library card sign-up month. Two cards will be issued to the general public and one card is designated for teachers. The cards were designed by Monica Morbito. The CLEVNET logo will be displayed on the back of the card.

Director Thomas stated that CLEVNET libraries are seeking to focus on the CLEVNET logo and brand and

moving away from a standard Greater Access library card design.

Monthly Activity Reports for June, July & August

(See pages 969-987)

Building Status Update

Myron Scruggs, Director of Property Management, stated a meeting will be held today to discuss the new Family Dollar space. Bids for the Jefferson Parking Lot Project received bids this week.

Director Thomas stated he recently met with the Cleveland City Council Caucus and discussed the closings of Broadway and South Branch.

Director Thomas met with Councilman Brian Cummings to discuss the temporary closing and relocation of South Branch and met with Councilwoman Phyllis Cleveland to discuss the closing of Broadway Branch. The Broadway Branch will permanently close on Nov. 2, 2012. The South Branch is moving nearby to 2704 Clark Ave. The existing Scranton location will close on Jan. 12, 2013 and the new branch on Clark will open on Jan. 22, 2013.

Director Thomas stated that press releases and building signage are being prepared. Community meetings will be scheduled before the closings.

MONTHLY
ACTIVITY REPORT
FOR JUNE, JULY &
AUGUST
Submitted

BUILDING STATUS
UPDATE
Presented

NEW BUSINESS

Mr. Seifullah presented the following item of New Business.

Resolution Commemorating the Life of Harvey Pekar

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

WHEREAS, Harvey Pekar, Clevelander and artist, celebrated for such distinguished works as *American Splendor*, was a lifelong Cleveland Public Library patron, having spoken at Eastman Branch in 2009; and

WHEREAS, Mr. Pekar was also a loyal patron of Cleveland Heights-University Heights Public Library, the first library to join CLEVNET thirty years ago, and where a Literary Landmark plaque and a statue to commemorate his life will be dedicated on October 14, 2012; and

WHEREAS, The Library recently acquired an illustration by Joseph Remnant in *Harvey Pekar's Cleveland* depicting Mr. Pekar visiting Main Library that demonstrates the long standing collaboration of CLEVNET libraries; and

WHEREAS, The Library desires to offer a new library card design showcasing landmarks of Cleveland and it is fitting to begin with Main Library; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library commemorates the life of Harvey Pekar with the design of a new Cleveland Public Library card that will be issued in October, the month of Mr. Pekar's birth; and be it further

RESOLVED, That the Board of Trustees will waive the \$1.00 replacement fee for a new library card during October so that Clevelanders will have the opportunity to obtain the newly designed card; and be it further

RESOLVED, That a copy of this resolution be sent to the family of Mr. Pekar.

Director Thomas thanked John Skrtic, Anastasia Diamond-Ortiz and the Graphics Department for their hard work on this project.

RESOLUTION
COMMENORATING
THE LIFE OF
HARVEY PEKAR
Approved

Mr. Corrigan recommended that a sample library card be sent to David Letterman.

Anastasia Diamond-Ortiz, Knowledge Officer, stated the Cleveland Heights-University Heights Public Library was acknowledging Mr. Pekar by unveiling the Literary Landmark plaque and a statue on October 14, 2012.

Resolution to Support the Implementation of Cleveland Metropolitan School District's Transformation Plan

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

WHEREAS, At their regular meeting on May 17, 2012, the Board of Trustees of the Cleveland Public Library unanimously passed a resolution to support Cleveland Metropolitan School District's new *Cleveland Plan for Transforming Schools* as way to reinvent public education in our city; and

WHEREAS, This summer, the Ohio legislature overwhelmingly approved several changes in law that were needed to enact provisions of the Cleveland Plan, with the idea that it will become a model of innovation for the entire state; and

WHEREAS, The Cleveland Foundation and the George Gund Foundation are financing the creation of a quarter-by-quarter timetable for rolling out the Cleveland Plan, as part of a broader plan for the District to apply for a new round of federal Race to the Top grants; and

WHEREAS, The Cleveland Metropolitan School District is asking the community for its support to implement the Cleveland Plan and to invest in increasing the graduation rate, lengthening school days, expanding the use of technology, and remaking failing schools; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library supports the implementation of the *Cleveland Plan for Transforming Schools* and urges the community to invest the necessary energy and resources to make the Cleveland Plan a reality. And be it noted that a necessary element of the Cleveland Plan is voter approval of the operating levy of 15 mills at the

RESOLUTION TO
SUPPORT THE
IMPLEMENTATION
OF CLEVELAND
METROPOLITAN
SCHOOL
DISTRICT'S
TRANSFORMATION
PLAN

Approved

upcoming election on November 6, 2012; each member of this Board of Trustees of the Cleveland Public Library, in his or her individual capacity as voter and concerned citizen, supports and urges passage of that levy, Issue 107, at the polls.

Mr. Corrigan stated that he appreciated the adoption of this resolution and asked trustees if they had any individual concerns with Issue 107 as proposed to the voters. After receiving no response of concerns, Mr. Corrigan requested that the record reflect such.

**DIRECTOR'S
REPORT**
Presented

DIRECTOR'S REPORT

Before presenting his report, Director Thomas acknowledged the success of the Summer Reading Club Program and the Sterling Summer Camp.

Aaron Mason, Outreach & Programming Services, gave an overview of the Sterling Summer Camp that included structure, participants and facilitators.

Monthly Statistics

Circulation for the month of June was 553,474. This is a decrease of almost 1% from last year's June circulation of 558,908. Circulation for the month of July was 582,558. This is an increase of 3% from last year's July circulation of 563,870. Circulation for the month of August was 612,116. This is an increase of 2% from last year's August circulation of 601,784. Year to date, circulation is up by over 60,000 items.

Computer sessions for the month of June were 73,805. This is a decrease of almost 9% from last year's June computer sessions of 80,666. Computer sessions for the month of July were 82,711. This is an increase of 19% from last year's July computer sessions of 66,938. Computer sessions for the month of August were 91,302. This is an increase of 14% from last year's August computer sessions of 78,405. Year to date, the number of hours of computer use is up over 16% from 2011.

Attendance for the month of June was 286,458. This is a decrease of 7% from last year's June attendance of 307,783. Attendance for the month of July was 303,812. This is a decrease of almost 3% from last year's July

attendance of 314,036. Attendance for the month of August was 320,293. This is a decrease of almost 10% from last year's attendance of 356,980. Attendance is down by over 3% from last year's attendance.

Program and Outreach Highlights

"During the summer months the Library's Outreach and Programming Services (OPS) department focused on three system-wide initiatives: Summer Lunch Program, Summer Reading Club, and the Sterling Branch Summer Camp. The Summer Lunch Program conducted in partnership with the City of Cleveland and the Children's Hunger Alliance was hosted at 29 locations throughout the library system. A total of 12,144 lunches were served.

The Library's Summer Reading Club (SRC), *Feed Your Mind, Read!*, focused on the importance of sustainable agriculture, urban farming, and healthy living. The Library's major partners for the Reading Club were: NASA, CityFresh, OSU Extension Program, Rid-All: Urban Agriculture and Youth Education, Cleveland Metroparks Zoo, and Friend's of the Cleveland Public Library.

This year's SRC differed from years past in that the Library hosted two kick-off events at the Rockport and Woodland branches. Each event featured STEM activities provided by NASA's educational outreach staff and vendor tables of local organizations. In addition to NASA activities the Woodland branch also included a farm animal petting zoo. The attendance for each event was as follows: Rockport, 176 and Woodland, 280.

Following is a summary of the key participation statistics for this year's SRC: 5,829 registered, 2,705 completions, and 35,896 books read. The Reading Club Finale which was held at the Cleveland Metroparks Zoo had 1,616 library patrons in attendance; NASA Educational Outreach staff was also in attendance at this event.

The Sterling Summer Camp was a pilot project that provided daily reading instruction to a group of 13 children from the Sterling neighborhood. Partners in this initiative were the Literacy Cooperative, The Cleveland Clinic, and Improve Consulting and Training Group. The program was run by Pam Hubbard of the Gold Ciphers Five days a week the children spent five hours

in the Sterling branch participating in physical exercise, arts programming and reading instruction. Each Friday the group attended weekly field trips that included visits to: Lake Metro parks Farm, Holden Arboretum, Akron Zoo, Main Library, Youth Services Department, Tri-C Metro Campus and Freedom School, the Greater Cleveland Aquarium and The Greenhouse Tavern.

Collection Development

Francis E. Sommer Memoir Digitized

Pam Eyerdam, Michael Ruffing and Ann Olszewski worked together to digitize a WWI-era memoir by Francis E. Sommer (1890-1978), the longtime cataloger of the John

G. White Collection (now Special Collections). Titled *Idyl, War and Revolution; across Russia in Ten Historic Years* (1952), the memoir is an eyewitness account to events in Russia that occurred from 1911 to 1921. Mr. Sommer was a famed linguist in the United States, sought out for his language skills by the Library of Congress and many other libraries. He worked for Cleveland public Library from 1926 to 1965. According to his December 9, 1978, obituary in the Plain Dealer, Sommer was fluent in 14 languages, read 22 more and had knowledge of the grammar of 45 others. The manuscript was provided to the Library by James W. Lowry of Hagerstown, Maryland, who is a friend of Lary Sommer, Francis Sommer's son.

National Geographic Historical Database, 1888-1994

In June the Library purchased the content of the National Geographic magazine from its start in 1888 through 1994. This database includes color scans of every page, photograph, and map published in National Geographic. The complete content of this iconic magazine is fully searchable through an intuitive interface, which allows patrons to explore in-depth coverage of cultures, nature, science, technology and the environment.

Lockwood Thompson Collection

The Library has acquired several treasures for the Lockwood Thompson Collection of Modern Art this year. Among the most notable was a rare, complete set of the journal *Pan*, in excellent condition, which was acquired from Peter Bernett in July. This journal was published in Berlin between 1895 and 1900, is regarded as one of

the most important voices of Art Nouveau in Germany. *Pan* focused on the best contemporary art, featuring well-known, and also unknown, young international artists, including Peter Behrens, Franz von Stuck, Max Klinger, Käthe Kollwitz, Auguste Rodin, Paul Signac and Félix Vallotton.

Navy Week Donation to CPL

In honor of Navy Week in Cleveland, ten copies of ***Yardarm to Yardarm: How the War of 1812 Created America's Navy***, were presented to the Library on August 29 by Captain Bill Sherman, Chief of Staff Carrier Strike Group Two, George H.W. Bush Carrier Strike Group, United States Navy. History and Geography department kept three copies and distributed the remaining seven copies to branch libraries.

Digital Projects Approved for 2013

The Digital Projects Committee met in July and approved the following projects to proceed for 2013:

- Charles Chesnutt ephemera, in support of the Ohio Center for Book's emphasis on Chesnutt in 2013 - Special Collections
- John G. White travel diaries from Wyoming, 1900-1927: up to 3 volumes , select for optimal content with pictorial interest - Special Collections
- Aerial photographs of Cuyahoga County taken in 1977 and 1988 - Map Collection
- Historical maps of Cleveland produced from 1796-1920 (126 total) - Map Collection
- Historical documentation and photographs of Cooley Farms (1900-1953). Cooley Farms (known as the City Infirmary in the 19th century) was a city-run village that provided support for the "poor, inform, insane and aged." A national model for providing such services, Cooley farms had a separate building where elderly married couples could continue to live together, a unique feature for its time. Public Administration Library
- Howard Whipple Green reports, 1910-1962 (44 documents) - Public Administration Library
- Cleveland African American History Resources, 1854-1969 (51 documents) - Public Administration Library
- Brooklyn Centre (300 photographs, 1930s-1990s) - Photograph Collection
- Barnhill collection of Cleveland Photographs, 1930s (65 photos and 5 maps) - Photograph Collection

- Lawrence Schreiber Collection (300 photographs of Cuyahoga River boats and bridges) - Photograph Collection
- Booklets on the Cleveland Motorcycle (1919) - Science & Technology
- Spencerian Commercial School (1898) - Business, Economics & Labor

Yearbook Digitization

Ann Olszewski, Preservation Manager, identified 35 high school yearbook volumes for the next round of the digitization of high school yearbooks. The next round includes yearbooks for Longwood, Max Hayes, John Marshall, and Lincoln West High School. The yearbooks were sent to the Presentation Department by Social Sciences department.

Meetings and Activities

- I attended my initial meetings as a PLA board member at the American Library Association annual meeting in Anaheim, CA., from June 22nd - 24th.
- Presented to the Rotary Club of Cleveland at a Cleveland Leadership Center event.
- Served as a celebrity tour guide for the Cleveland Restoration Society event.
- I presented to a delegation from the Lorain County Community College.

Staff Highlights

Project Management Workshop @ UCI on July 10 - 12, 2012. Amy Dawson, Maureen Mullin, Sheba Marcus-Bey and Annisha Jeffries attended a three-day Introduction to Project Management Workshop in July that was designed to teach participants the fundamental knowledge and skills required to lead and direct teams to deliver project results within the constraints of schedule, budget, and resources. The course was made up of key project management, leadership, and team development principles presented in a hands-on, interactive collaborative course.

The customized course was taught by an experienced project management professional, and was designed for small business owners, corporate and organizational executives, and individuals who have an interest in

competing and winning in these challenging economic times by increasing their knowledge and ability to complete projects on time, within budget, and at a high quality level. After attending the workshop, Amy Dawson, Annisha Jeffries, Sheba Marcus-Bey, and Maureen Mullin gave a presentation about Project Management in a Public Library to Main Library managers on August 8.

GRANTS & DEVELOPMENT

Institute of Museum and Library Services

Submitted request for \$100,000 to plan a Learning Lab in the Library's Main Building. We will hear back in November.

Expanding the Friends of CPL

Peter Pearson, consultant from the Friends of the St. Paul Public Library, visited CPL on both August 10 and 20 to discuss fundraising and the Friends of the CPL with CPL staff, Friends of CPL staff, CPL Board of Trustees and Friends Board of Trustees. The result was that the Friends of the CPL will undergo an expansion. A nominating committee has been created to identify new board members for the organization. An implementation committee has also been created to decide details of new organization's activities and committee structures. The unofficial timeline is to have the new organization up and running by December 2013.

Mandel Foundation

Submitted proposal for the expansion of Learning Centers at CPL branches

Cuyahoga Arts & Culture

Completed an eligibility check for CPL to be able to apply for funding for their 2013 Project Support Grants. We heard back that we are eligible to apply for the maximum amount available for units of government, up to \$35,000. Applications due in September.

America Reads

Continued work with Cleveland State University's College of Education to prepare a new contract for 2012/2013 after-school tutoring at 7 CPL branches.

PNC Grant

Submitted Year I report on financial education programs held through CPL's On the Road to Reading program.

NPI/St. Luke's Rice Branch Learning Center Grant

- Submitted interim report.
- Held meeting with CPL staff was held to define roles and expectations for all involved in the kiosk project.
- Coordinating details of Saturday Math Tutoring Program

PLA Newsletter By the Book Review

Wrote review for *Grant Money Through Collaborative Partnerships* special report.

George Gund Foundation

Deena Epstein came to CPL to discuss the Foundation's current and upcoming interests.

Bill and Melinda Gates Foundation Grant

Working with CPL staff to determine use remaining grant funds leftover from equipment purchases.

Misc./General Info.

- Tracy is the contact person for all official (signed by the director) letters of support and all acknowledgement letters (for monetary gifts and donated items).
- Developing proposal to secure funds to purchase new books for the On the Road to Reading Medical Site visits.
- Exploring opportunity from National Library of Medicine/National Institutes of Health to receive funding for women's health programming in 2013.
- Researched funding opportunities to get SmartTables, AWE stations and/or health kiosks for select branches.

PUBLIC SERVICESPrograms, Services & Exhibits

During the summer months the Library's Outreach and Programming Services (OPS) department focused on three system-wide initiatives: Summer Lunch Program, Summer Reading Club, and the Sterling Branch Summer Camp.

The Summer Lunch Program conducted in partnership with the City of Cleveland and the Children's Hunger Alliance

was hosted at 29 locations throughout the library system. A total of 12, 144 lunches were served.

The Library's Summer Reading Club (SRC), *Feed Your Mind, Read!*, focused on the importance of sustainable agriculture, urban farming, and healthy living. The Library's major partners for the Reading Club were: NASA, CityFresh, OSU Extension Program, Rid-All: Urban Agriculture and Youth Education, Cleveland Metroparks Zoo, and Friend's of the Cleveland Public Library.

This year's SRC differed from years past in that the Library hosted two kick-off events at the Rockport and Woodland branches. Each event featured STEM activities provided by NASA's educational outreach staff and vendor tables of local organizations. In addition to NASA activities the Woodland branch also included a farm animal petting zoo. The attendance for each event was as follows: Rockport, 176 and Woodland, 280.

The OPS department facilitated approximately 248 SRC programs, produced 190 program "kits", and shipped 186 prize packs to each of the 28 branches. Total spending on SRC 2012 programming and support supplies was \$9,867.

Following is a summary of the key participation statistics for this year's SRC: 5,829 registered, 2705 completions, and 35,896 books read. The Reading Club Finale which was held at the Cleveland Metroparks Zoo had 1,616 library patrons in attendance; NASA Educational Outreach staff were also in attendance at this event.

The Sterling Summer Camp was a pilot project that provided daily reading instruction to a group of 13 children from the Sterling neighborhood. Partners in this initiative were the Literacy Cooperative, The Cleveland Clinic, and Improve Consulting and Training Group. Five days a week the children spent five hours in the Sterling branch participating in physical exercise, arts programming and reading instruction. Each Friday the group attended weekly field trips that included visits to: Lake Metro parks Farm, Holden Arboretum, Akron Zoo, Main Library, Youth Services Department, Tri-C Metro Campus and Freedom School, the Greater Cleveland Aquarium and The Greenhouse Tavern.

Pamela Hubbard, the Director of the Golden Ciphers organization was contracted to provide staffing and activities to camp attendees; the total staffing cost for the 7-week program was \$5,400 dollars. Additional fees consisted of \$2,345.53 for field trips and transportation.

In July the Library was notified that a grant that was applied for in collaboration with Greater Cleveland College Now (GCCN) was approved for funding. The 21st Century Community Center Grant, submitted by GCCN to the U.S. Department of Education, will provide Library patrons at the Harvard-Lee and Rockport branches with 4 years of daily ACT classes and digital arts programming. Participating students will be eligible for stipends and employment opportunities at both of these sites.

The OPS department's Youth & Family Services manager, Sandra Nosse, collaborated with various staff to complete planning for three key projects: Library card sign-up "First Card" booklet, STEPS programming in neighborhood branches¹, and the revamping of Every Child Ready to Read curriculum.

CPL@Metro Preparations

John Skrtic, Director of Public Services worked with administration of Cuyahoga Community College to ready the opening of the new CPL@Metro library. The new library will offer CPL resources to students attending the Metro campus. Students will also be able to sign up for a Cleveland Public Library card at the campus. The library is slated to open on September 17, 2012.

Ed2go Online Courses

In June the Library acquired a subscription to Ed2go, an online classroom featuring hundreds of course led by instructors in real-time. The official debut will occur in September, but staff had the opportunity to sign up for classes as the site was beta-tested. Reaction was immediate and positive, with about 60 staff signing up for classes in the first few days. Patrons can choose from courses on a diverse array of subjects, such as job searching, genealogy, GED test preparation, digital photography, math, Microsoft, web design, grant writing, Linux, guitar playing and much more! The lessons are

¹ A grant-funded partnership with Beechbrook to deliver parent and caregiver instruction on healthy early childhood development.

supplemented by interactive quizzes, assignments, tutorials, and online discussion areas. Classes are completely free with a CPL card.

Dispute Resolution Procedures for Patron Accounts

Ms. Abrams continued to work with Michael Ruffing on developing a procedure for handling patron disputes with library accounts. An important step in this development of this process is that the accounts of patrons who have gone into collections, but who have not been credit-reported, are now suspended pending the resolution of each case. Ms. Abrams is also working with Mr. Ruffing and Anastasia Diamond-Ortiz (Knowledge Office) to prepare an online help manual for circulation staff throughout the system that will answer commonly asked questions relating to library cards and accounts. The answers are based on the Library's existing policies and procedures, which are simultaneously being reviewed and refined as needed. The overall goal is to provide each patron with prompt answers that fair and correct.

All Gauge Model Railroad and Toy Show

Business, Economics & Labor Manager Sheba Marcus Bey and Science and Technology Manager Maureen Mullin staffed a table at the All Gauge Model Railroad and Toy Show on August 25. The association was pleased to see the selection of materials on display related to both railroads and model railroading. The attendees and sponsors were thrilled to page through books and journals relating to both model trains and real trains. Many mentioned that the Main library was a great resource for them and the title *The Boys Book of Model Railroading*, by Raymond F. Yates, greatly influenced their interest in model trains. Several enthusiasts attending the event inquired about the finding images or photos for their design activities. The Library will continue its association with this group to bring greater awareness of the Library's railroad and model railroad holdings.

Music at Main: The Cleveland Clinic Band, June 30th

The Cleveland Clinic Band performed patriotic music in the Eastman Garden celebrating the Fourth of July, with 80 people in attendance. This was a wonderful opportunity to collaborate with an amateur group of musicians whose mission is very similar to that of Music at Main and of CPL: Eliminating the barriers of high ticket prices and unfamiliar venues, and working with

neighborhood leaders to enrich the cultural offerings of their communities.

Youth Services Craft Corner

Eanas Salem is in charge for implementing the new craft corner for families who are visiting the library. Monthly activities are highlighted so children can learn the basic skills while creating a literature based craft. 46 families have participated at the craft corner table.

CPL Innovation Grant: iPad Programming for Youth

Elizabeth Saxton was one of the selected recipients for the 2012 Innovation Grant for her project involving iPad programming for youth. The project will use the innovation funds to purchase iPads and related equipment to conduct programs with youth in Cleveland Public Library branches. The programming held will give students an opportunity to use the iPads along with carefully chosen apps to then create content that could be displayed on the Kids' and Teens' pages of the Cleveland Public Library website.

WiFi at City Hall

In August, the Library's IT department relocated the WiFi transmitter within Public Administration Library to the transom window above the front door to the department. This move enables City Hall staff and visitors to access free Internet service from more locations in the building, including the popular great hall area.

Exhibit & Tour for Friends: Cleveland's Bill of Fare

Special Collections hosted a tour for The Friends of the Cleveland Public Library featuring library's collection of food books and photographs on June 28th. A seven-table display commemorated Cleveland food products, restaurants, stores and edibles which played an important role in the city's heritage, including books, newspaper clippings. Photographs and a table and place setting from *Higbee's Silver Grille Restaurant* (loaned by the Tower City Archives), where members of the Friends could pose for photos, were popular features.

The second stop on the tour was the Science & Technology Department, where Friends members explored all things food. Old and new cookbooks were on display including some with exquisite bindings, including Maria Parloa's

Miss Parloa's Kitchen Companion published in 1887 by Clover Publishing and Mary Ronald's *Luncheons a Cook's Picture Book*, published in 1902 by The Century Co.

See Also Garden Art Installation

The third See Also artwork opened June 12th with Scott Stibitch's installation of *Figure/Ground*. The piece is composed of pink chairs and shades of pink translucent film on the windows of the Stokes and Main Library facing the garden. The concept of *Figure/Ground* emphasizes how each of us sees things differently, especially if a space introduces a splash of color and its elements are moved around spontaneously. The event included opening statements by Cindy Lombardo and the artist; patrons enjoyed pink ice cream as well. The installation is part of the *Lockwood Thompson Dialogue* series, in partnership with LAND Studio.

Joint Program with Carnegie West Branch

Pam Eyerdam coordinated a program with Angela Guinther at the Carnegie West Branch on August 6th. Ron Taylor, author of *From Animal House to Our House*, spoke about the trials and tribulations of remodeling a historic townhouse in Baltimore. Fine Arts sent approximately 25 books on long term loan to Carnegie West dealing with historic preservation. There were 22 attendees for the program that included an audience of architects, historic home owners, and students in the Urban Renewal Program at Cleveland State University. After the program, Mr. Taylor interviewed the CSU students for his blog.

Tour Leads to Article about Library

Stacie Brisker gave Jacqueline Ruiz a tour of Special Collections which led to an article on Cleveland. Com (<http://welcometocle.com/clevelands-best-kept-secret-the-john-white-collection/>), posted in July. Ms. Ruiz was shown Persian Books, the Sanskrit writings on palm leaves from the Smith Agama Collection, and other treasures. Ms. Ruiz is the Founder and Project Director of the Asian Indian Heritage Project and is the Social Media Ambassador for *Global Cleveland*.

Chinese Language Storytime

Caroline Han held a series of Chinese language storytimes over the summer in the activity room in Youth Services. Storytimes were held on June 16 (13 children,

7 adults attended); July 21 (12 children and 7 adults); and August 25 (14 children, 8 adults attended).

War of 1812 Bicentennial Program

Dr. William H. Thiesen Atlantic Area Historian for the United States Coast Guard presented a program in the History and Geography Department on August 30. The program was titled, "They Did Their Duty 'as became American Sailors': The Revenue Cutter Service and the War of 1812."

Cleveland Public Poetry

The Literature Department & the Ohio Center for the Book hosted poet Ben Gulyas for the Cleveland Public Poetry Open Mic Poetry Reading on August 11. Nine enthusiastic poets and poetry readers participating by reading personal favorites of poems they had crafted themselves. The event was planned by librarian Steve Capouzzo and it helped to further a community of learning around reading and poetry at the Library.

Popular Book Clubs

Popular Library hosted fifteen book clubs over the summer. The books were chosen to appeal to a wide range of reading tastes. Popular Library's Fall Mystery book clubs will highlight the authors Linda Fairstein and Karin Slaughter to coincide with their visit to the library.

Non-Fiction Book Club

The Social Sciences Department Non-Fiction Book Club discussion was facilitated by Ms. Travka. The book discussed this summer was *God Grew Tired of Us* by John Bul Dau. A documentary film on the "Lost Boys" was shown as well to compliment the book.

When the Senate Was the NBA

Local historian Ivan Williams presented a program on Cleveland sports history in the Sports Research Center on June 23. Mr. Williams, a former graduate of John Hay High School, shared his memories on the Senate Athletic League in the 1960s.

Youth Services Class Visits, Tours, and Summer Reading Club, Summer Lunches

- This summer, the Youth Services Department welcomed returning groups and new groups that have visited

in the previous year. Annisha Jeffries and Eanas Salem provided a mini-tour to 15 volunteers from the Youth Opportunities Unlimited organization (Y.O.U)

- Annisha Jeffries conducted a tour and assistance with a scavenger hunt to 15 children ages 7-14 from Camp Culture Summer Camp. Staff pulled books for the children to do research on the history of Cleveland.
- Annisha Jeffries, Sandy Nosse and Elizabeth Saxton conducted a tour with songs and stories for 21 children from the Sterling Branch Summer Camp.
- Annisha Jeffries and Eanas Salem conducted a tour for 24 children from the East End Community Center. Jennifer Rhodes conducted story time for 11 children from the State Building.
- Christine Feczkanin conducted a story time to 38 children Friendly Inn.
- "Feed Your Mind READ!" Summer Reading Club programs were conducted weekly for eight weeks and each program involved stories, learning activities and a craft or activity related to the theme. During the eight-week session, 283 children and families enjoyed a variety of entertaining, hands on interactive programming conducted by all Youth Services Department Librarians and Library Assistants.
- Sponsored by the City of Cleveland Recreation Centers from June 18-August 3, 2012 from 11:30am-12:30 p.m. Lunches were served to children ages 1-18 in the Youth Services Department story room. A total of 77 children received lunches.

Outreach

The OPS department facilitated and/or staffed 27 outreach events during the months of June- August. Notable events were the Fairfax Arts & Heritage Celebration, the Glenville Festival, Parade at the Circle, Asian Festival, Dads, Books and Kids, and the CMSD Back-to-School Fair.

Assistant Director of Outreach and Programming Services Aaron Mason spoke to a group of 40 students in the NASA LERCIP summer internship program on the importance of creativity and critical thinking in the STEM subject areas.

Aaron Mason and Plain Dealer philanthropy reporter, Margaret Bernstein were interviewed on Fox 8 News to promote the Dads, Books and Kids event that took place on August 4.

Fine Arts Visits to Branches

Bruce Biddle visited several branches to present a talk and draw participants at their Summer Reading Club finale. Mr. Biddle shared his drawing talents with patrons, shows examples of his illustration art and speaks about art careers, cartooning and caricatures and drew portraits of those attending. Mr. Biddle brought books from the Fine Arts Department to display and encouraged all to visit the Main Library and get check out books that are not available in the branches.

Seeds of Literacy

Amy Dawson (Literature) attended two outreach sessions at Seeds of Literacy on W. 25th and Clark Avenue on August 21 and 23. Ms. Dawson presented material on essay writing and grammar. Ms. Dawson also presented an essay by Ernest Hemingway, "Hills like White Elephants" and discussed the essay with the students as well as offered in the 2012 Letters About Literature Awards booklets so students could read the winning letters.

Article in Edible Cleveland by Maureen Mullin

An article written by Maureen Mullin (Science & Technology) was published in the Summer 2012 edition of *Edible Cleveland*. Food-related summer reading was the theme with descriptions of fun cookbooks including *Microgreens: How to Grow Nature's own Superfood*, by Fionna Hill, Jim Lahey's *My Pizza: The Easy No-Knead Way to Make Spectacular Pizza at Home*, and *Jelly Shot Test Kitchen: Jell-ing Classic Cocktails - One Drink at a Time*, by Michelle Palm. A reception for contributors was held at *Spice Kitchen + Bar*, a restaurant that specializes in local food.

Lutheran Ministries Men's Shelter, 2100 Lakeside

On July 27, the Lutheran Ministries Men's Shelter at 2100 Lakeside was given four boxes of unsold books following the Friends' of CPL summer book sale. Annie Holden, a social worker at the shelter, was very appreciative of the Library's generosity in making reading material available at the shelter.

Chess Film Documentary

In July 2012, Special Collections participated in a chess film documentary entitled, *The Men Who Were Inspired by His Queen*. The film explores the development of chess since the role of the queen changed from the least powerful piece to the most powerful 500 years ago. The film crew of Prodigius Cinema from Barcelona, Spain, interviewed staff members Kelly Ross Brown, Pam Eyerdam, and retiree Lissa Waite about John G. White Chess Collection. The crew had already filmed people from around the world, speaking in six languages, including current world chess champion Vishy Anand. A major focus of the film is in the mystery of the long-ago disappearance of a famous chess manuscript by Francesch Vicent which documents the change of the queen's role for the first time.

Additional Outreach Highlights

- Sheba Marcus-Bey (BEL) met with Joshua Wineburg of the Hispanic Chamber of Commerce on July 16. The outreach effort was attended also by Madeline Corchado for the sake of outlining Business resources for the organization.
- Kelly Ross worked with the *World Chess Hall of Fame* (in St. Louis), assisting with research for their future exhibit on *Presidents and Chess*.
- Pam Eyerdam (Fine Arts) participated in an Orientation at the *Virginia Marti College of Art & Design* on July 7th. This included a library instruction session featuring CPL databases, promoting library cards and Tech Central.
- Foreign Literature staff processed a total of 9,374 Long Loan items to 17 requesting agencies. To promote collections and facilitate circulation staff forwarded 50 messages to 5,546 patrons informing users of new book lists on Bibliocommons, CPL holiday closings, library book sale schedule and related events.
- Literature Department sent nine boxes of bookmarks, brochures and give-aways—including items from the Ohioana Library Association and Choose to Read Ohio—to the National Book Festival office in August. The Ohio Center for the Book at CPL will participate in the 2012 National Book Festival at the National Mall in Washington, D.C., September 22 & 23.

- On June 26, Maureen Mullin attended a "Friendraiser" for Edwin's Leadership And Restaurant Institute, a non-profit culinary industry education program for formerly incarcerated men and women.
- On August 2, Maureen Mullin provided a training session on several CPL databases, including ReferenceUSA, to staff of University Circle, Inc.
- Annisha Jeffries (Youth Services) visited the State Building story time conducted a story time to 12 children

Collection Development

Francis E. Sommer Memoir Digitized

Pam Eyerdam, Michael Ruffing and Ann Olszewski worked together to digitize a WWI-era memoir by Francis E. Sommer (1890-1978), the longtime cataloger of the John G. White Collection (now Special Collections). Titled *Idyl, War and Revolution; across Russia in Ten Historic Years* (1952), the memoir is an eyewitness account to events in Russia that occurred from 1911 to 1921. Mr. Sommer was a famed linguist in the United States, sought out for his language skills by the Library of Congress and many other libraries. He worked for Cleveland public Library from 1926 to 1965. According to his December 9, 1978, obituary in the Plain Dealer, Sommer was fluent in 14 languages, read 22 more and had knowledge of the grammar of 45 others. The manuscript was provided to the Library by James W. Lowry of Hagerstown, Maryland, who is a friend of Lary Sommer, Francis Sommer's son.

National Geographic Historical Database, 1888-1994

In June the Library purchased the content of the National Geographic magazine from its start in 1888 through 1994. This database includes color scans of every page, photograph, and map published in National Geographic. The complete content of this iconic magazine is fully searchable through an intuitive interface, which allows patrons to explore in-depth coverage of cultures, nature, science, technology and the environment.

Lockwood Thompson Collection

The Library has acquired several treasures for the Lockwood Thompson Collection of Modern Art this year. Among the most notable was a rare, complete set of the

journal *Pan*, in excellent condition, which was acquired

from Peter Bernett in July. This journal was published in Berlin between 1895 and 1900, is regarded as one of the most important voices of Art Nouveau in Germany. *Pan* focused on the best contemporary art, featuring well-known, and also unknown, young international artists, including Peter Behrens, Franz von Stuck, Max Klinger, Käthe Kollwitz, Auguste Rodin, Paul Signac and Félix Vallotton.

Government Documents Collection at Public Administration Library

Robin Speigner spent time with Public Administration Library staff weeding the government documents collection. Brenda Robinson prepared a list of items to be weeded and Mrs. Speigner submitted it to the State Library for permission to discard. In the future Mrs. Speigner intends to review PALs selection profile and streamline it so that they receive only pertinent information in their collection

Navy Week Donation to CPL

In honor of Navy Week in Cleveland, ten copies of *Yardarm to Yardarm: How the War of 1812 Created America's Navy*, were presented to the Library on August 29 by Captain Bill Sherman, Chief of Staff Carrier Strike Group Two, George H.W. Bush Carrier Strike Group, United States Navy. History and Geography department kept three copies and distributed the remaining seven copies to branch libraries.

Sugarman Collection

Stacie Brisker worked with Annisha Jeffries (Youth Services) to transfer the Sugarman titles to Special Collections. The collection is now housed in the Treasure Room. New additions will be added once the awards are announced.

Digital Projects Approved for 2013

The Digital Projects Committee met in July and approved the following projects to proceed for 2013:

- Charles Chesnutt ephemera, in support of the Ohio Center for Book's emphasis on Chesnutt in 2013 - Special Collections
- John G. White travel diaries from Wyoming, 1900-1927: up to 3 volumes, select for optimal content with pictorial interest - Special Collections

- Aerial photographs of Cuyahoga County taken in 1977 and 1988 - Map Collection
- Historical maps of Cleveland produced from 1796-1920 (126 total) - Map Collection
- Historical documentation and photographs of Cooley Farms (1900-1953). Cooley Farms (known as the City Infirmary in the 19th century) was a city-run village that provided support for the "poor, inform, insane and aged." A national model for providing such services, Cooley farms had a separate building where elderly married couples could continue to live together, a unique feature for its time. Public Administration Library
- Howard Whipple Green reports, 1910-1962 (44 documents) - Public Administration Library
- Cleveland African American History Resources, 1854-1969 (51 documents) - Public Administration Library
- Brooklyn Centre (300 photographs, 1930s-1990s) - Photograph Collection
- Barnhill collection of Cleveland Photographs, 1930s (65 photos and 5 maps) - Photograph Collection
- Lawrence Schreiber Collection (300 photographs of Cuyahoga River boats and bridges) - Photograph Collection
- Booklets on the Cleveland Motorcycle (1919) - Science & Technology
- Spencerian Commercial School (1898) - Business, Economics & Labor

Cleveland Parks Plans Finding Aid

A finding aid for the City of Cleveland Historical Park Plans Collection was formatted into encoded archival description (EAD), a standardized XML language, and uploaded to the OhioLink Finding Aid Repository by Map Collection staff. Being in the depository allows the Library to showcase the collection to interested researchers across Ohio and the United States.

Yearbook Digitization

Ann Olszewski, Preservation Manager, identified 35 high school yearbook volumes for the next round of the digitization of high school yearbooks. The next round includes yearbooks for Longwood, Max Hayes, John Marshall, and Lincoln West High School. The yearbooks were sent to the Presentation Department by Social

Sciences department.

Research That's Possible Only at Main Library

- RTA held a test for an electrician's position in the month of June. A patron asked Jim Bettinger, of the Science & Technology Department, about several textbooks related to the topic. On Monday July 23, the patron came back to praise the library's holdings and the department's help. He relayed that he passed the test and got the job.
- Science & Technology received an email question from the Librarian/Archivist for the Shuttleworth Collection of Working Historic Aircraft and Motor Vehicles, at Old Warden Aerodrome, Biggleswade, United Kingdom. The request required use of the only copy available in the world of the title, *Dobbie-McInnes 'Farnboro' Electric Indicator*, published in Glasgow in 1940. CPL is the only recorded owner of this work in the world.
- Bill Chase (Fine Arts) was recognized in the Staff Newsletter for his role in the publication of *American Silent Horror, Science Fiction and Fantasy Feature Films, 1913-1929* (McFarland Books, 2012). Mr. Chase served as chief researcher for the book and utilized resources from various departments, mainly from the Periodical Center and Literature. Cleveland Public Library has a collection of vintage motion picture journals that rivals the top film research libraries in the country. Especially valuable with the research was the collection donated to CPL by Cleveland Plain Dealer critic, W. Ward Marsh.
- Sandy Witmer (Business) helped two patrons find materials for their senior theses on June 14. They needed advanced books on the Euro, the German financial system since 1950 and historical information on the U.S. financial system with an emphasis on Alexander Hamilton. Both patrons left with about 10 books each.
- Sales information on the new original equipment manufacturer (OEM) market, replacement market, commercial vehicles, and commercial replacement market for brakes. Information was found by Susan Mullee (Business) in ProQuest Statistical, Encyclopedia of American Industries, Business Source Premier, Business &

Company Resource Center, and S&P NetAdvantage for the OEM brake aftermarket business.

- In June, a chess author from Arizona spent three days in Special Collections researching female chess grand master Vera Menchik.
- Two local chamber orchestras have contacted Fine Arts requesting to borrow orchestral parts sets for their upcoming 2012-2013 seasons (Heights Chamber Orchestra and Suburban Symphony).
- Dr. Bill Robinson, Modern Art Curator at the Cleveland Museum of Art, requested several volumes on Picasso for his exhibition research.
- A researcher working on a documentary about post-Civil War life used *Frank Leslie's Illustrated Newspaper clippings* from Special Collections and issues of *Harpers* in Periodical Center.
- A patron brought in an Asian vase with an undetermined pottery mark. The patron was able to figure out the country of origin and expressed amazement at the extensive and in-depth collection of collectibles books.
- Staff assisted a professor from Contra Costa College in California with his Egypt research using items from the John G. White collection.
- A patron requested a digital copy of *Drafts of the land belonging to the Connecticut Land Company in the Connecticut Western Reserve*, a rare and important local history manuscript. The document was already in the process of being transcribed for the CPL Digital Gallery, where a digital facsimile is available.
- A PhD candidate from UC Berkley, needed information and reproductions of two early 20th century Indian manuscripts from Special Collections.
- Professor from San Antonio TX requested parts from the *Serenade Petite*, which is part of the Sam Fox Eyman Dance collection for his orchestra.
- A Rubaiyat collector from Colorado requested scans from various Rubaiyats in Special Collections, which holds the second largest collection of these works in the country.
- In August a patron used the Congressional Record in Government Documents, biographical dictionaries in Social Sciences, the Plain Dealer Historical and the Papers of Ulysses S. Grant. The patron was

working on a family history and wanted more details on her ancestor's appointment as a federal judge by Grant.

- A Microform Center patron researched articles about the championship winning Cleveland East Tech basketball team from 1972.
- Two car enthusiasts are repairing a 1971 Chevy Impala. They called seeking wiring diagrams for its V8 engine. Jim Bettinger, of the Science & Technology Department, was able to locate MOTOR's Vacuum & Wiring Diagrams. The information provided, for the cost of one copy, was exactly what they needed to proceed with the repair.
- The Science & Technology Department received a phone call from a patron who wanted information on an old wooden barrel. In an email, she sent pictures of it. Cleveland Public Library is one of only two libraries owning the title, *Wooden Barrels* by the Associated Cooperage Industries of America, St. Louis, Mo. c1931. Using that book we were able to help the woman with most of her questions about the barrel.
- A reference question from a patron in Michigan to the Science & Technology Department required use of the title *Towmotor Corporation: Facts about Towmotor the "One-Man Gang,"* Towmotor Corp. Cleveland, Ohio :, [1944?]. The Cleveland Public Library is the only recorded owner of this book.
- Mark Moore scanned materials on Jackie Robinson from the Martin Stone files for David Krell baseball author/researcher who is writing a book on the Brooklyn Dodgers.
- A patron has a collection of rifles, and was trying to identify them. The title, *The Stevens' Arms*, published by J. Stevens Arms and Tool Company of Chicopee Falls, Mass., c1900, helped him identify his guns. Cleveland Public Library is the only library owning a copy of this title, which was identified by Rose Mary Hoge of the Science & Technology Department.
- Jim Bettinger of the Science & Technology Department assisted a patron visiting from the Atlanta area. She requested two books, one from SCI and one from SOC, which were both at off-site storage. However, she was going to be in the area for only 2-3 more days. He advised her of the option to view the material at Memorial-Nottingham

Branch. She accepted that route and was able to view the only recorded copy in the world of *Pesco Progress* from Borg-Warner Corp.

- Marilyn Nichols, of the ILL/Photoduplication service of the Science & Technology Department had an interesting exchange with a customer, Mr. Johnson from Oregon, who ordered two death notices from Plain Dealer and Cleveland Press. It turns out that he was looking for information on his Commanding Officer Colonel Kenneth A. Cool from WW II. Mr. Johnson stated he attributes his survival and that of his future family due to a decision made by Colonel Cool. The Colonel had Mr. Johnson, then 2nd Lt. Navigator Johnson, transferred from a troubled bomber crew, all of whom were killed shortly after that transfer. Mr. Johnson wondered if we had any additional information. Ms. Nichols sent a photo page and article from the Historical Plain Dealer and a Flickr link. Mr. Johnson was pleased with the information and shared it with his 455th Bomber Group alumni organization and his family.
- Ms. Ronney scanned photos of Cuban baseball players, who played in the Negro League for two high school seniors

Staff Development

SEIU 1199 Negotiations

John Skrtic, Director of Public Services, and Carlos Latimer, Assistant Director of Public Services-Branched, served on the negotiating team on behalf of the library.

Training of New Substitutes

Lending continued in its role as the lead trainer for newly hired substitutes in CPL's circulation procedures. Veda Caliman has been excellent in assisting in the training.

Readers' Advisory Training

The Readers' Advisory Training group presented training for Main Manager and Clerks in June. Training for the Main Managers was held on June 13 and a presentation was offered to Cleveland Public Library Clerks on June 25-June 29.

Readers' Advisory training at the Cleveland Public Library was put together by the Readers' Advisory

training team which consists of William Bradford, Manager of Langston Hughes and Hough Branches; Amy Dawson, Manager of the Literature Department and the Ohio Center for the Book; Sarah Flinn, Manager of the

Popular Library; Tammy Houghton and April Lancaster, Genre Fiction Specialists in the Popular Library; Jaime Declet, Manager of South and Jefferson Branches; Sandy Nosse, Manager of Youth and Family Services; and Annisha Jeffries, Manager of Youth Services.

Project Management Workshop @ UCI on July 10 - 12, 2012. Amy Dawson, Maureen Mullin, Sheba Marcus-Bey and Annisha Jeffries attended a three-day Introduction to Project Management Workshop in July that was designed to teach participants the fundamental knowledge and skills required to lead and direct teams to deliver project results within the constraints of schedule, budget, and resources. The course was made up of key project management, leadership, and team development principles presented in a hands-on, interactive collaborative course.

The customized course was taught by an experienced project management professional, and was designed for small business owners, corporate and organizational executives, and individuals who have an interest in competing and winning in these challenging economic times by increasing their knowledge and ability to complete projects on time, within budget, and at a high quality level. After attending the workshop, Amy Dawson, Annisha Jeffries, Sheba Marcus-Bey, and Maureen Mullin gave a presentation about Project Management in a Public Library to Main Library managers on August 8.

Lending Clerks Upgrade

As of July 1, all Lending clerks who were at grade level "A" were reclassified to grade "B." This important change permits the scheduling of all AV-Lending clerks in the AV department, where previously they could only work in Lending. All staff in the department were given trained in Sirsi, placing holds, and searching the Catalog by TechCentral staff.

Staff Development Day/CPL Wellness Committee

On June 1, Joseph Parnell served as the Master of Ceremonies for CPL's Staff Development Day. Mr. Parnell also participated in the organization of the day through his role on the CPL Wellness Committee and its CPL F.I.T. (Feeling Incredible Together) initiative. Mr.

Parnell also directed and wrote a "Star Trek" film parody based on CPL F.I.T.'s five points of wellness (Physical, Financial, Career, Community, & Social/Emotional). Titled *Wellness Trek*, the film engendered a true sense of community among the assembled staff, who discovered the hidden comedic talents among their colleagues who starred in the film. A copy of the film is available for viewing on the CPL Staff Intranet. Kelly Brown (Fine Arts) attended the *Cleveland Wellness Symposium* on June 5, 2012. She also presented at Staff Day, and launched the *Wellness Trek's Race Around the World* using MovBands.

Sheba Marcus-Bey elected to NEO-RLS Board

Sheba Marcus-Bey, manager of Business, Economics and Labor, was elected as Vice President of the board of NEO-RLS (Northeast Ohio Regional Library System) at its July 24 meeting.

CPL Dewey Dance Crew

Three members of the Literature Department staff, Steve Capouzzo, Jean Collins, and Aja Russo, participated in the Dewey Dance Crew (DDC), with the Progressive Arts Alliance and ended up winners of the Corporate Cleveland's Best Dance Crew contest at House of Blues on Saturday, August 11, 2012. View the video of their performance here: <http://youtu.be/vRbSMiNmFd0>

Corporate Challenge

The Corporate Challenge committee led by Administrative Assistant, Yarimilka Beavers organized over ten summer events for staff members to compete in during the 2012 Cleveland Corporate Challenge tournament. Director Felton Thomas shared captain duties with Leslie Barrett and fielded a volleyball team that played at Battery Park. Ms. Beavers and Director of Public Services, John Skrtic led a CPL team through 99 degree heat to take fourth place in the kickball tournament held in the Cleveland Metroparks. Maps Librarian, Tom Edwards played and coached a CPL squad to an impressive showing in the basketball tournament. The team went deep into the tournament claiming third place overall.

MEETING ROOMS and SCHEDULING

The OPS department accepted a total of 136 and meeting room requests and 114 AV requests for the months of June-August. In the month of July the Library was host to a film shoot for the Nurenberg Paris law firm. Governmental groups used the Library on 7 occasions.

EXHIBITS

The Library was host to two exhibits in the Main library cases and the Louis Stokes Wing Auditorium: The CMSD All-City Art Exhibit and the Adoption Networks Moving Hearts Gallery.

Other Main Library News*Shipping Department Update*

The months of June, July and August were very productive months for the Shipping Department as close to 350% more boxes, bags and totes were sent to Cleveland Public Library branches and CLEVNET libraries than the 2011 period (5,452 vs. 24,458). The Staff Development Day on June 1 did not effect or slow down production and this is the fourth straight month without one day of backlogged materials.

Shelf Division Update

The month of July was very busy as two new Shelf Clerks were hired. Melissa Canan, formerly Sci-Tech Page and Alexander Leonard, formerly Shelf Page, respectively, began working in Shelf Division on July 16, 2012. In addition Shelf Division had two youth groups, Youth Opportunities Unlimited (Y.O.U.) and Esperanza, working during the summer at Cleveland Public Library. A total of 13 workers (seven from Y.O.U. and six from Esperanza) spent their time completing basic Page duties which included breaking down book trucks, sorting department book truck, and working in Subject Departments pulling Send Item List requests off the shelves.

Main Library Art Collection

The Library's marble sculpture of General Ulysses S. Grant, carved by Franklin Simmons and given to the Library in 1926 by Mr. and Mrs. Oliver M. Stafford, was brought out of storage and placed in the lobby of the Main Building. For many years General Grant stood sentry in the west corridor on the second floor of the building, but had been put into storage when the building was renovated. After a patron inquired about the disposition of the sculpture, the Library decided to bring General Grant back to Main Library in commemoration of the 150th anniversary of the Civil War. The Intermuseum Conservation Association (ICA) cleaned and repaired the sculpture in August. Since the reopening of Main Building in May 1999, nearly all of its art works have received some form of conservation treatment through ICA.

During the month of August, a massive portrait of Andrew Carnegie was moved from the administrative floor to the Microform Center, where it can be viewed by the general public. At the same time, four exquisite optical-art paintings by noted local artist Julian Stanczak were hung in TechCentral.

Twist Creative Venture

At its June meeting, the Board of Trustees approved the administration's request to proceed with the development of an agreement with Twist Creative, a local design firm, to develop products for sale based on images from the Library's rich collection. Michael Ruffing had worked with Twist Creative in November 2011 on a pilot project that involved the production and sale of four posters based on public domain images in the Library's collection, including two 19th century maps, a 1909 poster advertising the Cleveland Industrial Exposition, and an advertisement featuring the slogan, "Cleveland Offers Most." The items were sold during the last holiday season at the Ohio Knitting Mills pop-up store at 1985 West 28th Street and resulted in \$2,000 in proceeds for CPL.

Based on the success of the pilot project, Twist Creative staff and business partner Steven Tatar, of the Ohio Knitting Mills, worked with Mr. Ruffing and Joyce Dodrill, CPL's Chief Legal Counsel, to develop a Memorandum of Understanding for a larger venture. Immediately following Board approval of the MOU, Twist Creative visited the Library on a research mission. They reviewed a large sampling of unique items from the Library's collection of Cleveland materials, which had been selected by Main Library subject department staff. The goal of the MOU is to have products developed and manufactured for sale during the 2012 holiday season.

BRANCHES

Branches were actively engaged during the summer months of 2012 in their role as community deficit fighters. The summer lunch program was successfully implemented for the fourth consecutive year. This success was enjoyed along with the implementation this year of the Y.O.U. summer volunteer program.

Team meetings continued throughout the summer and kept as their focus, providing a forum for discussion of new

initiatives and ways to most effectively promote buy-in from branch staff while actively engaging staff in the implementation of the library's strategic plan.

Group and individual coaching sessions both were held with all branch managers to discuss strategies for strengthening the collective impact of the team as we move forward in our efforts to strengthen community partnerships.

Councilman T.J. Dow was the featured author at the Addison Branch book discussion "A New Chapter in June" discussing his book *Lessons in Leadership: Through Personal Experience*.

Collinwood Branch - Children from Community Child Care Center participated in the grant funded program, Spend, Save and Share with CPL and PNC Bank.

Garden Valley - On July 17, a representative from the Cleveland Clinic spoke to 31 adults about healthy eating.

Glenville - Senior Book Forum Book Club was held at John G. Glen. The book for July was *Silver Sparrow*.

Harvard Lee Branch youth participated in a program entitled "Stranger Danger" featuring Cleveland Police Officer Jeff Stanzyk.

Hough Branch Community Gardens Club was a featured program during the month of July at the Hough Branch.

Langston Hughes Book Club start up meeting was held during the month of June.

Martin Luther King Jr. Branch - In July patrons created Web Resumes to display talents, art and photography online.

Woodland Branch Manager Kathryn Feeley created displays about careers in preparation for students preparing to enter college.

Addison Branch Manager Magnolia Peters attended bi-weekly Ward meeting held at Fatima this summer.

East 131/Mt. Pleasant Manager Joyce Bowers attended the Mt. Pleasant Community Zone meeting in August.

Garden Valley/Woodland Branch Manager Kathryn Feeley worked with the Garden Valley Neighborhood House during the month of August to collaborate on a program to involve library patrons and poetry to increase reading skills and comprehension.

Glenville Branch staff participated in Brightside Academy's Back to School Community Event and Open House.

Harvard Lee Manager Harriette Parks and Library Assistant Lori Scurka hosted a booth at the Ward 1 Expo on August 25, 2012 sponsored by Councilman Terrell Pruitt.

Hough/Langston Hughes Manager William Bradford hosted a booth at the annual New Day in Hough event on August 4.

Martin Luther King Jr. Manager Toni Parker along with other branch staff and CPL staff participated in the 2012 Parade the Circle event in June with 75, 000 in attendance.

Rice Branch Manager Ali Boyd attended public meetings of the Buckeye Development Corporation.

During the month of June, the NTM West Manager, Robin Wood attended the Main Manager's Meeting, the CPL Board Meeting, and Branch Circulation Meeting and hosted the West Team Meeting at the Eastman Branch on June 28. She also met with Rollie Welch at the Lakeshore facility on June 15 for Collection Development Training and a tour of the facility.

Children's Librarians from the Brooklyn, Garden Valley, and Sterling Branches attended STEPS training at the Shaker Heights Library on June 7th and 8th. The STEPS program is sponsored by PNC, St. Luke's Foundation, and Mt. Sinai Foundation with implementation through Beechbrook. This trial baby box program will be rolled out at three branches.

City Fresh, a community supported agriculture program, changed its pick up to Novak Park, the park surrounding the Carnegie West Branch, due, in part, to the more visible location and the availability of the Carnegie West basement to store their bins, tables, and tent. Their first two outings, an introduction and sign-up on

June 7th, and the first day of actual produce pick up went off very well.

Eastman Branch Children's Librarian, Tracey Allen and Branch Clerk, Jeanmarie Gielty were awarded an Innovation Grant from CPL- entitled Mean Green Machine, We Run On Community Energy- both staff members were notified at Staff Development Day- the grant amount is \$5,000.

Fleet Branch Manager, Rekiat Olayiwola attended a dinner at the Polish Cultural Center in Slavic Village where she learned that PBS Cleveland was one of 12 broadcasting nations that won the grant award. As a result of this grant, Jennifer Schwelik of PBS delivered a Smartboard and a projector to Fleet Branch for use in interactive activities with children visiting the Branch and a NOOK Color.

Fulton Branch Manager, Cheryl Diamond hosted a series of 6 science experiments taught by Ms. Pat Kenzel, retired Beaumont High School Science teacher. The first experiment was about the nature of popcorn. All observations were recorded and discussed, modeling scientific behavior.

Chrystal Carr Jeter, Lorain Branch Manager, participated in the Monthly Senior Book Club at Glenville Health Center supporting the Glenville Branch Manager.

South Brooklyn Children's Librarian, Luigi Russo was one of two judges for an art and writing contest held at Concord Reserve, a senior community in Westlake.

Kathleen Lefkowitz, Walz Branch Manager, volunteered at Parade the Circle where she performed 3 puppet shows, assisted with the prize wheel, popcorn and tissue flowers between shows.

West Park Branch GED classes ended for the season on June 18. A special summer session will begin in July, with classes beginning a half-hour earlier. These classes have had steady attendance.

The Brooklyn Branch has been busy this summer with promotions in several neighborhood events including: Gardenwalk Cleveland, CPT STEP performance, Roberto Ocasio Latin Jazz concert at Riverside Cemetery and on-going preparation for the neighborhood bicentennial in August.

CPL Staff Salad Day was a big hit at the Brooklyn Branch thanks to the staff! Much of the produce was freshly harvested from Library Assistant, Cathy Hankins and Library Assistant, Jessica Bosco's gardens.

Carnegie West Branch Manager, Angela Guinther was invited to attend a meeting at the West Side Catholic Center (WSCC) on July 12th. The meeting, run by WSCC director Anita Cook, sought to gather neighborhood partnerships for a Back to School Fair to be held in Novak Park on August 17th. Guinther offered the use of the meeting room for two or three days so volunteers from WSCC can pack the 1,500 backpacks with school supplies that the WSCC intends to provide at the fair. They will also store the backpacks in the basement until the day of the event. Children's Librarian, Helen Zaluckyj will host a table outside at the event with back to school crafts and activities for the children.

Helen Zaluckyj, Carnegie West's Children's Librarian went above and beyond when she brought in samples of healthy, exotic fruits for her Smart Eating Jeopardy program. The children all received samples of dragon fruit, golden kiwi, donut peaches, papaya, and lychee fruit. Many of the children were so excited that they lined up for seconds!

The Eastman Branch is one of six learning centers in the Cleveland Public Library System that will be offering the following services:

- Read to the Beat-A music-based literacy program for preschool aged children facilitated by instructors from the Cleveland Music School Settlement.
- After School Tutoring-Two American Reads tutors per branch for 4 hours a day M-F from September-June.
- College Preparation Courses-One of three stand-alone college preparation courses provided by Greater Cleveland College Now. Classes offer anywhere from 8-16 hours of instruction.
- GED/ESOL classes-Standard GED/ESOL classes offered by local ABLE providers. As of right now only 4 of the six sites will have this program.

The Fleet Branch hosted a "Family Fun" literacy event in cooperation with PBS public broadcasting and WVIZ TV and the Girl Scouts of North East Ohio; this program was developed under a grant from the Department of

Education, with special appearances by Curious George and the WVIZ Zebra; Smart Board literacy and math games were made available; Fine Arts Department Librarian Bruce Biddle did caricature portraits as well. The entire program was well-received.

The Central Tremont Block Club met on July 21, 2012 at the Jefferson Branch. Amongst the items on the agenda was discussing the success of the first neighborhood beautification project done this summer. This entailed cleanup of the flower beds next to Professor Market and planting some greenery.

The Sterling Branch has a daily creative play and reading time. The children engaged in self-directed, supervised play (puzzle solving, drawing and building projects). The children also have individual reading time with the Youth Services staff. The branch hosted 4 impromptu ice cream parties with activities for children.

The West Park Branch will continue to provide support for the popular Page Turner's Book Club which meets monthly at the branch. Former West Park Branch Manger Linda Jaeckel will remain the leader of this group, which has 16 regular members.

Branch Manager Angela Guinther, along with substitute scheduler Marina Marquez, worked at CPL's new Book Box which is located in Carnegie West's neighborhood at the new Market Square Park on August 11th and 25th. It was a great opportunity to meet potential new patrons and to visit with a few regular patrons. The Book Box was very well received by people of all ages and from various geographic locations.

Jefferson Branch Manager, Jaime Declet reports that The Night Out Against Crime 2012 for the Second District area took place on August 7 at the Steelyard Commons. This event continues to grow every year and the giveaways that the different organizations distribute seem to get better. The Second District commander thinks there were close to 8,000 people at the event.

The Walz Branch hosted a Youth Services-Reading Club finale on Ducks and Chickens with Library Assistant Donna Belles bringing in some of her flock as well as

some eggs. The children really enjoyed the program as well as the cake and punch after everything was cleaned up.

Carnegie West Branch Manager, Angela Guinther visited Franklin Plaza, an assisted living and rehabilitation facility on June 19th. About twenty-five residents met to hear about the library and its services and products. Each received a packet full of CPL/Carnegie West information and they perused a small collection of large print, fiction, and non-fiction books brought from the branch. Guinther registered six new patrons, updated the privileges of several more, and checked out seven titles to patrons. They were very excited to have a visit from the library and suggested various items for the next visit including English and Spanish language magazines and movies.

Lorain Branch Manager, Chrystal Carr Jeter participated as a Spelling Bee Judge for the Detroit Shoreway School Age Competition.

Waltz Branch Manager Kathleen Lefkowitz, visited St. Augustine's Manor and the Algart Skilled Nursing Facility.

Fulton Branch Manager, Cheryl Diamond attended the Jones Home Historical District community meeting to discuss what the library can do for this important community committee.

Broadway Branch Supervisor, Cynthia Coccaro visited several daycares to encourage their participation in the CPL Summer Reading Program.

Carnegie West Manager, Angela Guinther was invited for a tour of Providence House, a crisis nursery located in the neighborhood, and a meeting with Director Natalie Leek-Nelson. At the meeting on July 24th Guinther and Leek-Nelson discussed library services, including having Children's Librarian, Helen Zaluckyj host a regularly scheduled value added story time at the nursery, providing a Providence House library card, the upcoming Back to School Fair, obtaining books used for training their staff and volunteers, and their upcoming 'Every Child is Your Child' campaign.

Fulton Branch Manager, Cheryl Diamond, and Library Assistant, Rodney Lewallen met with Hans Holznagel,

Chief Operating Officer, Near West Theatre and Emily and Sara (Summer Interns) to discuss ways the library and Near West Theatre can bring the theatre experience to our community. Several ideas were brought up; one idea is a "mobbing" where the actors mob the library and sing songs from the upcoming production (i.e. Hair Spray.) Eastman Branch Children's Librarian, Diana DeVore, has contacted some of the area schools and day cares and will be making site visits to introduce herself to teachers.

Spanish American Committee: Nancy Caraballo, member of the Spanish American Committee working with Help Me Grow, asked Mr. DeClet to visit one of the monthly meetings on August 28, 2012 for the Bright Beginnings Help Me Grow families.

Walz Branch Staff presented a program on Watermelon at St Augustine Nursing home. The residents made a small watermelon craft, did watermelon trivia and listened to poems on watermelons and two book club meetings were held at the Algart Nursing Home.

OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

In June, OLBPD circulated 59,658 items directly to patrons. BARD users downloaded 9,506 items among 515 active users for June. OLBPD registered 156 new readers to the service.

OLBPD hosted its annual Volunteer Luncheon on Wednesday, June 6, 2012 at Bistro 185 in Cleveland. Fourteen volunteers attended the luncheon and included quite a few retired CPL staff that volunteer their time to OLBPD. Volunteers contributed 1,352 hours of service to OLBPD in Fiscal Year 2012.

On June 12, OLBPD Manager Will Reed met with Ben Guylas of the Cleveland Heights-University Heights (CH-UH) Public Library to discuss possible cooperative library programs and events for patrons who are deaf or hard of hearing. Ideas from the meeting have been shared with CPL Public Services.

On June 19th, OLBPD Manager Will Reed and CPL Assistant Marketing & Communications Administrator Cathy Poilpre met with North Water Partners to develop a statewide distribution strategy for radio and television

advertisements. A synthesized strategy plan will be compiled for July.

On June 21, OLBPD Manager Will Reed met with VOICEcorps reading service staff in Columbus to finalize plans to resume recording and locally producing talking books of Ohio interest for OLBPD patrons. Six books are scheduled to be recorded, four of which are "Choose to Read Ohio" selections.

OLBPD Manager Will Reed and Tracy Grimm, Head of the State Library of Ohio Talking Book Program co-hosted a one day conference for machine lending agencies on June 28 at the State Library of Ohio. OLBPD and SLO have over 60 machine lending agencies throughout Ohio, many of which are public libraries, and provide a valuable local service to OLBPD in terms of equipment maintenance, reader advisory, and outreach and promotions.

OLBPD staff Ken Redd and Michelle Makkos presented information about OLBPD services at the Cleveland Sight Center White Cane Walk on June 9; Veterans Administration (VA) Akron Blind and Low Vision Support Group on June 12; VA Parma Blind and Low Vision Support Group on June 14; Independence Low Vision Group on June 20; and Rocky River Seniors on June 29.

The OLBPD Cyber-Dialogue Book Discussion was held on June 14 where the group discussed "Mockingjay: Hunger Games Book 3" by Suzanne Collins.

In July, OLBPD circulated 61,581 items directly to patrons. BARD users downloaded 10,223 items among 563 active users for July. OLBPD registered 140 new readers to the service.

On July 18, the State Library of Ohio emailed public library directors across Ohio encouraging them to help promote OLBPD and its service by hosting a service display in their libraries. The letter was signed by both Beverly Cain and Felton Thomas. The following week, OLBPD mailed out over 400 packs of brochures and table-top displays to all of Ohio's public libraries. Public libraries have also been in contact with OLBPD regarding additional display options. This endeavor was part of the co-promotional efforts to promote OLBPD between CPL and the State Library of Ohio.

On July 26, OLBDP Manager Will Reed and CPL Assistant Marketing & Communications Administrator Cathy Poilpre met with North Water Partners. OLBDP will contract North Water Partners to execute the distribution plan developed in June for the public service announcement.

OLBDP Librarian Michelle Makkos presented information about OLBDP services at the Veterans Administration (VA) Cleveland/Wade Park Blind and Low Vision Support Group on July 5; and the Fairfax Arts and Heritage Festival on July 21.

The OLBDP Cyber-Dialogue Book Discussion was held on July 12 where the group discussed "Innocent Man" by John Grisham.

In August, OLBDP circulated 69,626 books directly to patrons. BARD users downloaded 9,632 items among 544 active users for August. OLBDP registered 152 new readers to the service.

OLBDP will be working with Cleveland Heights-University Heights (CH-UH) Library to host a library services to deaf and hard of hearing focus group. OLBDP is also working with CPL Marketing and Communications to conduct an online survey. CPL and CH-UH hope to gather information from the deaf and hard hearing community about library services of interest, accessibility, and usability of the library.

OLBDP received a great response from Ohio public libraries following the letters that were sent to Directors asking them to host an OLBDP display. Not only has OLBDP been receiving requests from libraries for additional promotional items and materials, but OLBDP has also been receiving requests for applications from potential new readers or from people who know someone who could use the service and saw the display at their local public library.

OLBDP is pleased to share that two adaptive workstations have been set up in Tech Central and are now available for use. The workstations feature hardware and software to aid patrons who are blind or visually impaired, featuring JAWS and ZoomText, as well as a Braille printer. OLBDP provides training for both staff and patrons on the use of any of the adaptive workstations.

OLBPD submitted its FY 2014 - 2015 Biennial Budget Request to the State Library of Ohio. OLBPD is requesting funding at the same level as FY2012 - 2013 as directed by SLO.

In 2013, OLBPD will host two extra Family Fun and Learning Day events in addition to the annual Family Fun and Learning Day event here in Cleveland to build stronger connections with patrons residing outside the Cleveland area. On July 10, OLBPD will host its first Family Fun and Learning Day event at Clovernook Center for the Blind and Visually Impaired in Cincinnati. On August 14, OLBPD and State Library of Ohio will host our first Family Fun and Learning Day at the State Library in Columbus.

The OLBPD Cyber-Dialogue Book Discussion was held on August 9th where the group discussed "The Egg and I" by Betty MacDonald.

TECH CENTRAL

VIP and Community Opening Events

Both the VIP Opening on Thursday, June 14 and the Community Opening on June 16 were well attended by both CPL staff and the Cleveland community. TechCentral Staff was on-hand for both events to provide demonstrations on the various aspects of TechCentral, including the SMARTBoard, eReaders and Tablets in the Tech ToyBox, the MyCloud service, as well as providing tours of TechCentral and providing information about various parts of the space. MakerGear, the manufacturer of our 3D Printer, was also on-hand providing demonstrations of 3D printing technology. Prizes including mouse pads, messenger bags, eReader sleeves, USB drives, and more were given out throughout the Community Opening on Saturday.

Tech ToyBox

The Tech ToyBox service launched during the Community Opening on June 16. 24 devices were available to checkout during the Community Opening festivities to patrons who attended sessions about each of the eReaders and Tablets. Devices include the Apple iPad 3, Amazon Kindle Fire, Amazon Kindle Touch, Barnes & Noble NOOK Color, Barnes & Noble NOOK Tablet, and the Samsung Galaxy Tab 10.2. The devices have been a huge hit with patrons who have used the devices in various ways,

including recording the 4th of July festivities on the Samsung Galaxy Tablet, reading books on the Kindle Touch and NOOK devices, 'trying out' devices before making a purchasing decision, and simply having the opportunity to experience the devices for the first time. Since opening, the Tech ToyBox devices have circulated a total of 198 times.

myCloud

The MyCloud service launched on Wednesday, June 27, after some final details were worked out with IT/CLEVNET regarding creating and managing myCloud accounts. A total of 21 myCloud orientation classes have been offered, with 26 people attending. The myCloud devices have been used a total of 119 times. Uses of the myCloud service so far include installation of OverDrive Media Console for downloading eMedia, installation of iTunes for syncing music and files with iPhones and iPads, along with general computer and Internet use outside of TechCentral.

3D Printer

TechCentral's 3D Printer arrived in TechCentral in early August. Adam Jaenke was the initial TechCentral staff member trained on the unit and has been working with the other staff members to train them on its use. Until a pricing model is set for the printer, we have been offering to print 3D models for patron as demonstration prints, and also providing a copy of the printed model to the patron.

Multi-Function Devices

TechCentral has played a pivotal role in the deployment, use, and improvement of the MFD system. The TechCentral staff has been the first line of support for MFD use throughout the system, troubleshooting issues and escalating programs on a regular basis. Caroline Hill from Xerox worked with TechCentral staff and patrons on a total of 7 dates and 14 hours in July and August in an effort to experience some of the issues first-hand in order to make recommendations for improving the system.

Tours and Media Coverage of TechCentral

Since TechCentral's opening, there have been a number of individuals and groups that have asked for tours of our space and services. We have scheduled tours with well over 70 people including but not limited the following:

- A branch manager from the Denver Public Library

- IT Staff from the Euclid Public Library
- Staff from the Case Western Reserve Friedman Center
- Mark Angles from HP
- The CLEVNET PC Techs Special Interest Group
- Staff and Librarians from the Lorain County Community College
- IT and Electronic Services Staff from the Akron Summit County Public Library
- Travis Good, a former AOL executive currently interested in learning about the Maker movement.
- Director of the Dover Public Library

Personnel and Staffing

TechCentral initially opened with eleven total staff, including the manager, TechCentral Coordinator, seven full-time Library Assistants, Computer Emphasis and two part-time regular Library Assistants, Computer Emphasis. Interviews were held in August for one additional full-time Library Assistant, Computer Emphasis and initial phone interviews were held for two part-time regular Library Assistants, Computer Emphasis

Computer Classes and One-on-One Sessions

In June, new TechCentral staff members shadowed existing Computer Learning Connection trainers and began to teach their first classes at both the main library and in the branches. In July, TechCentral staff began teaching all of the *Computer Basics*, *Gmail*, and *Microsoft Office* classes using Windows 7 and Office 2010. The *Buying and Selling on the Internet* class was introduced in June, and the *Your Digital Footprints* class was developed for introduction in October. In June, July and August, a total of 80 classes were taught at the Main Library and 125 classes were taught in 24 branches. Attendance was 480 students at the Main Library and 500 Students at the branches. Additionally, in August, TechCentral staff held three classes for Main Library AV and Lending staff on the use of Sirsi Workflows and Bibliocommons.

In addition to the computer classes offered by TechCentral instructors, a total of 28 scheduled one-on-one sessions were held on topics including:

- Applying for jobs
- Applying for unemployment
- Computer basics and setting up an e-mail accounts
- Adding and removing applications
- eMedia assistance

- Tablet and eReader usage
- Updating device drivers
- Transferring and moving files and photos
- Uploading and deleting pictures from Facebook
- Creating a PhotoCD

BOOKMOBILE/ON THE ROAD TO READING

During the months of June- August the bookmobile served 152 stops and 4 community outreach events: Dads, Books, and Kids, Fairfax Arts & Heritage Festival, Asian Festival, and the Summer Reading Club Finale at the Cleveland Metroparks Zoo.

Due to a decline in use, on August 1 it was decided to replace the current stops of Karamu House and Mount Sinai with the East End Neighborhood House and Broadway Place Apartments. Service to these two new sites will begin in September.

On August 21 there was one service interruption; due to mechanical issues the bookmobile was unable to make the Scranton Castle stop.

"On the Road to Reading" visited Pediatric and WIC sites 75 times during the months of June - August. In the month of June, PNC Mobile store and PNC branch programs totaled 15 with 207 persons in attendance. In July and August PNC branch programs totaled 3 with a total of 41 people in attendance.

Drivers Tristan Wheeler, Bob Turowski, and Denise Dameron received bookmobile driver training during the months of June-August. All 3 will be released to be regular drivers by September 4 when training will be completed.

Youth & Family Services manager, Sandra Nosse, attended "Why Early Childhood Matters" training. The training, which took place over 3 days, was provided by Dr. Jill Stamm and Beechbrook in preparation for the implementation of the STEPS program in neighborhood branches. Ms. Nosse was also selected as a judge for the Ohio Library Council James Cook Book Award.

TECHNICAL SERVICES

All Technical Services Managers and staff attended Staff Development Day on June 1. Most staff members participated in the MOV Band Wellness Trek throughout the summer and almost all Technical Services Teams were in the top half of the standings. Two Teams, Catalog A-P and Catalog S-Z & Preservation, were in the top quarter by the end of August. Andrea Johnson, Catalog Manager, and Technical Services Librarian Muzhgan Nazarova organized a Salad Day potluck for Technical Services that was attended by a number of enthusiastic staff.

Technical Services hosted a visit from librarians working at the Public Library in Erie, PA. They enjoyed seeing all the Technical Services departments at work and were particularly interested in observing the High Demand Department processes for fast and efficient ordering, receiving, and invoicing. Patricia Lowrey, Director of Technical Services, Amy Pawlowski from Information Technology and Cathy Poilpre from Marketing and Communication hosted a visit from Anne Xu from the National Library of Australia. She came to Cleveland as part of her investigation of eBooks.

Ms. Lowrey served on an interview panel for the Technical Services Librarian (Spanish Language Emphasis) in the Catalog Department and one for the Information Technology Department's Library Systems and Application Specialist vacancy. She and Stephen Wohl, Lake Shore Shelf/Shipping Supervisor, worked with the Page Recruitment Committee throughout the summer.

Ms. Lowrey and most Technical Services Managers met with John Skrtic, Carlos Latimer and Michael Ruffing from Public Services to discuss a variety of issues. She and several Technical Services Managers met with Bob Carterette, Ann Palomo, Hilary Prisbylla and Jim Benson from the Information Technology Department to discuss a number of ongoing projects. Ms. Lowrey and Ann Olszewski attended the Digital Projects Committee and Ms Lowrey attended the Time & Attendance Committee meeting in July. She served on the Negotiation Team for the healthcare issues and 1-year extension of the collective bargaining agreement with SEIU 1199.

Collection Management: The big projects for the summer were the annual Branch Periodicals renewal and the

selection of materials for the new Tri-C collection. Rollie Welch, Collection Manager, worked with several staff to revise the lists of magazines. Nancy Mocsiran, Technical Services Assistant, organized the subscription lists and completed the processing of branch selections. Nate Infante of the Acquisitions Department worked closely with the vendors to place the orders. Mr. Welch selected the new materials for Tri-C and worked with Collection Management and Popular Library staff to transfer some older titles to Tri-C. Staff from Acquisitions and Materials Processing were instrumental in obtaining all the materials and getting them ready in time.

Collection Management staff trained members of the Public Service staff on discretionary ordering procedures. Mr. Welch met with Robin Wood, the new West Neighborhood Team Manager and Andrew Harrant, the new West Park Manager. Mr. Welch and Laura Mommers trained Branch managers for Collinwood (Caroline Peak) and Martin Luther King, Jr. (Toni Parker) on using Ingram iPage and Midwest databases to order adult books, CDs, and DVDs. Bonnie Bolton trained Walz's new Youth Services librarian (Jeanmarie Gielty) in BWI use for juvenile discretionary book ordering. Information about discretionary ordering was presented to Youth Services staff at their July meeting by Mr. Welch who was assisted by Lisa Kowalczyk from the Acquisitions Department.

Mr. Welch attended the American Library Association Annual Convention in Anaheim. He presented a four-hour workshop on what young adult books will be read in the future and he moderated a speakers' panel. Mr. Welch's column about library services for teenage males appeared in the June issue of *VOYA (Voice of Youth Advocates)*. Mr. Welch's monthly *Library Journal* street lit review column appeared throughout the summer. He also published several book reviews in the Plain Dealer.

High Demand: Over the summer the Department ordered 5,530 titles and 53,569 items. The staff added 2,473 titles and 48,352 items to the online catalog. They processed 1,826 invoices for a total value of \$ 629,119.70.

Dale Dickerson, High Demand Librarian, spent time training Summer Salem, the newest Technical Services

Associate, on DVD and CD copy cataloging. He also began to handle the copy cataloging for the BluRay combo packs, which will be added onto separate DVD and BluRay records.

High Demand staff successfully experimented with a streamlining initiative involving routing slips for branches. Much staff time has already been saved and the fully implemented change has resulted in less printing and paper waste. Staff members have used the extra time to help out other departments. Mya Warner found time to process 200 items for the Acquisitions Department. Mr. Dickerson volunteered to work in the Shipping Department for a half day. Ms. Salem used her ability to read Arabic to help move Arabic language materials through the Catalog Department more quickly. Steven Best processed some items for Materials Processing.

Carole Brachna, High Demand Manager, worked tenaciously to resolve protracted service problems with MidWest Tape and Ingram Library Services.

Materials Processing: During June, July, and August the Associates cataloged 4,670 titles for CPL and 4,328 titles for CLEVNET. The Associates and Senior Clerks added 19,754 items. The Technicians processed 79,793 items.

The Materials Processing Technicians continue to scan all materials going through the department. Elizabeth Hegstrom, Materials Processing Manager, is printing a report once a week for items that were scanned on a particular day to see what materials are popular and how many are going to fill CLEVNET holds. Ms. Hegstrom worked with Sarah Flinn in POP to improve the workflow for periodicals being sent to the bindery. The entire department made a concerted effort to get out materials for the new Tri-C library.

Acquisitions: The annual Periodical and Microfilm renewals kept the staff department busy throughout the summer. The Librarians updated the comprehensive lists of current periodical and microfilm subscriptions with the expected costs for the 2013 subscription year. The lists were reviewed by Collection Management and Main Library Subject Department Managers who made renewal decisions for the upcoming year. Sandy Jelar Elwell, Acquisitions Manger, worked with Rollie Welch and

Michael Ruffing to finalize the renewals and cancellations. The completed 2013 subscription renewals were then submitted to the vendors to be processed.

Alicia Naab, Acquisitions Coordinator, and Carol Brachna, High Demand Manager, worked together for several months to resolve ongoing issues with MidWest Tape and Baker & Taylor. Lisa Kowalczyk, Technical Services Librarian, along with Mr. Welch attended the monthly Youth Services meeting where they reviewed the instructions for creating Branch discretionary lists in Book Wholesalers, Inc.'s (BWI) website.

Ms. Jelar Elwell, Ms. Naab, Ms. Kowalczyk, and Tonya Jenkins, Technical Services Librarian, participated in the CPL FIT Technical Services Salad Day. Ms. Naab attended the Staff Development Wrap, a follow-up meeting for the Staff Development Day Committee; she also agreed to serve on the Committee for another year. Ms. Kowalczyk was elected to the SEIU District 1199 Negotiating Team.

During the summer, staff members ordered a total of 22,075 titles and 39,713 items. They received 40,219 items, and processed a total of 5,285 invoices. They received 5,656 periodicals and 1,423 serials, added 1,505 periodical items, 648 serial items and 2,012 paperbacks. They processed 207 periodical and serial claims and modified 293 serial controls.

Preservation: Interest in the Digital Gallery continues to grow. By August, the average number of visits rose to 8,864 per day and the average number of pages viewed per day was 163,510.

Selected High School Student Newspapers have been added to the Yearbook collection and a subject guide to the historic Cleveland Picture Collection was scanned and added. Almost 500 images were added to "Gallery of Cleveland Photos," including portraits from the Standiford collection of prominent Clevelanders and photos of Clevelanders Elliot Ness, Jimmy Bivins, and Jesse Owens. Industrial scenes from J&L Steel, Richman Brothers, and Cleveland breweries were also added. Photos of Euclid Beach Park and Pearl Road were added along with pictures of Dr. Martin Luther King Jr. in Cleveland and Cuyahoga River fires. High Resolution files were copied to the digital storage archive.

Ann Olszewski, Preservation Manager, oversaw restoration and relocation of several works of art including the General Grant bust in the Main Library lobby, three Julian Stanczak paintings in Tech Central, the Andrew Carnegie portrait in the Microform Center, and 12 views of Brookside Park and the Brooklyn Centre neighborhood in the Fulton Branch.

Senior Preservation Technician Elizabeth Bardossy treated 66 technical drawings from PAL for the Parks Collection, as well as many historic railroad maps. Gloria Massey processed files of East High School Yearbooks, scanned of biographies for the Standiford portrait collection, and added CPL Annual Reports. Renee Pride matted an original art panel from *Harvey Pekar's Cleveland*. Preservation Assistant Laura Wallencheck prepared *Scene* magazine and *Gay Peoples Chronicle* and the *1993 Criss Cross Directory* for microfilming.

The Technicians gave demonstrations and answered questions from staff visiting from Erie Public Library and Cleveland Museum of Art Library, and for Sheba Marcus Bey, Manager of Business and Economics and Labor.

Shelf/Shipping: Over the summer, the staff of the Lake Shore Shelf/Shipping Department sent 5,120 items to the Main Library for requests and to fill holds. A total of 6,045 telescopes of newly processed materials were sent to Public Service agencies. The Technicians unpacked 77,234 new items; they checked them and placed them on book trucks for the Acquisitions and High Demand Departments. The department staff provided a great deal of assistance to the Government Documents Department by retrieving, packing, and shipping several thousand items to them.

The department is testing large wooden bins, provided by Corvus Recycling, for cardboard recycling and different receptacles for beverage container recycling. In addition, three new recycle bins for have been installed for paper.

Stephen Wohl, Shelf/Shipping Supervisor served on the Page Recruitment Committee. He assisted in the assessment and interviewing of page candidates. The committee assessed over 300 applicants, interviewed 61 candidates, and hired 36 new pages for the Main Library and Branches. Mr. Wohl also attended a webinar presented

by Cleveland Public Library newest Neighborhood Team Manager, Robin Wood, titled "HR stuff that every Supervisor should know".

Catalog: The Librarians cataloged 16,371 titles including thousands of eMedia titles and they added 12,241 items to the online catalog.

Michael Monaco, Senior Catalog Librarian, attended the 2012 Library Leadership Institute, an intensive seminar that covered topics such as recognizing and exploiting strengths in oneself and others, marketing and branding libraries, fundraising, and negotiating. The participants were also assigned to committees to work on continuing projects. Mr. Monaco's committee is investigating alternative sources of funding for libraries. He and Kristen Schmidt of Woodland Branch reported their Library Leadership experiences to the Library Administrators. Mr. Monaco was also re-elected to the Ohio Library Council Technical Services Division Action Council.

Dawn Grattino created catalog records for several unusual items: original artwork appearing in the book *Harvey Pekar's Cleveland*, a painting by Frank N. Wilcox called "Cuyahoga River 1842," and two collections of photographs. Regina Houseman and Barbara Satow significantly reduced the number of retrospective items waiting to be corrected or added to bibliographic records. Ms. Satow began peer review of original and upgraded OCLC records. Larisa Povitsky worked with some previously uncataloged Belorussian, Greek, Hebrew and Hungarian materials.

Andrea Johnson participated in two webinars: an introduction to SirsiDynix plans for implementing RDA, and a time management session conducted by NEO-RLS.

MARKETING & COMMUNICATIONS

Media coverage for the months of June, July, and August included 100 print and online publications, as well as TV and radio. The full report, available in the Marketing department, shows ad values of \$160,469.48 for the 3 month period with a news circulation audience of 29,732,768 people. Online media outlets that featured CPL events and programs during this time period received

54,353,601 unique visitors. Full report in the Marketing Department.

Ads to promote Summer Reading Club appeared in *Campus Observer*, *Collinwood Observer Scoop on Summer*, and *The Tremonster*. Dream, Create, Grow ad promoting genealogy appeared in the *One World Day* program. TechCentral was promoted in *Cleveland Magazine*, *The Universe Bulletin*, *Call & Post*, *Kaleidoscope Magazine*, *Cleve +U*, *Campus Observer*, *The Plain Dealer* and *Cleveland.com* mobile app. Sports Research Center ad was published in *The Cleveland Browns Yearbook*.

Search Engine Marketing with *cleveland.com* resulted in a weekly average of 264 clicks to website per week and 168 clicks to the website from TechCentral mobil ad. eBlasts promoting the Figure/Ground Exhibit were distributed through CPL.

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; OPS manager; and Web Applications manager
- Library Card Sign-up Team meetings
- Youth Services monthly meeting
- New Library card/application planning

Marketing Plan for 2012/2013 was presented to the Board of Trustees at the August meeting.

GRAPHICS

Graphics staff designed, printed, and distributed 248 printed pieces June-August, including graphics for the library website, digital presentations and 13 staff newsletters.

New library cards were designed for CPL including a youth and educator card. Promotional pieces included: *MyBranch* program fliers; *UpNext* September program booklet; Writers & Readers print and web; Music at Main Cleveland Clinic Concert Band and Shuai Wang; New Borrowing Policy brochure; Fall Bookmobile schedule;

Signage for Tower City Friends pop-up Book Sale; Friends Annual Fundraiser print and web; Bookmarks and poster promoting *Mama Mia!* to be displayed at PlayhouseSquare.

JUNE-WEBWARE www.cpl.org and other CPL sites

Twitter followers are up from 2,758 in June 2011 to 3,990 in June 2012. Facebook fans are up from 3,269 in June 2011 to 4,218 in June 2012. Downloads of books in an electronic format (eBooks) were up from 35,696 in June 2011 to 61,151 in June 2012.

Library News on the www.cpl.org homepage featured the following items for June: Cleveland Public Library Board of Trustees Meeting.

During the month of June, the following events, programs, and information were promoted on www.cpl.org: My Place 2 Dream, Create, Grow: Milena Streen; Tech Central: Now Open; Figure/Ground: Eastman Reading Garden Exhibit and Opening Reception; 2011 Annual Report; Brown Bag Book Clubs; Featured Resource: Gale Legal Forms; Celebrating 90 Years at PlayhouseSquare!; My Tunes; Feed Your Mind - Read! CPL 2012 Summer Reading Club; Downloadable eMedia; Storytime; Celebrate with Books; Muzzy Online: Language Courses for Children; TumbleBook Library: eBooks for eKids; Homework Help; My Tunes featured artist Kelly Clarkson; Downloadable eMedia; Hot Summer Reads for Teens; Hungry for more Hunger Games?; Curl up with a good book; and Connecting to the community (Seniors site: Find Services).

13 Popular Topic pages were updated with new book lists in June.

A booklist was built for the PlayhouseSquare play "Mama Mia!" and it was added to the Theater Popular Topic's PlayhouseSquare page.

The eleventh "Off the Shelf" was sent out on June 7th to a distribution list of 2,289. The issue featured: The Library of the Future is Here: TechCentral Opens to the Public; Summer Reading Club; Figure/Ground an Exhibit; New Arrivals. The following events were also featured: NASA in your Neighborhood; Patent Searching; and Harvard-Lee Firehouse. Printed copies as well as a PDF of the newsletter were provided to Ann Marie Wieland in the CPL Archives.

Webware worked with the Graphics/Marketing department to create an email invite and info page on www.cpl.org for the opening of TechCentral.

A new subject department page was created for TechCentral with the assistance of CJ Lyce, TechCentral Manager. It includes a general description of what patrons can do in TechCentral, lists TechCentral events & classes and will soon feature TechCentral's Twitter feed.

In coordination with the Graphics department, an eBlast was sent out on June 8th to select email contacts of people who work in the downtown area to promote the June 12 opening of Figure/Ground in the Eastman Reading Garden.

The online Bookmobile Schedule page was updated. Stops were added and deleted and the Google map of stop locations was updated to reflect changes.

Webware worked with Falls Communications to post the 2011 Annual Report. Both an interactive version and a PDF were posted and linked to from the Annual Reports page. Also, the Comprehensive Annual Financial Report was linked to in the footer of the interactive version of the Annual Report as well as on the Annual Reports page of www.cpl.org.

JULY-WEBWARE www.cpl.org and other CPL sites

Twitter followers are up from 2,816 in July 2011 to 4,102 in July 2012. Facebook fans are up from 3,327 in July 2011 to 4,340 in July 2012. Downloads of books in an electronic format (eBooks) were up from 38,015 in July 2011 to 66,151 in July 2012.

Library News on the www.cpl.org homepage featured the following items for July: Cleveland Public Library Introduces BookBox to Ohio City's Market Square Park; Introducing TechCentral Manager CJ Lynce; Robert Carterette Retires from the Library; and Cleveland Public Library Wellness Trek: Race Around the World.

During the month of July, the following events, programs, and information were promoted on www.cpl.org: Tech Central: Now Open; Figure/Ground: Eastman Reading Garden Exhibit; 2011 Annual Report; Brown Bag Book

Clubs; Featured Resource: Gale Legal Forms; Celebrating 90 Years of PlayhouseSquare!; My Tunes; Feed Your Mind - Read! CPL 2012 Summer Reading Club; Downloadable eMedia; Storytime; Celebrate with Books; Muzzy Online: Language Courses for Children; TumbleBook Library: eBooks for eKids; Homework Help; My Tunes featured artist Kelly Clarkson; Downloadable eMedia; Hot Summer Reads for Teens; Hungry for more Hunger Games?; Curl up with a good book; and Connecting to the Community (Seniors site: Find Services).

15 Popular Topic pages were updated with new book lists in July.

A booklist was built for the Cleveland Play House play "One Night with Janis Joplin" and it was added to the Theater Popular Topic's PlayhouseSquare page.

The twelfth "Off the Shelf" was sent out on July 23rd to a distribution list of 2,331. The issue featured: Introducing TechCentral Manager CJ Lynce; MyTunes App; New Arrivals. The following events were also featured: Friends Summer Used Book Sale; Create a Web Resume; and Art on Wheels: Color Power.

A Readers' Advisory Training section was built and added to the Staff Center, it is linked under Help Documents & Resources.

The National Geographic Archive, 1888-1994, database was added to the list of CPL's research databases.

AUGUST-WEBWARE www.cpl.org and other CPL sites

Twitter followers are up from 2,895 in August 2011 to 4,221 in August 2012. Facebook fans are up from 3,405 in August 2011 to 4,447 in August 2012. Downloads of books in an electronic format (eBooks) were up from 39,205 in August 2011 to 68,224 in August 2012.

Library News on the www.cpl.org homepage featured the following items for August:
 August Special Board of Trustees Meeting; Honoring the bicentennial of the War of 1812 Program; Free Screening of "The Contradictions of Fair Hope" & an Interactive Discussion with Co-directors S. Epatha Merkersen &

Rockell Metcalf; Science, fashion, and make-up: Memories, laughs, and fun with Science & Technology Manager Maureen Mullin.

During the month of August, the following events, programs, and information were promoted on www.cpl.org: Tech Central: Now Open; Figure/Ground: Eastman Reading Garden Exhibit; 2011 Annual Report; Writers & ReadersSE Cup/Jodi Kantor Program; Brown Bag Book Clubs; Featured Resource: National Geographic Archives; Celebrating 90 Years of PlayhouseSquare!; My Tunes; Feed Your Mind - Read! CPL 2012 Summer Reading Club; Downloadable eMedia; Storytime; Celebrate with Books; Muzzy Online: Language Courses for Children; TumbleBook Library: eBooks for eKids; Homework Help; My Tunes featured artist Kelly Clarkson; Downloadable eMedia; Hot Summer Reads for Teens; Hungry for more Hunger Games?; Curl up with a good book; and Connecting to the Community (Seniors site: Find Services).

7 Popular Topic pages were updated with new book lists in August.

The thirteenth "Off the Shelf" was sent out on August 23rd to a distribution list of 2,343. The issue featured: The Cleveland Public Library BookBox and Science, fashion, and make-up? Memories, laughs, and fun with Science & Technology Manager Maureen Mullin. The following events were also featured: Free Screening of "The Contradictions of Fair Hope" & an Interactive Discussion with Co-directors S. Epatha Merkersen & Rockell Metcalf; Honoring the bicentennial of the War of 1812; Cleveland Public Library Board of Trustees Meeting; Memorial-Nottingham Summer Used Book Sale; Poetry 4 Free in the Eastman Reading Garden; and a session on eBooks & eReaders at the Eastman Branch.

The 2012-2013 Writers and Readers micro-site was built and added to cpl.org. We moved in a new direction with the micro-site, incorporating a bit more design work resulting in a sleeker, more professional presentation of the series. The Graphics Department helped greatly with wonderful graphic work for this project.

Amy Pawlowski worked with Sandra Nosse to compile the final numbers of the 2012 Summer Reading program.

Internally, information about the health care provider switch to Medical Mutual was added to the staff site along with a presentation on the library's FMLA procedures.

PROPERTY MANAGEMENT

The Property Management office completed numerous branch inspections and continues to monitor utility bills. We have several projects that we have been working on and will be moving forward with them. They are Jefferson's parking lot, Main lighting retrofit, and the temporary relocation for the South branch.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. All condenser coils and A/C units were cleaned and serviced at all locations. The water fountains were repaired at Eastman, Mobile Services, Jefferson, and Sterling. A new window A/C unit was installed at Broadway. The public toilets at Brooklyn were replaced. Numerous light ballasts were replaced at Eastman and Harvard-Lee. We worked with the power company to identify and correct the problem that was causing the Chiller to fail at Lakeshore. The fan belts were replaced and the bearings greased on return fans #20 - #24 at Main. The filters were changed in the rooftop unit and the VAV boxes under the floor at Rice. Two new rest room exhaust fans were installed at Eastman. The domestic hot water tank was replaced at Jefferson. A data wire was run to the front entrance of P.A.L. to allow the signal from the wireless router to go into the rotunda for people to be able to log on wirelessly.

The Carpenters and Painters made and installed end panels for the CD shelving in Main. A total of 28 Lego tables and 84 chairs were assembled and delivered to the branches. Shelving was installed in the Pop up Box at West 25th Street. Shelving was constructed and installed in the staff room at Union. Cedar frames were installed for herb gardens at Hough, Lorain, Rice and Woodland.

The Garage serviced vehicles 1, 6, 9, 12, 15, 16, 20, and 24. Bed liner was applied to trucks 8, 17, and 21. Computer stands were installed in all security cars. The book shelves were refinished, a new A/C unit and a new generator was installed in the Bookmobile.

SAFETY & PROTECTIVE SERVICES

Activity

Month	Total calls	Average per day	Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents
June 2012	1771	59	36	31	562	21
July 2012	2060	71	24	28	536	57
August 2012	5282	170	16	23	414	72

June Special Attention Carnegie West and Fleet

July Special Attention: Carnegie West and summer kick off events.

August Special Attention: Main 2 and Rockport Branches

Security Systems

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

Communications Center

- Repairs have been completed to the communications center due to fire safety concerns. Repairs were made eliminating the fire safety issue as well as a premature DVR equipment failure.

Contract Security

- Safety & Protective Services has been advised that overall hours have decreased for G4S due to staffing issues.
- We continue to work with G4S to address radio performance issues with the branches.

INCIDENTS

- Investigated theft of DVDs at Fulton Branch and provided report to management.
- Patron who exposed himself to Juvenile on Main 2 Literature was detained by Safety & Protective Services on July 31st, subsequently arrested by Cleveland Police, and charged with a felony.

- Assisted Cuyahoga County Probation officers with apprehension of serial sexual predator that violated parole by engaging children on computers.

SPECIAL EVENTS SUPPORT

- African American Policy Forum 05/31/2012
- Rockport Branch 06/02/2012
- LSW Auditorium STEPS Program 06/07/2012
- Reading club kick off Woodland Branch 06/08/2012
- TechCentral opening and subsequent operation. 06/14/2012
- Film Shoot Main Library 07/25/2012
- Cleveland Leadership Center workshop 08/14/2012

RECORDS AND EQUIPMENT MANAGEMENT

- Personal directories for officers to store records currently stored on external media have been completed. We are working with Automation to resolve login issues.

ADMINISTRATION

- The training is complete for two Supervisors and two officers that have started work.
- We are currently waiting for the hiring of one additional replacement officer.
- New schedule for Local 244 was implemented on 07/01/2012 providing better coverage for closing and more effective scheduling.
- Negotiations to extend contract for one year incorporating medical benefits change for Local 244 concluded on 08/31/2012.
- Working with Knowledge office on Electronic Records capturing system.

INFORMATION TECHNOLOGY & CLEVNET

On July 20, 2012, Robert (Bob) Carterette retired after 25 years of service and leadership to the Cleveland Public Library and to CLEVNET. Recruited in 1987 by CPL interim director Marian A. Huttner and deputy director Norman Holman to the post of Head of Automation Services, Mr. Carterette inherited a fledgling and struggling computer system and CLEVNET consortium, and transformed them into a stable, continually-cutting edge system, one of the most envied library resource sharing groups in the country and a fine example of regional

cooperation. Under his management, CPL and CLEVNET implemented many "firsts" in library networking technology: the first urban library to offer dial-up access to the catalog, the use of the fledgling internet to provide regional access to library resources outside of CPL/CLEVNET with The Cleveland Public Electronic Library, and the first 24 x 7 online interactive reference service KnowItNow which later became a statewide service. These are just a few of his achievements. Mr. Carterette said his goal was to prove that public libraries had a place in a networked world, and he retired with the satisfaction of having achieved that goal.

Cleveland Public Library Projects

Tech Central

The IT/CLEVNET staff was kept busy in June with their heavy involvement in the opening of Tech Central. A total of 78 PCs, 5 Macs and 2 Linux PCs, along with 4 Staff PCs were installed in Tech Central to prepare for the grand opening. Phones were configured and installed for staff.

Significant tasks were completed to effect CPL's virtualization environment, MyCloud. Fifty Windows workstations and 7 virtual workstations were created and installed for public use. The Active Directory Account Delegation program was installed so that Tech Central staff will be able to create Windows user accounts for MyCloud users. IT staff performed extensive re-work on the Citrix Virtual Desktop Solution to enable more efficient use of computer resources and future scalability of the MyCloud infrastructure.

A number of workstation upgrades and replacements were also done. Thirty laptop computers used for training by Tech Central were updated to Office 2010 to provide better customer service to the Public. An additional 30 laptop computers were delivered to Tech Central to allow for more training.

The Software team assisted in the opening of Tech Central primarily through configuration of the SirsiDynix ILS. A location code for Tech Central was added as were new item types codes for the types of items in the Tech Toy Box, along with circulation rules. They assisted the Tech Central staff in entering items into the database in time for the opening, providing advice on an entry method that included the physical

inventory tag number. This allows the fixed asset inventory system to be updated if any Toy Box items go missing.

Webware worked with the Graphics/Marketing department to create an email an invite to the grand opening. They also created a new info page on www.cpl.org for the opening of Tech Central with information regarding services, classes and other tech programs.

In August, twenty additional virtual desktops were created for Tech Central in order to provide more available My Cloud devices for the public.

Staffing Changes

Two staffing vacancies in IT/CLEVNET were filled over the summer. Mr. Andy Busch was hired into an eight-month vacancy as a PC and Networking Technician in July. In late August, Ms. Marlene Pelyhes was hired as a Library Systems and Applications Specialist, filling a three-year vacancy.

Other CPL Projects

Software staff did several extractions of large data sets for Improve Consulting for their analysis and evaluation of the Shipping and Lending departments. Ann Palomo worked with the Improve Consulting representative to identify what data would be most useful for their analysis.

All branches received a productivity boost when a custom print program was installed on all circulation workstations. Instead of staff needing to handwrite a transit slip for every book they handle, the program automatically prints a slip with the destination library in large type, eliminating handwriting time and improving legibility and accuracy.

Web staff worked with Falls Communications to post the 2011 Annual Report. Both an interactive version and a PDF were posted and linked to from the Annual Reports page. Also, the Comprehensive Annual Financial Report was linked to in the footer of the interactive version of the Annual Report as well as on the Annual Reports page of www.cpl.org.

Web staff worked with the Programming and Outreach Services department and the Graphics department to

design and configure the 2012 Summer Reading website. The site was set live and linked on the library's homepage on Tuesday, May 22 and encourages participants to register early for the program which begins on Monday, June 11.

Submission programs to Unique Management were revised to assess a \$15.00 referral fee per the Board of Trustees' decision.

Software staff worked with the Knowledge Office to identify benchmarks for the September Amnesty program. They will script these and take some pre-amnesty benchmarks and periodic post-amnesty benchmarks to help evaluate the efficacy of the program. They also helped with circulation rules and the user profile for the new Educator card that debuts in September.

The 2012-2013 Writers and Readers micro-site was built and added to cpl.org. We moved in a new direction with the micro-site, incorporating a bit more design work resulting in a sleeker, more professional presentation of the series. The Graphics Department helped greatly with wonderful graphic work for this project.

Bandwidth for each branch was upgraded from 10mb to 20mb in anticipation of increasing the number of public computers available and the planned reconfiguration of security cameras.

Several repairs and upgrades to back-end equipment were made. Two domain controller servers had to be repaired when they experienced errors due to a power failure. Domain controllers enable proper domain replication information and maintain a healthy active directory. The newest server blade chassis was connected to the network for the purpose of consolidating and replacing aging servers and adding new ones. This will reduce power consumption and promote easier future server and application deployments. Lastly, the aging tape backup unit at Lakeshore was retired and replaced with a high capacity tape robot to ensure reliable user and server data backups.

With assistance from Xerox, a temporary work around for the PaperCut negative balance problem was implemented in PaperCut server software. CPL's IT department deployed this software on the PaperCut server in mid-August. By

checking a user's balance in their account on a more frequent basis, Xerox multi-function devices will now log people out of the MFD if they don't have the funds for another transaction. A long-term fix is still being developed.

CLEVNET Projects

Software team joined the SirsiDynix Strategic Partner Program (SPP). This will allow direct interaction with the SirsiDynix Development, Software Test, and Product Management teams. As strategic partners, we will have direct input into the product design process and provide feedback throughout product implementation. It differs from beta testing in that we have input before the code is essentially written, while changes are still possible.

Materials to help CLEVNET libraries' celebration of the 30th anniversary of CLEVNET were posted on the CLEVNET Member's site. The Official celebration will take place across the month of September.

Software received a testing environment for online payment from Bibliocommons. Financial Services arranged for a PayPal Merchant account to support online payment. At the end of summer, testing was progressing. Software continues to work with Financial Services on a transfer of payment data from SirsiDynix to Munis so that online payments for CLEVNET fines can be disbursed to the member libraries.

The cataloging webforms for CLEVNET required an SQL upgrade. Designed several years ago, these are a productivity and accuracy boosting tool for all technical services departments throughout CLEVNET including CPL's Catalog Department. Data entered by users is written to a SQL database, uploaded overnight to the Symphony server, with subsequent reporting to CPL Catalog the next morning regarding duplicate records, merges, and other bibliographic maintenance needed. When the Microsoft SQL server needed to be upgraded to SQL 2008, it was found that the software used to transfer the records overnight was not supported in that version. The entire process had to be migrated to SQL Server Integration Services (SSIS). This was a great collaborative effort between Software, Network and Web Services teams.

Google Analytics was added to the CLEVNET eMedia Collection site to aide in clarifying how our patrons are interacting and using the eMedia website and how it impacts checking out and downloading of materials. The wireless access points at Hudson were upgraded as part of their implementation of VoIP. Initial programming of the Call Manager was added for Shaker Heights Public Library which will migrate to VoIP in the near future.

HP inspected the power and grounding for the computer room and will be making some adjustments in the following weeks to keep up with newer standards.

KnowItNow

In July, KnowItNow transitioned from live 24x7 chat reference service to chat being available from 7:00am to 1:00am, 7 days a week. Patrons continue to be able to leave an email or text message for follow-up during times when live chat is not available. The KnowItNow Website Coordinator, Don Boozer, accomplished the new routing seamlessly, and the Statewide Coordinator posted a number of announcements to inform librarians and the public of the change. KnowItNow has contracted to reallocate those early mornings hours to noon to 3:00 pm during the school year to increase coverage during those times.

On July 17, Mr. Boozer presented "Ohio's Online Reference Service: Helping Students K through 12 and Beyond..." at the Preparing 21st Century Learners Workshop held at Muskingum University in New Concord, Ohio. He also took the opportunity to stop by several area public libraries en route to speak with staff and distribute KnowItNow promotional items.

In August, KnowItNow completed development of their applications (commonly referred to as apps) for Apple and Android mobile devices. Links to the apps in both the iTunes store for Apple devices and Google Play for Android devices are now prominently displayed on the KnowItNow.org homepage for patrons to download them. The KnowItNow Website Coordinator worked with SourceN to develop the apps, and this project also addresses one of the goals of the State Library of Ohio's LSTA Five-Year Plan.

MEETINGS

CLEVNET has seen an influx of several new library directors in the past year. To help them understand CLEVNET, a special meeting was held in the Treasure Room at Cleveland Public Library. Topics covered included the contract, pricing, the Members' Site and how to communicate with the IT/CLEVNET central office. The directors of East Cleveland, Clyde, Wickliffe, and Orrville attended. Elyria and Norwalk were unable to attend and they felt that prior personal meetings with them sufficed. Ann Palomo, Larry Finnegan, Bob Carterette and Amy Pawlowski represented IT/CLEVNET.

In August, Ann Palomo and Larry Finnegan met with directors of six libraries in Ashtabula county considering CLEVNET membership. They also met with Jim Gill, director of Dover Public Library, regarding CLEVNET membership.

On August 23, IT/CLEVNET hosted some of the faculty of Lorain County Community College for their annual outing. The operations of IT/CLEVNET were covered as well as KnowItNow. Tim Diamond then provided a tour of the Main Library and TechCentral. The attendees expressed gratitude for the experience, leaving with renewed respect and appreciation for the Cleveland Public Library.

The KnowItNow Statewide Coordinator participated in the American Library Association Annual Conference 2012 in Anaheim, CA, in June. He currently serves as the Reference Services Section Chair of the Virtual Reference Services Committee and participated in a number of meetings in this capacity but also attended programming and spoke with exhibitors and colleagues. The Coordinator also shared information from the conference with Ohio's librarians by posting his experiences and discoveries (with over fifty website links) to the KnowItNow24x7 Provider Site.

Amy Pawlowski attended ALA Anaheim in June and participated on a panel discussion titled "Why Can't an Ebook Be More Like Print?", sponsored by ALA's Booklist. The panel discussed several different eBook hot topics and answered questions from the audience.

Brian Leszcz attended a workshop on ArcGIS (a system for managing geographic data) at Cleveland State University. The knowledge acquired can be directly applied to provide graphic visualizations of statistical data collected by KnowItNow24x7.

All members of the Software team attended the CLEVNET Circulation SIG meeting at the Hudson library. Some of the topics of discussion were the use of transit and hold slips, delivery labels and the changes in statewide delivery, and self-pickup of holds.

STATISTICS

EMEDIA	Summer 2011	Summer 2012
OverDrive Downloads	112,916	204,109
Twitter Followers	2,895	4,221
Facebook Fans	3,405	4,447

Hardware	June-Aug 2012			
	# Cases Opened	# Cases Closed	Site Visits	TOTAL
CPL Main	275	20	117	412
CPL Branch	308	27	90	425
CPL Lake Shore	123	64	19	206
CPL TOTAL	706	111	226	1043
CLEVNET	65	55	45	165
PUBLIC				0
GRAND TOTAL	771	166	271	1208

Software	June-Aug 2012			
	# Cases Opened	# Cases Closed	Site Visits	TOTAL
CPL Main	59	58		117
CPL Branch	41	41	1	83
CPL Lake Shore	23	23		46
CPL TOTAL	123	122	1	246
CLEVNET	177	177		354
PUBLIC	300	300		600
GRAND TOTAL	600	599	1	1200

Webware	June-Aug 2012			
	# Cases Opened	# Cases Closed	Site Visits	TOTAL
CPL Main	20	20	7	47
CPL Branch	16	16		32
CPL Lake Shore	8	8		16
CPL TOTAL	44	44	7	95
CLEVNET	17	17		34
PUBLIC	456	456		912
GRAND TOTAL	517	517	7	1041

KnowItNow	June-Aug 2012		
	# Cases Opened	# Cases Closed	TOTAL
CPL Main	19	14	33
CPL Branch	18	5	23
CPL Lake Shore			0
CLEVNET	6	5	11
PUBLIC			0
KIN Library	13	12	25
OHIO LINK	16	16	32
After Dark	1	1	2
GRAND TOTAL	73	53	126

Automation Summary	June-Aug 2012			
	# Cases Opened	# Cases Closed	Site Visits	TOTAL
CPL Main	354	98	124	576
CPL Branch	365	84	91	540
CPL Lake Shore	154	95	19	268
CPL TOTAL	873	277	234	1384
CLEVNET	259	249	45	553
PUBLIC	756	756	0	1512
GRAND TOTAL	1888	1282	279	3449

Mr. Corrigan adjourned the meeting at 1:58 p.m.

Thomas D. Corrigan
President

Alan Seifullah
Secretary

GIFT REPORT FOR JUNE 2012

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	1,148	4,524
Periodicals	158	322
Publishers Gifts	0	0
Non-Print Materials	<u>180</u>	<u>529</u>
TOTAL LIBRARY SERVICE MATERIALS	1,486	5,375

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 35	\$ 518,349
Building & Repair Fund	Restricted	0	30,700
Library Fund	Unrestricted	0	5,072
Library Fund	Restricted	1,660	3,155
Library Fund - Oral History Project	Restricted	0	0
Endowment for the Blind	Restricted	0	0
Young Fund	Restricted	11,159	22,317
Friends Fund	Restricted	0	0
Gates Fund	Restricted	0	0
Schweinfurth Fund	Restricted	0	13,535
Ohio Center fo the Book	Restricted	0	900
Judd Fund	Restricted	47,654	95,309
Lockwood Thompson Fund	Restricted	0	75,148
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>2,000</u>	<u>2,000</u>
TOTAL MONEY GIFTS		\$ 62,508	\$ 928,485

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	10	107	1,486	5,375
Money Gifts	<u>38</u>	<u>76</u>	<u>38</u>	<u>76</u>
TOTAL GIFTS	48	183	1,524	5,451

GIFT REPORT FOR JULY 2012

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	726	5,250
Periodicals	150	472
Publishers Gifts	0	0
Non-Print Materials	<u>40</u>	<u>569</u>
TOTAL LIBRARY SERVICE MATERIALS	916	6,291

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 30	\$ 518,379
Building & Repair Fund	Restricted	0	30,700
Library Fund	Unrestricted	0	5,072
Library Fund	Restricted	750	3,905
Library Fund - Oral History Project	Restricted	0	0
Endowment for the Blind	Restricted	0	0
Young Fund	Restricted	0	22,317
Friends Fund	Restricted	0	0
Gates Fund	Restricted	0	0
Schweinfurth Fund	Restricted	0	13,535
Ohio Center fo the Book	Restricted	0	900
Judd Fund	Restricted	0	95,309
Lockwood Thompson Fund	Restricted	0	75,148
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>2,000</u>
TOTAL MONEY GIFTS		\$ 780	\$ 929,265

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	20	127	916	6,291
Money Gifts	<u>10</u>	<u>86</u>	<u>10</u>	<u>86</u>
TOTAL GIFTS	30	213	926	6,377

GIFT REPORT FOR AUGUST 2012

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	1,727	6,977
Periodicals	81	553
Publishers Gifts	0	0
Non-Print Materials	<u>282</u>	<u>851</u>
TOTAL LIBRARY SERVICE MATERIALS	2,090	8,381

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 1,210	\$ 519,589
Building & Repair Fund	Restricted	0	30,700
Library Fund	Unrestricted	0	5,072
Library Fund	Restricted	710	4,615
Library Fund - Oral History Project	Restricted	0	0
Endowment for the Blind	Restricted	0	0
Young Fund	Restricted	0	22,317
Friends Fund	Restricted	0	0
Gates Fund	Restricted	0	0
Schweinfurth Fund	Restricted	5,925	19,460
Ohio Center fo the Book	Restricted	0	900
Judd Fund	Restricted	0	95,309
Lockwood Thompson Fund	Restricted	0	75,148
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>1,300</u>	<u>3,300</u>
TOTAL MONEY GIFTS		\$ 9,145	\$ 938,410

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	15	142	2,090	8,381
Money Gifts	<u>19</u>	<u>105</u>	<u>19</u>	<u>105</u>
TOTAL GIFTS	34	247	2,109	8,486



CLEVELAND PUBLIC LIBRARY

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

Sent via email August 30, 2012

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

Dear Bryan:

Please issue an Amended Certificate of Estimated Resources with an increase in Other Sources – Special Revenue by \$270,987.69 relating to the OLBPD agreement for the fiscal year 2013 for \$10,108; the LSTA KIN agreement for the fiscal year 2013 for \$259,579.69 and St. Luke's/NPI's 2011 budget amendment for the Rice Branch for \$1,300 as summarized below:

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		\$ 3,008,776.12	\$ 13,764,889.01
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
TOTAL	\$ 50,599,877.01	\$ 48,245,089.58	\$ 19,005,707.53	\$ 117,850,674.12

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

2012 AUG 31 AM 10:57

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 August 30, 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			3,008,776.12	13,764,889.01
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
Totals/Subtotals	50,599,877.01	28,407,318.46	19,837,771.12	19,005,707.53	117,850,674.12

<u>Wade Steen</u>	Budget	<u>Ed FitzGerald</u>
<u>Anna Johnson</u>	Commission	<u>[Signature]</u>

**CLEVELAND PUBLIC LIBRARY
2012 APPROPRIATION: FIFTH AMENDMENT
SEPTEMBER 18, 2012**

GENERAL FUND CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	29,062,255.68	0.00	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
TOTAL RESOURCES	83,232,174.23	0.00	83,232,174.23

GENERAL FUND APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	33,484,152.79	0.00	33,484,152.79
Supplies	1,016,874.22	0.00	1,016,874.22
Purchased/Contracted Services	9,975,398.44	0.00	9,975,398.44
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	83,960.00	0.00	83,960.00
SUBTOTAL OPERATING	54,169,918.55	0.00	54,169,918.55
Transfers/Advances	10,000,000.00	0.00	10,000,000.00
TOTAL APPROPRIATION	64,169,918.55	0.00	64,169,918.55

**CLEVELAND PUBLIC LIBRARY
2012 APPROPRIATION: FIFTH AMENDMENT
SEPTEMBER 18, 2012**

SPECIAL REVENUE FUNDS CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	13,493,901.32	270,987.69	13,764,889.01

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	2,110,727.13	1,300.00	2,112,027.13
Kaiser	42,737.60	0.00	42,737.60
Kraley	147,618.65	0.00	147,618.65
Library	170,717.27	0.00	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	15,000.00	0.00	15,000.00
Judd	190,617.00	0.00	190,617.00
Lockwood Thompson	305,106.83	0.00	305,106.83
Ohio Center for the Book	958.00	0.00	958.00
Schweinfurth	45,609.07	0.00	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	10,108.00	1,518,302.00
LSTA-Know It Now	205,968.59	259,579.69	465,548.28
MyCom	-33,617.18	0.00	-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
TOTAL APPROPRIATION	11,001,843.82	270,987.69	11,272,831.51 (4)

**CLEVELAND PUBLIC LIBRARY
2012 APPROPRIATION: FIFTH AMENDMENT
SEPTEMBER 18, 2012**

CAPITAL PROJECTS FUNDS CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	18,853,033.75	0.00	18,853,033.75
CAPITAL PROJECTS FUNDS APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
BUILDING & REPAIR	18,853,033.75	0.00	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
TOTAL APPROPRIATION	1,992,146.09	0.00	1,992,146.09 (6)
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: FIFTH AMENDMENT
SEPTEMBER 18, 2012**

- (1) Certificate dated June 13, 2012
- (2) Certificate dated August 30, 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).
\$3,008,776.12 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.
($\$10,966,112.89 - \$210,000 + \$3,008,776.12 - \$2,492,057.50 = \$11,272,831.51$)
- (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.
($\$2,667,779.00 + \$41,402.44 - \$717,035.35 = \$1,992,146.09$)

330 / 659-3142
FAX 330 / 659-6241

CRAIN, LANGNER & Co.

ANALYSTS AND CONSULTANTS
RISK AND INSURANCE MANAGEMENT

3728 WAITLEY DRIVE
P.O. BOX 631

RICHFIELD, OHIO 44286

www.crainlangner.com

September 11, 2012

Carrie Krenicky
Chief Financial Officer
Cleveland Public Library
325 Superior Avenue
Cleveland, Ohio 44114

Re: Property & Casualty Insurance Proposals
August 1, 2012 – August 1, 2013 Property and Casualty
September 18, 2012 – September 18, 2013 Public Officials and Employment Practices
Liability

Dear Ms. Krenicky:

This letter addresses our review of the proposals submitted to the Cleveland Public Library in response to the Invitation for Proposals to Underwrite Various Insurable Risks issued in May, 2012. We are pleased with the interest and participation of the various agents and insurers, and with the renewal results achieved for the Library. For reasons discussed below and consistent with our recent discussions, at this time, it is recommended that the Library renew some of its insurance policies currently in place and issued through Colin Dean of McGowan & Company, Inc. and use Hylant Group to place the Property policy.

A. CURRENT PROGRAM

The Library purchases Property and Casualty insurance effective August 1, 2011 – to August 1, 2012 as follows:

<u>COVERAGE</u>	<u>INSURER</u>	<u>AGENT/AGENCY</u>
Property including Boiler & Machinery	Affiliated FM Insurance Company	Colin Dean McGowan & Company, Inc.
General Liability including Employee Benefits and Employers Liability Sexual Abuse and Molestation	Philadelphia Indemnity Insurance Company	Colin Dean McGowan & Company, Inc.
Auto Coverage	Westfield Insurance Company	Colin Dean McGowan & Company, Inc.
Umbrella Liability	The Ohio Casualty Company	Colin Dean McGowan & Company, Inc.

The Library purchases Public Officials Liability and Employment Practices Liability insurance effective September 18, 2011 – to September 18, 2012 as follows:

Executive Risk Liability	Darwin Select Insurance Company	Colin Dean McGowan & Company, Inc.
--------------------------	---------------------------------	---------------------------------------

CRAIN, LANGNER & CO.

Ms. Carrie Krenicky
 Cleveland Public Library
 September 11, 2012
 Page 2

Various coverages, limits, deductibles, and premiums associated with the current program as well as proposed by the insurers and the agents are reflected on the required response worksheet attached. The proposers' data reflected on the Summary Exhibit E is a combination of the data files completed and submitted by the agents.

B. PROPOSALS RECEIVED

As is customary for the Library, invitations to quote the coverage were sent to various agents/brokers who have expressed interest in providing proposals to the Library in the past. The Library last participated in a managed marketing process in 2007. This year's process utilized a web portal on the Crain, Langner website that facilitated the dissemination of the RFP documentation and final proposal information among the agents, the Library, and our office. We are pleased with the quality and responsiveness of the proposals which were submitted in compliance with the RFP deadline, format, and content requirement. Three insurance representatives submitted proposals for review:

<u>Agency/Agent</u>	<u>Insurer Groups</u>
Arthur J. Gallagher Risk Management James Howell and Kevin Fink	Cincinnati Insurance Company (General Liability, Employers Liability, Employee Benefits Liability, Auto Liability, Umbrella, and Crime) RSUI Indemnity Company (Public Officials and Employment Practices Liability) Hiscox Insurance (Public Officials and Employment Practices Liability)
The Hylant Group Michael Whitaker	Federal Insurance , member of Chubb Group of Insurance Companies (General Liability, Employers Liability, Employee Benefits Liability, and Umbrella) Great Northern Insurance Company , member of Chubb Group of Insurance Companies (Auto Liability) Illinois National Insurance Company , member of Chartis (Public Officials and Employment Practices Liability) Columbia Casualty Company , a member of CNA (Cyberliability) Fireman's Fund (Property and Crime)
McGowan & Company, Inc. Colin Dean	Affiliated FM Insurance Company (Property) Philadelphia Insurance Companies (General Liability, Employers Liability, Employee Benefits Liability, Auto Liability, Umbrella, and Crime) Westfield Companies (Automobile Liability) Ohio Casualty Group (Umbrella Liability) Travelers Insurance Companies (Crime) Darwin Select Insurance Company (Public Officials and Employment Practices Liability)

Ms. Carrie Krenicky
 Cleveland Public Library
 September 11, 2012
 Page 3

CRAIN, LANGNER & CO.

Each participant submitted market requests (insurers from which they desired to obtain a quotation for the Library) and markets were assigned in order of priority as requested by the agents. Engineering tours of key Library facilities were conducted on May 11, 2012 and several insurer and agent representatives toured the Main Building and the Louis Stokes Wing. Proposals were due to the Library by June 8th. In addition to the markets listed above, the participating agents requested use of approximately five other carriers (Ace, Argonaut (Trident), Ironshore, Navigators and Zurich) but did not ultimately provide competitive proposals at this time.

Including the agents submitting proposals, several other agents/brokers were invited to participate in this RFP process. Parker Berry at Seibert, Keck, Polly Furey at Marsh USA, Richard C. Perry at Pinkney-Perry Insurance, and Michael Schmutte at Wells Fargo Insurance Services did not provide proposals for review. Kevin Fink and Jim Howell at A. J. Gallagher did not submit a Property proposal. Several agents opined that the Library's current program, and especially the Property program were, in their own opinion, competitive in terms of pricing, limits, terms and conditions and declined to compete against it.

We are confident that the Library was well-represented in the Property & Casualty insurance market and done so by qualified agents/brokers and agencies/brokerages desiring to provide meaningful risk transfer options for the Library.

C. OBSERVATIONS AND COMMENTS

1. Insurance Companies – The Summary Exhibit E reflects the names of the insurers presented by the agents including the A.M. Best rating and Financial Size Category assigned to each. All of the proposing insurers except Darwin and Columbia Casualty are authorized and licensed in Ohio. The minimum A.M. Best rating and Financial Size Category of the proposing insurers (A, XI) permits us to conclude the insurers are sufficiently financially secure to provide meaningful risk transfer protection to the Library. Each of the proposers represented that their respective insurers was familiar with and had experience insuring the types of operations, activities, and holdings of the Library. The insurers proposing coverages are listed below.

Insurer (Insurance Company Group)	AM Best Rating	AM Best Financial Size Category
Affiliated FM	A+	XV
Cincinnati Insurance Company	A+	XV
Columbia Casualty	A	XV
Darwin Select Insurance Company	A	XV
Federal Insurance Company	A++	XV
Fireman's Fund	A	XV
Hiscox Insurance	A	XI
Illinois National	A	XV
Ohio Casualty Group	A	XV
Philadelphia Insurance Companies	A++	XIV
RSUI Indemnity Company	A	XIII
Travelers Insurance Companies	A+	XIV
Westfield Companies	A	XIII

Ms. Carrie Krenicky
 Cleveland Public Library
 September 11, 2012
 Page 4

CRAIN, LANGNER & CO.

2. Recommendation Comments – Several key reasons exist to support our recommendation, and they include the following:

a. Property and Casualty Premium - The total expiring premium cost is \$431,895. The recommended combined premiums for these same coverages are as follows:

Hylant Group	Property	\$230,000
McGowan	General Liability, Auto, Umbrella, Crime	\$107,785
We also recommend additional coverage be purchased as follows:		
McGowan	Increased Limit of Crime	\$ 3,900
McGowan	Auto PD	\$ 2,435
McGowan	POL/EPLI	<u>\$ 31,981.25</u>
TOTAL PREMIUM		\$376,101.25
<i>\$ difference</i>		<i>(\$55,793.78)</i>
<i>% difference</i>		<i>(13%)</i>

This represents a 13% decrease in premium, which is a better result than is being delivered to other entities in the marketplace. Many insureds are experiencing between 5% and 7% premium increases, if not more, due to, among other things, negative loss history. We feel this result is both a reflection of 1) the continued view by underwriters that the Library is a well managed risk, and 2) the competitive marketing of the program this year.

b. Public Officials Liability and Employment Practices Liability – The current cost for Executive Risk Liability is \$28,070. Darwin Select has offered a total renewal for \$31,981.25 (comprised of \$30,225 annual premium plus \$245 policy fee and \$1,511.25 Ohio surplus lines tax), representing a 14% increase over expiring, or \$3,911.25. The increase in the proposed premium has been explained to be due to the adverse development of EEOC matters. Although three other options were presented with lower premium amounts (\$22,299 by Hylant through Illinois National Insurance Company, \$22,277 through Hiscox Insurance Company and \$25,830 by RSUI Indemnity Company both by Gallagher), all of the options were conditioned on updated claim detail. Given open, pending matters, we recommend continuing with the incumbent insurer in order to avoid claim incident and claims reporting issues.

c. Crime Limits – Various limits have been increased over the expiring policy, including, Forgery or Alteration, Computer Fraud, Wire Funds Transfer Fraud, Theft, Disappearance & Destruction, Robbery & Safe Burglary, On Premises, Transit, and Money Orders. Proposed premium options range from \$3,000 to \$7,200 at various limits. The current premium is \$3,000. We recommend the purchase of a \$2,000,000 limit versus the \$500,000 limit for an additional premium of \$3,900.

Ms. Carrie Krenicky
 Cleveland Public Library
 September 11, 2012
 Page 5

CRAIN, LANGNER & CO.

d. Coverage Terms and Conditions – The Library's diverse activities and geographic locations present significant Property and Casualty risks of loss. The Library continues diligently to avoid, minimize and control loss exposures whenever and wherever practical. These consistent efforts help sustain safe, nearly loss-free facilities and operations – all of which benefit the Library as insurers evaluated the Library and submitted insurance quotations.

The coverage terms and conditions presented by the agents being recommended are considered responsive and effective to protect the Library against various risks of loss. Our office has negotiated with the agent and the carriers over the years to provide broader coverage to protect some of the Library's unique risks. Our current recommendation is to purchase the coverages as proposed by McGowan and Hylant.

e. Engineering – The Library has found engineering services to be useful and valuable. We encourage the Library to continue to require the insurer provide these services and to take advantage of the services available.

3. Open Items – Several items warrant the Library's attention as part of accepting an insurance proposal.

a. Property Loss Limit – The recommended Property proposal from Hylant provides a blanket limit in excess of \$500M which is greater than the current program.

b. Terrorism – The Library currently does not purchase Terrorism Risk Insurance (TRIA) coverage in its Property and Casualty program. Crain, Langner & Co. has advised the Library to consider purchasing coverage for both certified and non-certified terrorism subject to financial constraints or limitations. Many insureds do not purchase terrorism insurance given various factors including the unpredictability of losses, limited ability to avoid or control loss exposures, financial constraints, and the anticipated reliance on federal aid in time of a major, catastrophic loss scenario. As a general proposition we support the purchase of this coverage to the extent financial resources permit. TRIA was first introduced in 2002, and later extended in 2005 and 2007. The law requires insurers to offer the coverage. Insureds are not required to purchase it. TRIA coverage requires the insurer to cover loss upon the happening of a Certified Act of Terrorism. This federal program provides that the United States will 85% of covered terrorism losses exceeding a statutorily established retention by the insurer and which is borne by the issuing insurance company. The recommended program includes TRIA coverage. The cost for adding the coverage to the Property policy with Affiliated FM was \$14,259.

c. Flood and Earthquake – The current Property policy provides \$100M of Flood coverage and \$100M of Earthquake coverage. We continue to support the purchase of these coverages at these limits.

Ms. Carrie Krenicky
Cleveland Public Library
September 11, 2012
Page 6

CRAIN, LANGNER & CO.

d. Auto Physical Damage – The current Westfield Auto policy provides collision (physical damage coverage) for only the Library's bookmobile. The Library's decision to self-insure the Property Damage exposure for owned vehicles is reasonable, as is its decision to purchase Property Damage coverage for the bookmobile. This arrangement is reasonable. McGowan presented an option for Property Damage coverage for all vehicles for an additional premium of \$2,435. We recommend the purchase of this additional coverage and include it in the total above.

e. Professional Services Agreement – Crain, Langner & Co. recommends the Library enter into a professional services agreement with the agents that place the Library's insurance. Such an agreement delineates the rights and responsibilities of the Library and the agents, specifies the standard of care to be exercised by the agent, and describes the services the agent is to provide the Library. A professional services agreement is recommended irrespective of how the agent is compensated, *e.g.*, commission, fee, or combination.

f. Cyberliability – Several quotations and indications for CyberLiability coverage were submitted and pricing ranged from \$11,000 to \$15,000 for various limits. At this juncture, we do not have sufficient information to recommend the purchase of coverage as proposed. Cyberliability insurance varies widely from insurer to insurer, no standard policy forms are used, and little claims experience exists to predict how claims might be resolved. In addition, proposals are predicated on the completion of a lengthy and detailed application. We believe the Library conducts operations and activities that can give rise to Cyberliability losses, and therefore, we recommend the Library continue to examination of these loss exposures and consider purchasing coverage in the near future, perhaps in late 2012.

g. Abuse and Molestation – In light of numerous situations that get reported weekly in the news, this coverage part of the General Liability program is important for many entities with perceived exposure such as the Library. Variations exist in the coverage provided by the different insurance carriers. Should there be any significant changes in the Library's activities as they relate to children and/or minors, further evaluation of this coverage by the Library's risk management team would be in order. Any further review of proposals will keep this coverage as a high priority.

Attached to this letter are the following:

1. Insurance program graph comparing expiring information to various proposal options.
2. Exhibit E proposal summary from the RFP document

Ms. Carrie Krenicky
Cleveland Public Library
September 11, 2012
Page 7

CRAIN, LANGNER & CO.

We continue to believe that the interests of the Library can be best served by maintaining a long-term, continuously improved, and open relationship with its agents and insurers. We support the Library's purchase of the recommended coverages and, absent compelling reasons to the contrary, its renewal of these coverages annually for a period of time before undertaking another full marketing process.

We appreciate the opportunity to be of service to the Library and look forward to continual discussions with you and your colleagues. Please advise if anything additional is needed from our office relative to the policy placement and the September Board meeting. As always, we welcome your questions and comments.

Sincerely,

Kelly Wierzchowski

KNW/cf

Attachments

**CLEVELAND PUBLIC LIBRARY
OFFICE OF PROPERTY MANAGEMENT**

To: Carrie Krenicky
From: Myron Scruggs
Subject: Change Order #005 (Sterling Professional Group)
Date: August 22, 2012

Change Order # 005

This change order is needed due to the reconciliation of Allowance G3 (\$121.00) and Allowance M1 (\$215.00) for a total credit of \$336.00.

AIA[®] Document G701[™] – 2001

Change Order

PROJECT (Name and address): CPL Main Branch Consolidation	CHANGE ORDER NUMBER: 005 DATE: 9 August 2012	OWNER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Sterling Professional Group 5531 Turney Road Garfield Heights, Ohio 44125	ARCHITECT'S PROJECT NUMBER: 11001 CONTRACT DATE: 8 December 2011 CONTRACT FOR: General Construction, Furniture, Electrical, Mechanical, Plumbing	CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

Reconciliation of Allowances G3 and M1 as indicated in the attached Allowance Expenditure Authorization forms. Reconciliation of Allowance G3 yields a credit of \$121.00; reconciliation of Allowance M1 yields a credit of \$215.00; total credit of \$336.00.


The original Contract Sum was	\$	<u>679,000.00</u>
The net change by previously authorized Change Orders	\$	<u>6,079.00</u>
The Contract Sum prior to this Change Order was	\$	<u>685,079.00</u>
The Contract Sum will be decreased by this Change Order in the amount of	\$	<u>336.00</u>
The new Contract Sum including this Change Order will be	\$	<u>684,743.00</u>

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

The date of Substantial Completion as of the date of this Change Order therefore is 8 June 2012.

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

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

<u>Bostwick Design Partnership</u> ARCHITECT (Firm name)	<u>Sterling Professional Group</u> CONTRACTOR (Firm name)	<u>Cleveland Public Library</u> OWNER (Firm name)
<u>2729 Prospect Avenue</u> <u>Cleveland, Ohio 44115</u> ADDRESS	<u>5531 Turney Road</u> <u>Garfield Heights, Ohio 44125</u> ADDRESS	<u>325 Superior Avenue</u> <u>Cleveland, Ohio 44114</u> ADDRESS
 BY (Signature)	BY (Signature)	BY (Signature)
<u>Richard L. Ortmeier</u> <i>(Typed name)</i>	<u>William J. Snodgrass</u> <i>(Typed name)</i>	<u>Myron Scruggs</u> <i>(Typed name)</i>
<u>10 AUG 2012</u> DATE	DATE	DATE

2012 AUG 15 AM 10:07

2012 AUG 14 PM 1:1

**Amendment Number 2 to the Agreement for Enterprise System Selection and
Contract Negotiation Consulting Services**

This Amendment Number 2 is made and entered into this ____ day of October, 2012 with the Cleveland Public Library, a political subdivision of the state of Ohio, having its offices at 325 Superior Avenue, Cleveland, OH 44114-1271 ("CPL" or the "Government") and the Government Finance Officers Association ("Consultant").

WITNESSETH

WHEREAS, the Government requires additional and revised services in the issuance of a Request for Proposal, System Selection Services and Contract Negotiations for a timekeeping module ("Project").

WHEREAS, The Government entered into an Agreement for Enterprise System Selection and Contract Negotiation Consulting Services with Consultant on March 31, 2008 ("Agreement").

WHEREAS, the Government executed Amendment Number 1 to the Agreement on June 17, 2009 for the issuance of a Request for Proposal, System Selection Services, and Contract Negotiations for a timekeeping module ("Project").

WHEREAS, Purchase Order 00091321 was issued on June 17, 2009 and currently has a remaining balance of \$13,295 for said project.

WHEREAS, the Government desired and Consultant is willing to amend the Agreement to provide additional services for this Project.

NOW THEREFORE, the Government and Consultant agree to amend the Agreement again and the Agreement is hereby amended to include the additional and revised scope of work detailed in Exhibit A "Enterprise Time and Attendance Software Selection Consulting Services" dated July 24, 2012.

Compensation for the additional services to be performed for Government by Consultant as described in Exhibit A shall consist of \$13,295 remaining in the referenced Purchase Order and an additional \$25,085 for a total not to exceed \$38,380.

All other provisions of the Agreement shall remain unchanged.

IN WITNESS WHEREOF, the parties have hereto caused this instrument to be executed the day and year first written above.

CLEVELAND PUBLIC LIBRARY

GOVERNMENT FINANCE OFFICERS ASSOCIATION

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____



CLEVELAND PUBLIC LIBRARY

Proposal to Provide

Enterprise Time and Attendance Software Selection Consulting Services

Presented by Government Finance Officers Association

Contact

Mr. Barry McMeekin
Consulting Services Manager
Government Finance Officers Association
203 N. LaSalle, Suite 2700
Chicago, IL 60601
(312) 339-1510
Email: bmcmeekin@gfoa.org

July 24, 2012

Ms. Ronelle Miller-Hood
Payroll and Benefits Supervisor
Cleveland Public Library
325 Superior Avenue
Cleveland, OH 44114

Dear Ms. Miller-Hood,

The Government Finance Officers Association (GFOA) is pleased to submit this proposal to the Cleveland Public Library ("CPL") to provide system selection consulting services for a time and attendance solution.

This proposal is based on a request to update the expired consulting services contract from June, 2009. The GFOA worked with the Cleveland Public Library for your Human Resources / Payroll enterprise selection project. The result of that project identified the need and desire to release an additional RFP to procure a robust time and attendance system to interface with the Tyler Munis system. Unfortunately, activities related to the downturn in the economy stalled the project and the subsequent release of the RFP.

The contents of this document provide an update to the services that we started to provide and proposed in 2009. Based upon your conversation with Eva Olsaker, Senior Manager for GFOA Consulting, we understand that the CPL would like to re-engage and re-start the time and attendance project from 2009. Our proposal describes our services to assist the CPL with developing a request for proposal for a time and attendance solution; selecting the best system for the best value; and negotiating a software contract for the desired system. We have included our estimated costs to provide these services.

Over the past decade, GFOA has assisted over 275 local governments with projects similar to this engagement. GFOA is the public sector leader in financial and human resources systems assessments, software selection and contract negotiation, and implementation advisory services. As a non-profit membership association, we provide unparalleled and objective consulting services to our clients, enabling them to deploy the technology needed to support their strategic and operational vision.

We very much look forward to working with you again on this important project. If there are any questions, please contact myself or Eva Olsaker, Senior Manager at 312-933-0958 (email: eolsaker@gfoa.org).

Sincerely,

Barry McMeekin
Barry McMeekin
Consulting Services Manager

Table of Contents

Table of Contents	ii
Project Understanding.....	1
Summary of Services	1
About GFOA.....	1
Project Approach	3
Phase I - Project Organization and Planning	4
Phase II – Request for Proposals Development.....	5
Phase III – System Selection.....	6
Phase IV – Contract Negotiations.....	7
Anticipated Schedule	8
Estimated Costs.....	8
Assumptions.....	10

Project Understanding

The Cleveland Public Library contacted the Eva Olsaker, the project manager from the previous projects, to discuss the outstanding GFOA consulting services tasks from the 2009 time and attendance project, as the CPL is now in a position to consider restarting the time and attendance project. This proposal is an update to the expired contract from 2009. The CPL desires a modern, robust time and attendance system, including time entry solutions. The CPL would like to explore the marketplace related to time entry solutions and options, including biometrics and swipe cards to capture leave and employee time data.

As part of this process, the CPL wants an independent and objective path to choosing the right path and solution for the CPL, while utilizing the work that was conducted in 2009.

Summary of Services

GFOA is proposing four phases of services. The first phase is dedicated for project planning and organizational purposes. The second phase consists of the development of the request for proposals (RFP) for the desired time and attendance solution. The third phase encompasses the selection process. The fourth phase covers consulting services assistance during contract negotiations. The remaining parts of this concept proposal outline each phase. For the CPL's convenience, we have provided an estimated schedule for this project as well as estimated costs.

About GFOA



The Government Finance Officers Association (GFOA) is the premiere association for public sector finance professionals in the United States and Canada. Founded in 1906, GFOA currently has over 18,000 members that look to GFOA as the gold standard for identifying, developing, and communicating leading practices in government management. GFOA members are found in approximately 80% of all local governments

As a non-profit organization, GFOA's mission is to enhance and promote the professional management of governments for the public benefit. GFOA accomplishes this mission by identifying and developing financial policies and practices and promoting them through education, training and leadership.

GFOA's Research and Consulting Center (RCC) is nationally recognized for its comprehensive analytical and advisory services, as well as for research on issues specific

to state and local governments' financial management. Since beginning operations in 1977, the RCC has assisted hundreds of cities, counties, public utilities; and other forms of government to create best practice solutions to meet their unique challenges.

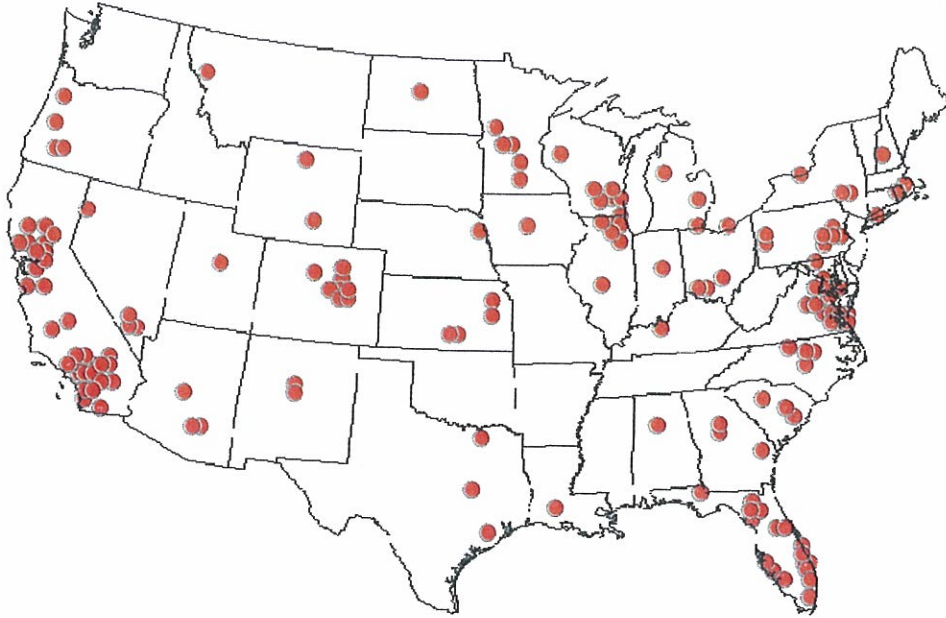
GFOA's highly skilled staff delivers practitioner focused services that leverage the GFOA member network, lessons learned from past research and consulting experience, and the individual consultant's public sector background.

GFOA's technology consulting practice was formed in 1998 to respond to GFOA members' concerns that some consulting firms have relationships with the software companies from which they are supposed to be independent and that these firms were interested in the selection of particular solutions for which they provide the implementation services. In addition, the non-recurring nature of systems procurement and the rapid pace of change in the technology market pose major challenges for public managers.

GFOA staff responds to inquiries from public managers on a daily basis. Close contact with our membership network has enabled us to develop an approach and methodology that streamlines the technology planning and procurement process and improves cost effectiveness.

A majority of our clients include multi-purpose governments, such as city governments, that are required to meet the unique needs of the central government and the component units simultaneously. The diagram below depicts the location of our clients in the contiguous United States. GFOA Consulting has also completed ERP projects in Alaska, Hawaii, the United States Virgin Islands and British Columbia, Canada.

Representative ERP System Selection Clients



Project Approach

GFOA procurement methodology, designed exclusively for the public sector is proven, having been successfully used by over 275 local governments across the United States and Canada over the last ten years. Understanding that that no two governments are the same, GFOA's methodology relies on principles of fairness, attention to detail, and competition, yet remains flexible to adopt to local procurement laws or other unique situations. In addition, the approach is continually enhanced by feedback from the hundreds of public sector clients that we work with, our own staff experience, and the vendor community. As a result, the Cleveland Public Library can be assured that our approach is current, will facilitate the analysis of CPL's processes and systems, the selection and successful contract negotiation with a qualified firm, that sets the stage for what will become a successful implementation and achievement of the CPL's business outcome goals.

Based upon GFOA's current understanding, we estimate the scope of this engagement to cover the functions in the following table.

Functional Scope	
Human Resources & Payroll	
▶	Time and Attendance
▶	Time Entry
▶	Leave Management (FMLA)

The remainder of this section discusses each of the phases of our approach in detail.

Phase I - Project Organization and Planning

Phase I will be used to establish a project plan, the project procedures, the project tools, and the communications procedures. This is a highly collaborative process and requires participation by executive and elected leaders, project management and other stakeholders responsible for project policies and guidance. Phase I will conclude with a project plan and project toolset to monitor the progress of the selection project.

Phase Summary

Goal:

Develop detailed plans to execute and manage the CPL's Time and Attendance System Selection Project.

Objectives:

- Confirm scope, objectives and vision
- Confirm and schedule resources
- Build project management toolkit

Estimated Timeframe:

2 Weeks

Phase Activities/Tasks

1.1 Project Initiation:

- Plan and conduct kickoff meeting
- Confirm vision, scope and objectives with project sponsors and executives

1.2 Project Planning:

- Develop PM Toolkit:
 - Project Plan
 - Communications Plan (including status reports)
 - Deliverable Review and Acceptance Process
 - Issues List
- Monitor and Manage Project

GFOA Differentiators

- Deep Knowledge of Public Sector Organizations
- Facilitative process focused on alignment with objectives

Phase II – Request for Proposals Development

GFOA is proposing **Phase II** of this project to work with the CPL to build a Request for Proposal (RFP) for a new time and attendance system to interface into the current Tyler Munis ERP solution. Our RFP development process is designed to accommodate GFOA's recommended practice for enterprise solution selection. The process includes significant staff participation, particularly in helping to create functional and technology requirements. We believe that this involvement is critical in describing a system that will provide for the CPL's specific needs. It will also be important that the CPL's procurement and/or legal staff to be involved to ensure that the process is consistent with the CPL's purchasing requirements.

Phase Summary

Goal:

Build and Release Request for Proposals for Solution

Objectives:

- Assemble RFP
- Define Evaluation Plan
- Release RFP
- Pre-Bid Conference

Estimated Timeframe:

2 Months

GFOA Differentiators

- Vendors familiar with GFOA RFP standards
- RFP designed to inform CPL users about selection process and implementation process

Phase Activities/Tasks

2.1 Requirements Development

- Provide base requirements to CPL stakeholders
- Review and identify appropriate requirements
- Validate final requirements

2.2 Define Evaluation Plan

- Review GFOA recommended practices with Procurement Team
- Develop Evaluation Plan
- Review Evaluation Plan Procurement Team

2.3 Request for Proposals Development

- Validate Functional and Technology Requirements
- Incorporate GFOA recommended practices into CPL Procurement Request for Proposals Format
- Develop Request for Proposals

2.4 Pre-Bid Conference

- Conduct pre-bid conference
- Prepare Request for Proposals amendments

Phase III – System Selection

Phase III begins after the RFP is released. It encompasses the selection process. Throughout the procurement, GFOA uses a process of “elevation” rather than “elimination”. Under this model, specific vendors advance through each stage. If a vendor fails to meet expectations during any stage, the CPL has the option to continue with the remaining vendors or advance a vendor from a previous stage. This model has been very successful since the beginning of our selection practice.

Phase Summary

Goal:

Select Solution

Objectives:

- Analyze written proposals
- Complete vendor interviews
- Complete vendor reference checks

Estimated Timeframe:

3 Months

GFOA Differentiators

- GFOA Vendor reference database
- GFOA Vendor proposal database
- GFOA Recommended Practices interview scripts

Phase Activities/Tasks

3.1 Proposal Analysis

- Compile proposals data
- Provide written proposal analysis report
- Facilitate decision process to elevate select proposals to on-site interviews

3.2 Vendor Demonstrations & Interviews

- Develop vendor interview scripts
- Facilitate on-site interviews
- Provide written notes from interviews

3.3 Vendor Reference Checks

- Develop vendor reference surveys
- Conduct vendor reference surveys
- Conduct follow-up customer interviews
- Benchmark customer references against GFOA reference database
- Provide written notes from reference checks

Phase IV – Contract Negotiations

Phase IV includes preparation of a scope of work and contract negotiations. GFOA's methodology enables the CPL to maintain competition throughout the process. We begin this strategy by holding pre-negotiations sessions with up to two vendors. Each vendor may be invited back to the CPL to re-demonstrate select software functions and to present their proposed project consultants to the CPL staff for interviews. GFOA will facilitate this process and will raise points of clarification based upon prior experience with these specific vendors and other data. The CPL will then decide which vendor to advance to final negotiations.

Phase Summary

Goal:

Negotiate best solution for best value

Objectives:

- Implement comprehensive software license contract
- Implement comprehensive implementation services agreement and statement of work

Estimated Timeframe:

2 Months

GFOA Differentiators

- GFOA's deep experience negotiating with enterprise solution vendors
- Consultants with solution implementation experience negotiating contracts
- GFOA solution contract database

Phase Activities/Tasks

4.1 Discovery

- Leverage competitive process as long as possible
- Leverage knowledge of prior negotiated contracts

4.2 Contract Negotiations

- Warrant software functionality against functional and technical requirements
- Warrant implementation services against functional and technical requirements
- Identify estimated hours to implement core solution, non-core solution, report development, interface development, enhancements, and conversion.

4.3 Statement of Work

- Implement statement of work that describes scope, staffing requirements, services expectations, and deliverable expectations.

Anticipated Schedule

GFOA's project manager will work with the CPL's project manager during the project initiation phase to develop a detailed project plan and identify key dates for the remainder of the engagement. For preliminary planning purposes, the following table identifies GFOA's anticipated schedule of activities for this project.

	Month							
	1	2	3	4	5	6	7	8
Phase I								
Project Organization & Planning								
Phase II								
RFP Development								
Phase III								
Selection								
Phase IV								
Contract Negotiations								

Estimated Costs

Phase I	Project Organization / Planning	\$	2,320
Phase II	RFP Development	\$	9,680
Phase III	Selection	\$	18,300
Phase IV	Contract Negotiations	\$	8,080
Total (all phases)		\$	38,380

The below table identifies the deliverables by proposed phase.

Time and Attendance Solution Selection Proposal

Phase I Costs	
Deliverable	Dollars (US)
Project Initiation and Planning	\$ -
Project Kick-off / Project Visioning	\$ 720
Trip	\$ 1,600
Total	\$ 2,320
Phase II Costs	
Deliverable	Dollars (US)
Develop System Procurement Plan (Evaluation Plan)	\$ 720
Requirements Development	\$ 2,880
Request for Proposals Development	\$ 2,880
Travel Cost Estimate - 1 trips / 1- 2 staff	\$ 3,200
Total	\$ 9,680
Phase III Costs	
Deliverable	Dollars (US)
Proposal Analysis	\$ 4,320
Vendor Demo Scripts	\$ 540
Demos Interview (1 day demos)	\$ 5,760
Reference Checks	\$ 2,880
Travel Cost Estimate - 3 trips / 1 staff	\$ 4,800
Total	\$ 18,300
Phase V Costs	
Deliverable	Dollars (US)
Request for Clarification Letters and Agenda	\$ 720
RFC Interview	\$ 1,440
Comments on Software License Agreement & Implementation Services Agreement	\$ 720
Statement of Work Request to Finalist Vendor.	\$ 1,440
Contract Negotiations (Time and material @ \$180/hr) (not-to-exceed)	\$ 2,160
Travel Cost Estimate - 1 trips / 1 staff	\$ 1,600
Total	\$ 8,080

Assumptions

- ▶ The proposal assumes that the contract will be completed within a timeframe agreed to by the CPL and GFOA. The timeline for the project assumes that the organization will have its staff available to complete the project within the timeframe proposed
- ▶ If it becomes necessary for your organization to request additional resources or expand scope, such additional work shall be secured as an amendment to the contract between the CPL and GFOA, and the work will be performed at an hourly rate of \$180 per hour, plus the travel rate of \$1600 per trip/per GFOA consultant.
- ▶ Unless otherwise stated, your organization agrees to confirm acceptance of deliverables within fifteen (15) business days of receipt. If a deliverable is not accepted, your organization will state in writing to the GFOA Project Manager the changes needed to the deliverable to garner its acceptance.
- ▶ GFOA conducts the majority of the engagement work on a fixed fee engagement, where payment is due upon completion of deliverables.
- ▶ GFOA is a non-profit membership association made up of members like your organization. Therefore, GFOA's liability and indemnification under any agreement reached with your organization will be limited to the extent of claims paid by insurance coverage currently in force.

World Micrographics, Inc.**Quotation/Bid**

2622 Bella Via Avenue
 Columbus, OH 43231-2303 USA
 Toll Free: 877-619-6753 / Local: 614-882-2920
 Toll Free Fax: 877-619-6025
 E-mail: info@worldmicrographics.com
 Website: www.worldmicrographics.com

QUOTATION NO: 801266

DATE: 7/17/2012

CUSTOMER:

Cleveland Public Library
 325 Superior Ave., N.E.
 Cleveland, OH 44114

CUSTOMER CONTACT: Michael Ruffing

CUSTOMER PHONE: 216-623-2934

CUSTOMER FAX:

SOLICITATION NO.	TERMS	REP	FOB	BID VALID FOR 30 DAYS UNLESS NOTED BELOW		
verbal	1% 10 Net 30	Bill	Destination			
DESCRIPTION				QUAN/HRS	UNIT PRICE	TOTAL:
ITEM 002				5	9,349.00	46,745.00
Catalog No. 9862000						
Microfilm ScanPro2000 with PowerScan software, Install CD, Scanner-to-PC cable						
Catalog No. 9862754						
7X-54X Zoom Lens						
Catalog No. 9862300						
UCC 300 Combination fiche/aperture cards and motorized 16/35mm roll film carrier						
Item 9862700						
PowerScan Productivity Suite						
Current retail price: \$10,580.00 during special pricing of Productivity Suite (\$695.00 instead of regular price of \$2,495.00) until Sept 30th.						
Normal retail price: \$13,380.00 + monitor stand						
On-site installation and training - no charge					0.00	0.00

TOTAL:

We gladly accept:



EIN: 31-1637892
 DUNS CODE: 023503423
 CCR REGISTERED
 CONTRACTOR / CODE: 1RQY2
 VETERAN-OWNED SMALL BUSINESS

Contractor Signature _____

World Micrographics, Inc.

Quotation/Bid

2622 Bella Via Avenue
 Columbus, OH 43231-2303 USA
 Toll Free: 877-619-6753 / Local: 614-882-2920
 Toll Free Fax: 877-619-6025
 E-mail: info@worldmicrographics.com
 Website: www.worldmicrographics.com

QUOTATION NO: 801266

DATE: 7/17/2012

CUSTOMER:

Cleveland Public Library
 325 Superior Ave., N.E.
 Cleveland, OH 44114

CUSTOMER CONTACT: Michael Ruffing

CUSTOMER PHONE: 216-623-2934

CUSTOMER FAX:

SOLICITATION NO.	TERMS	REP	FOB	BID VALID FOR 30 DAYS UNLESS NOTED BELOW		
verbal	1% 10 Net 30	Bill	Destination			
DESCRIPTION				QUAN/HRS	UNIT PRICE	TOTAL:
Shipping & handling via Ground Shipment - no charge					0.00	0.00

Price also includes:

- 12 month factory warranty with free on-site labor if required
- Illumination lamp warranty for the life of the product
- Free updates to the PowerScan software throughout the life of the product
- Free shipping
- Free on-site installation and training
- FREE UPGRADE TO SCANPRO 3000 (Estimated update to occur in late 2012. This is an on-site upgrade taking approximately 1/2 hour based on current estimate for time.
- Free custom monitor stand

EIN: 31-1637892
 DUNS CODE: 023503423
 CCR REGISTERED
 CONTRACTOR / CODE: 1RQY2
 VETERAN-OWNED SMALL BUSINESS

Contractor Signature _____

TOTAL:	\$46,745.00
---------------	--------------------

We gladly accept:



PROTECT-O-SEAL, INC.

38323 APOLLO PARKWAY #8
WILLOUGHBY, OH 44094

PROPOSAL OF WORK

Phone # (440) 946-9494 Fax # (440) 946-9654
e-mail: sales@protect-o-seal.com www.protect-o-seal.com

DATE	PROPOSAL #
9/6/2012	1515

PROPOSAL SUBMITTED TO:
CLEVELAND PUBLIC LIBRARY Attn: MYRON SCRUGGS 325 SUPERIOR AVENUE CLEVELAND, OHIO 44114-1205

Customer Phone	ALT #	Customer Fax
216 623-2903		216 623-6951
JOB NAME:		DISTRIBUTION CENTER
JOB LOCATION:		17133 LAKE SHORE BLVD, EUCLID

DESCRIPTION	QTY	UNITS	Total
REMOVE DIRT and DEBRIS FROM ASPHALT. TREAT OIL SPOTS WITH AN OIL SPOT PRIMER FOR PROPER ADHESION WHERE OIL SPOTS OCCUR. MISCELLANEOUS ASPHALT PATCHING THROUGHOUT PARKING AREAS WITH HOT MIX ASPHALT. APPLIED WITH TACK COAT EMULSION FOR PROPER ADHESION. COMPACTED WITH A POWER STATIC ROLLER.			1,025.00
FILL CRACKS LARGER THAN 1/4" WITH CRACKMASTER RUBBERIZED CRACK FILLER USING A DOUBLE BOILER JACKET-TYPE MELTER SYSTEM. EXCLUDING ALLIGATOR CRACKED AREAS.			1,600.00
APPLY SEALMASTER COAL TAR PAVEMENT SEALER MIXED WITH 3 POUNDS OF SAND PER GALLON and 3% SEALER VM ADDITIVE FOR EXTRA DURABILITY and SKID RESISTANCE.	150,000	SQ.FT.	8,470.00
RESTRIPE PARKING AREAS PER EXISTING LAYOUT WITH WHITE TRAFFIC PAINT.	1	LOT	1,100.00

All material is guaranteed to be specified. All work to be completed in a workmanlike manner. A service charge of \$400.00 will be added for each additional trip to a job site that is beyond our control. Protect-O-Seal, Inc. is not responsible for delays, strikes or accidents beyond our control. Our workers are covered by Workers' Compensation Insurance. Customer agrees to allow Protect-O-Seal, Inc. to erect signs on property with the name "Protect-O-Seal, Inc." and its telephone number during all work in progress and for a period of 2 days after work is complete and barriers removed. Customer grants Protect-O-Seal, Inc. a license to use photos of property for promotional purposes. ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Total	\$12,195.00
--------------	--------------------

NET DUE UPON COMPLETION

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY PROTECT-O-SEAL, Inc., IF NOT ACCEPTED WITHIN 30 DAYS.

Customer Sign _____ Date _____ Signature _____

PLEASE RETURN ONE SIGNED COPY.

PROTECT-O-SEAL, INC.

38323 APOLLO PARKWAY #8
WILLOUGHBY, OH 44094

Phone # (440) 946-9494 Fax # (440) 946-9654
e-mail: sales@protect-o-seal.com www.protect-o-seal.com

PROPOSAL OF WORK

DATE	PROPOSAL #
9/6/2012	1523

PROPOSAL SUBMITTED TO:
CLEVELAND PUBLIC LIBRARY Attn: MYRON SCRUGGS 325 SUPERIOR AVENUE CLEVELAND, OHIO 44114-1205

Customer Phone	ALT #	Customer Fax
216 623-2903		216 623-6951
JOB NAME:	VARIOUS BRANCHES	
JOB LOCATION:	VARIOUS LOCATIONS	

DESCRIPTION	QTY	UNITS	Total
<p>WE PROPOSE TO DO THE FOLLOWING WORK AT THE LIBRARIES LISTED ON FOLLOWING:</p> <p>REMOVE DIRT and DEBRIS FROM ASPHALT.</p> <p>TREAT OIL SPOTS WITH AN OIL SPOT PRIMER FOR PROPER ADHESION WHERE OIL SPOTS OCCUR.</p> <p>FILL CRACKS LARGER THAN 1/4" WITH CRACKMASTER RUBBERIZED CRACK FILLER USING A DOUBLE BOILER JACKET-TYPE MELTER SYSTEM. EXCLUDING ALLIGATOR CRACKED AREAS.</p> <p>APPLY SEALMASTER COAL TAR PAVEMENT SEALER MIXED WITH 3 POUNDS OF SAND PER GALLON and 3% SEALER VM ADDITIVE FOR EXTRA DURABILITY and SKID RESISTANCE.</p> <p>RESTRIPE PARKING AREAS PER EXISTING LAYOUT WITH WHITE TRAFFIC PAINT.</p> <p>TOTAL COST FOR ABOVE WORK.</p>	16	LIBRARIES	17,630.00

All material is guaranteed to be specified. All work to be completed in a workmanlike manner. A service charge of \$400.00 will be added for each additional trip to a job site that is beyond our control. Protect-O-Seal, Inc. is not responsible for delays, strikes or accidents beyond our control. Our workers are covered by Workers' Compensation Insurance. Customer agrees to allow Protect-O-Seal, Inc. to erect signs on property with the name "Protect-O-Seal, Inc." and its telephone number during all work in progress and for a period of 2 days after work is complete and barriers removed. Customer grants Protect-O-Seal, Inc. a license to use photos of property for promotional purposes. ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Total	\$17,630.00
--------------	-------------

NET DUE UPON COMPLETION

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY PROTECT-O-SEAL, Inc., IF NOT ACCEPTED WITHIN 30 DAYS.

Customer Sign _____ Date _____

Signature *Bruce Chabich*
md

PLEASE RETURN ONE SIGNED COPY.

CLEVELAND PUBLIC LIBRARY 2012
 Parking Lot Maintenance Proposal

LOCATION	SQ.FT.	CRACKFILL	SEALCOAT	STRIPING	PATCHING	TOTAL
ADDISON 6901 Superior Avenue	7,260	\$ 175.00	\$ 520.00	\$ 200.00		\$ 895.00
COLLINWOOD 856 East 152nd Street	7,875	\$ 200.00	\$ 550.00	\$ 200.00		\$ 950.00
FLEET 7224 Broadway Avenue	13,050	\$ 520.00	\$ 870.00	\$ 250.00		\$ 1,640.00
FULTON 3545 Fulton Road	6,400	\$ 135.00	\$ 490.00	\$ 200.00		\$ 825.00
GLENVILLE 11900 St. Clair Avenue	7,200	\$ 235.00	\$ 520.00	\$ 200.00		\$ 955.00
HOUGH 1566 Crawford Road	6,050	\$ 175.00	\$ 475.00	\$ 200.00		\$ 850.00
LANGSTON HUGHES 10200 Superior Avenue	5,100	\$ 150.00	\$ 455.00	\$ 200.00		\$ 805.00
LORAIN 8216 Lorain Avenue	5,400	\$ 175.00	\$ 470.00	\$ 200.00		\$ 845.00
MARTIN L KING JR BRANCH 1962 Stokes Boulevard	20,400	\$ 400.00	\$ 1,225.00	\$ 325.00		\$ 1,950.00
MEMORIAL-NOTTINGHAM 17109 Lake Shore Boulevard	16,800	\$ 300.00	\$ 1,010.00	\$ 250.00		\$ 1,560.00
ROCKPORT 4421 West 140th Street	16,800	\$ 400.00	\$ 1,010.00	\$ 275.00		\$ 1,685.00

CLEVELAND PUBLIC LIBRARY 2012
 Parking Lot Maintenance Proposal

SOUTH BROOKLYN					
4303 Pearl Road	6,060	\$ 175.00	\$ 475.00	\$ 200.00	\$ 850.00
STERLING					
2200 East 30th Street	6,500	\$ 185.00	\$ 490.00	\$ 200.00	\$ 875.00
UNION					
3463 East 93rd Street	6,200	\$ 175.00	\$ 475.00	\$ 200.00	\$ 850.00
WALZ					
7910 Detroit Avenue	11,700	\$ 195.00	\$ 790.00	\$ 210.00	\$ 1,195.00
WEST PARK					
3805 West 157th Street	6,960	\$ 175.00	\$ 525.00	\$ 200.00	\$ 900.00
TOTAL					\$ 17,630.00

REPORT A

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD JUNE 1 – JUNE 30, 2012

Carolyn Henrichy

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
 Revenues, Expenditures and Changes in Fund Balance
 For the Period Ending June 30, 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	12,515,776.00	1,134,746.84	0.00	0.00	\$ 0.00	13,650,522.84
43 Fines & Fees	195,625.61	0.00	0.00	0.00	\$ 0.00	195,625.61
44 Investment Earnings	129,252.74	3,502.17	0.00	5,760.73	\$ 0.00	138,515.64
45 Charges for Services	1,185,184.10	0.00	0.00	0.00	\$ 0.00	1,185,184.10
46 Contributions & Donations	518,349.47	379,435.17	30,700.00	0.00	\$ 0.00	928,484.64
48 Miscellaneous Revenue	244,360.76	5,795.00	0.00	0.00	\$ 0.00	250,155.76
Total Revenues	\$ 30,022,086.07	\$ 1,523,479.18	\$ 30,700.00	\$ 5,760.73	\$ 0.00	\$ 31,582,025.98
51 Salaries/Benefits	17,069,494.60	637,035.72	0.00	0.00	\$ 0.00	17,706,530.32
52 Supplies	447,280.02	31,832.87	0.00	1,813.00	\$ 0.00	480,925.89
53 Purchased/Contracted Services	4,538,312.40	661,872.34	0.00	13,336.25	\$ 0.00	5,213,520.99
54 Library Materials	4,215,924.80	90,245.88	0.00	13,872.34	\$ 0.00	4,320,043.02
55 Capital Outlay	145,655.53	21,512.72	2,446,608.14	0.00	\$ 0.00	2,613,776.39
57 Miscellaneous Expenses	58,700.15	29,946.22	0.00	0.00	\$ 869.84	89,516.21
Total Expenditures	\$ 26,475,367.50	\$ 1,472,445.75	\$ 2,446,608.14	\$ 29,021.59	\$ 869.84	\$ 30,424,312.82
Revenue Over/(Under) Expenditures	\$ 3,546,718.57	\$ 51,033.43	\$(2,415,908.14)	\$(23,260.86)	\$(869.84)	\$ 1,157,713.16
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	35,000.00	(35,000.00)	0.00	0.00	\$ 0.00	0.00
99 Transfers	(10,000,000.00)	0.00	10,000,000.00	0.00	\$ 826.91	826.91
Total Other Sources / Uses	\$(9,965,000.00)	\$(35,000.00)	\$ 10,000,000.00	\$ 0.00	\$ 826.91	\$ 826.91
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$(6,418,281.43)	\$ 16,033.43	\$ 7,584,091.86	\$(23,260.86)	\$(42.93)	\$ 1,158,540.07
Beginning Year Cash Balance	\$ 35,166,664.70	\$ 11,718,581.30	\$ 9,794,080.29	\$ 2,673,907.22	\$ 8,431.04	\$ 59,361,664.55
Current Cash Balance	\$ 29,000,374.19	\$ 11,734,614.73	\$ 17,378,172.15	\$ 2,717,927.37	\$ 8,388.11	\$ 60,839,476.55

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the period Ending June 30, 2012

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	19,837,771	10,576,491	9,261,280	53%	51%
General Property Tax	25,407,318	15,233,537	10,173,781	60%	57%
Rollback, Homestead, CAT	5,000,000	1,939,284	3,060,716	39%	46%
Federal Grants	0	0	0	0%	0%
State Aid	0	0	0	0%	62%
Fines & Fees	300,000	195,626	104,374	65%	71%
Investment Earnings	425,000	129,253	295,747	30%	37%
Services to Others-Clevnet	2,493,252	1,185,184	1,308,068	48%	52%
Contributions	0	518,349	(518,349)	100%	0%
Miscellaneous	706,577	244,361	462,216	35%	7%
Return of Advances Out	0	50,000	(50,000)	100%	0%
Total	\$ 54,169,919	\$ 30,072,085	\$ 24,097,833	56%	53%

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	35,445,913	17,108,833	18,337,080	48%	48%
Supplies	1,093,672	641,143	452,529	59%	66%
Purchased Services	11,248,724	8,328,681	2,920,043	74%	81%
Library Materials	12,266,927	6,783,740	5,483,188	55%	55%
Capital Outlay	329,827	193,309	136,518	59%	53%
Other	99,264	77,683	21,581	78%	73%
Sub Total	\$ 60,484,328	\$ 33,133,389	\$ 27,350,938	55%	56%
Advances Out	0	15,000	(15,000)	100%	0%
Transfers Out	10,000,000	10,000,000	0	100%	0%
Total	\$ 70,484,328	\$ 43,148,389	\$ 27,335,938	61%	56%

Note (1): Certificate from Cuyahoga County Budget Commission dated June 13, 2012.
Note (2): Amended Appropriation of \$64,169,919 plus carried forward encumbrance of \$6,314,409.
Note (3): Subtotal includes 44% expended and 11% encumbered.

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending June 30, 2012

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110	11,296,187.81	11,730,114.67	5,364,822.67	0.00	6,365,292.00
51120	9,638,564.73	10,013,784.91	4,551,425.65	0.00	5,462,359.26
51130	354,550.82	403,880.99	634,418.29	0.00	(230,537.30)
51140	3,708,667.56	3,858,989.63	1,706,019.41	0.00	2,152,970.22
51150	1,130,370.78	1,177,772.47	482,344.70	0.00	695,427.77
51180	0.00	366,811.61	406,594.65	0.00	(39,783.04)
51190	0.00	4,478.72	102,762.26	0.00	(98,283.54)
51400	3,692,829.90	3,841,959.70	1,806,770.75	0.00	2,035,188.95
51610	3,302,962.48	3,449,403.47	1,644,460.83	0.00	1,804,942.64
51620	11,842.56	12,834.24	5,661.24	0.00	7,173.00
51630	0.00	200,000.00	180,108.76	0.00	19,891.24
51640	31,836.51	49,026.85	24,389.96	24,636.89	0.00
51650	316,339.64	330,459.46	156,734.67	0.00	173,724.79
51900	0.00	6,396.49	2,980.76	14,701.73	(11,286.00)
	\$33,484,152.79	\$ 35,445,913.21	\$ 17,069,494.60	\$ 39,338.62	\$ 18,337,079.99
Salaries/Benefits					
52110	48,324.90	50,175.48	18,957.65	5,652.04	25,565.79
52120	73,700.00	109,116.10	50,913.33	11,482.21	46,720.56
52130	56,300.00	56,525.95	28,658.71	321.40	27,545.84
52140	100.00	641.27	533.82	0.00	107.45
52150	82,800.00	90,377.39	22,165.85	4,744.86	63,466.68
52210	87,800.00	89,940.02	45,013.10	16,778.24	28,148.68
52220	57,500.00	58,658.85	29,454.06	10,129.07	19,075.72
52230	147,400.00	160,245.21	67,460.78	54,081.16	38,703.27
52240	9,400.00	11,106.58	2,192.50	725.26	8,188.82

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending June 30, 2012

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52300	81,600.00	94,327.79	42,268.85	44,476.81	7,582.13
52900	371,949.32	372,557.69	139,661.37	45,472.28	187,424.04
Supplies	\$1,016,874.22	\$ 1,093,672.33	\$ 447,280.02	\$ 193,863.33	\$ 452,528.98
53100	100,000.00	108,564.00	18,667.73	41,471.62	48,424.65
53210	500,687.68	607,509.81	288,248.17	321,629.16	(2,367.52)
53230	123,800.00	149,591.35	51,436.40	68,850.40	29,304.55
53240	193,500.00	218,450.50	65,415.78	59,704.82	93,329.90
53310	190,000.00	195,603.50	28,985.71	6,645.00	159,972.79
53320	41,000.00	42,540.25	9,066.11	12,305.93	21,168.21
53340	174,600.00	194,453.25	83,108.67	58,126.66	53,217.92
53350	219,272.06	297,654.31	81,284.56	78,034.54	138,335.21
53360	947,126.00	948,643.36	669,645.86	21,321.18	257,676.32
53370	42,000.00	44,049.10	18,696.57	6,061.83	19,290.70
53380	995,688.00	1,041,534.21	496,002.52	545,531.69	0.00
53390	27,000.00	29,931.50	26,396.75	3,202.00	332.75
53400	440,900.00	440,900.00	2,612.00	0.00	438,288.00
53510	80,900.00	99,276.18	48,947.49	49,687.82	640.87
53520	93,017.14	136,262.11	76,621.46	49,862.46	9,778.19
53610	2,008,900.02	2,226,167.54	884,872.83	1,180,835.25	160,459.46
53620	257,500.00	318,474.41	111,227.23	155,334.06	51,913.12
53630	883,500.10	924,801.02	323,952.95	600,848.07	0.00
53640	87,295.03	141,122.82	68,768.35	70,575.78	1,778.69
53710	1,569,212.41	1,863,497.09	486,817.17	385,100.32	991,579.60
53720	732,000.00	793,092.97	578,128.54	32,551.98	182,412.45

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending June 30, 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	113,177.30	39,263.54	263,899.77
53900 Other Purchased Services	0.00	10,263.75	6,232.25	3,424.25	607.25
Purchased/Contracted Services	\$9,987,398.44	\$ 11,248,723.64	\$ 4,538,312.40	\$ 3,790,368.36	\$ 2,920,042.88
54110 Books	2,906,000.00	3,741,672.54	1,516,689.70	637,273.51	1,587,709.33
54120 Continuations	514,000.00	967,682.73	294,898.23	377,204.01	295,580.49
54210 Periodicals	1,105,000.00	1,834,712.58	604,920.72	140,929.88	1,088,861.98
54220 Microforms	205,000.00	225,950.65	3,334.96	21,746.00	200,869.69
54310 Video Media	1,459,999.99	1,522,637.31	736,682.91	247,516.69	538,437.71
54320 Audio Media - Spoken	208,000.00	240,157.63	94,868.44	62,077.23	83,211.96
54325 Audio Media - Music	566,000.01	663,685.36	273,408.20	117,537.65	272,739.51
54350 Computer Media	225,500.00	50,418.51	1,931.45	14,237.06	34,250.00
54500 Database Services	950,766.85	1,447,501.60	520,089.05	460,282.65	467,129.90
54530 eMedia	1,052,000.00	1,224,500.00	86,890.92	357,542.59	780,066.49
54600 Interlibrary Loan	0.00	6,859.33	1,995.15	4,464.85	399.33
54710 Bookbinding	29,000.00	56,490.76	8,962.23	18,528.53	29,000.00
54720 Preservation Services	60,000.00	134,962.23	40,211.67	63,206.96	31,543.60
54730 Preservation Boxing	8,000.00	13,940.85	9,082.74	4,712.72	145.39
54790 Preservation Reformatting	100,000.00	135,755.10	21,958.43	40,554.54	73,242.13
Library Materials	\$9,389,266.85	\$ 12,266,927.18	\$ 4,215,924.80	\$ 2,567,814.87	\$ 5,483,187.51
55510 Furniture	129,000.00	134,532.82	29,669.14	40,252.79	64,610.89
55520 Equipment	91,266.25	127,753.50	51,539.73	7,020.75	69,193.02
55530 Computer Hardware/Software	0.00	46,650.02	43,556.16	380.00	2,713.86
55700 Motor Vehicles	0.00	20,890.50	20,890.50	0.00	0.00
Capital Outlay	\$220,266.25	\$ 329,826.84	\$ 145,655.53	\$ 47,653.54	\$ 136,517.77

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending June 30, 2012

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
57100 Memberships	54,460.00	66,460.00	37,989.00	9,100.00	19,371.00
57200 Taxes	500.00	859.06	138.44	300.00	420.62
57500 Refunds/Reimbursements	17,000.00	31,945.31	20,572.71	9,582.88	1,789.72
Miscellaneous Expenses	\$71,960.00	\$ 99,264.37	\$ 58,700.15	\$ 18,982.88	\$ 21,581.34
59810 Advances Out	0.00	0.00	15,000.00	0.00	(15,000.00)
Advances	\$0.00	\$ 0.00	\$ 15,000.00	\$ 0.00	\$ (15,000.00)
59900 Transfers Out	0.00	10,000,000.00	10,000,000.00	0.00	0.00
Transfers	\$0.00	\$ 10,000,000.00	\$ 10,000,000.00	\$ 0.00	\$ 0.00
TOTAL	\$54,169,918.55	\$ 70,484,327.57	\$ 36,490,367.50	\$ 6,658,021.60	\$ 27,335,938.47

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending June 30, 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	30,072,086.07	36,490,367.50	6,658,021.60	22,090,361.67
Total General Fund	\$ 35,166,664.70	\$ 30,072,086.07	\$ 36,490,367.50	\$ 6,658,021.60	\$ 22,090,361.67
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	14,500.00	4,950.00	1,591,559.14
203 Founders	4,495,884.53	2,000.00	29,529.67	30,166.00	4,438,188.86
204 Kaiser	42,737.60	0.00	0.00	0.00	42,737.60
205 Kralej	147,618.65	0.00	0.00	0.00	147,618.65
206 Library	165,217.27	8,226.73	500.00	0.00	172,944.00
207 Pepke	92,820.86	0.00	0.00	0.00	92,820.86
208 Wickwire	1,052,526.56	3,502.17	6,735.52	6,184.75	1,043,108.46
209 Wittke	63,041.28	0.00	0.00	0.00	63,041.28
210 Young	2,915,857.05	22,317.44	0.00	0.00	2,938,174.49
225 Friends	5,690.49	15,000.00	4,910.85	838.99	14,940.65
226 Judd	7,784.12	95,308.50	67,082.73	30,473.94	5,535.95
228 Lockwood Thompson Memorial	400,544.73	75,147.50	124,341.75	236,911.11	114,439.37
229 Ohio Center for the Book	58.00	900.00	958.00	0.00	0.00
230 Schweinfurth	45,609.07	13,535.00	14,140.00	0.00	45,004.07
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 OLBPD-Library for the Blind	10,108.00	754,098.00	726,516.60	175,449.95	(137,760.55)
252 LSTA-Know It Now	266,747.87	219,590.39	280,302.43	72,806.94	133,228.89
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	13,697.62	303.69	32,783.44
256 Learning Centers	0.00	162,000.00	0.00	0.00	162,000.00
Total Special Revenue Funds	\$ 11,718,581.30	\$ 1,538,479.18	\$ 1,522,445.75	\$ 558,085.37	\$ 11,176,529.36
401 Building & Repair	9,794,080.29	10,030,700.00	2,446,608.14	463,645.15	16,914,527.00

Cleveland Public Library
 Revenue, Expenditures and Changes in Fund Balances
 For the Period Ending June 30, 2012

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
Total Capital Project Funds	\$ 9,794,080.29	\$ 10,030,700.00	\$ 2,446,608.14	\$ 463,645.15	\$ 16,914,527.00
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)	13,336.25	524.00	159,509.25
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	13,872.34	610.54	1,631,490.49
513 Beard Anna Young	0.00	726.41	0.00	0.00	726.41
Total Permanent Funds	\$ 2,673,907.22	\$ 5,760.73	\$ 29,021.59	\$ 1,134.54	\$ 2,649,511.82
901 Unclaimed Funds	8,431.04	826.91	869.84	0.00	8,388.11
Others	\$ 8,431.04	\$ 826.91	\$ 869.84	\$ 0.00	\$ 8,388.11
Total All Funds	\$ 59,351,664.55	\$ 41,647,852.89	\$ 40,489,312.82	\$ 7,680,886.66	\$ 52,839,317.96

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending June 30, 2012

Balance of All Funds	<u><u>\$ 60,839,476.55</u></u>
Chase-Checking	7,924.24
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	224,704.51
KeyBank-MC/MISA	20,554.57
Fifth Third - Checking	416,136.00
Petty Cash	330.00
Change Fund	4,640.00
KeyBank-Payroll Account (ZBA)	176.84
KeyBank-Savings Bond Acct	0.00
Cash in Library Treasury	<u><u>\$ 674,466.16</u></u>
PNC - Money Market	10,019.78
PNC - Investments	34,197,643.62
PNC/Allegiant Money Market	240,997.23
KeyBank - Victory Fund	0.00
STAR OHIO Investment	12,674,806.72
Investments	<u><u>\$ 47,123,467.35</u></u>
PNC Endowment Acct	13,041,543.04
Endowment Account	<u><u>\$ 13,041,543.04</u></u>
Cash in Banks and On Hand	<u><u>\$ 60,839,476.55</u></u>



CLEVE PUB LIB ENDMT CONS
MANAGED ACCOUNT SUMMARY
 Account number 21-75-501-4453885
 June 29, 2012

Your PNC Managed Account

Asset manager	Investment style	Manager number	% of portfolio	Value on 01/01/12	Investment income	Other additions	Other disbursements	Cash transfers	Fees and charges	Change in value of investments	Current account value
ADVANTAGE PORTFOLIO	Large cap core	073	22.3%	\$3,406,853	\$3,258	\$68,007	-\$193,900	-	-\$21,833	\$294,438	\$3,556,824
PNC CAPITAL ADVISOR	Taxable intermediate	880	43.9%	6,464,309	68,424	-	-	-	-	468,221	7,000,955
		573	34.1%	5,146,672	81,525	100	-	135,000	-	41,825	5,405,123
					\$153,208.36		-\$193,900.00		-\$21,833.08		
Total portfolio value				\$15,017,835.70		\$68,107.68		\$135,000.00		\$804,485.25	\$15,962,903.91
Accrued income				\$47,985.05							\$48,817.85
Total account value				\$15,065,820.75							\$16,011,721.76

Note: amounts reflected on this page represent activity from 01/01/12 through 06/29/12





CLEVE PUB LIB ENDMT CONS
INVESTMENT MANAGEMENT STATEMENT

Account number 21-75-501-4453885
April 1, 2012 - June 29, 2012

Total portfolio value

Total portfolio value on June 29	\$15,962,903.94
Total portfolio value on April 1	16,223,061.67
Total change in value	-\$260,157.76

www.pnc.com

Your Relationship Managers

Lauren Middleton
PNC
1900 E 9TH ST
Cleveland, OH 44114
(216) 222-3100
l.middleton@pnc.com

William Mitchner
PNC
1900 E 9TH ST
Cleveland, OH 44114
(216) 222-3374
william.mitchner@pnc.com

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

Bulletin board

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.

PNC assumes that co-fiduciaries grant proxy voting authority to PNC. PNC votes in accordance with its policy, including voting shares of mutual funds that pay fees to PNC affiliates. PNC may also vote for PNC Board of Directors members and to increase fees that mutual funds pay to PNC affiliates. Additionally, PNC discloses shareholder information to the issuers of securities held in an account, unless specified to the contrary in writing to the Co-fiduciary. Should you have any questions or concerns, do not hesitate to contact your Trust Advisor.

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

See pnc.com for the latest updates about our investing strategies.

About your account

The PNC Financial Services Group, Inc. ("PNC") uses the service marks "PNC Wealth Management", "PNC Institutional Investments" and "Hawthorn PNC Family Wealth" to provide investment and wealth management, fiduciary services, FDIC-insured banking products and services and lending of funds through its subsidiary, PNC Bank, National Association, which is a Member FDIC, and uses the service marks "PNC Wealth Management" and "Hawthorn PNC Family Wealth" to provide certain fiduciary and agency services through its subsidiary, PNC Delaware Trust Company. Brokerage and advisory products and services are offered through PNC Investments LLC, a registered broker-dealer and investment adviser and member of FINRA and SIPC. Insurance products and advice may be provided by PNC Insurance Services, LLC, licensed insurance agency affiliates of PNC, or by licensed insurance agencies that are not affiliated with PNC; in either case a licensed insurance affiliate will receive compensation if you choose to purchase insurance through these programs. A decision to purchase insurance will not affect the cost or availability of other products or services from PNC or its affiliates. PNC does not provide legal, tax or accounting advice.

The securities in this account, including shares of mutual funds, are not bank deposits. PNC Bank and other banks do not guarantee these securities, the FDIC does not insure them nor does any government agency or government-sponsored agency of the federal government or any state. Securities involve investment risks, including the possible loss of the amount invested.

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

	Income	Principal	Total
Income on June 29	\$385,917.61	\$15,576,986.30	\$15,962,903.91
Income on April 1	276,127.37	15,946,934.30	16,223,061.67
Change in value	\$109,790.24	-\$369,948.00	-\$260,157.76

Portfolio value by asset class

	Value Jun. 29	Value Apr. 1	Change in value	Tax cost*
Income				
Cash and cash equivalents	\$385,917.61	\$276,127.37	\$109,790.24	\$385,917.61
Principal				
Cash and cash equivalents	-\$36,956.10	\$42,084.08	-\$79,040.18	-\$36,956.10
Fixed income	5,229,915.24	5,090,762.41	139,152.83	5,085,172.76
Equities	10,384,027.16	10,814,087.81	-\$430,060.65	7,906,013.45
Total	\$15,962,903.91	\$16,223,061.67	-\$260,157.76	\$13,340,147.72

* 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	This period	From Jan. 1, 2012
	\$16,263,799.38	\$15,065,820.75
Additions		
Cash contributions	\$68,007.42	\$68,007.42
Investment income	71,619.96	153,208.36
Other receipts	100.26	100.26
Disbursements		
Cash distributions	-\$135,000.00	-\$193,900.00
Fees and charges	- 10,829.72	- 21,833.08
Account to account transfers	135,000.00	135,000.00
Change in value of investments	- 389,055.68	804,485.25
Net accrued income	8,080.14	832.80
Ending account value	\$16,011,721.76	\$16,011,721.76

Investment income summary

Income-cash and cash equivalents	This period	From Jan. 1, 2012
	\$8.44	\$15.47
Interest-fixed income	35,083.26	81,520.90
Dividends-equities	36,528.26	71,671.99
Total	\$71,619.96	\$153,208.36

Gain/loss summary

	Net realized gain/loss	Net unrealized gain/loss*
	This period	From Jan. 1, 2012
Fixed income	\$3,109.10	\$33,895.22
Equities	69,054.41	141,770.41
Total	\$72,163.51	\$175,665.63
		Since acquisition
		\$144,742.48
		2,478,013.71
		\$2,622,756.19

* 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 June 29	\$48,817.85
Accrued income on April 01	40,737.71
Net accrued income	\$8,080.14

Summary

Transaction summary - measured by cash balance

	Income	Principal
	This period	From Jan. 1, 2012
Beginning cash balance	\$92,762.51	\$106,901.00
Additions		
Contributions	-	-
Investment income	71,619.96	153,208.30
Sales and maturities	-	-
Transfers within account	49,000.00	49,000.00
Other receipts	-	-
Disbursements		
Distributions	-	-
Purchases	- 66,873.52	- 151,596.99
Transfers within account	-	-
Fees and charges	- 10,829.72	- 21,833.08
Account to account transfers	-	-
Ending cash balance	\$135,679.23	\$135,679.23
Change in cash	\$42,916.72	\$28,778.23

Transaction summary - measured by tax cost

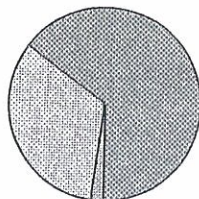
	This period	From Jan. 1, 2012
Beginning tax cost	\$13,139,086.29	\$13,023,899.13
Additions		
Purchases	\$1,502,572.88	\$3,420,787.97
Securities received	18,937.93	18,937.93
Disbursements		
Sales	- \$1,301,511.45	- \$3,104,539.38
Securities delivered	- 18,937.93	- 18,937.93
Change in cash		
Ending tax cost	\$13,340,147.72	\$13,340,147.72



Analysis

Asset allocation

	Jun. 29, 2012
Cash and cash equivalents	2.19 %
Mutual funds	2.19 %
Fixed income	32.76 %
Corporate	15.03 %
US treasury	11.03 %
Agency	6.47 %
Other	0.23 %
Equities	65.05 %
Stock	42.80 %
Mutual funds	22.25 %



Equity sectors

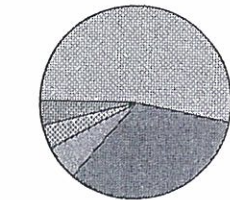
	Market value	% of equities	% of total portfolio
Industrials	\$652,336.46	9.55 %	4.09 %
Consumer discretionary	825,173.80	12.08 %	5.17 %
Consumer staples	778,034.90	11.39 %	4.87 %
Energy	670,476.40	9.81 %	4.20 %
Financial	913,181.05	13.37 %	5.72 %
Materials	300,973.70	4.41 %	1.89 %
Information technology	1,425,567.15	20.86 %	8.93 %
Utilities	208,231.10	3.05 %	1.30 %
Health care	889,514.47	13.02 %	5.57 %
Telecommunication services	169,243.80	2.48 %	1.06 %
Total	\$6,832,732.83	100.00 %	42.80 %

Analysis

Bond analysis

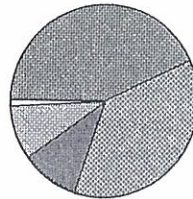
Bond rating

	Market Value	% of bonds	% of total portfolio
Moody's Aaa	\$2,752,801.68	52.64 %	17.25 %
Moody's Aa2	217,548.49	4.16 %	1.36 %
Moody's Aa3	230,315.20	4.40 %	1.44 %
Moody's A1	305,056.50	5.83 %	1.91 %
Other	1,724,193.37	32.97 %	10.80 %



Maturity schedule

Market value	% of bonds maturing in	Corporate	US treasury and agency	Municipal	Other
Less than 1 year	9.26 %	\$132,287.43 (27.31 %)	\$352,140.40 (72.69 %)	-	-
1 - 5 years	37.04 %	1,033,076.20 (53.32 %)	889,214.95 (45.90 %)	-	-
6 - 10 years	43.18 %	1,233,830.05 (54.64 %)	1,002,852.09 (44.41 %)	-	15,069.76 (0.78 %)
11 - 15 years	0.62 %	-	32,180.41 (100.00 %)	-	21,402.78 (0.95 %)
16 or more years	9.90 %	-	517,861.17 (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		135,679.230		\$1.0000	0.85%	\$135,679.23	\$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	\$136,925.64	136,925.64	\$168,222.51	\$1.0000	1.06%	\$168,222.51	\$1.00		0.01%	\$16.82	\$1.31
ADVANTAGE PORTFOLIO											
PNC TREASURY MONEY MARKET FUND #431	46,439.22	46,439.22	81,525.24	1.0000	0.52%	81,525.24	1.00		0.01%	8.15	0.60
PNC CAPITAL ADVISOR											
PNC TREASURY MONEY MARKET FUND #431	490.630	490.630	490.63	1.0000	0.01%	490.63	1.00		0.02%	0.05	

Total mutual funds - money market

			\$250,238.38		1.57%	\$250,238.38			0.01%	\$25.02	\$1.91
--	--	--	--------------	--	-------	--------------	--	--	-------	---------	--------

Total cash and cash equivalents

			\$385,917.61		2.42%	\$385,917.61			0.01%	\$25.02	\$1.91
--	--	--	--------------	--	-------	--------------	--	--	-------	---------	--------

Detail

Portfolio - principal

Cash and cash equivalents
Uninvested cash

Description	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
UNINVESTED CASH	- 135,679.230		- \$135,679.23	\$1.0000	- 0.85 %	\$1.00					

Mutual funds - money market

Description	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
PNC TREASURY MONEY MARKET FUND #431	\$54,749.81	93,683.490	\$93,683.49	\$1.0000	0.59 %	\$93,683.49			0.02 %	\$9.37	\$0.14
PNC CAPITAL ADVISOR PNC TREASURY MONEY MARKET FUND #431	80,096.78	5,039.640	5,039.64	1.0000	0.04 %	5,039.64			0.01 %	0.50	0.73

Total mutual funds - money market			\$98,723.13		0.62 %	\$98,723.13			0.01 %	\$9.87	\$0.87
Total cash and cash equivalents			-\$36,956.10		- 0.23 %	-\$36,956.10			- 0.03 %	\$9.87	\$0.87



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							
AT&T INC	30,000	\$35,622.00	30,000	\$122.1030		0.23 %	\$32,307.45	\$107.69	\$4,323.45	4.76 %	\$1,740.00	\$657.33
05.800% DUE 02/15/2019 RATING: A2 (00206RAR3) PNC CAPITAL ADVISOR	11,785.60		23,837.80			0.15 %	22,981.60	114.91	856.20	4.30 %	1,025.00	256.25
ABBOTT LABORATORIES	20,000		119.1890									
05.125% DUE 04/01/2019 RATING: A1 (002824AU4) PNC CAPITAL ADVISOR	15,604.05		15,591.75			0.10 %	14,986.05	99.91	605.70	2.51 %	390.00	41.17
ACE INA HOLDINGS	15,000		103.9450									
02.600% DUE 11/23/2015 RATING: A3 (00440EAN7) PNC CAPITAL ADVISOR	15,000		15,172.95			0.10 %	14,997.00	99.98	175.95	1.74 %	262.50	13.85
AMERICAN EXPRESS CREDIT	15,000		101.1530									
SER MTN NTS	18,163.65		18,713.40			0.12 %	17,786.55	118.58	926.85	5.86 %	1,095.00	9.12
01.750% DUE 06/12/2015 RATING: A2 (0258M0DE6) PNC CAPITAL ADVISOR	15,000		124.7560									
AMERIPRISE FINANCIAL INC	15,000		124.7560									
07.300% DUE 06/28/2019 RATING: A3 (03076CAD8) PNC CAPITAL ADVISOR	15,000		124.7560									

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							
ANHEUSER-BUSCH INBEVWOR	19,554.15	19,747.50	15,000	131.6500	130.92	0.13 %	19,637.25	110.25	5.89 %	1,162.50	536.04	
CO GUARNT SERIES WI												
07.750% DUE 01/15/2019												
RATING: A3												
[03523TBE7]												
PNC CAPITAL ADVISOR												
APACHE CORP												
SR UNSEC CALL 01/15/22 @100	20,000	104.6070	20,000	20,921.40	100.76	0.14 %	20,152.20	769.20	3.11 %	650.00	148.06	
03.250% DUE 04/15/2022												
RATING: A3												
(037411AZ8)												
PNC CAPITAL ADVISOR												
BB&T CORPORATION	18,438.75	125.8260	15,000	18,873.90	122.76	0.12 %	18,414.30	459.60	5.45 %	1,027.50	174.10	
SR UNSEC												
06.850% DUE 04/30/2019												
RATING: A2												
(05531FAB9)												
PNC CAPITAL ADVISOR												
BHP BILLITON FIN USA LTD	20,218.60	102.6000	20,000	20,520.00	99.47	0.13 %	19,893.80	626.20	1.83 %	375.00	41.67	
ISIN US055451AK46 SEDOL B7337P8												
01.875% DUE 11/21/2016												
RATING: A1												
(055451AK4)												
PNC CAPITAL ADVISOR												
BP CAPITAL MARKETS PLC CO GUARNT	21,154.00	106.3180	20,000	21,263.60	107.15	0.14 %	21,429.40	-165.80	3.01 %	640.00	515.56	
ISIN US05565QBQ01 SEDOL B59MXG8												
03.200% DUE 03/11/2016												
RATING: A2												
(05565QBQ0)												
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							
BMW VEHICLE LEASE TRUST SERIES 2010-1 CLASS A3 01.180% DUE 04/15/2013 RATING: AAA (055669AC9)	37,795.69	16,291.53	16,170.250	100.7500	16,167.72	0.11 %	99.98	123.81	0.82 %	132.60	5.89	
PNC CAPITAL ADVISOR												
BMW VEHICLE OWNER TRUST SERIES 2011-A CLASS A3 00.760% DUE 08/25/2015 RATING: AAA (05573WAC9)	55,086.35	55,066.55	55,000	100.1210	54,992.06	0.35 %	99.99	74.49	0.76 %	418.00	6.97	
PNC CAPITAL ADVISOR												
BANK OF AMERICA CORP SR UNSEC 05.750% DUE 12/01/2017 RATING: BAA2 (060505DP6)	26,725.75	16,011.00	15,000	106.7400	16,039.50	0.11 %	106.93	-28.50	5.39 %	862.50	71.87	
PNC CAPITAL ADVISOR												
BANK OF AMERICA AUTO TRUST SERIES 2012-1 CLASS A3 00.780% DUE 06/15/2016 RATING: AAA (06052YAC3)	55,000	55,062.15	100.1130	100.00	54,998.04	0.35 %	100.00	64.11	0.78 %	429.00	19.07	
PNC CAPITAL ADVISOR												
BANK OF MONTREAL SR UNSEC US06366QGN16 VAR% DUE 04/29/2014 RATING: AA2 (06366QGN1)	29,982.90	30,093.00	30,000	100.3100	30,063.30	0.19 %	100.21	29.70	0.94 %	280.76	48.33	
PNC CAPITAL ADVISOR												

Detail

Fixed income
Corporate bonds

Description (Cusip)	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current Yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit	Current							
BERKSHIRE HATHAWAY INC	31,026.60	31,904.40	31,904.40	106,3480	0.20 %	31,115.00	789.40	789.40	3.53 %	1,125.00	425.00
SR UNSEC	30,000	106.3480	106.3480			103.72					
03.750% DUE 08/15/2021											
RATING: AAZ											
[084670BC1]											
PNC CAPITAL ADVISOR											
BOEING CAPITAL CORP	21,022.60	21,354.60	21,354.60	106.7730	0.14 %	19,901.40	1,453.20	1,453.20	2.72 %	580.00	219.11
SR UNSEC CALL 7/15/18 @100	20,000	106.7730	106.7730			99.51					
02.900% DUE 08/15/2018											
RATING: A2											
[097014AM6]											
PNC CAPITAL ADVISOR											
BOTTLING GROUP LLC	29,100.25	29,340.50	29,340.50	117.3620	0.19 %	27,951.45	1,389.05	1,389.05	4.37 %	1,281.25	590.80
SR UNSECURED	25,000	117.3620	117.3620			111.81					
05.125% DUE 01/15/2019											
RATING: AA3											
[10138MAK1]											
PNC CAPITAL ADVISOR											
CAMPBELL SOUP CO	27,432.25	28,343.75	28,343.75	113.3750	0.18 %	24,872.50	3,471.25	3,471.25	3.75 %	1,062.50	224.31
SR UNSEC	25,000	113.3750	113.3750			99.49					
04.250% DUE 04/15/2021											
RATING: A2											
[134429AW9]											
PNC CAPITAL ADVISOR											
CANADIAN NATL RAILWAY	19,846.00	20,687.60	20,687.60	103.4380	0.13 %	19,840.00	847.60	847.60	2.76 %	570.00	25.33
ISIN US136375BV35 SEDOL B6X9JJ7	20,000	103.4380	103.4380			99.20					
02.850% DUE 12/15/2021											
RATING: A3											
[136375BV3]											
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							
PROGRESS ENERGY CAROLINA	23,511.00	20,000	24,047.00	120.2350	0.16 %	19,981.60	99.91	4,065.40	4.41 %	1,060.00	488.78
1ST MTG											
05:300% DUE 01/15/2019											
RATING: A1											
(144141CZ9)											
PNC CAPITAL ADVISOR											
CATERPILLAR FIN SERV CRP	25,450.80	20,000	25,742.80	128.7140	0.17 %	24,384.00	121.92	1,358.80	5.48 %	1,410.00	356.42
NOTES SERIE MTN											
07:050% DUE 10/01/2018											
RATING: A2											
(14912L4D0)											
PNC CAPITAL ADVISOR											
CISCO SYSTEMS INC	23,097.80	20,000	23,609.00	118.0450	0.15 %	21,772.70	108.86	1,836.30	4.20 %	990.00	374.00
SR UNSEC											
04:950% DUE 02/15/2019											
RATING: A1											
(17275RAE2)											
PNC CAPITAL ADVISOR											
CITIGROUP INC	43,401.20	40,000	42,888.00	107.2200	0.27 %	43,892.40	109.73	- 1,004.40	5.61 %	2,404.00	106.84
SR UNSEC											
06:010% DUE 01/15/2015											
RATING: BAA2											
(172967FA4)											
PNC CAPITAL ADVISOR											
CITIBANK CREDIT CARD ISSUANCE TR	100,950.00	100,000	100,705.00	100.7050	0.64 %	102,578.12	102.58	- 1,873.12	2.24 %	2,250.00	50.00
SERIES 2009-A5 CLASS A5											
02:250% DUE 12/23/2014											
RATING: AAA											
(17305EER2)											
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					
COCA-COLA CO/THE	20,000	20,031.00	100.1550	0.13 %	21.60	0.43 %	85.88	4.06
SR UNSECD VAR % DUE 03/14/2014 RATING: AA3								
[191216AW0]								
PNC CAPITAL ADVISOR								
CONOCOPHILLIPS	17,864.40	17,721.45	118.1430	0.12 %	274.20	4.41 %	780.00	99.67
BONDS 05.200% DUE 05/15/2018 RATING: A1								
[20825CAN4]								
PNC CAPITAL ADVISOR								
RABOBANK NEDERLAND UTREC	20,422.60	20,579.20	102.8960	0.13 %	- 61.45	3.29 %	675.00	303.75
ISIN US21686CAD20 SEDOL B5MKX70								
03.375% DUE 01/19/2017 RATING: AA2								
[21686CAD2]								
PNC CAPITAL ADVISOR								
CREDIT SUISSE SUB NOTES	25,877.75	15,629.85	104.1990	0.10 %	425.40	5.19 %	810.00	375.75
ISIN US22546 SEDOL B5PGKF2								
05.400% DUE 01/14/2020 RATING: BAA2								
[22546AD9]								
PNC CAPITAL ADVISOR								
JOHN DEERE CAPITAL CORP	29,666.25	29,818.25	119.2730	0.19 %	4,894.75	4.49 %	1,337.50	326.94
SR UNSECURED SER MTN								
05.350% DUE 04/03/2018 RATING: A2								
[24422EQR3]								
PNC CAPITAL ADVISOR								



Detail

**Fixed income
Corporate bonds**

Description (C.usip)	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit	Current market value						
WALT DISNEY COMPANY NTS SERIES B	24,310.60	24,922.20	124,611.00	24,573.00	0.16 %	122.87	349.20	4.72 %	1,175.00	52.22
05.875% DUE 12/15/2017 RATING: A2 (25468PCB0)										
PNC CAPITAL ADVISOR										
E I DU PONT DE NEMOURS BONDS	15,840.75	15,690.15	104,601.00	14,851.20	0.10 %	99.01	838.95	4.79 %	750.00	345.83
05.00% DUE 07/15/2013 RATING: A2 (263534BU2)										
PNC CAPITAL ADVISOR										
DUKE ENERGY INDIANA INC 1ST MORTGAGE	10,000	11,011.00	110,110.00	10,900.90	0.07 %	109.01	110.10	3.41 %	375.00	172.92
03.750% DUE 07/15/2020 RATING: A2 (263901AC4)										
PNC CAPITAL ADVISOR										
DUKE ENERGY CAROLINAS 1ST MORTGAGE	11,754.30	11,887.10	118,871.00	9,966.00	0.08 %	99.66	1,921.10	4.42 %	525.00	242.08
05.250% DUE 01/15/2018 RATING: A1 (26442CAC8)										
PNC CAPITAL ADVISOR										
GENERAL DYNAMICS CORP CO GUARNT CALL 04/15/21 @100	21,540.00	22,467.80	112,339.00	19,967.00	0.15 %	99.84	2,500.80	3.45 %	775.00	357.36
03.875% DUE 07/15/2021 RATING: A2 (369550AR9)										
PNC CAPITAL ADVISOR										

Detail

**Fixed income
Corporate bonds**

Description [Cusip]	Market value last period	Current market value		% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	price per unit						
GENERAL ELEC CAP CORP	62,450.85	34,464.90	114.8830	0.22 %	31,792.15	2,672.75	4.79 %	1,650.00	792.92
SR UNSEC	30,000				105.97				
05.500% DUE 01/08/2020									
RATING: A1									
(36962G4J0)									
PNC CAPITAL ADVISOR									
GENERAL ELEC CAP CORP	116,523.75	115,995.90	100.8660	0.73 %	115,578.20	417.70	2.11 %	2,443.75	67.88
FDIC GUARANTEED	115,000				100.50				
02.125% DUE 12/21/2012									
RATING: AAA									
(36967H4V9)									
PNC CAPITAL ADVISOR									
GEORGIA POWER COMPANY	23,379.40	23,693.00	118.4650	0.15 %	22,065.80	1,627.20	4.56 %	1,080.00	90.00
NOTES	20,000				110.33				
05.400% DUE 06/01/2018									
RATING: A3									
(373334JK8)									
PNC CAPITAL ADVISOR									
GLAXOSMITHKLINE CAPITAL	20,378.80	20,378.80	101.8940	0.13 %	19,864.00	514.80	2.80 %	570.00	82.33
ISIN US377373AD71 SEDOL B84G0G5	20,000				99.32				
02.850% DUE 05/08/2022									
RATING: A1									
(377373AD7)									
PNC CAPITAL ADVISOR									
GOLDMAN SACHS GROUP INC	26,970.00	27,054.75	108.2190	0.17 %	24,859.25	2,195.50	5.69 %	1,537.50	384.37
SR NOTES	25,000				99.44				
06.150% DUE 04/01/2018									
RATING: A3									
(38141GFM1)									
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	price per unit							
GOOGLE INC	20,784.20	26,150.50	25,000	104,6020	0.17 %	25,123.20	100.49	1,027.30	2.04 %	531.25	61.98	
SR UNSEC												
02.125% DUE 05/19/2016												
RATING: AA2												
(38259PAC6)												
PNC CAPITAL ADVISOR												
HSBC HOLDINGS PLC SR UNSEC	21,631.60	22,312.80	20,000	111.5640	0.14 %	20,116.80	100.58	2,196.00	4.58 %	1,020.00	243.67	
ISIN US404280AK50 SEDOL B61GQ88												
05.100% DUE 04/05/2021												
RATING: AA3												
(404280AK5)												
PNC CAPITAL ADVISOR												
HEWLETT PACKARD CO	29,886.00	29,892.00	30,000	99.6400	0.19 %	30,036.30	100.12	-144.30	3.77 %	1,125.00	93.75	
SR UNSEC												
03.750% DUE 12/01/2020												
RATING: A3												
(428236BF9)												
PNC CAPITAL ADVISOR												
HOME DEPOT INC	16,805.70	17,287.80	15,000	115.2520	0.11 %	17,137.05	114.25	150.75	3.82 %	660.00	165.00	
SR UNSEC ST CONVENTION												
04.400% DUE 04/01/2021												
RATING: A3												
(437076AW2)												
PNC CAPITAL ADVISOR												
HONDA AUTO REC OWNER T	29,521.31	21,392.20	21,394.810	100.2690	0.14 %	21,332.21	99.99	59.99	1.34 %	285.89	10.32	
SERIES 2010-2 CLASS A3												
01.340% DUE 03/18/2014												
RATING: AAA												
(43812KAC7)												
PNC CAPITAL ADVISOR												

Detail

**Fixed income
Corporate bonds**

Description (Cusip)	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current	price per unit							
HONDA AUTO RECEIVABLES OWNER TR	29,975.70	30,098.40	30,098.40	100.3280	0.19 %	29,998.66	99.74	1.13 %	339.00	15.07	
SERIES 2011-1 CLASS A3	30,000	100.3280	100.3280	100.00		100.00					
01.130% DUE 10/15/2014											
RATING: AAA											
(43813TAC7)											
PNC CAPITAL ADVISOR											
HONEYWELL INTERNATIONAL	22,623.40	23,095.40	23,095.40	115.4770	0.15 %	19,949.40	3,146.00	3.69 %	850.00	283.33	
SR UNSEC	20,000	115.4770	115.4770	99.75		99.75					
04.250% DUE 03/01/2021											
RATING: A2											
(438516BA3)											
PNC CAPITAL ADVISOR											
INTEL CORP	15,455.25	26,789.25	26,789.25	107.1570	0.17 %	25,506.50	1,282.75	3.08 %	825.00	206.25	
SR UNSEC	25,000	107.1570	107.1570	102.03		102.03					
03.300% DUE 10/01/2021											
RATING: A1											
(458140AJ9)											
PNC CAPITAL ADVISOR											
JPMORGAN CHASE & CO	5,676.05	5,574.80	5,574.80	111.4960	0.04 %	5,627.85	-53.05	5.50 %	306.25	3.40	
SUB NT	5,000	111.4960	111.4960	112.56		112.56					
06.125% DUE 06/27/2017											
RATING: A3											
(46625HGN4)											
PNC CAPITAL ADVISOR											
JPMORGAN CHASE & CO	34,759.20	35,101.20	35,101.20	117.0040	0.22 %	35,259.00	-157.80	5.39 %	1,890.00	357.00	
NTS	30,000	117.0040	117.0040	117.53		117.53					
06.300% DUE 04/23/2019											
RATING: A2											
(46625HHL7)											
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	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit	Current price per unit						
MERCEDES-BENZ AUTO LEASE TRUST SERIES 2012-A CLASS A3	50,081.50	50.08150	50,081.50	50.08150	0.32 %	49,997.24	84.26	0.88 %	440.00	19.56
00.880% DUE 11/17/2014	50,000	100.1630	100.1630	99.99						
RATING: N/A										
[58768TAC0]										
PNC CAPITAL ADVISOR										
MERCEDES-BENZ AUTO REC SERIES 2011-1 CLASS A3	50,025.00	50.12250	50,122.50	100.2450	0.32 %	49,998.56	123.94	0.85 %	425.00	18.89
00.850% DUE 03/16/2015	50,000	100.2450	100.2450	100.00						
RATING: AAA										
[587728AC0]										
PNC CAPITAL ADVISOR										
MERRILL LYNCH & CO NOTES SERIES MTN	16,653.15	16.66950	16,669.50	111.1300	0.11 %	16,275.00	394.50	6.19 %	1,031.25	189.06
06.875% DUE 04/25/2018	15,000	111.1300	111.1300	108.50						
RATING: BAA2										
[59018YN64]										
PNC CAPITAL ADVISOR										
METLIFE INC GLOBAL	18,858.90	25.27540	25,275.40	126.3770	0.16 %	24,700.00	575.40	6.11 %	1,543.40	583.06
07.717% DUE 02/15/2019	20,000	126.3770	126.3770	123.50						
RATING: A3										
[59156RAT5]										
PNC CAPITAL ADVISOR										
MICROSOFT CORP SR NOTES	36,876.35	38.03380	38,033.80	108.6680	0.24 %	34,697.60	3,336.20	2.77 %	1,050.00	262.50
03.000% DUE 10/01/2020	35,000	108.6680	108.6680	99.14						
RATING: AAA										
[594918AH7]										
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
MIDAMERICAN ENERGY CO	29,193.50	29,193.50	29,400.00	0.19%	28,105.75	112.42	1,294.25	4.51%	1,325.00	390.14
SR NTS	25,000	25,000	117,6000							
05.300% DUE 03/15/2018										
RATING: A2										
(595620AH8)										
PNC CAPITAL ADVISOR										
MONSANTO CO	20,967.20	20,967.20	21,208.00	0.14%	19,957.40	99.79	1,250.60	2.60%	550.00	116.11
SR UNSEC ST CONVENTION	20,000	20,000	106,0400							
02.750% DUE 04/15/2016										
RATING: A1										
(611662BM8)										
PNC CAPITAL ADVISOR										
MORGAN STANLEY	34,825.35	34,825.35	34,639.15	0.22%	33,843.35	96.70	795.80	2.91%	1,006.25	427.66
SR UNSEC	35,000	35,000	98,9690							
02.875% DUE 07/28/2014										
RATING: BAA1										
(61747WAK5)										
PNC CAPITAL ADVISOR										
NATIONAL RURAL UTIL COOP	10,598.80	10,598.80	10,489.90	0.07%	9,984.40	99.84	505.50	5.25%	550.00	275.00
NOTES	10,000	10,000	104,8990							
05.500% DUE 07/01/2013										
RATING: A1										
(637432LM5)										
PNC CAPITAL ADVISOR										
NISSAN AUTO RECEIVABLES OWNER	50,028.00	50,028.00	50,211.00	0.32%	49,991.60	99.98	219.40	0.95%	475.00	21.11
SERIES 2011-B CLASS A3	50,000	50,000	100,4220							
00.950% DUE 02/16/2016										
RATING: AAA										
(654750AC5)										
PNC CAPITAL ADVISOR										

Detail

Fixed income
Corporate bonds

Description: [Cusip]	Market value last period		Quantity	Current market value		% of total portfolio	Total tax cost		Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current price per unit	Current market value		Avg. tax cost per unit	Unrealized gain/loss				
ORACLE CORP SR UNSEC 05.000% DUE 07/08/2019 RATING: A1 (68389XAG0)	23,341.80	23,761.40	20,000	118,8070	119,4060	0.15 %	19,925.40	99.63	3,836.00	4.21 %	1,000.00	480.56
PNC CAPITAL ADVISOR PECO ENERGY CO 1ST REF MORT 05.350% DUE 03/01/2018 RATING: A1 (693304AL1)	11,809.70	11,940.60	10,000	119,4060	119,4060	0.08 %	9,983.20	99.83	1,957.40	4.49 %	535.00	178.33
PNC CAPITAL ADVISOR PROCTER & GAMBLE CO BDS 04.850% DUE 12/15/2015 RATING: AA3 (742718BZ1)	56,992.50	56,534.50	50,000	113,0690	113,0690	0.36 %	57,065.00	114.13	- 530.50	4.29 %	2,425.00	107.78
PNC CAPITAL ADVISOR PUBLIC SERVICE COLORADO 1ST MTG CALL 5/15/20 @ 100 03.200% DUE 11/15/2020 RATING: A2 (744448CD1)	15,512.70	16,068.30	15,000	107,1220	107,1220	0.11 %	14,938.95	99.59	1,129.35	2.99 %	480.00	61.33
PNC CAPITAL ADVISOR ROYAL BANK OF CANADA SER MTN ISIN US78008T2C70 01.150% DUE 03/13/2015 RATING: AA3 (78008T2C7)	24,957.75	25,051.50	25,000	100,2060	100,2060	0.16 %	24,992.00	99.97	59.50	1.15 %	287.50	85.45
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							
SANOFI-AVENTIS	16,357.20	16,742.40	16,357.20	16,742.40	0.11%	15,102.30	100.68	1,640.10	3.59%	600.00	153.33	
ISIN US80105NAG07 SEDOL B5NP244	15,000	111.6160	15,000	111.6160								
04.000% DUE 03/29/2021												
RATING: A2												
(80105NAG0)												
PNC CAPITAL ADVISOR												
SIMON PROPERTY GROUP INC	24,646.25	24,874.50	24,646.25	24,874.50	0.16%	24,953.50	99.81	-79.00	2.17%	537.50	161.25	
SR UNSEC CALL 6/15/17 @ 100	25,000	99.4980	25,000	99.4980								
02.150% DUE 09/15/2017												
RATING: A3												
(828807CJ4)												
PNC CAPITAL ADVISOR												
TARGET CORP	20,042.20	20,061.60	20,042.20	20,061.60	0.13%	19,983.52	99.92	78.08	0.75%	149.02	30.63	
SR UNSEC	20,000	100.3080	20,000	100.3080								
VAR % DUE 07/18/2014												
RATING: A2												
(87612EAX4)												
PNC CAPITAL ADVISOR												
TORONTO DOMINION BANK	15,262.95	15,198.45	15,262.95	15,198.45	0.10%	15,034.65	100.23	163.80	1.36%	206.25	95.68	
ISIN US89114QAA67 SEDOL B523H44	15,000	101.3230	15,000	101.3230								
01.375% DUE 07/14/2014												
RATING: AAA												
(89114QAA6)												
PNC CAPITAL ADVISOR												
TOYOTA MOTOR CREDIT CORP	26,140.75	26,450.75	26,140.75	26,450.75	0.17%	24,965.25	99.86	1,485.50	2.65%	700.00	330.56	
SR UNSEC	25,000	105.8030	25,000	105.8030								
02.800% DUE 01/11/2016												
RATING: AA3												
(89233P4R4)												
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
UNITED PARCELL SERVICE	29,951.50	29,951.50	30,002.75	0.19%	28,283.25	113.13	1,719.50	4.59%	1,375.00	634.03
SR NOTES	25,000	25,000	120,011.0							
05.500% DUE 01/15/2018										
RATING: AA3										
(911312AH9)										
PNC CAPITAL ADVISOR										
US BANCORP	20,389.20	20,389.20	20,591.40	0.13%	19,948.80	99.74	642.60	2.14%	440.00	56.22
SR UNSEC	20,000	20,000	102,957.0							
02.200% DUE 11/15/2016										
RATING: AA3										
(91159HHB9)										
PNC CAPITAL ADVISOR										
UNITED TECHNOLOGIES CORP	25,000	25,000	25,085.50	0.16%	25,000.00	100.00	85.50	0.75%	186.72	15.56
SER FRN NOTES										
VAR% DUE 12/02/2013										
RATING: A2										
(913017BW8)										
PNC CAPITAL ADVISOR										
VERIZON COMMUNICATIONS	23,421.00	23,421.00	23,659.40	0.15%	23,314.40	116.57	345.00	4.65%	1,100.00	415.56
BONDS	20,000	20,000	118,297.0							
05.500% DUE 02/15/2018										
RATING: A3										
(92343VAL8)										
PNC CAPITAL ADVISOR										
VERIZON COMMUNICATIONS	13,565.40	13,565.40	13,723.10	0.09%	13,470.40	134.70	252.70	6.38%	875.00	145.83
SR NOTES	10,000	10,000	137,231.0							
08.750% DUE 11/01/2018										
RATING: A3										
(92343VAQ7)										
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
VIRGINIA ELEC & POWER CO	17,780.85	17,780.85	17,958.90	0.12 %	16,703.55	111.36	1,255.35	4.52 %	810.00	137.25
SR UNSECURED	15,000	15,000	119,7260							
05.400% DUE 04/30/2018										
RATING: A3										
(927804FF6)										
PNC CAPITAL ADVISOR										
WACHOVIA CORP	22,272.20	22,272.20	22,513.80	0.15 %	21,051.00	105.26	1,462.80	5.00 %	1,125.00	237.50
SUB NTS	20,000	20,000	112,5690							
05.625% DUE 10/15/2016										
RATING: A3										
(929903CH3)										
PNC CAPITAL ADVISOR										
WAL-MART STORES INC	24,297.40	24,297.40	24,680.80	0.16 %	21,017.40	105.09	3,663.40	4.71 %	1,160.00	438.22
SR NOTES	20,000	20,000	123,4040							
05.800% DUE 02/15/2018										
RATING: AA2										
(931142CJ0)										
PNC CAPITAL ADVISOR										
WAL-MART STORES INC	16,099.65	16,099.65	16,549.95	0.11 %	15,491.70	103.28	1,058.25	3.29 %	543.75	261.30
SR UNSEC	15,000	15,000	110,3330							
03.625% DUE 07/08/2020										
RATING: AA2										
(931142CU5)										
PNC CAPITAL ADVISOR										
WESTPAC BANKING CORP	31,052.10	31,052.10	31,118.10	0.20 %	30,199.80	100.67	918.30	2.90 %	900.00	367.50
SR UNSEC ISIN US961214BN23	30,000	30,000	103,7270							
03.000% DUE 08/04/2015										
RATING: AA2										
(961214BN2)										
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		Quantity	Price per unit							
WISCONSIN ELEC PWR NOTES	22,072.40	20,000	20,000	21,841.00	109,2050	0.14 %	19,961.20	99.81	1,879.80	5.50 %	1,200.00	300.00
06.000% DUE 04/01/2014												
RATING: A2												
[976656CA4]												
PNC CAPITAL ADVISOR												
WORLD OMNI AUTO RECEIVABLES TR	44,997.75	45,000	45,000	45,951.30	102,1140	0.29 %	44,998.00	100.00	953.30	1.88 %	859.50	38.20
SERIES 2011-A CLASS A4												
01.910% DUE 04/15/2016												
RATING: AAA												
[98158KAD1]												
PNC CAPITAL ADVISOR												
Total corporate bonds				\$2,399,193.68		15.03 %	\$2,311,390.88		\$87,802.80	3.27 %	\$78,543.85	\$19,741.17

Treasury 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		Quantity	Price per unit							
US TREASURY NOTES	\$469,056.70	445,000	445,000	\$464,815.85	\$104,4530	2.92 %	\$477,904.75	\$107.39	-\$13,088.90	4.07 %	\$18,912.50	\$7,118.17
04.250 % DUE 08/15/2013												
RATING: AAA												
[912828BH2]												
PNC CAPITAL ADVISOR												
USA TREASURY NOTE	277,171.45	195,000	195,000	203,500.05	104,3590	1.28 %	204,900.78	105.08	-1,400.73	2.28 %	4,631.25	1,547.94
02.375% DUE 08/31/2014												
RATING: AAA												
[912828LK4]												
PNC CAPITAL ADVISOR												



Detail

Treasury bonds

Description (Cusip)	Market value last period	Quantity	Current market value price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
USA TREASURY NOTES 03.000% DUE 09/30/2016 RATING: AAA (912828LP3)	136,327.50	145,000	159,408.65	1.00 %	154,994.93	106.89	4,413.72	2.73 %	4,350.00	1,093.44
PNC CAPITAL ADVISOR										
USA TREASURY NOTES 01.375% DUE 10/15/2012 RATING: AAA (912828LR9)	10,000	10,000	100.3430	0.07 %	10,038.67	100.39	- 4.37	1.38 %	137.50	28.93
PNC CAPITAL ADVISOR										
USA TREASURY NOTES 01.125% DUE 12/15/2012 RATING: AAA (912828MB3)	60,000	60,000	100.4210	0.38 %	60,317.19	100.53	- 64.59	1.13 %	675.00	29.51
PNC CAPITAL ADVISOR										
USA TREASURY NOTES 01.375% DUE 01/15/2013 RATING: AAA (912828MG2)	20,181.20	20,000	100.6250	0.13 %	19,921.87	99.61	203.13	1.37 %	275.00	126.92
PNC CAPITAL ADVISOR										
USA TREASURY NOTES 01.375% DUE 05/15/2013 RATING: AAA (912828NC0)	50,625.00	50,000	100.9840	0.32 %	50,792.97	101.59	- 300.97	1.37 %	687.50	87.81
PNC CAPITAL ADVISOR										
USA TREASURY NOTES 02.625% DUE 08/15/2020 RATING: AAA (912828NT3)	152,815.50	170,000	110.1400	1.18 %	182,558.40	107.39	4,679.60	2.39 %	4,462.50	1,679.57
PNC CAPITAL ADVISOR										
USA TREASURY NOTES 01.250% DUE 10/31/2015 RATING: AAA (912828PE4)	76,500.00	60,000	102.4840	0.39 %	58,335.94	97.23	3,154.46	1.22 %	750.00	126.36
PNC CAPITAL ADVISOR										

Detail

Treasury bonds

Description (Cusip)	Market value last period	Quantity	Current market value price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
USA TREASURY NOTES 01.875% DUE 10/31/2017 RATING: AAA (912828PF1)	46,553.85	60,000	63,327.60	0.40 %	62,661.33	104.44	666.27	1.78 %	1,125.00	189.54
PNC CAPITAL ADVISOR										
USA TREASURY NOTES 02.625% DUE 01/31/2018 RATING: AAA (912828PT1)	166,600.20	155,000	109,640.00	1.07 %	167,929.88	108.34	2,012.12	2.40 %	4,068.75	1,699.04
PNC CAPITAL ADVISOR										
USA TREASURY NOTES 02.500% DUE 08/15/2021 RATING: AAA (912828RC6)	124,843.75	75,000	105,187.00	0.50 %	74,487.31	99.32	4,402.94	2.03 %	1,593.75	599.85
PNC CAPITAL ADVISOR										
USA TREASURY NOTES 01.375% DUE 09/30/2018 RATING: AAA (912828RH5)	29,784.30	40,000	102,437.00	0.26 %	40,255.47	100.64	719.33	1.35 %	550.00	138.99
PNC CAPITAL ADVISOR										
USA TREASURY NOTES 01.375% DUE 01/31/2019 RATING: AAA (912828SD3)	53,822.45	45,000	101,421.00	0.29 %	44,789.06	99.53	850.39	1.36 %	618.75	258.38
PNC CAPITAL ADVISOR										
USA TREASURY NOTES 02.000% DUE 02/15/2022 RATING: AAA (912828SF8)	140,000	140,000	103,421.00	0.91 %	143,633.98	102.60	1,155.42	1.94 %	2,800.00	1,053.85
PNC CAPITAL ADVISOR										
Total treasury bonds			\$1,760,920.35	11.03 %	\$1,753,522.53		\$7,397.82	2.59 %	\$45,637.50	\$15,778.30



Detail

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
CITIBANK NA	\$40,431.60	40,000	\$40,285.20	\$100.7130	0.26 %	\$40,829.20	\$102.07	-\$544.00	1.74 %	\$700.00	\$5.83
01.750% DUE 12/28/2012											
RATING: AAA											
(17314JAT0)											
PNC CAPITAL ADVISOR											
FEDERAL HOME LN BANK	28,770.00	25,000	29,550.75	118.2030	0.19 %	27,620.00	110.48	1,930.75	3.49 %	1,031.25	51.56
BND5											
04.125% DUE 12/13/2019											
RATING: AAA											
(3133XVRK9)											
PNC CAPITAL ADVISOR											
FEDERAL HOME LOAN MTG CORP	63,790.35	65,000	66,819.35	102.7990	0.42 %	64,770.80	99.65	2,048.55	2.32 %	1,543.75	720.42
NOTES											
02.375% DUE 01/13/2022											
RATING: AAA											
(3137EADB2)											
PNC CAPITAL ADVISOR											
FEDERAL HOME LOAN MTG CORP	25,000	25,000	25,558.50	102.2340	0.17 %	24,995.25	99.98	563.25	1.72 %	437.50	37.67
NOTES											
01.750% DUE 05/30/2019											
RATING: AAA											
(3137EADG1)											
PNC CAPITAL ADVISOR											
FEDERAL NATL MTG ASSN	72,676.99	62,806.360	67,461.57	107.4120	0.43 %	63,198.92	100.63	4,262.65	4.19 %	2,826.29	243.37
POOL #255031											
04.500% DUE 12/01/2018											
NOT RATED											
(31371LHG7)											
PNC CAPITAL ADVISOR											
FEDERAL NATL MTG ASSN	51,064.36	41,110.860	44,650.92	108.6110	0.28 %	40,118.42	97.59	4,532.50	4.61 %	2,055.54	177.01
POOL #357707											
05.000% DUE 02/01/2035											
NOT RATED											
(31376KKU9)											
PNC CAPITAL ADVISOR											

Detail

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
FEDERAL NATL MTG ASSN POOL #AH9719	139,854.27	133,537.84	107,404.00	107.4040	0.84%	129,470.71	104.13	4,067.13	4.19%	5,594.95	481.79
04.500% DUE 04/01/2041 NOT RATED (3138ABYR4)	124,332.279										
PNC CAPITAL ADVISOR											
FEDERAL NATL MTG ASSN POOL #826905	52,469.90	48,391.85	108.2670	108.2670	0.31%	43,942.52	98.31	4,449.33	4.62%	2,234.84	192.44
05.000% DUE 08/01/2035 NOT RATED (31407CU62)	44,696.770										
PNC CAPITAL ADVISOR											
FEDERAL NATL MTG ASSN POOL # 888459	39,442.41	35,709.74	107.9120	107.9120	0.23%	32,321.14	97.67	3,388.60	4.18%	1,489.12	128.23
04.500% DUE 08/01/2020 NOT RATED (31410GB44)	33,091.540										
PNC CAPITAL ADVISOR											
FEDERAL NATL MTG ASSN POOL # 902804	53,772.23	46,950.68	108.4590	108.4590	0.30%	42,304.70	97.73	4,645.98	4.62%	2,164.44	186.38
05.000% DUE 11/01/2021 NOT RATED (31411BAD5)	43,288.870										
PNC CAPITAL ADVISOR											
FEDERAL NATL MTG ASSN POOL #949445	36,949.97	32,180.41	108.0840	108.0840	0.21%	31,890.23	107.11	290.18	4.63%	1,488.68	128.19
05.000% DUE 06/01/2023 NOT RATED (31413MHW0)	29,773.520										
PNC CAPITAL ADVISOR											
FEDERAL NATL MTG ASSN POOL #AB2077	154,635.62	153,407.28	108.0813	108.0813	0.97%	140,129.50	98.73	13,277.78	3.71%	5,677.48	488.89
04.000% DUE 01/01/2041 NOT RATED (31416XJX9)	141,936.994										
PNC CAPITAL ADVISOR											





CLEVE PUB LIB ENDMT CONS
INVESTMENT MANAGEMENT STATEMENT

Account number 21-75-501-4453885

April 1, 2012 - June 29, 2012

Detail

Agency bonds

Description (Cusip)	Market value last period		Current market value	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit							
FEDERAL NATL MTG ASSN	48,470.64	45,525.42	45,525.42	0.29 %	43,424.76	2,100.66	4.20 %	1,908.49	164.34
POOL # AB2275	42,410.870	107.3438	107.3438		102.39				
04.500% DUE 02/01/2041									
NOT RATED									
(31416XQ52)									
PNC CAPITAL ADVISOR									
FEDERAL NATL MTG ASSN	95,912.74	92,347.86	92,347.86	0.58 %	87,479.50	4,868.36	4.14 %	3,815.55	328.56
POOL #AE6344	84,790.062	108.9135	108.9135		103.17				
04.500% DUE 11/01/2040									
NOT RATED									
(31419HBN1)									
PNC CAPITAL ADVISOR									
GMAC LLC	75,135.00	75,087.75	75,087.75	0.48 %	75,195.75	- 108.00	0.47 %	350.89	11.70
FDIC GUARANTEED	75,000	100.1170	100.1170		100.26				
VAR % DUE 12/19/2012									
RATING: AAA									
(36186CBG7)									
PNC CAPITAL ADVISOR									
JPMORGAN CHASE & CO	96,277.75	95,863.55	95,863.55	0.61 %	96,461.10	- 597.55	2.11 %	2,018.75	28.04
FDIC GTD	95,000	100.9090	100.9090		101.54				
02.125% DUE 12/26/2012									
RATING: AAA									
(481247AM6)									
PNC CAPITAL ADVISOR									
Total agency bonds			\$1,033,328.67	6.47 %	\$984,152.50	\$49,176.17	3.42 %	\$35,337.52	\$3,374.42

Detail

Other fixed income assets

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		Quantity	Price per unit							
ONTARIO (PROVINCE OF)	\$21,241.38		20,000	\$107.0139		0.14 %	\$21,110.00	\$105.55	\$292.78	2.81 %	\$600.00	\$275.00
ISIN US68323AAU88 SEDOL B559FM4												
03.000% DUE 07/16/2018												
RATING: AA2												
(68323AAU8)												
PNC CAPITAL ADVISOR												
ONTARIO (PROVINCE OF)			15,000	15,069.76		0.10 %	14,996.85	99.98	72.91	0.95 %	142.50	14.65
SR UNSEC ISIN US68323ABJ25												
00.950% DUE 05/26/2015												
RATING: AA2												
(68323ABJ2)												
PNC CAPITAL ADVISOR												
Total other fixed income assets				\$36,472.54		0.23 %	\$36,106.85		\$365.69	2.04 %	\$742.50	\$289.65

Total fixed income

				\$5,229,915.24		32.76 %	\$5,085,172.76		\$144,742.48	3.06 %	\$160,261.37	\$39,183.54
--	--	--	--	-----------------------	--	----------------	-----------------------	--	---------------------	---------------	---------------------	--------------------

Equities

Stocks
Consumer discretionary

Description (Symbol)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Price per unit		Quantity	Price per unit							
BED BATH AND BEYOND (BBBY)			1,020	\$63,036.00		0.40 %	\$72,894.61	\$71.47	- \$9,858.61			
ADVANTAGE PORTFOLIO			116,138.70	123,723.90		0.78 %	91,662.11	23.69	32,061.79	2.04 %	2,515.50	628.88
COMCAST CORPORATION CL A (CMCSA)			3,870	31,970.00		0.44 %	64,207.58	44.59	5,632.42	1.24 %	864.00	
DISNEY WALT CO (DIS)			1,440	69,840.00		0.59 %	25,559.77	14.77	67,514.23			
ADVANTAGE PORTFOLIO			140,317.65	48,500.00		0.86 %	114,306.01	44.31	22,408.19	2.19 %	2,992.80	
DOLLAR TREE INC (DLTR)			1,730	93,074.00								
ADVANTAGE PORTFOLIO			114,706.80	53,800.00								
HOME DEPOT INC (HD)			2,580	136,714.20								
ADVANTAGE PORTFOLIO			52,990.00	52,990.00								



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							
LIMITED BRANDS INC (LTD)	100,800.00	89,313.00		0.56%	58,601.06	27.91	30,711.94	2.36%	2,100.00	
ADVANTAGE PORTFOLIO	2,100	42,5300								
MACY'S INC (M)	145,809.10	126,064.50		0.79%	102,957.67	28.05	23,106.83	2.33%	2,936.00	734.00
ADVANTAGE PORTFOLIO	3,670	34,3500								
POLARIS INDS INC (PLI)		62,187.60		0.39%	71,768.64	82.49	- 9,581.04	2.08%	1,287.60	
ADVANTAGE PORTFOLIO	870	71,4800								
ROSS STORES INC (ROST)		61,220.60		0.39%	60,362.51		858.09	0.90%	548.80	
ADVANTAGE PORTFOLIO	980	62,4700								
Total consumer discretionary		\$825,173.80		5.17%	\$662,319.96		\$162,853.84	1.61%	\$13,244.70	\$1,362.88

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							
ANHEUSER BUSCH INBEV (BUD)		\$97,969.50		0.62%	\$86,882.96	\$70.64	\$11,086.54	1.63%	\$1,590.39	
SPONSORED ADR	1,230	\$79,6500								
ADVANTAGE PORTFOLIO										
COCA COLA CO (KO)	137,658.60	145,433.40		0.92%	113,070.22	60.79	32,363.18	2.61%	3,794.40	948.60
ADVANTAGE PORTFOLIO	1,860	78,1900								
THE HERSHEY COMPANY (HSY)	120,820.10	141,899.10		0.89%	95,441.96	48.45	46,457.14	2.12%	2,994.40	
ADVANTAGE PORTFOLIO	1,970	72,0300								
KRAFT FOODS INC - A (KFT)	76,400.10	77,626.20		0.49%	68,763.28	34.21	8,862.92	3.01%	2,331.60	582.90
SEDOL 2766296 (SIN US50075N1046)	2,010	38,6200								
ADVANTAGE PORTFOLIO										
LAUDER ESTEE COS INC (EL)	125,118.80	109,322.40		0.69%	96,185.25		13,137.15	0.98%	1,060.50	
CL A	2,020	54,1200								
ADVANTAGE PORTFOLIO										

Detail

Consumer staples

Description (Symbol)	Market value last period	Current market value		% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Current	price per unit						
PROCTER & GAMBLE CO (PG)	Quantity 96,110.30	Current 87,587.50	price per unit 61.2500	0.55 %	79,028.73	8,558.77	3.68 %	3,214.64	
ADVANTAGE PORTFOLIO	1,430	61,250.00			55.27				
WHOLE FOODS MKT INC (WFM)	103,168.00	118,196.80		0.75 %	79,150.85	39,045.95	0.59 %	694.40	173.60
ADVANTAGE PORTFOLIO	1,240	95,320.00			63.83				
Total consumer staples		\$778,034.90		4.87 %	\$618,523.25	\$159,511.65	2.02 %	\$15,680.33	\$1,705.10

Energy

Description (Symbol)	Market value last period	Current market value		% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Current	price per unit						
CHEVRON CORPORATION (CVX)	Quantity \$210,131.60	Current \$206,780.00	price per unit \$105.5000	1.30 %	\$145,424.11	\$61,355.89	3.42 %	\$7,056.00	
ADVANTAGE PORTFOLIO	1,960	\$105,500.00			\$74.20				
EXXON MOBIL CORP (XOM)	248,915.10	245,585.90		1.54 %	210,960.35	34,625.55	2.67 %	6,543.60	
ADVANTAGE PORTFOLIO	2,870	85,570.00			73.51				
NATIONAL OILWELL VARCO INC (NOV)	135,099.00	109,548.00		0.69 %	82,710.68	26,837.32	0.75 %	816.00	
ADVANTAGE PORTFOLIO	1,700	64,440.00			48.65				
SUNCOR ENERGY INC (SU)		108,562.50		0.69 %	101,787.98	6,774.52	1.75 %	1,893.75	
ISIN CA8672241079 SEDOL B3NB1P2	3,750	28,950.00			27.14				
ADVANTAGE PORTFOLIO									
Total energy		\$670,476.40		4.20 %	\$540,883.12	\$129,593.28	2.43 %	\$16,309.35	

Financial

Description (Symbol)	Market value last period	Current market value		% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Current	price per unit						
INVESCO LTD (IVZ)	Quantity \$104,013.00	Current \$88,140.00	price per unit \$22.6000	0.56 %	\$101,212.57	-\$13,072.57	3.06 %	\$2,691.00	
ISIN BMG491BT1088 SEDOL B28XP76	3,900	\$22,600.00			\$25.95				
ADVANTAGE PORTFOLIO									
AMERICAN EXPRESS CO (AXP)	102,412.20	103,031.70		0.65 %	77,572.84	25,458.86	1.38 %	1,416.00	
ADVANTAGE PORTFOLIO	1,770	58,210.00			43.83				
BANK OF AMERICA CORP (BAC)	43,160.70	36,891.80		0.24 %	74,511.46	-37,619.66	0.49 %	180.40	
ADVANTAGE PORTFOLIO	4,510	8,180.00			16.52				



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
	Quantity	price per unit		Current price per unit	Current price per unit							
CHUBB CORP (CB)	100,900.60	106.31720	1,460	72,820.00	106.31720	0.67 %	65,699.13	40,618.07	2.26 %	2,394.40	598.60	
ADVANTAGE PORTFOLIO	72,734.50	54,545.90	1,990	27,410.00	54,545.90	0.35 %	84,668.04	-30,122.14	0.15 %	79.60		
EQUITY RESIDENTIAL (EQR)	72,013.00	71,714.00	1,150	62,360.00	71,714.00	0.45 %	52,498.88	19,215.12	2.17 %	1,552.50	388.13	
ADVANTAGE PORTFOLIO	165,757.90	139,168.35	3,895	35,730.00	139,168.35	0.88 %	115,911.76	23,256.59	3.36 %	4,674.00		
JPMORGAN CHASE & CO (JPM)	80,411.00	69,810.50	1,910	36,550.00	69,810.50	0.44 %	74,371.51	-4,561.01	1.76 %	1,222.40		
MOODY'S CORP (MCO)	92,726.00	89,403.20	1,420	62,960.00	89,403.20	0.57 %	84,402.31	5,000.89	2.17 %	1,931.20		
PRICE T ROWE GROUP INC (TROW)	157,385.40	154,158.40	4,610	33,440.00	154,158.40	0.97 %	127,014.03	27,144.37	2.64 %	4,056.80		
ADVANTAGE PORTFOLIO												
Total financial					\$913,181.05	5.72 %	\$857,862.53	\$55,318.52	2.21 %	\$20,198.30	\$986.73	

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
	Quantity	price per unit		Current price per unit	Current price per unit							
COVIDIEN PLC (COV)	\$113,734.40	\$111,280.00	2,080	\$53,500.00	\$111,280.00	0.70 %	\$98,050.72	\$13,229.28	1.69 %	\$1,872.00		
ADVANTAGE PORTFOLIO	118,333.20	86,090.10	930	92,570.00	86,090.10	0.54 %	41,926.51	44,163.59	0.22 %	186.00		
ADVANTAGE PORTFOLIO	77,625.00	82,685.00	2,300	35,950.00	82,685.00	0.52 %	71,669.15	11,015.85	3.79 %	3,128.00		
BRISTOL MYERS SQUIBB CO (BMY)	158,963.60	162,819.60	2,410	67,560.00	162,819.60	1.02 %	150,400.12	12,419.48	3.62 %	5,880.40		
ADVANTAGE PORTFOLIO	52,992.00	57,615.00	1,380	41,750.00	57,615.00	0.37 %	51,762.83	5,852.17	4.03 %	2,318.40	579.60	
MERCK & CO INC (MRK)												
ADVANTAGE PORTFOLIO												

Detail

Health care

Description (Symbol)	Market value last period		Current market value	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit							
PFIZER INC (PFE)	135,417.10	137,540.00	137,540.00	0.87 %	94,563.11	42,976.89	3.83 %	5,262.40	
ADVANTAGE PORTFOLIO	5,980	23,000	23,000		15.81				
RESMED INC (RMD)	78,511.40	92,976.00	92,976.00	0.59 %	94,434.47	- 1,458.47			
ADVANTAGE PORTFOLIO	2,980	31,200	31,200		31.69				
SHIRE PLC (SHPGV)	60,924.25	55,548.77	55,548.77	0.35 %	43,632.18	11,916.59	0.53 %	290.64	
SPONSORED ADR	643	86,390	86,390		67.86				
ADVANTAGE PORTFOLIO									
UNITEDHEALTH GROUP INC (UNH)	103,734.40	102,960.00	102,960.00	0.65 %	47,449.42	55,510.58	1.46 %	1,496.00	
ADVANTAGE PORTFOLIO	1,760	58,500	58,500		26.96				
Total health care			\$889,514.47	5.57 %	\$693,888.51	\$195,625.96	2.30 %	\$20,433.84	\$579.60

Industrials

Description (Symbol)	Market value last period		Current market value	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit							
CATERPILLAR INC (CAT)									
ADVANTAGE PORTFOLIO	1,070	\$84,910	\$84,910	0.57 %	\$119,154.41	- \$28,300.71	2.45 %	\$2,225.60	
CUMMINS INC (CMI)	97,232.40	78,497.10	78,497.10	0.50 %	\$111.36				
ADVANTAGE PORTFOLIO	810	96,910	96,910		52,954.26	25,542.84	1.66 %	1,296.00	
DOVER CORP (DOV)	100,704.00	85,776.00	85,776.00	0.54 %	65.38	6,206.82	2.36 %	2,016.00	
ADVANTAGE PORTFOLIO	1,600	53,610	53,610		49.73				
GENERAL ELECTRIC CO (GE)	97,540.20	101,282.40	101,282.40	0.64 %	82,219.49	19,062.91	3.27 %	3,304.80	826.20
ADVANTAGE PORTFOLIO	4,860	20,840	20,840		16.92				
3M COMPANY (MMM)									
ADVANTAGE PORTFOLIO	1,000	89,600	89,600	0.57 %	87,378.90	2,221.10	2.64 %	2,360.00	
UNION PACIFIC CORP (UNP)	104,900.48	116,446.56	116,446.56	0.73 %	87.38	43,852.48	2.02 %	2,342.40	585.60
ADVANTAGE PORTFOLIO	976	119,310	119,310		72,594.08				
UNITED TECHNOLOGIES CORP (UTX)	98,698.60	89,880.70	89,880.70	0.57 %	74.38	32,156.43	2.84 %	2,546.60	
ADVANTAGE PORTFOLIO	1,190	75,530	75,530		57,724.27				
Total industrials			\$652,336.46	4.09 %	\$551,594.59	\$100,741.87	2.47 %	\$16,091.40	\$1,411.80





CLEVE PUB LIB ENDMT CONS
INVESTMENT MANAGEMENT STATEMENT

Account number 21-75-501-4453885

April 1, 2012 - June 29, 2012

Detail

Information technology

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								
APPLE INC (AAPL)	\$377,716.50	\$367,920.00	\$367,920.00	2.31 %	\$38,121.64	\$329,798.36				
ADVANTAGE PORTFOLIO	630	\$584,000.00	\$584,000.00		\$60.51					
CISCO SYSTEMS INC (CSCO)	125,208.00	101,646.40	101,646.40	0.64 %	113,162.52	- 11,516.12	1.87 %	1,894.40		
ADVANTAGE PORTFOLIO	5,920	17,170.00	17,170.00		19.12					
EMC CORP (EMC)	136,850.40	117,385.40	117,385.40	0.74 %	82,500.29	34,885.11				
ADVANTAGE PORTFOLIO	4,580	25,630.00	25,630.00		18.01					
EBAY INC (EBAY)	76,383.00	108,385.80	108,385.80	0.68 %	91,843.96	16,541.84				
ADVANTAGE PORTFOLIO	2,580	42,010.00	42,010.00		35.60					
GOOGLE INC-CL A (GOOG)	121,835.60	110,213.30	110,213.30	0.70 %	74,921.55	35,291.75				
ADVANTAGE PORTFOLIO	190	580,070.00	580,070.00		394.32					
INTEL CORP (INTC)	120,613.35	114,328.50	114,328.50	0.72 %	76,684.99	37,643.51	3.16 %	3,603.60		
ADVANTAGE PORTFOLIO	4,290	26,650.00	26,650.00		17.88					
INTERNATIONAL BUSINESS MACHS (IBM)	143,968.50	134,950.20	134,950.20	0.85 %	74,611.50	60,338.70	1.74 %	2,346.00		
CORP	690	195,580.00	195,580.00		108.13					
ADVANTAGE PORTFOLIO										
MICROSOFT CORP (MSFT)	170,467.68	161,668.15	161,668.15	1.02 %	88,784.92	72,883.23	2.62 %	4,228.00		
ADVANTAGE PORTFOLIO	5,285	30,590.00	30,590.00		16.80					
ORACLE CORP (ORCL)	69,692.40	70,983.00	70,983.00	0.45 %	40,115.23	30,867.77	0.81 %	573.60		
ADVANTAGE PORTFOLIO	2,390	29,700.00	29,700.00		16.79					
QUALCOMM (QCOM)	168,788.80	138,086.40	138,086.40	0.87 %	135,978.23	2,108.17	1.80 %	2,480.00		
ADVANTAGE PORTFOLIO	2,480	55,680.00	55,680.00		54.83					
Total information technology		\$1,425,567.15	\$1,425,567.15	8.93 %	\$816,724.83	\$608,842.32	1.06 %	\$15,125.60		

Materials

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								
CF INDUSTRIES HOLDINGS INC (CF)	400	\$77,496.00	\$77,496.00	0.49 %	\$65,773.48	\$11,722.52	0.83 %	\$640.00		
ADVANTAGE PORTFOLIO		\$193,740.00	\$193,740.00		\$164.43					
EASTMAN CHEM CO (EMN)	78,568.80	76,562.40	76,562.40	0.48 %	81,834.95	- 5,272.55	2.07 %	1,580.80		395.20
ADVANTAGE PORTFOLIO	1,520	50,370.00	50,370.00		53.84					

Detail

Materials

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
FMC CORPORATION NEW (FMC)	101,625.60	1,520	81,289.60	53.4800	0.51 %	63,814.07	17,475.53	0.68 %	547.20	136.80	
ADVANTAGE PORTFOLIO	1,520		53,480.00			-41.98					
INTERNATIONAL PAPER CO (IP)	2,270		65,625.70		0.42 %	79,320.12	-13,694.42	3.64 %	2,383.50		
ADVANTAGE PORTFOLIO	2,270		28,910.00			34.94					
Total materials			\$300,973.70		1.89 %	\$290,742.62	\$10,231.08	1.71 %	\$5,151.50	\$532.00	

Telecommunication services

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
AT&T INC (T)	\$72,453.60	2,320	\$82,731.20	\$35.6600	0.52 %	\$57,332.52	\$24.71	\$25,398.68	4.94 %	\$4,083.20	
ADVANTAGE PORTFOLIO	2,320		\$35,660.00								
VODAFONE GROUP PLC (VOD)	84,946.90	3,070	86,512.60	28.1800	0.55 %	83,758.67	27.28	2,753.93	5.18 %	4,476.06	3,053.42
SPONSORED ADR NEW	3,070		28,180.00								
ADVANTAGE PORTFOLIO	3,070										
Total telecommunication services			\$169,243.80		1.06 %	\$141,091.19	\$28,152.61	\$8,559.26	5.06 %	\$3,053.42	

Utilities

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
OGE ENERGY CORP (OGE)	\$66,340.00	1,400	\$72,506.00	\$51.7900	0.46 %	\$65,687.51	\$46.92	\$6,818.49	3.04 %	\$2,198.00	
ADVANTAGE PORTFOLIO	1,400		\$51,790.00								
WISCONSIN ENERGY CORP (WEC)	114,335.00	3,430	135,725.10	39.5700	0.86 %	77,433.55	25.58	58,291.55	3.04 %	4,116.00	
ADVANTAGE PORTFOLIO	3,430		39,570.00								
Total utilities			\$208,231.10		1.30 %	\$143,121.06	\$65,110.04	\$6,818.49	3.03 %	\$6,314.00	
Total stocks			\$6,832,732.83		42.80 %	\$5,316,751.66	\$1,515,981.17	\$137,108.28	2.01 %	\$9,631.53	





CLEVE PUB LIB ENDMT CONS
INVESTMENT MANAGEMENT STATEMENT

Account number 21-75-501-4453885

April 1, 2012 - June 29, 2012

Detail

Mutual funds - equity

Description (Symbol)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Price per unit		Current price per unit	Current market value							
PNC INTERNATIONAL EQUITY FUND (PIUIX) CLASS I FUND 409	865,077.93	\$802,740.57	58,808.833	\$13.6500	\$13.6500	5.03 %	\$548,138.46	\$9.32	\$254,602.11	1.29 %	\$10,291.55	
21-75-073-4453885												
PNC SMALL CAP CORE FUND (PPCIX) CLASS I	1,894,191.47	1,866,518.84	138,363.146	13.4900	13.4900	11.70 %	1,204,589.33	8.71	661,929.51			
FUND #426												
21-75-073-4453885												
PNC LARGE CAP VALUE FUND (PLIVX) CLASS I	911,976.70	882,034.92	62,378.707	14.1400	14.1400	5.53 %	836,534.00	13.41	45,500.92	1.49 %	13,099.53	
21-75-073-4453885												
Total mutual funds - equity		\$3,551,294.33				22.25 %	\$2,589,261.79		\$962,032.54	0.66 %	\$23,391.08	
Total equities		\$10,384,027.16				65.05 %	\$7,906,013.45		\$2,478,013.71	1.55 %	\$160,499.36	\$9,631.53
Total portfolio		\$15,962,903.91				100.00 %	\$13,340,147.72		\$2,622,756.19	2.01 %	\$320,795.62	\$48,817.85

REPORT A1

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD JULY 1 – JULY 31, 2012

Carolyn Kennedy
FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

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

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	18,833,043.01	0.00	0.00	0.00	\$ 0.00	18,833,043.01
42 Intergovernmental	14,249,818.44	1,310,428.84	0.00	0.00	\$ 0.00	15,560,247.28
43 Fines & Fees	218,636.78	0.00	0.00	0.00	\$ 0.00	218,636.78
44 Investment Earnings	137,496.24	3,502.17	0.00	5,760.73	\$ 0.00	146,759.14
45 Charges for Services	1,390,877.84	0.00	0.00	0.00	\$ 0.00	1,390,877.84
46 Contributions & Donations	518,379.47	380,185.17	30,700.00	0.00	\$ 0.00	929,264.64
48 Miscellaneous Revenue	249,580.28	5,795.00	0.00	0.00	\$ 0.00	255,375.28
Total Revenues	\$ 35,597,832.06	\$ 1,699,911.18	\$ 30,700.00	\$ 5,760.73	\$ 0.00	\$ 37,334,203.97
51 Salaries/Benefits	19,697,280.05	735,999.12	0.00	0.00	\$ 0.00	20,433,279.17
52 Supplies	513,483.08	43,181.27	0.00	7,915.00	\$ 0.00	564,579.35
53 Purchased/Contracted Services	5,137,073.90	724,067.27	0.00	14,031.25	\$ 0.00	5,875,172.42
54 Library Materials	4,636,849.50	95,232.39	0.00	14,122.34	\$ 0.00	4,746,204.23
55 Capital Outlay	151,619.27	21,512.72	2,491,103.01	0.00	\$ 0.00	2,664,235.00
57 Miscellaneous Expenses	68,850.72	29,946.22	0.00	0.00	\$ 869.84	99,666.78
Total Expenditures	\$ 30,205,156.52	\$ 1,649,938.99	\$ 2,491,103.01	\$ 36,068.59	\$ 869.84	\$ 34,383,136.95
Revenue Over/(Under) Expenditures	\$ 5,392,675.54	\$ 49,972.19	\$(2,460,403.01)	\$(30,307.86)	\$(869.84)	\$ 2,951,067.02
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	35,000.00	(35,000.00)	0.00	0.00	\$ 0.00	0.00
99 Transfers	(10,000,000.00)	0.00	10,000,000.00	0.00	\$ 2,122.15	2,122.15
Total Other Sources / Uses	\$(9,965,000.00)	\$(35,000.00)	\$ 10,000,000.00	\$ 0.00	\$ 2,122.15	\$ 2,122.15
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$(4,572,324.46)	\$ 14,972.19	\$ 7,539,596.99	\$(30,307.86)	\$ 1,252.31	\$ 2,953,189.17
Beginning Year Cash Balance	\$ 35,166,664.70	\$ 11,718,581.30	\$ 9,794,080.29	\$ 2,673,907.22	\$ 8,431.04	\$ 59,361,664.55
Current Cash Balance	\$ 30,846,317.42	\$ 11,733,553.49	\$ 17,333,677.28	\$ 2,710,880.37	\$ 9,683.35	\$ 62,634,111.91

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

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	19,837,771	12,310,534	7,527,237	62%	61%
General Property Tax	25,407,318	18,833,043	6,574,275	74%	81%
Rollback, Homestead, CAT	5,000,000	1,939,285	3,060,715	39%	46%
Federal Grants	0	0	0	0%	0%
State Aid	0	0	0	0%	62%
Fines & Fees	300,000	218,637	81,363	73%	83%
Investment Earnings	425,000	137,496	287,504	32%	40%
Services to Others-Clevnet	2,493,252	1,390,878	1,102,374	56%	61%
Contributions	0	518,379	(518,379)	100%	0%
Miscellaneous	706,577	249,580	456,997	35%	87%
Return of Advances Out	0	50,000	(50,000)	100%	0%
Total	\$ 54,169,919	\$ 35,647,832	\$ 18,522,086	66%	69%

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	35,445,913	19,725,333	15,720,581	56%	55%
Supplies	1,093,672	735,948	357,724	67%	69%
Purchased Services	11,248,724	8,436,204	2,812,520	75%	85%
Library Materials	12,266,927	7,234,491	5,032,436	59%	60%
Capital Outlay	329,827	199,470	130,357	60%	53%
Other	99,264	77,664	21,601	78%	74%
Sub Total	\$ 60,484,328	\$ 36,409,109	\$ 24,075,219	60%	62%
Advances Out	0	15,000	(15,000)	100%	0%
Transfers Out	10,000,000	10,000,000	0	100%	0%
Total	\$ 70,484,328	\$ 46,424,109	\$ 24,060,219	66%	61%

Note (1): Certificate from Cuyahoga County Budget Commission dated June 13, 2012.

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

Note (3): Subtotal includes 49% expended and 11% encumbered.

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending July 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	6,198,310.86	0.00	5,531,803.81
51120 Clerical Salaries	9,638,564.73	10,013,784.91	5,283,821.91	0.00	4,729,963.00
51130 Non-Clerical Salaries	354,550.82	403,880.99	726,542.99	0.00	(322,662.00)
51140 Buildings Salaries	3,708,667.56	3,858,989.63	1,973,070.37	0.00	1,885,919.26
51150 Other Salaries	1,130,370.78	1,177,772.47	560,531.43	0.00	617,241.04
51180 Severance Pay	0.00	366,811.61	420,179.91	0.00	(53,368.30)
51190 Non-Base Pay	0.00	4,478.72	116,804.75	0.00	(112,326.03)
51400 OPERS	3,692,829.90	3,841,959.70	2,090,460.59	0.00	1,751,499.11
51610 Health Insurance	3,302,962.48	3,449,403.47	1,920,836.89	0.00	1,528,566.58
51620 Life Insurance	11,842.56	12,834.24	6,585.72	0.00	6,248.52
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	24,389.96	24,636.89	0.00
51650 Medicare - ER	316,339.64	330,459.46	181,369.15	0.00	149,090.31
51900 Other Benefits	0.00	6,396.49	14,266.76	3,415.73	(11,286.00)
Salaries/Benefits	\$33,484,152.79	\$ 35,445,913.21	\$ 19,697,280.05	\$ 28,052.62	\$ 15,720,580.54
52110 Office Supplies	48,324.90	50,175.48	23,062.98	3,713.98	23,398.52
52120 Stationery	73,700.00	108,646.10	63,603.04	4,222.75	40,820.31
52130 Duplication Supplies	56,300.00	56,995.95	28,785.18	211.52	27,999.25
52140 Hand Tools	100.00	641.27	533.82	0.00	107.45
52150 Book Repair Supplies	82,800.00	90,377.39	22,165.85	24,929.16	43,282.38
52210 Janitorial Supplies	87,800.00	89,940.02	54,052.09	8,306.22	27,581.71
52220 Electrical Supplies	57,500.00	58,658.85	29,928.16	9,654.97	19,075.72
52230 Maintenance Supplies	147,400.00	160,245.21	87,664.13	45,727.34	26,853.74
52240 Uniforms	9,400.00	11,106.58	9,013.00	876.76	1,216.82

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52300 Motor Vehicle Supplies	81,600.00	94,327.79	49,353.39	38,449.35	6,525.05
52900 Other Supplies	371,949.32	372,557.69	145,321.44	86,372.94	140,863.31
Supplies	\$1,016,874.22	\$ 1,093,672.33	\$ 513,483.08	\$ 222,464.99	\$ 357,724.26
53100 Travel/Meetings	100,000.00	108,564.00	27,203.96	32,935.39	48,424.65
53210 Telecommunications	500,687.68	607,509.81	334,414.40	275,882.93	(2,787.52)
53230 Postage/Freight	123,800.00	149,591.35	52,574.00	67,712.80	29,304.55
53240 PR/Other Communications	193,500.00	218,450.50	90,745.84	42,985.67	84,718.99
53310 Building Repairs	190,000.00	195,603.50	35,511.71	5,026.00	155,065.79
53320 Machine Repairs	41,000.00	42,540.25	9,748.84	11,623.20	21,168.21
53340 Building Maintenance	174,600.00	194,453.25	106,277.37	57,499.46	30,676.42
53350 Machine Maintenance	219,272.06	297,654.31	85,598.23	73,720.87	138,335.21
53360 Computer Maintenance	947,126.00	948,643.36	671,937.86	24,674.61	252,030.89
53370 Motor Vehicle Repairs	42,000.00	44,049.10	25,633.74	4,593.61	13,821.75
53380 Contract Security	995,688.00	1,041,534.21	568,986.23	472,547.98	0.00
53390 Landscaping	27,000.00	29,931.50	26,396.75	3,202.00	332.75
53400 Insurance	440,900.00	440,900.00	2,616.00	0.00	438,284.00
53510 Rent/Leases	80,900.00	99,276.18	55,736.82	42,898.49	640.87
53520 Equipment Rental	93,017.14	136,262.11	78,870.99	48,100.48	9,290.64
53610 Electricity	2,008,900.02	2,226,167.54	1,027,065.26	1,038,642.82	160,459.46
53620 Gas	257,500.00	318,474.41	113,043.69	153,517.60	51,913.12
53630 Chilled Water	883,500.10	924,801.02	443,656.10	481,144.92	0.00
53640 Water/Sewer	87,295.03	141,122.82	74,788.09	64,856.04	1,478.69
53710 Professional Services	1,569,212.41	1,863,497.09	578,371.13	335,386.32	949,739.64
53720 Auditors Fees	732,000.00	793,092.97	605,110.59	22,667.48	165,314.90

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending July 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	116,400.80	36,040.04	263,899.77
53900 Other Purchased Services	0.00	10,263.75	6,385.50	3,471.00	407.25
Purchased/Contracted Services	\$9,987,398.44	\$ 11,248,723.64	\$ 5,137,073.90	\$ 3,299,129.71	\$ 2,812,520.03
54110 Books	2,906,000.00	3,741,672.54	1,709,639.04	622,440.78	1,409,592.72
54120 Continuations	514,000.00	967,682.73	307,012.10	378,395.70	282,274.93
54210 Periodicals	1,105,000.00	1,834,712.58	619,726.54	128,988.59	1,085,997.45
54220 Microforms	205,000.00	225,950.65	3,334.96	21,947.42	200,668.27
54310 Video Media	1,459,999.99	1,522,637.31	829,562.47	272,222.73	420,852.11
54320 Audio Media - Spoken	208,000.00	240,157.63	122,433.28	48,809.55	68,914.80
54325 Audio Media - Music	566,000.01	663,685.36	316,542.00	120,234.59	226,908.77
54350 Computer Media	225,500.00	42,118.51	1,931.45	14,449.06	25,738.00
54500 Database Services	950,766.85	1,455,801.60	520,089.05	522,583.70	413,128.85
54530 eMedia	1,052,000.00	1,224,500.00	105,008.82	351,340.76	768,150.42
54600 Interlibrary Loan	0.00	6,859.33	1,995.15	4,464.85	399.33
54710 Bookbinding	29,000.00	56,490.76	12,462.50	15,028.26	29,000.00
54720 Preservation Services	60,000.00	134,962.23	43,058.67	64,502.76	27,400.80
54730 Preservation Boxing	8,000.00	13,940.85	9,082.74	4,712.72	145.39
54790 Preservation Reformatting	100,000.00	135,755.10	34,970.73	27,519.93	73,264.44
Library Materials	\$9,389,266.85	\$ 12,266,927.18	\$ 4,636,849.50	\$ 2,597,641.40	\$ 5,032,436.28
55510 Furniture	129,000.00	134,532.82	34,596.88	35,814.11	64,121.83
55520 Equipment	91,266.25	127,763.50	52,575.73	11,656.31	63,521.46
55530 Computer Hardware/Software	0.00	46,650.02	43,556.16	380.00	2,713.86
55700 Motor Vehicles	0.00	20,890.50	20,890.50	0.00	0.00
Capital Outlay	\$220,266.25	\$ 329,826.84	\$ 151,619.27	\$ 47,850.42	\$ 130,357.15

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
57100 Memberships	54,460.00	66,460.00	47,089.00	0.00	19,371.00
57200 Taxes	500.00	859.06	138.44	300.00	420.62
57500 Refunds/Reimbursements	17,000.00	31,945.31	21,623.28	8,512.96	1,809.07
Miscellaneous Expenses	\$71,960.00	\$ 99,264.37	\$ 68,850.72	\$ 8,812.96	\$ 21,600.69
59810 Advances Out	0.00	0.00	15,000.00	0.00	(15,000.00)
Advances	\$0.00	\$ 0.00	\$ 15,000.00	\$ 0.00	\$ (15,000.00)
59900 Transfers Out	0.00	10,000,000.00	10,000,000.00	0.00	0.00
Transfers	\$0.00	\$ 10,000,000.00	\$ 10,000,000.00	\$ 0.00	\$ 0.00
TOTAL	\$54,169,918.55	\$ 70,484,327.57	\$ 40,220,156.52	\$ 6,203,952.10	\$ 24,060,218.95

Cleveland Public Library
 Revenue, Expenditures and Changes in Fund Balances
 For the Period Ending July 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	35,647,832.06	40,220,156.52	6,203,952.10	24,390,388.14
Total General Fund	\$ 35,166,664.70	\$ 35,647,832.06	\$ 40,220,156.52	\$ 6,203,952.10	\$ 24,390,388.14
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	19,450.00	0.00	1,591,559.14
203 Founders	4,495,884.53	2,000.00	30,728.40	30,989.85	4,436,166.28
204 Kaiser	42,737.60	0.00	0.00	0.00	42,737.60
205 Kralej	147,618.65	0.00	0.00	0.00	147,618.65
206 Library	165,217.27	8,976.73	500.00	0.00	173,694.00
207 Pepke	92,820.86	0.00	0.00	0.00	92,820.86
208 Wickwire	1,052,526.56	3,502.17	8,203.80	6,339.50	1,041,485.43
209 Wittke	63,041.28	0.00	0.00	0.00	63,041.28
210 Young	2,915,857.05	22,317.44	0.00	0.00	2,938,174.49
225 Friends	5,690.49	15,000.00	4,961.32	788.52	14,940.65
226 Judd	7,784.12	95,308.50	79,070.00	23,707.20	315.42
228 Lockwood Thompson Memorial	400,544.73	75,147.50	124,341.75	236,911.11	114,439.37
229 Ohio Center for the Book	58.00	900.00	958.00	0.00	0.00
230 Schweinfurth	45,609.07	13,535.00	14,140.00	7,235.00	37,769.07
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 OLPPD-Library for the Blind	10,108.00	879,780.00	818,935.32	84,253.78	(13,301.10)
252 LSTA-Know It Now	266,747.87	269,590.39	344,907.88	11,539.54	179,890.84
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	14,511.94	303.69	31,969.12
256 Learning Centers	0.00	162,000.00	0.00	0.00	162,000.00
Total Special Revenue Funds	\$ 11,718,581.30	\$ 1,714,911.18	\$ 1,699,938.99	\$ 402,068.19	\$ 11,331,485.30
401 Building & Repair	9,794,080.29	10,030,700.00	2,491,103.01	475,836.09	16,857,841.19

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

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
Total Capital Project Funds	\$ 9,794,080.29	\$ 10,030,700.00	\$ 2,491,103.01	\$ 475,836.09	\$ 16,857,841.19
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	8,100.00	925.00	103,691.97
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)	13,846.25	14.00	159,509.25
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	14,122.34	360.54	1,631,490.49
513 Beard Anna Young	0.00	726.41	0.00	0.00	726.41
Total Permanent Funds	\$ 2,673,907.22	\$ 5,760.73	\$ 36,068.59	\$ 1,299.54	\$ 2,642,299.82
901 Unclaimed Funds	8,431.04	2,122.15	869.84	0.00	9,683.35
Others	\$ 8,431.04	\$ 2,122.15	\$ 869.84	\$ 0.00	\$ 9,683.35
Total All Funds	\$ 59,361,664.55	\$ 47,401,326.12	\$ 44,448,136.95	\$ 7,083,155.92	\$ 55,231,697.80

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

Balance of All Funds	<u><u>\$ 62,634,111.91</u></u>
Chase-Checking	7,924.24
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	3,377,757.67
KeyBank-MC/MISA	21,085.08
Fifth Third - Checking	248,944.19
Petty Cash	330.00
Change Fund	4,640.00
KeyBank-Payroll Account (ZBA)	176.84
KeyBank-Savings Bond Acct	0.00
Cash in Library Treasury	<u><u>\$ 3,660,858.02</u></u>
PNC - Money Market	10,020.66
PNC - Investments	34,197,285.84
PNC/Allegiant Money Market	248,792.04
KeyBank - Victory Fund	0.00
STAR OHIO Investment	11,475,612.31
Investments	<u><u>\$ 45,931,710.85</u></u>
PNC Endowment Acct	13,041,543.04
Endowment Account	<u><u>\$ 13,041,543.04</u></u>
Cash in Banks and On Hand	<u><u>\$ 62,634,111.91</u></u>

REPORT A2

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD AUGUST 1 – AUGUST 31, 2012

Cassidy Kervick
FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

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

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	26,359,043.01	0.00	0.00	0.00	\$ 0.00	26,359,043.01
42 Intergovernmental	15,621,287.61	1,503,375.22	0.00	0.00	\$ 0.00	17,124,662.83
43 Fines & Fees	245,418.44	0.00	0.00	0.00	\$ 0.00	245,418.44
44 Investment Earnings	156,068.99	3,502.17	0.00	5,760.73	\$ 0.00	165,331.89
45 Charges for Services	1,759,142.74	0.00	0.00	0.00	\$ 0.00	1,759,142.74
46 Contributions & Donations	519,589.47	388,120.17	30,700.00	0.00	\$ 0.00	938,409.64
48 Miscellaneous Revenue	254,842.07	5,795.00	0.00	0.00	\$ 0.00	260,637.07
Total Revenues	\$ 44,915,392.33	\$ 1,900,792.56	\$ 30,700.00	\$ 5,760.73	\$ 0.00	\$ 46,852,645.62
51 Salaries/Benefits	23,501,175.29	879,243.79	0.00	0.00	\$ 0.00	24,380,419.08
52 Supplies	664,910.79	46,495.14	0.00	7,915.00	\$ 0.00	719,320.93
53 Purchased/Contracted Services	5,820,974.80	784,139.65	0.00	14,216.25	\$ 0.00	6,619,330.70
54 Library Materials	5,687,833.36	95,473.79	0.00	14,720.16	\$ 0.00	5,798,027.31
55 Capital Outlay	152,599.76	32,284.46	2,545,961.85	0.00	\$ 0.00	2,730,846.07
57 Miscellaneous Expenses	74,684.91	29,946.22	0.00	0.00	\$ 969.84	105,600.97
Total Expenditures	\$ 35,902,178.91	\$ 1,867,583.05	\$ 2,545,961.85	\$ 36,851.41	\$ 969.84	\$ 40,353,545.06
Revenue Over/(Under) Expenditures	\$ 9,013,213.42	\$ 33,209.51	\$(2,515,261.85)	\$(31,090.68)	\$(969.84)	\$ 6,499,100.56
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	35,000.00	(35,000.00)	0.00	0.00	\$ 0.00	0.00
99 Transfers	(10,000,000.00)	0.00	10,000,000.00	0.00	\$ 2,660.69	2,660.69
Total Other Sources / Uses	\$(9,965,000.00)	\$(35,000.00)	\$ 10,000,000.00	\$ 0.00	\$ 2,660.69	\$ 2,660.69
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$(951,786.58)	\$(1,790.49)	\$ 7,484,738.15	\$(31,090.68)	\$ 1,690.85	\$ 6,501,761.25
Beginning Year Cash Balance	\$ 35,166,664.70	\$ 11,718,581.30	\$ 9,794,080.29	\$ 2,673,907.22	\$ 8,431.04	\$ 59,361,664.55
Current Cash Balance	\$ 34,214,811.38	\$ 11,716,790.81	\$ 17,278,818.44	\$ 2,710,097.55	\$ 10,121.89	\$ 65,930,640.07

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

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	19,837,771	13,682,003	6,155,768	69%	68%
General Property Tax	25,407,318	26,359,043	(951,725)	104%	101%
Rollback, Homestead, CAT	5,000,000	1,939,285	3,060,715	39%	46%
Federal Grants	0	0	0	0%	0%
State Aid	0	0	0	0%	64%
Fines & Fees	300,000	245,418	54,582	82%	95%
Investment Earnings	425,000	156,069	268,931	37%	46%
Services to Others-Clevnet	2,493,252	1,759,143	734,109	71%	66%
Contributions	0	519,589	(519,589)	100%	0%
Miscellaneous	706,577	254,842	451,735	36%	87%
Return of Advances Out	0	50,000	(50,000)	100%	0%
Total	\$ 54,169,919	\$ 44,965,392	\$ 9,204,526	83%	81%

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	35,445,913	23,538,314	11,907,600	66%	62%
Supplies	1,093,672	864,520	229,152	79%	71%
Purchased Services	11,248,724	8,963,187	2,285,537	80%	87%
Library Materials	12,266,927	9,095,874	3,171,053	74%	70%
Capital Outlay	329,827	201,295	128,532	61%	65%
Other	99,264	81,043	18,222	82%	74%
Sub Total	\$ 60,484,328	\$ 42,744,232	\$ 17,740,096	71%	62%
Advances Out	0	15,000	(15,000)	100%	0%
Transfers Out	10,000,000	10,000,000	0	100%	0%
Total	\$ 70,484,328	\$ 52,759,232	\$ 17,725,096	75%	69%

Note (1): Certificate from Cuyahoga County Budget Commission dated June 13, 2012.

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

Note (3): Subtotal includes 59% expended and 12% encumbered.

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending August 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	7,429,627.58	0.00	4,300,487.09
51120 Clerical Salaries	9,638,564.73	10,013,784.91	6,391,644.17	0.00	3,622,140.74
51130 Non-Clerical Salaries	354,550.82	403,880.99	869,201.78	0.00	(465,320.79)
51140 Buildings Salaries	3,708,667.56	3,858,989.63	2,378,400.69	0.00	1,480,588.94
51150 Other Salaries	1,130,370.78	1,177,772.47	677,476.13	0.00	500,296.34
51180 Severance Pay	0.00	366,811.61	437,383.06	0.00	(70,571.45)
51190 Non-Base Pay	0.00	4,478.72	143,304.66	0.00	(138,825.94)
51400 OPERS	3,692,829.90	3,841,959.70	2,516,720.32	0.00	1,325,239.38
51610 Health Insurance	3,302,962.48	3,449,403.47	2,200,582.30	0.00	1,248,821.17
51620 Life Insurance	11,842.56	12,834.24	7,517.40	0.00	5,316.84
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	35,081.81	35,054.99	(21,109.95)
51650 Medicare - ER	316,339.64	330,459.46	218,714.12	0.00	111,745.34
51900 Other Benefits	0.00	6,396.49	15,412.51	2,083.35	(11,099.37)
Salaries/Benefits	\$33,484,152.79	\$ 35,445,913.21	\$ 23,501,175.29	\$ 37,138.34	\$ 11,907,599.58
52110 Office Supplies	48,324.90	46,175.48	29,918.24	781.97	15,475.27
52120 Stationery	73,700.00	106,646.10	69,280.08	2,947.32	34,418.70
52130 Duplication Supplies	56,300.00	55,995.95	31,459.80	6,263.01	18,273.14
52140 Hand Tools	100.00	641.27	533.82	0.00	107.45
52150 Book Repair Supplies	82,800.00	90,377.39	35,653.68	16,475.28	38,248.43
52210 Janitorial Supplies	87,800.00	86,645.02	62,131.05	14,792.45	9,721.52
52220 Electrical Supplies	57,500.00	57,658.85	35,164.77	12,778.27	9,715.81
52230 Maintenance Supplies	147,400.00	160,245.21	109,848.65	41,748.63	8,647.93
52240 Uniforms	9,400.00	11,612.22	9,751.26	1,112.48	748.48

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52300 Motor Vehicle Supplies	81,600.00	94,327.79	57,528.58	30,947.15	5,852.06
52900 Other Supplies	371,949.32	383,347.05	223,640.86	71,762.62	87,943.57
Supplies	\$1,016,874.22	\$ 1,093,672.33	\$ 664,910.79	\$ 199,609.18	\$ 229,152.36
53100 Travel/Meetings	100,000.00	108,564.00	30,034.31	25,873.26	52,656.43
53210 Telecommunications	500,687.68	607,509.81	382,480.06	226,365.51	(1,335.76)
53230 Postage/Freight	123,800.00	149,591.35	64,535.92	55,750.88	29,304.55
53240 PR/Other Communications	193,500.00	218,450.50	97,492.84	43,885.35	77,072.31
53310 Building Repairs	190,000.00	194,457.70	39,702.90	10,372.44	144,382.36
53320 Machine Repairs	41,000.00	42,540.25	9,987.34	11,498.88	21,054.03
53340 Building Maintenance	174,600.00	194,453.25	115,931.67	49,253.16	29,268.42
53350 Machine Maintenance	219,272.06	297,654.31	96,172.52	65,201.82	136,279.97
53360 Computer Maintenance	947,126.00	948,643.36	677,825.26	89,970.85	180,847.25
53370 Motor Vehicle Repairs	42,000.00	44,049.10	27,989.53	3,663.71	12,395.86
53380 Contract Security	995,688.00	1,041,534.21	607,046.33	434,487.88	0.00
53390 Landscaping	27,000.00	29,931.50	26,396.75	3,202.00	332.75
53400 Insurance	440,900.00	440,900.00	137,002.00	209,784.00	94,114.00
53510 Rent/Leases	80,900.00	99,276.18	62,863.46	35,771.85	640.87
53520 Equipment Rental	93,017.14	136,262.11	86,633.88	40,337.59	9,290.64
53610 Electricity	2,008,900.02	2,226,167.54	1,191,457.96	875,326.07	159,383.51
53620 Gas	257,500.00	318,474.41	114,455.87	152,105.42	51,913.12
53630 Chilled Water	883,500.10	924,801.02	570,306.69	354,494.33	0.00
53640 Water/Sewer	87,295.03	141,122.82	94,268.43	45,375.70	1,478.69
53710 Professional Services	1,569,212.41	1,864,342.89	639,215.94	362,883.57	862,243.38
53720 Auditors Fees	732,000.00	793,092.97	605,528.79	22,249.28	165,314.90

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending August 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	136,747.85	20,692.99	258,899.77
53900 Other Purchased Services	0.00	10,563.75	6,898.50	3,665.25	0.00
Purchased/Contracted Services	\$9,987,398.44	\$ 11,248,723.64	\$ 5,820,974.80	\$ 3,142,211.79	\$ 2,285,537.05
54110 Books	2,906,000.00	3,741,672.54	1,931,786.30	697,684.78	1,112,201.46
54120 Continuations	514,000.00	967,682.73	356,326.55	401,866.45	209,489.73
54210 Periodicals	1,105,000.00	1,834,712.58	633,906.62	772,262.89	428,543.07
54220 Microforms	205,000.00	225,950.65	11,511.38	147,071.00	67,368.27
54310 Video Media	1,459,999.99	1,522,637.31	1,006,054.60	224,366.68	292,216.03
54320 Audio Media - Spoken	208,000.00	240,157.63	145,189.21	40,667.02	54,301.40
54325 Audio Media - Music	566,000.01	663,685.36	373,893.20	120,384.38	169,407.78
54350 Computer Media	225,500.00	42,118.51	10,210.95	7,182.06	24,725.50
54500 Database Services	950,766.85	1,455,801.60	720,237.13	566,751.94	168,812.53
54530 eMedia	1,052,000.00	1,224,500.00	372,521.60	305,324.34	546,654.06
54600 Interlibrary Loan	0.00	6,859.33	2,330.15	4,129.85	399.33
54710 Bookbinding	29,000.00	56,490.76	16,238.95	9,490.57	30,761.24
54720 Preservation Services	60,000.00	134,962.23	56,947.21	75,606.25	2,408.77
54730 Preservation Boxing	8,000.00	13,940.85	10,978.50	2,335.70	626.65
54790 Preservation Reformatting	100,000.00	135,755.10	39,701.01	32,916.82	63,137.27
Library Materials	\$9,389,266.85	\$ 12,266,927.18	\$ 5,687,833.36	\$ 3,408,040.73	\$ 3,171,053.09
55510 Furniture	129,000.00	134,532.82	34,660.87	37,575.03	62,296.92
55520 Equipment	91,266.25	127,753.50	53,492.23	10,739.81	63,521.46
55530 Computer Hardware/Software	0.00	46,650.02	43,556.16	380.00	2,713.86
55700 Motor Vehicles	0.00	20,890.50	20,890.50	0.00	0.00
Capital Outlay	\$220,266.25	\$ 329,826.84	\$ 152,599.76	\$ 48,694.84	\$ 128,532.24

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
57100 Memberships	54,460.00	69,222.32	50,589.00	0.00	18,633.32
57200 Taxes	500.00	438.44	267.32	171.12	0.00
57500 Refunds/Reimbursements	17,000.00	29,603.61	23,828.59	6,186.80	(411.78)
Miscellaneous Expenses	\$71,960.00	\$ 99,264.37	\$ 74,684.91	\$ 6,357.92	\$ 18,221.54
59810 Advances Out	0.00	0.00	15,000.00	0.00	(15,000.00)
Advances	\$0.00	\$ 0.00	\$ 15,000.00	\$ 0.00	\$ (15,000.00)
59900 Transfers Out	0.00	10,000,000.00	10,000,000.00	0.00	0.00
Transfers	\$0.00	\$ 10,000,000.00	\$ 10,000,000.00	\$ 0.00	\$ 0.00
TOTAL	\$54,169,918.55	\$ 70,484,327.57	\$ 45,917,178.91	\$ 6,842,052.80	\$ 17,725,095.86

Cleveland Public Library
 Revenue, Expenditures and Changes in Fund Balances
 For the Period Ending August 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	44,965,392.33	45,917,178.91	6,842,052.80	27,372,825.32
Total General Fund	\$ 35,166,664.70	\$ 44,965,392.33	\$ 45,917,178.91	\$ 6,842,052.80	\$ 27,372,825.32
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	23,270.00	0.00	1,587,739.14
203 Founders	4,495,884.53	3,300.00	48,984.00	31,166.00	4,419,034.53
204 Kaiser	42,737.60	0.00	0.00	0.00	42,737.60
205 Kralley	147,618.65	0.00	0.00	0.00	147,618.65
206 Library	165,217.27	9,686.73	500.00	11,276.52	163,127.48
207 Pepke	92,820.86	0.00	0.00	0.00	92,820.86
208 Wickwire	1,052,526.56	3,502.17	10,412.55	4,205.75	1,041,410.43
209 Wittke	63,041.28	0.00	0.00	0.00	63,041.28
210 Young	2,915,857.05	22,317.44	0.00	0.00	2,938,174.49
225 Friends	5,690.49	15,000.00	5,060.55	689.29	14,940.65
226 Judd	7,784.12	95,308.50	94,717.81	15,641.75	(7,266.94)
228 Lockwood Thompson Memorial	400,544.73	75,147.50	131,641.23	293,020.28	51,030.72
229 Ohio Center for the Book	58.00	900.00	958.00	0.00	0.00
230 Schweinfurth	45,609.07	19,460.00	14,140.00	12,707.99	38,221.08
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 OLBPD-Library for the Blind	10,108.00	1,005,462.00	957,108.05	12,433.83	46,028.12
252 LSTA-Know It Now	266,747.87	336,854.77	375,194.34	4,548.99	223,859.31
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	16,365.94	12,685.49	17,733.32
256 Learning Centers	0.00	162,000.00	0.00	0.00	162,000.00
Total Special Revenue Funds	\$ 11,718,581.30	\$ 1,915,792.56	\$ 1,917,583.05	\$ 398,375.89	\$ 11,318,414.92
401 Building & Repair	9,794,080.29	10,030,700.00	2,545,961.85	795,193.13	16,483,625.31

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

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
Total Capital Project Funds	\$ 9,794,080.29	\$ 10,030,700.00	\$ 2,545,961.85	\$ 795,193.13	\$ 16,483,625.31
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	8,285.00	740.00	103,691.97
504 Klein	3,879.68	0.00	0.00	0.00	3,879.68
505 Maloni/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)	13,846.25	14.00	159,509.25
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	14,720.16	8,605.45	1,622,647.76
513 Beard Anna Young	0.00	726.41	0.00	0.00	726.41
Total Permanent Funds	\$ 2,673,907.22	\$ 5,760.73	\$ 36,851.41	\$ 9,359.45	\$ 2,633,457.09
901 Unclaimed Funds	8,431.04	2,660.69	969.84	0.00	10,121.89
Others	\$ 8,431.04	\$ 2,660.69	\$ 969.84	\$ 0.00	\$ 10,121.89
Total All Funds	\$ 59,361,664.55	\$ 56,920,306.31	\$ 50,418,545.06	\$ 8,044,981.27	\$ 57,818,444.53

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

Balance of All Funds	<u><u>\$ 65,930,640.07</u></u>
Chase-Checking	7,924.24
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	6,248,928.57
KeyBank-MC/MISA	23,642.28
Fifth Third - Checking	653,171.50
Petty Cash	330.00
Change Fund	4,640.00
KeyBank-Payroll Account (ZBA)	176.84
KeyBank-Savings Bond Acct	0.00
Cash in Library Treasury	<u><u>\$ 6,938,813.43</u></u>
PNC - Money Market	10,021.51
PNC - Investments	34,196,014.59
PNC/Allegiant Money Market	267,729.65
KeyBank - Victory Fund	0.00
STAR OHIO Investment	11,476,517.85
Investments	<u><u>\$ 45,950,283.60</u></u>
PNC Endowment Acct	13,041,543.04
Endowment Account	<u><u>\$ 13,041,543.04</u></u>
Cash in Banks and On Hand	<u><u>\$ 65,930,640.07</u></u>

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – July 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 July 1, 2012 through July 31, 2012.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
07/01/12 - 07/31/12	31	Various	STAR Ohio	Various	805.59	Investment Pool
07/01/12 - 07/31/12	31	Various	PNC	Various	3.70	Sweep Money Market
07/01/12 - 07/31/12	31	Various	PNC	Various	0.88	Money Market
01/29/12 - 07/29/12	183	250,000	Federal Farm Credit Bank	2.400%	3,000.00	Federal Agency
01/23/12 - 07/23/12	183	1,000,000	Federal Farm Credit Bank	0.350%	1,750.00	Federal Agency
03/29/12 - 07/14/12	108	2,000,000	Federal Home Loan Bank	0.460%	2,683.33	Federal Agency
					Earned Interest July 2012	\$ 8,243.50
					Earned Interest Year To Date	\$ 137,496.24

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – August 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 August 1, 2012 through August 31, 2012.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
08/01/12 - 08/31/12	31	Various	STAR Ohio	Various	905.54	Investment Pool
08/01/12 - 08/31/12	31	Various	PNC	Various	2.33	Sweep Money Market
08/01/12 - 08/31/12	31	Various	PNC	Various	0.85	Money Market
05/18/12 - 08/23/12	98	2,000,000	Federal Farm Credit Bank	0.500%	3,638.89	Federal Agency
02/22/12 - 08/01/12	162	2,000,000	Federal Farm Credit Bank	0.430%	3,798.33	Federal Agency
01/30/12 - 08/27/12	211	1,000,000	Federal Home Loan Mortgage Corp.	0.375%	2,156.25	Federal Agency
02/07/12 - 08/09/12	185	2,000,000	Federal Farm Credit Bank	0.460%	4,651.11	Federal Agency
03/30/12 - 08/21/12	145	2,000,000	Federal Farm Credit Bank	0.300%	2,350.00	Federal Agency
04/27/12 - 08/27/12	123	500,000	Federal National Mortgage Assn.	0.550%	916.67	Federal Agency
08/17/12 - 08/28/12	12	1,000,000	Federal Home Loan Mortgage Corp.	0.500%	152.78	Federal Agency

Earned Interest August 2012 \$ 18,572.75
 Earned Interest Year To Date \$ 156,068.99

CLEVELAND PUBLIC LIBRARY

REPORT C

Board Meeting
September 18, 2012

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR JUNE 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
State Treasurer of Ohio CPIM Academy Conference Independence, Ohio	6/6/12	Laura Armstrong	100.00
State Library of Ohio State Library Board Meeting Columbus, Ohio	5/11/12 & 5/31/12	Don Boozer	305.26
State Treasurer of Ohio CPIM Academy Conference Independence, Ohio	6/6/12	Carrie Krenicky	100.00
State Library of Ohio State Library Board Meeting Columbus, Ohio	5/31/12	Brian Leszcz	44.07
Ohionet Virtual Reference Party Columbus, Ohio	6/14/12	Brian Leszcz	153.18
Urban Libraries Council 2012 Annual Forum Newport Beach, California	6/20/12 - 6/23/12	Cindy Lombardo	1,419.69
National Library Service Orientation for New Network Staff Washington, D.C.	6/11/12 - 6/14/12	Michelle Makkos	737.76
Cleveland Museum of Natural History Wellness at Work Symposium Cleveland, Ohio	6/6/2012	Ronelle Miller-Hood	30.00
Northern Ohio Technical Services Librarians Spring 2012 Meeting Parma, Ohio	4/27/12	John Parsons	40.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
National Library Service 2012 Annual Conference Newport, Rhode Island	5/19/12 - 5/24/12	William Reed	1,636.64
Cleveland Museum of Natural History Wellness at Work Symposium Cleveland, Ohio	6/6/2012	Kelly Ross-Brown	30.00
Cleveland Museum of Natural History Wellness at Work Symposium Cleveland, Ohio	6/6/2012	Beverly White-Yates	30.00
Total			\$4,626.60

SUMMARY

FUND	JUNE	YEAR TO DATE
General	\$1,749.69	\$18,667.73
Judd Fund	0.00	0.00
Lockwood Thompson	0.00	1,634.00
Metlife-Fit for Life	0.00	0.00
OLBPD-Library for the Blind	2,374.40	3,209.48
LSTA - Know it Know	502.51	1,277.19
PNC - Grow up Great	0.00	18.98
TOTAL	\$4,626.60	\$24,807.38

CLEVELAND PUBLIC LIBRARY

REPORT C1

Board Meeting
September 18, 2012

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR JULY 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
American Library Association Annual Conference Anaheim, California	6/22/12 -6/26/12	Don Boozer	1,784.73
PNC Grow Up Grant Travel Mileage for June Cleveland, Ohio	5/18/12 - 6/26/12	Andrea Csia	19.35
University Circle Incorporated Intro to Project Management Workshop Cleveland, Ohio	7/12/12	Amy Dawson	625.00
American Library Association Lead the Change Workshop Columbus, Ohio	4/17/12	Dawntae Jackson	45.21
University Circle Incorporated Intro to Project Management Workshop Cleveland, Ohio	7/12/12	Anisha Jeffries	625.00
American Library Association Annual Conference Anaheim, California	6/21/12 -6/26/12	Chrystal Carr Jeter	1,200.00
University Circle Incorporated Intro to Project Management Workshop Cleveland, Ohio	7/12/12	Sheba Marcus-Bey	625.00
University Circle Incorporated Intro to Project Management Workshop Cleveland, Ohio	7/12/12	Maureen Mullin	625.00
American Library Association Annual Conference Anaheim, California	6/22/12 -6/26/12	Sandy Nosse	1,173.43
American Library Association Annual Conference Anaheim, California	6/23/12 -6/26/12	Amy Pawlowski	1,200.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
State Library of Ohio 2012 Talking Book Conference Columbus, Ohio	6/28/12	William Reed	135.42
American Library Association Virtual Conference Chicago, Illinois	7/18/12 - 7/19/12	Felton Thomas	52.00
American Library Association Annual Conference Anaheim, California	6/21/12 -6/24/12	Felton Thomas	1,200.00
American Library Association Annual Conference Anaheim, California	6/21/12 -6/24/12	Rollie Welch	1,165.59
Total			\$10,475.73

SUMMARY

FUND	JULY	YEAR TO DATE
General	\$8,536.23	\$27,203.96
Judd Fund	0.00	0.00
Lockwood Thompson	0.00	1,634.00
Metlife-Fit for Life	0.00	0.00
OLBPD-Library for the Blind	135.42	3,344.90
LSTA - Know it Know	1,784.73	3,061.92
PNC - Grow up Great	19.35	38.33
TOTAL	\$10,475.73	\$35,283.11

CLEVELAND PUBLIC LIBRARY

REPORT C2

**Board Meeting
September 18, 2012**

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR AUGUST 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
Skillpath Seminars Administrative Assistants Conference Cleveland, Ohio	7/10/12	Yarimilka Beavers	139.00
Know it Now Training Workshops Alliance Ohio	7/12/12 & 7/17/12	Don Boozer	172.94
Skillpath Seminars Administrative Assistants Conference Cleveland, Ohio	7/10/12	Carol Hubler	139.00
Skillpath Seminars Administrative Assistants Conference Cleveland, Ohio	7/10/12	Nancy Mocsiran	139.00
Library Leadership Ohio Library Leadership Seminar Mt. Sterling, Ohio	7/25/12 - 7/27/12	Michael Monaco	187.59
Skillpath Seminars Administrative Assistants Conference Cleveland, Ohio	7/10/12	Carolyn Neal	139.00
American Library Association National Joint Conference Libraries of Color Kansas City, Missouri	9/19/12 - 9/23/12	Alan Seifullah	545.00
Skillpath Seminars Administrative Assistants Conference Cleveland, Ohio	7/10/12	Heidi Strickland	139.00
Skillpath Seminars Administrative Assistants Conference Cleveland, Ohio	7/10/12	Beverly White-Yates	139.00
Skillpath Seminars Administrative Assistants Conference Cleveland, Ohio	7/10/12	Michael Young	139.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
American Library Association Annual Conference Anaheim, California	6/21/12 -6/26/12	Mary Callaghan Zunt	1,124.76
Total			\$3,003.29

SUMMARY

FUND	AUGUST	YEAR TO DATE
General	\$2,830.34	\$30,034.31
Judd Fund	0.00	0.00
Lockwood Thompson	0.00	1,634.00
Metlife-Fit for Life	0.00	0.00
OLBPD-Library for the Blind	0.00	3,344.90
LSTA - Know it Know	172.94	3,234.86
PNC - Grow up Great	0.00	38.33
TOTAL	\$3,003.28	\$38,286.40

REPORT D**CLEVELAND PUBLIC LIBRARY**

**Board Meeting
September 18, 2012**

**PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD
APRIL 1 THROUGH JUNE 30, 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>
06/14/12	Children's Carpet	Branches	Demco Inc	\$ 7,761.00
06/14/12	Logo Mats	Branches	Hillyard	9,951.00
04/19/12	Know it Now Project	IT/CLEVNET	Sourcen Inc	7,296.00
04/16/12	Software	IT/CLEVNET	Amerikit Technology	12,000.00
05/17/12	Computer Equipment	IT/CLEVNET	Ohionet	14,964.00
05/31/12	Computer Equipment	IT/CLEVNET	MCPC Technology	7,315.40
04/19/12	Computer Equipment	IT/CLEVNET	Business Smarts	24,330.12
04/05/12	Computer Equipment	IT/CLEVNET	Paragon Data Systems	16,285.69
04/05/12	Computer Maintenance	IT/CLEVNET	CDW-G	12,535.60
04/12/12	Software	IT/CLEVNET	CDW-G	20,800.00
04/19/12	Computer Equipment	IT/CLEVNET	CDW-G	5,230.00
05/17/12	Computer Equipment	IT/CLEVNET	CDW-G	15,572.44
06/21/12	Computer Equipment	IT/CLEVNET	CDW-G	6,118.00
06/21/12	Employee Expense	Finance	Tyler Technologies	6,000.00
06/21/12	Security Strips	Stockroom	Ohionet	5,612.31
06/14/12	Security Strips	Stockroom	Ohionet	10,174.04
04/05/12	Library Bags	Stockroom	S&S Inc	24,805.18
06/21/12	MovBand Pedometer	HR	MovBand, LLC	5,250.00
06/14/12	Zebra Printer Ribbons	OLBPD	Current Directions	6,030.00
06/30/12	Gas for Vehicles	Prop Mgmt	BP Oil	11,098.25

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

REPORT ECLEVELAND PUBLIC LIBRARY

Board Meeting
September 18, 2012

PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD
APRIL 1 THROUGH JUNE 30, 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>
04/19/12	Database Service	IT/CLEVNET	Ohionet	\$ 121,000.00

CLEVNET-RELATED GOOD AND SERVICES

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
05/24/12	Computer Equipment	IT/CLEVNET	Business Smarts	\$ 69,273.58
04/19/12	Software	IT/CLEVNET	Neothink Inc	67,355.00

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

946
**CLEVELAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
TERMINATION REPORT
06/01/2012 THROUGH 06/30/2012**

EXHIBIT 16

Human Resources Committee Report

September 18, 2012

NAME	DEPARTMENT	JOB TITLE	DATE	REASON
RESIGNATIONS				
BENSON,ASHIA L	LITERATURE	PAGE	6/15/2012	PERSONAL REASONS
CUNNINGHAM,MARCI	WESTPARK	PAGE	6/4/2012	PERSONAL REASONS
HUBBARD,MARGARET L	SHELF PAGES	PAGE	6/21/2012	PERSONAL REASONS
HUBBARD,MARIO D	SHELF PAGES	PAGE	6/9/2012	ANOTHER JOB
JOHNSON,CAROL	GLENVILLE	BRANCH MGR(MED)	6/16/2012	PERSONAL REASONS
PITTMAN,MARCUS	EAST 131	LIB ASST COMP EMPH	6/15/2012	MOVING
SITO,MICHAEL A	SHELF PAGES	PAGE	6/16/2012	ANOTHER JOB
OTHER TERMINATIONS				
HOGAN,LEANDRE D	SHELF PAGES	PAGE	6/15/2012	TERM INVOLUNTARY
RANCE,WILLIAM	BUILDINGS	CUSTODIAL II	6/15/2012	TERM INVOLUNTARY
RETIREMENTS				
ARENDT,OTTO L	SECURITY	SAFETY & PROT SVCS.	6/1/2012	RETIREMENT
TODD,WILLIAM	WALZ	CHILDRENS LIBRARIAN	6/30/2012	RETIREMENT

948
CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 06/01/2012 TO 06/30/2012

EMPLOYEE: HARANT, ANDREW
JOB TITLE: BRANCH MANAGER

CURRENT GRADE: K **EFFE DATE** 06/10/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	65,615.68	NEW HIRE

EMPLOYEE: MASON, AARON
JOB TITLE: AST DIR OUTREACH&PROGRAM SVCS

CURRENT GRADE: M **EFFE DATE** 06/17/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	74,284.34	90,764.18	RECLASSIFICATION

EMPLOYEE: DAMERON, DENISE O
JOB TITLE: BRANCH CLERK

CURRENT GRADE: B **EFFE DATE** 06/24/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	21,564.40	16,490.50	PT TO PTR

EMPLOYEE: GAO, LAN
JOB TITLE: LA-SUB

CURRENT GRADE: F **EFFE DATE** 07/15/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	9.07	19,937.32	PROMOTION

**CLEVELAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
TERMINATION REPORT
07/01/2012 THROUGH 07/31/2012**

EXHIBIT 16A

Human Resources Committee Report

September 18, 2012

NAME	DEPARTMENT	JOB TITLE	DATE	REASON
RESIGNATIONS				
ANDERSON, MICHAEL	LS SHIPP & SHELF	RECEIVING & DIST	7/6/2012	PERSONAL REASONS
BARRETT, REBECCA	FIN ARTS SPEC COI	PAGE	7/5/2012	MEDICAL
DENG, BIQING	WALZ	LA-COMPH EMPH	7/28/2012	MOVING
DISTIN, MICHAEL	MAIN OFFICE	LIB SUBJ DEPT	7/4/2012	PERSONAL REASONS
PAPPERT, REBECCA A	BRANCH SUBS	LA - SUBS	7/3/2012	ANOTHER JOB
SERRANO, MARIANELA	CARN WEST	LA-COMPH EMPH	7/28/2012	ANOTHER JOB
SHEPHERD, JARED C	SOUTH BROOKLYN	PAGE	7/14/2012	ANOTHER JOB
OTHER TERMINATIONS				
KIDD, EARLEE	CUSTODIAL A	CUSTODIAN II	7/18/2012	TERM INVOLUNTARY
RETIREMENTS				
CARTERETTE, ROBERT	AUTOMATION	DIR INFO TECH & CNET	7/20/2012	RETIREMENT
STRAKA, PAULA M	LORAIN	CHILDS LIBRARIAN	7/5/2012	RETIREMENT

950
CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 07/01/2012 TO 07/31/2012

Human Resources Committee Report
September 18, 2012

EMPLOYEE: ALEXANDER, AMBER J
JOB TITLE: BRANCH CLERK

CURRENT GRADE:B EFFE DATE 07/01/2012
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	PT TO PART TIME REGULAR

EMPLOYEE: CLINKSCALE , LAWRENCE
JOB TITLE: LA COMPUTER EMPH

CURRENT GRADE: F EFFE DATE 07/01/2012
CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	19,937.32	22,524.84	PT TO PART TIME REGULAR

EMPLOYEE: MARQUEZ, MARINA
JOB TITLE: LA SUB -BRANCHES

CURRENT GRADE:B EFFE DATE 07/01/2012
CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	19,937.32	NEW HIRE

EMPLOYEE: BUSCH, ANDREW
JOB TITLE: COMPUTER & NETWORK TECH

CURRENT GRADE:B EFFE DATE 07/01/2012
CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	42,233.88	NEW HIRE

EMPLOYEE: LYTTLE, ALEA
JOB TITLE: LA SUB-BRANCHES

CURRENT GRADE:B EFFE DATE 07/01/2012
CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	19,937.32	NEW HIRE

EMPLOYEE: RAMSEY, FELICIA
JOB TITLE: SUB DEPT CLERK

CURRENT GRADE: B EFFE DATE 07/01/2012
CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	42,261.18	42,364.92	RECLASS

951
CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 07/01/2012 TO 07/31/2012

EMPLOYEE: SOUTHERLAND, CAROLYN
JOB TITLE: SR. SUB DEPT CLERK

CURRENT GRADE:B EFFE DATE 07/01/2012
CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	48,319.18	48,895.08	RECLASS

EMPLOYEE: ANALA, IVY A
JOB TITLE: SUBJECT DEPARTMENT CLERK

CURRENT GRADE: B EFFE DATE 07/01/2012
CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	30,220.58	30,919.72	RECLASS

EMPLOYEE: BLACKWELL, JOSLYN
JOB TITLE: SUBJECT DEPARTMENT CLERK

CURRENT GRADE: B EFFE DATE 07/01/2012
CURRENT STEP: 2 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	31,429.06	32,156.80	RECLASS

EMPLOYEE: CANAN, MELISSA K
JOB TITLE: SHELF DEPARTMENT CLERK

CURRENT GRADE: A EFFE DATE 07/16/2012
CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	9.07	29,057.86	PROMOTION

EMPLOYEE: CARROLL, THERESA A
JOB TITLE: SUBJECT DEPARTMENT CLERK

CURRENT GRADE: B EFFE DATE 07/01/2012
CURRENT STEP: 11 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	40,524.90	41,534.48	RECLASS

EMPLOYEE: DIAL, DAVID
JOB TITLE: CARPENTER

CURRENT GRADE: F EFFEE DATE 07/15/2012
CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	42,233.88	NEW HIRE

952
CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 07/01/2012 TO 07/31/2012

EMPLOYEE: GAO, LAN **CURRENT GRADE:** F **EFFEE DATE** 07/15/2012
JOB TITLE: LIBRARY ASST-COMP EMPH **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	19,937.32	22,524.84	PROMOTION

EMPLOYEE: JEFFERSON, SHARON **CURRENT GRADE:** J **EFFEC DATE** 07/29/2012
JOB TITLE: BRANCH MANAGER (MEDIUM) **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: LEONARD, ALEXANDER C **CURRENT GRADE:** A **EFFEC DATE** 07/15/2012
JOB TITLE: SHELF DEPARTMENT CLERK **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	9.07	29,057.86	PROMOTION

EMPLOYEE: METTER, TERRENCE J **CURRENT GRADE:** F **EFFE DATE** 07/01/2012
JOB TITLE: LIBRARY ASST-COMP EMPH **CURRENT STEP:** 2 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
STEP FOR COMPLETING 1/2 MLIS	22,524.84	23,425.74	MLIS STEP PER UNION CONTRACT

EMPLOYEE: REDD, KENNETH F **CURRENT GRADE:** F **EFFE DATE** 07/01/2012
JOB TITLE: LIBRARY ASST-COMP EMPH **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	22,524.84	38,084.28	PROMOTION

EMPLOYEE: SMITH, SANDRA **CURRENT GRADE:** B **EFFE DATE** 07/01/2012
JOB TITLE: SUBJECT DEPARTMENT CLERK **CURRENT STEP:** 11 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	40,524.90	41,534.48	RECLASS

EMPLOYEE: UTZ, MARILYN J **CURRENT GRADE:** B **EFFE DATE** 07/01/2012
JOB TITLE: SUBJECT DEPARTMENT CLERK **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	29,057.86	30,919.72	RECLASS

953
**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 07/01/2012 TO 07/31/2012**

EMPLOYEE: WALKER, SHASHAWNA
JOB TITLE: SUBJECT DEPARTMENT CLERK

CURRENT GRADE: B **EFFE DATE** 07/01/2012
CURRENT STEP: 2 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	31,429.06	32,156.80	RECLASS

EMPLOYEE: LEE, MYRIAH
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFE DATE** 07/29/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.07	NEW HIRE

954
**CLEVELAND PUBLIC LIBRARY
 BOARD OF TRUSTEES MEETING
 TERMINATION REPORT
 8/01/2012 THROUGH 08/31/2012**

EXHIBIT 16B

Human Resources Committee Report

September 18, 2012

NAME	DEPARTMENT	JOB TITLE	DATE	REASON
RESIGNATIONS				
WHITE, MARIE	HIST & GEO	PAGE	8/2/2012	PERSONAL REASONS
LAWLER, YASMINE D	SHELF PAGES	PAGE	8/10/2012	ANOTHER JOB
MADISON, CATHERINE	SHELF PAGES	PAGE	8/13/2012	RETURN TO SCHOOL
BURGIO, ANGELA M	WESTPARK	PAGE	8/14/2012	RETURN TO SCHOOL
RHODE, NICOLE L	SHELF PAGES	PAGE	8/15/2012	RETURN TO SCHOOL
BROWN, DEASIA	POPULAR	PAGE	8/17/2012	RETURN TO SCHOOL
RUSSO, AJA S	LIT	LA(SUB DEPT)	8/17/2102	PERSONAL REASONS
TAYLOR, BENJAMIN B	CARNEGIE WEST	PAGE	8/18/2012	RETURN TO SCHOOL
DAVIS, BRANDON M	SHELF PAGES	PAGE	8/22/2012	RETURN TO SCHOOL
JENKINS, ASHELY D	FINE ARTS SPEC COLL	PAGE	8/22/2012	RETURN TO SCHOOL
ROBINSON, DAVIYONA M	HARVARD LEE	PAGE	8/23//2012	RETURN TO SCHOOL
MILLER, LATASHA	POPULAR	PAGE	8/31/2012	ANOTHER JOB
PEACE, OPHALLIA	WESTPARK	PAGE	8/31/2012	ANOTHER JOB
RONNEY, DRULAWNI	SHELF PAGES	PAGE	8/31/2012	RETURN TO SCHOOL
OTHER TERMINATIONS				
SCHMIDT-KRANE, SARA	BRANCH SUB	LA-SUB	8/2/2012	TERM INVOLUNTARY
DICKSON, DEBRA A	BRANCH SUB	LA-SUB	8/13/2012	TERM INVOLUNTARY
GARCIA, MARVETT	MEM-NOT	PAGE	8/15/2012	TERM INVOLUNTARY
DAVENPORT, STEVEN	BROOKLYN	BRANCH CLERK	8/20/2012	TERM INVOLUNTARY
HEAPE-BELL, DOMINQUE	BRANCH SUB	LA-SUB	8/31/2012	TERM INVOLUNTARY
RETIREMENTS				
BARNETT, ROJEAN	SCI-TECH	SUB DEPT CLERK	8/31/2012	RETIREMENT

955
CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 08/01/2012 TO 08/31/2012

Human Resources Committee Report
September 18, 2012

EMPLOYEE: CLARK, RONALD L
JOB TITLE: LIBRARY ASST-COMP EMPH
CURRENT GRADE: F **EFFEC DATE** 08/12/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	9.07	22,524.84	PROMOTION

EMPLOYEE: TANCAK, CRYSTAL M
JOB TITLE: CHILDRENS LIBRARIAN
CURRENT GRADE: H **EFFEC DATE** 08/12/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	23,425.74	50,998.74	PROMOTION

EMPLOYEE: FULLMER, ANNA E
JOB TITLE: LIBRARY ASST SUBSTITUTE
CURRENT GRADE: F **EFFEC DATE** 08/12/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	9.07	19,937.32	PROMOTION

EMPLOYEE: GIELTY, JEANMARIE M
JOB TITLE: CHILDRENS LIBRARIAN
CURRENT GRADE: H **EFFEC DATE** 08/12/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	22,524.84	50,998.74	PROMOTION

EMPLOYEE: RUSH, STEVEN
JOB TITLE: CUSTODIAL III
CURRENT GRADE: F **EFFEC DATE** 08/26/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		33,112.82	NEW HIRE

EMPLOYEE: SIMONE, ROSA M
JOB TITLE: LIBRARY ASSISTANT-YOUTH
CURRENT GRADE: F **EFFEC DATE** 08/26/2012
CURRENT STEP: 3 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	24,363.04	45,680.44	TRANSFER

956
**CLEVELAND PUBLIC LIBRARY
 SALARY CHANGES REPORT
 FROM 08/01/2012 TO 08/31/2012**

**Human Resources Committee Report
 September 18, 2012**

EMPLOYEE: FELICIANO, CASSANDRA L
JOB TITLE: LIBRARY ASSISTANT-YOUTH
CURRENT GRADE: F **EFFEC DATE** 08/26/2012
CURRENT STEP: 2 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	23,425.74	43,923.36	TRANSFER

EMPLOYEE: PELYHES, MARLENE
JOB TITLE: LIB SYS APP SPEC
CURRENT GRADE: F **EFFEC DATE** 08/27/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	49,513.36	NEW HIRE

EMPLOYEE: MEGGITT, BRIAN
JOB TITLE: LIBRARY ASST-COMP EMPH
CURRENT GRADE: F **EFFEC DATE** 08/30/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	19,937.32	22,524.84	PROMOTION

EMPLOYEE: LEONARD, TRAVIS R
JOB TITLE: LIBRARY ASST-COMP EMPH
CURRENT GRADE: F **EFFEC DATE** 08/30/2012
CURRENT STEP: 2 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
STEP FOR COMPLETING 1/2 MLIS	21.65	22.52	MLIS STEP PER UNION CONTRACT

CLEVELAND PUBLIC LIBRARY

REPORT F

Human Resources Committee Report

Meeting Date: September 18, 2012

Report Period: June, 2012

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

MONTH	2011 SICK LEAVE HOURS USED	2012 SICK LEAVE HOURS USED	2012 TOTAL HOURS
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	3,161.77	85,432.56
May	4,491.99	3,623.45	86,909.56
June	3,359.51	2,593.94	87,634.45
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

Human Resources Committee Report

Meeting Date: September 18, 2012

Report Period: July, 2012

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

MONTH	2011 SICK LEAVE HOURS USED	2012 SICK LEAVE HOURS USED	2012 TOTAL HOURS
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	3,161.77	85,432.56
May	4,491.99	3,623.45	86,909.56
June	3,359.51	2,593.94	87,634.45
July	3,263.72	2,344.66	87,610.97
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

REPORT F2**Human Resources Committee Report**

Meeting Date: September 18, 2012

Report Period: August, 2012

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

MONTH	2011 SICK LEAVE HOURS USED	2012 SICK LEAVE HOURS USED	2012 TOTAL HOURS
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	3,161.77	85,432.56
May	4,491.99	3,623.45	86,909.56
June	3,359.51	2,593.94	87,634.45
July	3,263.72	2,344.66	87,610.97
August	3,441.30	*4,221.65	*131,600.64
September	*5,464.39		
October	3,638.38		
November	3,931.66		
December	3,605.57		

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
June 1, 2012- June 30, 2012 EE0-4 REPORT
FULL/PART-TIME EMPLOYEES

REPORT G**Human Resources Committee Report**

September 18, 2012

Totals Job Category	Male						Female					
	A	B	C	D	E	F	G	H	I	J	K	
Officials/Administrators	81	22	9	1			31	17	1			
Professionals	82	17	2		1		42	16	2	2		
Technicians	20	10	2	1			6	1				
Protective Service	21	9	9	1				2				
Para-Professionals	134	26	35		1		31	31	7	3		
Administrative Support	298	32	61	3	3		43	136	19	1		
Skilled Craft	11	6	3		1			1				
Service Maintenance	48	8	35	1			2	2				
Grand Total	695	130	156	7	6	0	155	206	29	6	0	

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

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

REPORT G1

Human Resources Committee Report

September 18, 2012

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	81	21	9	1			31	18	1		
Professionals	79	15	2			1	42	15	2	2	
Technicians	21	11	2	1			6	1			
Protective Service	21	9	9	1				2			
Para-Professionals	133	26	35			1	31	31	7	2	
Administrative Support	297	32	59	3	3		42	138	19	1	
Skilled Craft	12	6	4			1		1			
Service Maintenance	47	8	34	1			2	2			
Grand Total	691	128	154	7	6	0	154	208	29	5	0

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

K=American Indian/Alaskan Native

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

REPORT G2**Human Resources Committee Report**

September 18, 2012

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	82	21	9	1			32	18	1		
Professionals	80	15	2		1		43	15	2	2	
Technicians	21	11	2	1			6	1			
Protective Service	21	9	9	1				2			
Para-Professionals	130	27	35		1		29	29	7	2	
Administrative Support	284	30	58	3	3		39	131	19	1	
Skilled Craft	12	6	4		1			1			
Service Maintenance	48	8	35	1			2	2			
Grand Total	678	127	154	7	6	0	151	199	29	5	0

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

K=American Indian/Alaskan Native

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

Human Resources Committee
Report
Sept 18, 2012

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Kaiser POS	76	71	147
Kaiser HMO	198	92	290
Delta Dental	150	214	364

Workers' Compensation Lost Time Report

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

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

REPORT H1

Human Resources Committee

Report

Sept 18, 2012

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Kaiser POS	76	73	149
Kaiser HMO	199	91	290
Delta Dental	154	215	369

Workers' Compensation Lost Time Report

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

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

REPORT H2

Human Resources Committee
Report
Sept 18, 2012

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Kaiser POS	76	73	149
Kaiser HMO	203	90	293
Delta Dental	154	215	369

Workers' Compensation Lost Time Report

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

CLEVELAND PUBLIC LIBRARY CIRCULATION POLICY

LIBRARY CARD ELIGIBILITY

Permanent residents of Ohio qualify for a free library card. Persons who go to school in Ohio or work on a permanent basis in Ohio also qualify for a free library card. Only one card is allowed per individual, with the exception of library cards issued to teachers in Cuyahoga County. Cleveland Public Library honors the library cards of other CLEVNET libraries for the circulation of materials. Special cards, such as those issued to businesses, educators, and temporary residents are governed by procedures set forth by Library administration.

APPLYING FOR A LIBRARY CARD

To apply for a library card, adults aged 18 or older must fill out an application and present valid, government-issued photo identification and current proof of address, if not listed on the photo identification. Acceptable forms of photo identification include a driver's license, state ID card, passport, and US. military ID. Acceptable proof of a current address is either a printed personal check showing the address on the application or an envelope, utility bill, or postcard with a recent (within last 30 days) postmark received at the address shown on the application.

Applicants aged 14 through 17 who are not accompanied by a parent or guardian may apply for and be issued a library card that excludes DVD borrowing privileges. Photo identification is required for applicants aged 14 through 17 years old. Acceptable forms of photo identification for applicants in this age group include school ID, a report card, or a class schedule with the applicant's name on it.

Children aged 13 and under must be accompanied by a parent or guardian at the time of application. The child and parent or guardian must be present at the time of application. The parent or guardian must present valid, government-issued photo identification and current proof of address.

All youth aged 17 and under who wish to borrow DVDs must be accompanied by a parent or guardian at the time of application. The parent or guardian must present valid, government-issued photo identification and current proof of address. The parent or guardian may choose to allow DVDs borrowing privileges at that time.

Library card privileges must be renewed every two years. Valid photo identification and current proof of address must be presented when renewing library privileges.

BORROWER RESPONSIBILITIES

Borrowers must present a valid library card when charging out materials. If the patron does not have the library card but still wishes to charge out materials, valid photo identification will be accepted. Borrowers are responsible for paying any fines or other charges imposed for the late return of materials, loss, or the mutilation of library materials. Parents or guardians who sign a library card application on behalf of an

applicant aged 17 or under are financially responsible for all materials borrowed on the card. Borrowers are responsible for reporting any changes in the account information in a timely fashion.

It is the borrower's responsibility and choice as to who has access to the library card for the account. A patron may allow a family member or friend to use his or her library card to check out materials, pick up materials on hold, and pay fines that are outstanding on that card. However, a valid library card must be presented and the Library reserves the right to ask a borrower for photo identification to verify identity before charging out materials.

LOST OR STOLEN LIBRARY CARD

If the borrower's card is lost or stolen, it is the borrower's responsibility to report the loss or theft to Cleveland Public Library or to another CLEVNET-member library immediately. A police report is required when a patron claims materials were checked out without permission. A new library card must be issued for lost, damaged or stolen cards; the cost for a replacement card is \$1.00. All charges or loans attached to the lost card will be transferred to the new card.

BORROWING GUIDELINES

A total of fifty circulating items may be on a borrower's record at any given time; of these, a total of eight (8) CPL-owned DVDs may be on a borrower's record. Loan periods depend upon the type of material being loaned; borrowers should note the due dates on the receipt provided at checkout. The Library upholds the circulation policy and loan periods for items owned by CLEVNET member libraries although they may differ from the loan periods of Cleveland Public Library.

Most CPL materials are renewable, and, depending on the item, may be renewed up to five times, provided there are no reservation requests pending and the patron has not accumulated more than \$24.99 in fines and/or fees on the account.

FINES & FEES

Once library materials are overdue, the cardholder will be charged overdue fines according to the Fines & Fees Schedule, approved by the Cleveland Public Library Board of Trustees. The Library will accept payment for lost or damaged materials, overdue fines and fees associated with materials owned by other CLEVNET member libraries at any CPL location. The Library will not wave any fines or fees associated with materials owned by other CLEVNET member libraries. If an item owned by another CLEVNET member library is found at a later date, the patron must return the item to the owning library to request a refund. CPL will not issue refunds for materials owned by another library system.

The Library does not charge overdue fines for circulating materials borrowed by patrons aged 60 and over, or those who are totally and permanently disabled. To qualify for a disabled card, the patron must present a permanent Golden Buckeye card issued by the

Ohio Department of Aging at the time of application. Patrons aged 60 and over or those who are totally and permanently disabled are still responsible for lost item charges.

Once an item is twenty-eight (28) or more days overdue, the Library will mail the borrower a bill for the cost of the item. When an item does not have a cost associated with it in the online catalog, the borrower is responsible for the replacement cost listed in the Fines & Fees Schedule. If the lost CPL item is found within 90 days of payment, the patron may contact the Library for a refund, less the maximum overdue fine for the item. In the event that a borrower believes that an item was returned on time, the borrower should contact the owning library to ask staff to check the shelf for the item. If the item is owned by CPL and not found after a shelf check, it is the sole discretion of the library manager to grant or deny CLAIMS RETURNED status for the item.

LOSS OF BORROWING PRIVILEGES

A patron is unable to borrow materials when fines and/or fees are in excess of \$24.99, 10 or more items are overdue, more than 50 items are already charged out, the patron's library card has expired, or the account has been referred for material recovery services.

MATERIALS RECOVERY

Accounts of borrowers aged 18 or older with fines and/or fees in excess of \$24.99 on their account are referred to material recovery services for processing and may be subject to credit reporting. Youth aged 17 or younger with fines and/or fees in excess of \$24.99 are referred to material recovery services for processing; however, their name will not be reported to a credit bureau. A collection fee will be assessed to the patron when the account is referred for material recovery services. A patron's borrowing privileges will be restored once the balance on the user's account is zero.

CONFIDENTIALITY OF LIBRARY RECORDS

In keeping with the Library's Policy on Confidentiality and the Privacy of Library Records, family members or friends are not given information about the accounts of the borrowers whose cards they are using, except in situations specified by Section 149.432 of Ohio Revised Code, e.g., a parent can get the account information of a minor child.

A parent or guardian may request overdue information and information about current items charged out on a minor child's library card, if the parent or guardian has the minor child's card, or the parent or guardian has photo identification with same address as that listed in the minor child's registration and proof of parentage or guardianship satisfactory to the Library.

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR JUNE 2012**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	2012	2011	
Main Library	152,785	153,444	764	767	942,350	950,845	-0.9%
Branches	326,693	333,726	1,555	1,579	1,457,323	1,480,638	-1.6%
Mobile Units	2,399	3,883			31,987	34,894	-8.3%
Library for the Blind	59,658	59,600			371,122	342,436	8.4%
eMedia	11,939	8,255			67,518	49,627	36.1%
TOTAL CIRCULATION	553,474	558,908			2,870,300	2,858,440	0.4%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
eBook	9,015	5,405	49,926	30,558	63.4%
eAudioBook	2,809	2,659	16,914	17,931	-5.7%
eMusic	68	83	348	465	-25.2%
eVideo	47	108	330	673	-51.0%
TOTAL eCIRCULATION	11,939	8,255	67,518	49,627	36.1%

Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
Downloads	9,506	9,049	47,500	42,690	11.3%
Users	525	520	3,210	3,093	3.8%

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	146	41 minutes	10,351	11,057	7,125	7,890	-9.7%
Branches	351	39 minutes	63,454	69,609	41,411	46,030	-10.0%
TOTAL USAGE	497		73,805	80,666	48,536	53,920	-10.0%

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	44,021	46,032	220	230	276,585	281,150	-1.6%
Branches	242,028	260,965	1,152	1,235	1,457,323	1,480,638	-1.6%
Mobile Unit	409	786			4,549	4,819	-5.6%
TOTAL VISITS	286,458	307,783			1,738,457	1,766,607	-1.6%

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR JUNE 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	8,552	795	579	971	10,897	1,131	12,028
Broadway	2,409	252	160	236	3,057	323	3,380
Brooklyn	6,414	524	499	737	8,174	809	8,983
Carnegie West	9,857	914	1,008	1,284	13,063	1,475	14,538
Collinwood	6,953	659	612	906	9,130	1,146	10,276
East 131st	3,783	299	313	439	4,834	424	5,258
Eastman	12,404	1,151	1,035	1,830	16,420	2,447	18,867
Fleet	11,726	915	885	1,458	14,984	1,428	16,412
Fulton	7,634	688	541	946	9,809	1,148	10,957
Garden Valley	4,216	277	222	238	4,953	382	5,335
Glenville	6,434	619	574	797	8,424	822	9,246
Harvard-Lee	6,516	636	550	948	8,650	913	9,563
Hough	4,683	451	235	428	5,797	594	6,391
Jefferson	5,814	744	819	1,299	8,676	964	9,640
Langston Hughes	5,817	642	416	788	7,663	683	8,346
Lorain	8,036	868	607	1,234	10,745	1,036	11,781
Martin Luther King, Jr.	5,509	444	764	1,099	7,816	899	8,715
Memorial-Nottingham	10,849	974	1,275	1,865	14,963	1,896	16,859
Mt. Pleasant	4,918	512	478	665	6,573	554	7,127
Rice	10,603	643	608	867	12,721	1,134	13,855
Rockport	15,718	1,412	1,236	1,830	20,196	2,552	22,748
South	6,138	571	393	599	7,701	704	8,405
South Brooklyn	14,799	1,373	1,601	2,246	20,019	2,841	22,860
Sterling	4,686	529	423	522	6,160	474	6,634
Union	5,585	594	301	472	6,952	670	7,622
Walz	11,335	1,018	1,107	1,482	14,942	1,695	16,637
West Park	14,150	1,708	2,431	3,595	21,884	3,175	25,059
Woodland	7,538	593	383	657	9,171	868	10,039
TOTAL	223,076	20,805	20,055	30,438	294,374	33,187	327,561

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR JUNE 2012

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2012	2011	2012	2011		
Addison	12,028	14,980	80,275	84,750	-4,475	-5.3%
Broadway	3,380	3,286	19,530	21,184	-1,654	-7.8%
Brooklyn	8,983	8,973	52,991	56,727	-3,736	-6.6%
Carnegie West	14,538	13,523	85,785	77,466	8,319	10.7%
Collinwood	10,276	10,119	61,114	60,254	860	1.4%
East 131st	5,258	5,431	33,633	31,866	1,767	5.5%
Eastman	18,867	19,559	113,785	115,844	-2,059	-1.8%
Fleet	16,412	13,989	88,107	80,451	7,656	9.5%
Fulton	10,957	12,034	69,019	71,962	-2,943	-4.1%
Garden Valley	5,335	3,993	30,841	23,470	7,371	31.4%
Glenville	9,246	8,517	55,480	52,525	2,955	5.6%
Harvard-Lee	9,563	9,814	57,456	58,121	-665	-1.1%
Hough	6,391	7,148	36,093	38,419	-2,326	-6.1%
Jefferson	9,640	9,497	59,280	59,707	-427	-0.7%
Langston Hughes	8,346	8,155	43,672	49,590	-5,918	-11.9%
Lorain	11,781	12,011	71,731	72,079	-348	-0.5%
Martin Luther King, Jr.	8,715	9,586	49,497	52,436	-2,939	-5.6%
Memorial-Nottingham	16,859	17,174	101,386	108,250	-6,864	-6.3%
Mt. Pleasant	7,127	7,574	42,382	40,109	2,273	5.7%
Rice	13,855	12,979	76,463	77,919	-1,456	-1.9%
Rockport	22,748	24,483	139,005	138,069	936	0.7%
South	8,405	8,798	54,912	54,382	530	1.0%
South Brooklyn	22,860	22,740	129,217	135,307	-6,090	-4.5%
Sterling	6,634	5,977	37,335	37,590	-255	-0.7%
Union	7,622	6,542	43,673	40,280	3,393	8.4%
Walz	16,637	17,789	103,102	104,494	-1,392	-1.3%
West Park	25,059	25,357	149,198	151,559	-2,361	-1.6%
Woodland	9,171	9,837	61,927	55,695	6,232	11.2%
TOTAL	326,693	329,865	1,946,889	1,950,505	-3,616	-0.2%

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE JUNE 2012**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2012	2011	2012	2011		
Addison	6,779	6,278	43,679	34,482	9,197	26.7%
Broadway	754	1,771	9,317	8,760	557	6.4%
Brooklyn	4,908	5,395	26,638	26,609	29	0.1%
Carnegie West	16,411	17,668	108,617	112,381	-3,764	-3.3%
Collinwood	6,243	7,583	41,889	41,142	747	1.8%
East 131st	6,428	6,704	41,985	36,943	5,042	13.6%
Eastman	11,571	11,862	71,421	70,864	557	0.8%
Fleet	11,036	11,491	64,133	61,018	3,115	5.1%
Fulton	8,254	8,309	45,870	43,268	2,602	6.0%
Garden Valley	4,878	5,898	27,626	29,860	-2,234	-7.5%
Glennville	7,880	8,413	47,313	44,180	3,133	7.1%
Harvard-Lee	7,959	9,170	49,873	50,533	-660	-1.3%
Hough	13,987	16,477	73,447	80,956	-7,509	-9.3%
Jefferson	8,337	8,669	51,002	47,985	3,017	6.3%
Langston Hughes	6,584	6,579	37,520	36,555	965	2.6%
Lorain	8,617	8,111	47,486	42,519	4,967	11.7%
Martin Luther King, Jr.	5,482	5,689	34,273	36,222	-1,949	-5.4%
Memorial-Nottingham	9,367	9,775	48,646	49,453	-807	-1.6%
Mt. Pleasant	5,668	7,438	36,093	38,282	-2,189	-5.7%
Rice	13,308	12,867	74,890	84,647	-9,757	-11.5%
Rockport	9,841	11,112	66,159	64,455	1,704	2.6%
South	8,261	7,808	52,334	51,549	785	1.5%
South Brooklyn	12,546	13,087	78,939	86,923	-7,984	-9.2%
Sterling	13,792	14,965	72,267	78,274	-6,007	-7.7%
Union	6,609	8,065	40,950	56,146	-15,196	-27.1%
Walz	8,970	10,798	56,193	58,958	-2,765	-4.7%
West Park	9,601	10,259	65,821	63,393	2,428	3.8%
Woodland	7,957	8,724	42,942	44,281	-1,339	-3.0%
TOTAL	242,028	260,965	1,457,323	1,480,638	-23,315	-1.6%

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS JUNE 2012**

Rank	Branch	Total Circulation	Branch	Attendance	Population*	
					2010	2000
1	West Park	25,059	Carnegie West	16,411	South Brooklyn	32,043
2	South Brooklyn	22,860	Hough	13,987	West Park	27,814
3	Rockport	22,748	Sterling	13,792	Fleet	25,478
4	Eastman	18,867	Rice	13,308	Eastman	23,674
5	Memorial-Nottingham	16,859	South Brooklyn	12,546	Rockport	19,896
6	Walz	16,637	Eastman	11,571	Fulton	19,647
7	Fleet	16,412	Fleet	11,036	Rice	19,462
8	Carnegie West	14,538	Rockport	9,841	Memorial-Nottingham	19,271
9	Rice	13,855	West Park	9,601	Harvard-Lee	17,655
10	Addison	12,028	Memorial-Nottingham	9,367	Walz	16,063
11	Lorain	11,781	Walz	8,970	Collinwood	14,769
12	Fulton	10,957	Lorain	8,617	Langston Hughes	14,439
13	Collinwood	10,276	Jefferson	8,337	Glenville	14,006
14	Jefferson	9,640	South	8,261	Addison	13,603
15	Harvard-Lee	9,563	Fulton	8,254	East 131st	13,025
16	Glenville	9,246	Harvard-Lee	7,959	Mt. Pleasant	12,792
17	Woodland	9,171	Woodland	7,957	Lorain	12,588
18	Brooklyn	8,983	Glenville	7,880	Martin Luther King, Jr.	12,392
19	Martin Luther King, Jr.	8,715	Addison	6,779	Carnegie West	10,487
20	South	8,405	Union	6,609	Union	8,416
21	Langston Hughes	8,346	Langston Hughes	6,584	Sterling	8,267
22	Union	7,622	East 131st	6,428	Woodland	7,946
23	Mt. Pleasant	7,127	Collinwood	6,243	South	6,325
24	Sterling	6,634	Mt. Pleasant	5,668	Hough	5,667
25	Hough	6,391	Martin Luther King, Jr.	5,482	Brooklyn	5,524
26	Garden Valley	5,335	Brooklyn	4,908	Jefferson	3,515
27	East 131st	5,258	Garden Valley	4,878	Garden Valley	2,310
28	Broadway	3,380	Broadway	754	Broadway	1,249
		326,693		242,028		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 JUNE 2012**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD
	2012	2011	2012	2011	Gain/Loss
CLEVNET	85,549	80,094	486,337	453,764	7.2%
MORE	820	950	5,258	5,697	-7.7%
Other Libraries	500	474	2,601	3,338	-22.1%
TOTAL	86,869	81,518	494,196	462,799	6.8%

*Totals included in Main Library and Branch circulation counts.

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD
	2012	2011	2012	2011	Gain/Loss
Projected	25,231	26,027	152,862	148,308	3.1%
KnowitNow Web Reference*	255	310	3,329	5,566	-40.2%
Interlibrary Loan Requests	4,305	3,483	22,651	22,926	-1.2%
TOTAL	29,791	29,820	178,842	176,800	1.2%

*Questions taken by CPL staff only. An adoption of the KIN method for counting reference questions resulted in an adjustment to the YTD figure for 2012

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD
	2012	2011	2012	2011	Gain/Loss
New Titles Added	9,764	7,946	46,389	45,214	2.6%
Total Items Added	27,496	30,365	158,845	180,554	-12.0%

HOURS OPEN	Monthly Total		Year-to-Date		YTD
	2012	2011	2012	2011	Gain/Loss
Main Library	200	200	1,206	1,192	1.2%
Branches	5,884	5,919	35,611	35,194	1.2%

MYTUNES	June 2012	May 2012	Apr 2012	Mar 2012	Feb 2012
	Songs Downloaded	6,373	6,468	7,010	6,908
Users	991	982	1,087	1,097	1,080
New Registrations	13	17	14	21	24

CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR JULY 2012

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	2012	2011	
Main Library Branches	159,323	159,152	797	796	1,101,673	1,109,997	-0.7%
Mobile Units	344,686	338,329	1,625	1,620	2,291,575	2,288,834	0.1%
Library for the Blind	4,730	4,875			36,717	39,769	-7.7%
eMedia	61,581	53,125			432,703	395,561	9.4%
TOTAL CIRCULATION	582,558	563,870			3,942,424	3,892,177	1.3%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
eBook	9,111	5,524	59,037	36,082	63.6%
eAudioBook	3,025	2,728	19,939	20,659	-3.5%
eMusic	59	47	407	512	-20.5%
eVideo	43	90	373	763	-51.1%
TOTAL eCIRCULATION	12,238	8,389	79,756	58,016	37.5%

Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
Downloads	10,223	8,844	67,229	60,583	11.0%
Users	563	537	3,773	3,630	3.9%

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	93	42 minutes	12,118	9,535	8,728	6,749	29.3%
	351	40 minutes	70,593	57,403	46,638	38,942	19.8%
TOTAL USAGE	444		82,711	66,938	55,366	45,690	21.2%

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	47,833	47,456	239	237	324,418	328,606	-1.3%
Mobile Unit	254,895	265,842	1,201	1,273	1,712,218	1,746,480	-2.0%
	1,084	738			5,633	5,557	1.4%
TOTAL VISITS	303,812	314,036			2,042,269	2,080,643	-1.8%

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR JULY 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	8,740	739	590	906	10,975	1,167	12,142
Broadway	2,482	237	119	226	3,064	287	3,351
Brooklyn	6,871	597	492	718	8,678	825	9,503
Carnegie West	10,610	972	1,159	1,367	14,108	1,683	15,791
Collinwood	7,452	835	744	1,091	10,122	1,200	11,322
East 131st	4,000	389	333	522	5,244	503	5,747
Eastman	12,754	1,029	1,013	1,501	16,297	2,707	19,004
Fleet	12,169	959	949	1,345	15,422	1,633	17,055
Fulton	8,054	657	466	856	10,033	1,331	11,364
Garden Valley	4,087	278	155	174	4,694	410	5,104
Glenville	6,011	623	604	883	8,121	854	8,975
Harvard-Lee	7,011	818	611	1,070	9,510	1,058	10,568
Hough	4,962	396	255	434	6,047	561	6,608
Jefferson	6,501	684	760	1,019	8,964	1,038	10,002
Langston Hughes	5,616	502	499	645	7,262	757	8,019
Lorain	9,364	735	670	1,196	11,965	1,188	13,153
Martin Luther King, Jr.	5,778	465	824	918	7,985	1,128	9,113
Memorial-Nottingham	12,275	976	1,348	2,053	16,652	2,083	18,735
Mt. Pleasant	5,620	554	428	598	7,200	641	7,841
Rice	10,678	751	639	1,119	13,187	1,316	14,503
Rockport	16,649	1,458	1,407	1,864	21,378	2,721	24,099
South	6,322	714	470	737	8,243	888	9,131
South Brooklyn	15,164	1,452	1,494	2,008	20,118	2,990	23,108
Sterling	5,721	501	556	637	7,415	596	8,011
Union	6,243	603	346	587	7,779	687	8,466
Walz	11,220	1,184	1,159	1,546	15,109	1,792	16,901
West Park	14,358	1,720	2,403	3,511	21,992	3,397	25,389
Woodland	8,882	673	400	792	10,747	934	11,681
TOTAL	235,594	21,501	20,893	30,323	308,311	36,375	344,686

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR JULY 2012

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2012	2011	2012	2011		
Addison	12,142	15,046	92,417	99,796	-7,379	-7.4%
Broadway	3,351	3,455	22,881	24,639	-1,758	-7.1%
Brooklyn	9,503	8,667	62,494	65,394	-2,900	-4.4%
Carnegie West	15,791	13,697	101,576	91,163	10,413	11.4%
Collinwood	11,322	10,647	72,436	70,901	1,535	2.2%
East 131st	5,747	6,238	39,380	38,104	1,276	3.3%
Eastman	19,004	18,917	132,789	134,761	-1,972	-1.5%
Fleet	17,055	13,599	105,162	94,050	11,112	11.8%
Fulton	11,364	12,785	80,383	84,747	-4,364	-5.1%
Garden Valley	5,104	4,853	35,945	28,323	7,622	26.9%
Glenville	8,975	8,831	64,455	61,356	3,099	5.1%
Harvard-Lee	10,568	10,212	68,024	68,333	-309	-0.5%
Hough	6,608	7,261	42,701	45,680	-2,979	-6.5%
Jefferson	10,002	10,088	69,282	69,795	-513	-0.7%
Langston Hughes	8,019	8,266	51,691	57,856	-6,165	-10.7%
Lorain	13,153	12,753	84,884	84,832	52	0.1%
Martin Luther King, Jr.	9,113	9,642	58,610	62,078	-3,468	-5.6%
Memorial-Nottingham	18,735	16,802	120,121	125,052	-4,931	-3.9%
Mt. Pleasant	7,841	8,090	50,223	48,199	2,024	4.2%
Rice	14,503	13,229	90,966	91,148	-182	-0.2%
Rockport	24,099	24,461	163,104	162,530	574	0.4%
South	9,131	9,387	64,043	63,769	274	0.4%
South Brooklyn	23,108	22,736	152,325	158,043	-5,718	-3.6%
Sterling	8,011	5,520	45,346	43,110	2,236	5.2%
Union	8,466	7,304	52,139	47,584	4,555	9.6%
Walz	16,901	18,362	120,003	122,856	-2,853	-2.3%
West Park	25,389	26,682	174,587	178,241	-3,654	-2.1%
Woodland	11,681	10,799	73,608	66,494	7,114	10.7%
TOTAL	344,686	338,329	2,291,575	2,288,834	2,741	0.1%

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE JULY 2012**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2012	2011	2012	2011		
Addison	7,484	6,238	51,163	40,720	10,443	25.6%
Broadway	1,938	1,860	11,255	10,620	635	6.0%
Brooklyn	5,612	5,565	32,250	32,174	76	0.2%
Carnegie West	16,774	17,594	125,391	129,975	-4,584	-3.5%
Collinwood	6,471	7,291	48,360	48,433	-73	-0.2%
East 131st	7,399	6,675	49,384	43,618	5,766	13.2%
Eastman	12,543	12,271	83,964	83,135	829	1.0%
Fleet	12,798	11,967	76,931	72,985	3,946	5.4%
Fulton	9,222	9,298	55,092	52,566	2,526	4.8%
Garden Valley	5,423	5,127	33,049	34,987	-1,938	-5.5%
Glenville	8,566	8,182	55,879	52,362	3,517	6.7%
Harvard-Lee	8,252	8,650	58,125	59,183	-1,058	-1.8%
Hough	14,229	19,326	87,676	100,282	-12,606	-12.6%
Jefferson	8,407	8,446	59,409	56,431	2,978	5.3%
Langston Hughes	6,852	6,704	44,372	43,259	1,113	2.6%
Lorain	9,159	8,442	56,645	50,961	5,684	11.2%
Martin Luther King, Jr.	4,798	5,459	39,071	41,681	-2,610	-6.3%
Memorial-Nottingham	8,967	8,976	57,613	58,429	-816	-1.4%
Mt. Pleasant	6,308	7,909	42,401	46,191	-3,790	-8.2%
Rice	12,124	11,676	87,014	96,323	-9,309	-9.7%
Rockport	10,239	13,576	76,398	78,031	-1,633	-2.1%
South	7,721	7,884	60,055	59,433	622	1.0%
South Brooklyn	12,987	13,386	91,926	100,309	-8,383	-8.4%
Sterling	14,963	15,217	87,230	93,491	-6,261	-6.7%
Union	7,299	7,403	48,249	63,549	-15,300	-24.1%
Walz	9,340	11,364	65,533	70,322	-4,789	-6.8%
West Park	10,172	10,237	75,993	73,630	2,363	3.2%
Woodland	8,848	9,119	51,790	53,400	-1,610	-3.0%
TOTAL	254,895	265,842	1,712,218	1,746,480	-34,262	-2.0%

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS JULY 2012**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
1 West Park	25,389	1 Carnegie West	16,774	1 South Brooklyn	32,043
2 Rockport	24,099	2 Sterling	14,963	2 West Park	27,814
3 South Brooklyn	23,108	3 Hough	14,229	3 Fleet	25,478
4 Eastman	19,004	4 South Brooklyn	12,987	4 Eastman	23,674
5 Memorial-Nottingham	18,735	5 Fleet	12,798	5 Rockport	19,896
6 Fleet	17,055	6 Eastman	12,543	6 Fulton	19,647
7 Walz	16,901	7 Rice	12,124	7 Rice	19,462
8 Carnegie West	15,791	8 Rockport	10,239	8 Memorial-Nottingham	19,271
9 Rice	14,503	9 West Park	10,172	9 Harvard-Lee	17,655
10 Lorain	13,153	10 Walz	9,340	10 Walz	16,063
11 Addison	12,142	11 Fulton	9,222	11 Collinwood	14,769
12 Woodland	11,681	12 Lorain	9,159	12 Langston Hughes	14,439
13 Fulton	11,364	13 Memorial-Nottingham	8,967	13 Glenville	14,006
14 Collinwood	11,322	14 Woodland	8,848	14 Addison	13,603
15 Harvard-Lee	10,568	15 Glenville	8,566	15 East 131st	13,025
16 Jefferson	10,002	16 Jefferson	8,407	16 Mt. Pleasant	12,792
17 Brooklyn	9,503	17 Harvard-Lee	8,252	17 Lorain	12,588
18 South	9,131	18 South	7,721	18 Martin Luther King, Jr.	12,392
19 Martin Luther King, Jr.	9,113	19 Addison	7,484	19 Carnegie West	10,487
20 Glenville	8,975	20 East 131st	7,399	20 Union	8,416
21 Union	8,466	21 Union	7,299	21 Sterling	8,267
22 Langston Hughes	8,019	22 Langston Hughes	6,852	22 Woodland	7,946
23 Sterling	8,011	23 Collinwood	6,471	23 South	6,325
24 Mt. Pleasant	7,841	24 Mt. Pleasant	6,308	24 Hough	5,667
25 Hough	6,608	25 Brooklyn	5,612	25 Brooklyn	5,524
26 East 131st	5,747	26 Garden Valley	5,423	26 Jefferson	3,515
27 Garden Valley	5,104	27 Martin Luther King, Jr.	4,798	27 Garden Valley	2,310
28 Broadway	3,351	28 Broadway	1,938	28 Broadway	1,249
	344,686		254,895		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 JULY 2012**

OTHER TRANSACTIONS
Loans* to:

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
CLEVNET	89,708	82,064	576,045	535,828	7.5%
MORE	957	606	6,215	6,303	-1.4%
Other Libraries	623	481	3,224	3,819	-15.6%
TOTAL	91,288	83,151	585,484	545,950	7.2%

*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	19,255	25,447	172,118	173,755	-0.9%
KnowitNow Web Reference*	255	235	3,584	5,801	-38.2%
Interlibrary Loan Requests	4,688	2,830	27,339	25,756	6.1%
TOTAL	24,198	28,512	203,041	205,312	-1.1%

*Questions taken by CPL staff only. An adoption of the KIN method for counting reference questions resulted in an adjustment to the YTD figure for 2012

**CHANGES IN PERMANENT
COLLECTION**

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
New Titles Added	8,210	6,914	54,599	52,128	4.7%
Total Items Added	26,292	25,488	185,137	206,042	-10.1%

HOURS OPEN

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
Main Library	200	200	1,406	1,392	1.0%
Branches	5,941	5,849	41,552	41,043	1.2%

MYTUNES

	July 2012	June 2012	May 2012	Apr 2012	Mar 2012
	Songs Downloaded	6,896	6,373	6,468	7,010
Users	1,028	991	982	1,087	1,097
New Registrations	15	13	17	14	21

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR AUGUST 2012**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	2012	2011	
Main Library	162,968	168,181	754	779	1,264,641	1,278,178	-1.1%
Branches	361,201	361,217	1,588	1,582	2,652,596	2,650,051	0.1%
Mobile Units	4,832	5,764			41,549	45,533	-8.7%
Library for the Blind	70,621	58,035			503,354	453,596	11.0%
eMedia	12,494	8,587			92,250	66,603	38.5%
TOTAL CIRCULATION	612,116	601,784			4,554,390	4,493,961	1.3%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss	
	2012	2011	2012	2011	Gain/Loss	%
eBook	9,351	5,727	68,388	41,809	63.6%	
eAudioBook	3,012	2,739	22,951	23,398	-1.9%	
eMusic	68	51	475	563	-15.6%	
eVideo	63	70	436	833	-47.7%	
TOTAL eCIRCULATION	12,494	8,587	92,250	66,603	38.5%	Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOAD	Monthly Total		Year-to-Date		YTD Gain/Loss	
	2012	2011	2012	2011	Gain/Loss	%
Downloads	9,632	8,288	76,861	68,871	11.6%	
Users	544	519	4,317	4,149	4.0%	

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use		YTD Gain/Loss
			2012	2011	2012	2011	
Main Library	90	43 minutes	14,421	11,221	10,497	8,037	30.6%
Branches	356	39 minutes	76,611	63,607	50,412	42,944	17.4%
CMHA Applications*	120	24 minutes	0	3,577	0	1,405	
TOTAL USAGE	446		91,032	78,405	60,909	52,386	16.3%

Sessions less than 5 minutes excluded. Hours in use does not include grace periods computers are held for patrons. CMHA Application lottery took place in August, 2011. The Library's computers were a resource for many applicants.

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	2012	2011	
Main Library	51,942	54,079	240	250	376,360	382,685	-1.7%
Branches	267,414	301,913	1,176	1,323	1,979,632	2,048,393	-3.4%
Mobile Unit	937	988			6,161	6,545	-5.9%
TOTAL VISITS	320,293	356,980			2,362,153	2,437,623	-3.1%

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR AUGUST 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	9,513	867	579	921	11,880	1,153	13,033
Broadway	2,526	257	206	317	3,306	297	3,603
Brooklyn	7,569	779	484	714	9,546	968	10,514
Carnegie West	10,406	969	1,180	1,212	13,767	1,461	15,228
Collinwood	7,439	780	645	1,006	9,870	1,102	10,972
East 131st	3,963	505	376	542	5,386	536	5,922
Eastman	13,570	1,059	1,133	1,654	17,416	2,686	20,102
Fleet	11,950	1,119	1,030	1,788	15,887	1,645	17,532
Fulton	9,302	725	531	1,026	11,584	1,363	12,947
Garden Valley	4,388	373	210	244	5,215	477	5,692
Glenville	6,920	644	649	946	9,159	823	9,982
Harvard-Lee	7,450	731	636	981	9,798	1,176	10,974
Hough	5,084	434	301	411	6,230	578	6,808
Jefferson	6,134	662	899	1,124	8,819	1,089	9,908
Langston Hughes	5,540	590	493	721	7,344	859	8,203
Lorain	9,274	963	787	1,275	12,299	1,202	13,501
Martin Luther King, Jr.	5,964	448	980	857	8,249	1,155	9,404
Memorial-Nottingham	11,967	852	1,342	2,067	16,228	2,013	18,241
Mt. Pleasant	5,589	552	418	613	7,172	658	7,830
Rice	12,212	772	734	1,130	14,848	1,440	16,288
Rockport	17,642	1,450	1,383	2,037	22,512	2,735	25,247
South	6,440	743	571	591	8,345	898	9,243
South Brooklyn	15,933	1,554	1,700	2,581	21,768	3,083	24,851
Sterling	6,275	641	572	722	8,210	665	8,875
Union	7,275	745	404	783	9,207	744	9,951
Walz	12,264	1,232	1,244	1,719	16,459	1,872	18,331
West Park	14,877	1,588	2,673	3,609	22,747	3,274	26,021
Woodland	8,928	626	392	769	10,715	1,103	11,818
TOTAL	246,394	22,660	22,552	32,360	323,966	37,055	361,021

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR AUGUST 2012

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2012	2011	2012	2011			
Addison	13,033	16,731	105,450	116,527	-11,077	-9.5%	
Broadway	3,603	3,381	26,484	28,020	-1,536	-5.5%	
Brooklyn	10,514	9,063	73,008	74,457	-1,449	-1.9%	
Carnegie West	15,228	14,452	116,804	105,615	11,189	10.6%	
Collinwood	10,972	11,569	83,408	82,470	938	1.1%	
East 131st	5,922	7,783	45,302	45,887	-585	-1.3%	
Eastman	20,102	20,431	152,891	155,192	-2,301	-1.5%	
Fleet	17,532	14,445	122,694	108,495	14,199	13.1%	
Fulton	12,947	13,085	93,330	97,832	-4,502	-4.6%	
Garden Valley	5,692	5,640	41,637	33,963	7,674	22.6%	
Glenville	9,982	8,765	74,437	70,121	4,316	6.2%	
Harvard-Lee	10,974	10,789	78,998	79,122	-124	-0.2%	
Hough	6,808	7,311	49,509	52,991	-3,482	-6.6%	
Jefferson	9,908	10,952	79,190	80,747	-1,557	-1.9%	
Langston Hughes	8,203	8,485	59,894	66,341	-6,447	-9.7%	
Lorain	13,501	14,157	98,385	98,989	-604	-0.6%	
Martin Luther King, Jr.	9,404	10,106	68,014	72,184	-4,170	-5.8%	
Memorial-Nottingham	18,241	17,351	138,362	142,403	-4,041	-2.8%	
Mt. Pleasant	7,830	8,820	58,053	57,019	1,034	1.8%	
Rice	16,288	15,132	107,254	106,280	974	0.9%	
Rockport	25,247	25,792	188,351	188,322	29	0.0%	
South	9,243	10,743	73,286	74,512	-1,226	-1.6%	
South Brooklyn	24,851	23,395	177,176	181,438	-4,262	-2.3%	
Sterling	8,875	7,418	54,221	50,528	3,693	7.3%	
Union	9,951	7,512	62,090	55,096	6,994	12.7%	
Walz	18,331	19,326	138,334	142,182	-3,848	-2.7%	
West Park	26,021	26,530	200,608	204,771	-4,163	-2.0%	
Woodland	11,818	12,053	85,426	78,547	6,879	8.8%	
TOTAL	361,021	361,217	2,652,596	2,650,051	2,545	0.1%	

CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE AUGUST 2012

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2012	2011	2012	2011		
Addison	7,800	7,118	58,963	47,838	11,125	23.3%
Broadway	1,861	1,973	13,116	12,593	523	4.2%
Brooklyn	5,640	6,191	37,890	38,365	-475	-1.2%
Carnegie West	17,886	19,830	143,277	149,805	-6,528	-4.4%
Collinwood	6,755	8,587	55,115	57,020	-1,905	-3.3%
East 131st	7,689	8,319	57,073	51,937	5,136	9.9%
Eastman	13,298	13,779	97,262	96,914	348	0.4%
Fleet	12,332	13,402	89,263	86,387	2,876	3.3%
Fulton	8,990	10,128	64,082	62,694	1,388	2.2%
Garden Valley	5,649	6,402	38,698	41,389	-2,691	-6.5%
Glenville	8,928	9,358	64,807	61,720	3,087	5.0%
Harvard-Lee	8,720	10,056	66,845	69,239	-2,394	-3.5%
Hough	12,009	17,847	99,685	118,129	-18,444	-15.6%
Jefferson	8,480	9,470	67,889	65,901	1,988	3.0%
Langston Hughes	7,902	8,015	52,274	51,274	1,000	2.0%
Lorain	9,127	9,477	65,772	60,438	5,334	8.8%
Martin Luther King, Jr.	9,648	6,661	67,261	48,342	18,919	39.1%
Memorial-Nottingham	5,678	10,139	44,749	68,568	-23,819	-34.7%
Mt. Pleasant	7,119	8,247	49,520	54,438	-4,918	-9.0%
Rice	13,768	15,714	100,782	112,037	-11,255	-10.0%
Rockport	12,476	14,885	88,874	92,916	-4,042	-4.4%
South	8,666	9,271	68,721	68,704	17	0.0%
South Brooklyn	13,791	16,416	105,717	116,725	-11,008	-9.4%
Sterling	14,360	18,210	101,590	111,701	-10,111	-9.1%
Union	8,985	8,465	57,234	72,014	-14,780	-20.5%
Walz	10,018	12,259	75,551	82,581	-7,030	-8.5%
West Park	10,955	10,907	86,948	84,537	2,411	2.9%
Woodland	8,884	10,787	60,674	64,187	-3,513	-5.5%
TOTAL	267,414	301,913	1,979,632	2,048,393	-68,761	-3.4%

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS AUGUST 2012**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
1 West Park	26,021	1 Carnegie West	17,886	1 South Brooklyn	32,043
2 Rockport	25,247	2 Sterling	14,360	2 West Park	27,814
3 South Brooklyn	24,851	3 South Brooklyn	13,791	3 Fleet	25,478
4 Eastman	20,102	4 Rice	13,768	4 Eastman	23,674
5 Walz	18,331	5 Eastman	13,298	5 Rockport	19,896
6 Memorial-Nottingham	18,241	6 Rockport	12,476	6 Fulton	19,647
7 Fleet	17,532	7 Fleet	12,332	7 Rice	19,462
8 Rice	16,288	8 Hough	12,009	8 Memorial-Nottingham	19,271
9 Carnegie West	15,228	9 West Park	10,955	9 Harvard-Lee	17,655
10 Lorain	13,501	10 Walz	10,018	10 Walz	16,063
11 Addison	13,033	11 Martin Luther King, Jr.	9,648	11 Collinwood	14,769
12 Fulton	12,947	12 Lorain	9,127	12 Langston Hughes	14,439
13 Woodland	11,818	13 Fulton	8,990	13 Glenville	14,006
14 Harvard-Lee	10,974	14 Union	8,985	14 Addison	13,603
15 Collinwood	10,972	15 Glenville	8,928	15 East 131st	13,025
16 Brooklyn	10,514	16 Woodland	8,884	16 Mt. Pleasant	12,792
17 Glenville	9,982	17 Harvard-Lee	8,720	17 Lorain	12,588
18 Union	9,951	18 South	8,666	18 Martin Luther King, Jr.	12,392
19 Jefferson	9,908	19 Jefferson	8,480	19 Carnegie West	10,487
20 Martin Luther King, Jr.	9,404	20 Langston Hughes	7,902	20 Union	8,416
21 South	9,243	21 Addison	7,800	21 Sterling	8,267
22 Sterling	8,875	22 East 131st	7,689	22 Woodland	7,946
23 Langston Hughes	8,203	23 Mt. Pleasant	7,119	23 South	6,325
24 Mt. Pleasant	7,830	24 Collinwood	6,755	24 Hough	5,667
25 Hough	6,808	25 Memorial-Nottingham	5,678	25 Brooklyn	5,524
26 East 131st	5,922	26 Garden Valley	5,649	26 Jefferson	3,515
27 Garden Valley	5,692	27 Brooklyn	5,640	27 Garden Valley	2,310
28 Broadway	3,603	28 Broadway	1,861	28 Broadway	1,249
	361,021		267,414		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 AUGUST 2012**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD
	2012	2011	2012	2011	Gain/Loss
CLEVNET	93,702	86,442	678,087	622,270	9.0%
MORE	885	918	7,100	7,221	-1.7%
Other Libraries	810	447	4,034	4,266	-5.4%
TOTAL	95,397	87,807	689,221	633,757	8.8%

*Totals included in Main Library and Branch circulation counts.

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD
	2012	2011	2012	2011	Gain/Loss
Projected	20,628	28,818	194,937	202,573	-3.8%
KnowItNow Web Reference*	352	253	6,929	6,054	14.5%
Interlibrary Loan Requests	5,611	3,525	32,950	29,281	12.5%
TOTAL	26,591	32,596	234,816	237,908	-1.3%

*Questions taken by CPL staff only. An adoption of the KIN method for counting reference questions resulted in an adjustment to the YTD figure for 2012

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD
	2012	2011	2012	2011	Gain/Loss
New Titles Added	7,684	8,177	62,283	60,305	3.3%
Total Items Added	26,816	28,078	211,953	234,120	-9.5%

HOURS OPEN	Monthly Total		Year-to-Date		YTD
	2012	2011	2012	2011	Gain/Loss
Main Library	216	216	1,622	1,608	0.9%
Branches	6,367	6,391	47,919	47,434	1.0%

MYTUNES	August 2012	July 2012	June 2012	May 2012	Apr 2012
	Songs Downloaded	6,370	6,896	6,373	6,468
Users	1,028	1,028	991	982	1,087
New Registrations	10	15	13	17	14



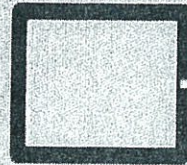
Opened TechCentral on June 18, 2012



36,314
Visitors

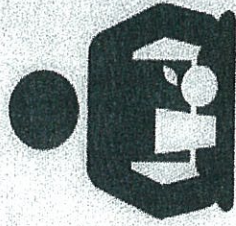


28,470
Computer sessions



357
Tech Toybox and myCloud
equipment checkouts

Summer Reading and Lunches



12,144
Lunches served during the
Summer Lunch Program



35,896
Books read during the
Summer Reading Club



1,616
Summer Reading Club finale attendance
at Cleveland Metroparks Zoo