

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
January 17, 2013
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Mr. Corrigan, Ms. Butts, Ms. Rodriguez,
Mr. Werner, Mr. Seifullah (arrived, 12:18 p.m.)

Absent: Mr. Hairston, Mr. Parker

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

Approval of the Minutes

Ms. Rodriguez moved approval of the minutes for the 12/20/12 Regular Board Meeting. Mr. Werner seconded the motion, which passed unanimously by roll call vote.

REGULAR BOARD
MEETING 12/20/12
Approved

Endowment Portfolio Presentation

Following an introduction by Carrie Krenicky, Chief Financial Officer, William Mitchner, Vice President, Director of PNC Capital Advisors, gave a detailed presentation of Cleveland Public Library's Endowment Portfolio for the period ending 12/31/12.

Mr. Mitchner's presentation included but was not limited to: Market Review consisting of quarterly economic, equity, fixed income market reviews; Investment Policy Guidelines reviewing asset allocation, equities and fixed income.

Mr. Corrigan thanked Mr. Mitchner for his responsiveness in confirming that none of PNC investments were in hedge funds owned by companies that manufacture automatic weapons such as the one used in the recent mass killing in Newtown, Connecticut.

Mr. Mitchner's presentation continued with the Account Review with an overall asset allocation summary, portfolio performance, mutual fund performance, large cap core advantage portfolio, fixed income structure and allocation, and holdings; and Market Outlook and Strategy that included the economy, equity and fixed income strategies.

Mr. Mitchner discussed current events and their effects on performance and stated that a conservative approach will be maintained.

After some discussion, Mr. Corrigan thanked Mr. Mitchner for his presentation.

COMMUNICATIONS

Director Thomas acknowledged an email from Brad M. Hedberg, Vice President, The Rockwood Company, complimenting library staff and expressing admiration for the architecture in the Main library.

FINANCE COMMITTEE REPORT

Ms. Rodriguez presented the following report.

Resolution to Accept Gifts for December

(See page 55)

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

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

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

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

First Amendment to the Year 2013 Appropriation

(See pages 55-60)

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

EMAIL BRAD M. HEDBERG, VICE PRESIDENT, THE ROCKWOOD COMPANY
Acknowledged

RESOLUTION TO ACCEPT GIFTS FOR DECEMBER
Approved

FIRST AMENDMENT TO THE YEAR 2013 APPROPRIATION
Approved

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 2013 Appropriation Measure to comply with the attached January 10, 2013 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 First Amendment to the Year 2013 Appropriation Schedule be approved.

Resolution to Enter into an Agreement with Integrated Precision Systems, Inc. to Install Fire, Burglar and Access Control Systems for the Temporary South Branch

(See pages 61-62)

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

WHEREAS, At the August 23, 2012 special meeting, the Library Board of Trustees authorized the Director to solicit competitive bids for the Temporary South Branch Relocation Project; and

WHEREAS, At the December 11, 2012 special meeting, the Library Board of Trustees awarded a contract to Lauren Building Co. LLC as the general contractor in the amount of \$354,000 and authorized the Executive Director to purchase a new sign from Brilliant Electric Sign Co., Ltd in the amount of \$4,598 for the Temporary South Branch Relocation Project; and

WHEREAS, The Director of Property Management has determined that Fire, Burglar and Access Controls are a necessary part of the construction in order to ensure the safety and security of patrons, staff, facilities,

RESOLUTION TO ENTER INTO AN AGREEMENT WITH INTEGRATED PRECISION SYSTEMS, INC. TO INSTALL FIRE, BURGLAR AND ACCESS CONTROL SYSTEMS FOR THE TEMPORARY SOUTH BRANCH
Approved

property and collections and were not included in the above bid specifications or the agreement with Lauren Building Co. LLC; and

WHEREAS, Under R.C. 3375.41, the Library is permitted to make improvements to library facilities without competitive bidding if the cost is \$50,000.00 or less or when necessary for the security and protection of Library property; and

RESOLVED That the Board of Trustees authorizes the Executive Director, CEO or his designee, to enter into an Agreement with Integrated Precision Systems, Inc., subject to approval of the Chief Legal Officer, to purchase and install fire, burglar and access control systems for the Temporary South Location in the amount of \$33,121.30 with the expenditure being charged to Building and Repair Fund Account 40178305-55300-10783.

Mr. Corrigan stated that even though this item was not bid, this vendor has good pricing and is currently doing the installation in the Main Library. Therefore, the systems will be compatible.

Resolution Authorizing Rebid of the Improvement to the Jefferson Branch Parking Lot

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

WHEREAS, On December 15, 2011, the Board of Trustees of the Cleveland Public Library adopted a resolution authorizing storm water improvements to the parking lot of the Jefferson Branch of the Cleveland Public Library located at 850 Jefferson Avenue, including the installation of a storm water reclamation demonstration project comprised of a bio-retention basin, 700 square feet of bio-swales, approximately 200 plantings, basement waterproofing, and the removal of asphalt and a concrete island allowing for the addition of 10 parking spaces, two of which would be designated handicapped spaces (the "Project"); and

WHEREAS, On June 19, 2012, the Board of Trustees authorized the Library to solicit competitive bids for the construction of the project, and on October 18,

RESOLUTION
AUTHORIZING
REBID OF THE
IMPROVEMENT
TO THE
JEFFERSON
BRANCH
PARKING LOT
Approved

2012, this Board awarded a construction contract to TAD Construction LLC in the amount of \$80,957.00; and

WHEREAS, TAD Construction LLC withdrew its bid on November 1, 2012, and because of the oncoming winter season, the Library determined to postpone construction until the spring of 2013 and to rebid the construction project in early 2013; now therefore be it

RESOLVED, That the Executive Director, CEO, or his designee is hereby authorized to proceed with the soliciting of new competitive bids for the construction of the Jefferson Branch Parking Lot Improvement Project.

Mr. Werner inquired if TAD Construction cited a reason for the withdrawal of their bid for the project.

Ms. Dodrill, Chief Legal Officer stated that because TAD Construction was a new company and lacked of experience working with public entities, they became overwhelmed with standard requirements that were imposed and asked to withdraw their bid.

Ms. Dodrill explained that because of the short construction season and the winter, the next lowest bidder could not guarantee prices through the spring.

Resolution Amending Agreement with L.A.N.D. Studio, Inc. for 2012-2013 Literature and Visual Arts Programs

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

WHEREAS, On October 18, 2011, the Board of Trustees of the Cleveland Public Library authorized the Cleveland Public Library to enter into an agreement with L.A.N.D. Studio Inc. ("LAND") in an amount not-to-exceed \$95,000, to organize and market The Lockwood Thompson Dialogues in 2013 and See Also program in 2012, and an agreement was entered into on December 27, 2011 (the "Agreement"); and

WHEREAS, The Library desires to amend the Agreement in the amount of \$4,400.00 to provide for the payment of the costs of an additional speaker; now therefore be it

RESOLUTION
AMENDING
AGREEMENT
WITH L.A.N.D.
STUDIO, INC.
FOR 2012-2013
LITERATURE
AND VISUAL
ARTS
PROGRAMS
Approved

RESOLVED, That the Executive Director, CEO, or his designee, is hereby authorized to negotiate and execute an amendment to the agreement between the Library and L.A.N.D. Studio Inc., subject to the approval of the Chief Legal Officer, and a change order to purchase order # 111716 be made in the amount of \$4,400, charged to the Lockwood Thompson Fund Account: 22892103-53710.

Aaron Mason, Assistant Director, Outreach and Programming Services gave an overview of the 2012-2013 Lockwood Thompson Dialogues program and noted that on April 25th, *Modern Family* executive producer Dan O'Shannon, *Community's* Yvette Nicole Brown joined by comedian, writer, musician Dave Hill, who recently starred in the television show *The King of Miami*, will be at the Library for a free and lighthearted dialogue titled *Who We Are: Comedy, Tragedy, & Cleveland*. The discussion will be moderated by local public radio host and Plain Dealer columnist Mike McIntyre.

Mr. Mason stated that this resolution authorizes the amendment in the amount of \$4,400 with L.A.N.D. Studio, Inc. to provide for the payment of the costs of an additional speaker if one is required.

Resolution Amending Agreement with RGI International for an Education Kiosk at the Rice Branch and Accepting Additional Grant Funds from Saint Luke's Foundation Grant through Neighborhood Progress, Inc.

(See page 63)

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

WHEREAS, On May 19, 2011 the Board of Trustees of the Cleveland Public Library adopted a Resolution accepting grant funds from the Saint Luke's Foundation, administered through Neighborhood Progress, Inc., for an Education Kiosk at the Rice Branch of the Cleveland Public Library in the amount of \$37,988.00; and

WHEREAS, On October 18, 2011, the Board of Trustees of the Cleveland Public Library adopted a Resolution authorizing an agreement with RGI International, Inc. in

RESOLUTION
AMENDING
AGREEMENT
WITH RGI
INTERNATIONAL
FOR AN
EDUCATION
KIOSK AT THE
RICE BRANCH
AND ACCEPTING
ADDITIONAL
GRANT FUNDS
FROM SAINT
LUKE'S
FOUNDATION
GRANT
THROUGH
NEIGHBORHOOD
PROGRESS, INC.

Approved

the amount of \$37,900.00, for the design and construction of an interactive Education Kiosk at the Rice Branch; and

WHEREAS, The Cleveland Public Library and RGI International, Inc. ("RGI") entered into an agreement in December of 2012. The project is presently underway and is expected to be completed by the end of January, 2013; and

WHEREAS, RGI and the Library have determined that it is necessary to upgrade existing computer equipment and to purchase additional computer hardware which will cost an additional \$4,998.00. The increased cost is reflected in the revised proposal attached to this Resolution; and

WHEREAS, The Library desires to amend the agreement with RGI International Inc., to increase the contract amount from \$37,900.00 to \$42,898.00, to be paid with funds from a grant from the St. Luke's Foundation, administered by Neighborhood Progress, Inc.; and

WHEREAS, Neighborhood Progress, Inc. has agreed to increase the amount of the Saint Luke's Foundation Grant to the Cleveland Public Library to cover the additional costs in the amount of \$4,998.00; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library accepts additional grant funds in the amount of \$4,998.00 from Neighborhood Progress, Inc./Saint Luke's Foundation for the Education Kiosk at the Rice Branch; and be it further

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO, or his designee to execute an amendment to the agreement between Cleveland Public Library and RGI International Inc., subject to the approval of the Chief Legal Officer, to increase the contract amount by \$4,998.00 for a total contract amount not-to-exceed \$42,898.00, which additional sum shall be paid from the grant funds from Neighborhood Progress, Inc./Saint Luke's Foundation.

RESOLUTION TO
ENTER INTO AN
AGREEMENT
WITH BUSINESS
SMARTS FOR
HARDWARE
MAINTENANCE
Approved

Resolution to Enter into Agreement with Business Smarts
for Hardware Maintenance

(See pages 64-66)

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

WHEREAS, The effective date of termination of the current hardware maintenance agreement with Business Smarts for the Library's Hewlett Packard ("HP") printers, desktop stations and servers is January 31, 2013; and

WHEREAS, The Library needs to utilize HP approved support for its HP equipment in order to resolve problems reliably and avoid the potential of a different vendor to blame the operating system manufacturer instead of resolving the problem. Business Smarts is an Elite HP Partner that provides in- house service for printers, desktop stations and industry standard server support; and

WHEREAS, Business Smarts has installed the larger components, knows the Library's complex configuration, including CLEVNET, and demonstrates the ability to provide the services in a timely manner, and the Library is satisfied with the quality of their services; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to enter into a Maintenance Agreement with Business Smarts, subject to the Chief Legal Officer's approval, for the period February 1, 2013 through January 31, 2014 at a cost not-to-exceed \$80,486, with the expenditure being charged to the General Fund Account 13010053-53360.

Mr. Corrigan stated Business Smarts is the vendor of record for Cleveland Public Library and can provide the largest discount for hardware maintenance.

Ms. Rodriguez submitted the following reports.

Fiscal Officer's Report

(See pages 67-117)

Report on Investments

(See page 118)

Report on Conference and Travel Expenditures

(See pages 119-120)

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

(See page 121)

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

(See page 122)

Fees Paid for Legal Advice and Services to Ogletree

(See page 123)

Report on BRAVO Wellness Incentive Program

(See page 124)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Seifullah presented the following report.

Regular Employee Report

(See pages 125-128)

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

Retirement Recognition Citation

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

FISCAL OFFICER'S REPORT
Submitted

REPORT ON INVESTMENTS
Submitted

REPORT ON CONFER. & TRAVEL EXPENDITURES
Submitted

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

PRUCHASES EXCEEDING \$25,00010/1/12-12/31/12
Submitted

FEES PAID FOR LEGAL ADVICE AND SERVICES TO OGLETREE
Submitted

REPORT ON BRAVO WELLNESS INCENTIVE PROGRAM
Submitted

REGULAR EMPLOYMENT REPORT
Approved

RETIREMENT RECOGNITION CITATION
Approved

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

Phyllis Cunningham-Hutson (10 years of service, Library Assistant -Computer Emphasis, Grade F - Martin Luther King, retires 01/04/2013

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

Be it further resolved that the citation be sent to her forthwith if she is not present at this meeting of the Board of Trustees.

Mr. Seifullah submitted the following reports.

REPORT ON
PAID SICK
TIME
Submitted

Report on Paid Sick Time Used by the Month

(See page 129)

AFFIRMATIVE
ACTION PLAN
REPORT
Submitted

Affirmative Action Plan Report

(See page 130)

INSURANCE
SUMMARY
REPORT
Submitted

Insurance Summary Report

(See page 131)

COMMUNITY SERVICES

MONTHLY
ACTIVITY
REPORT
Submitted

Mr. Werner submitted the following report.

Monthly Activity Report

(See pages 132-138)

Mr. Werner thanked Anastasia Diamond-Ortiz for preparing the map depicting Main Library Users By Address and asked if a survey of these users was conducted to determine the nature of their library visit.

Director Thomas stated that one reason the Cuyahoga County Budget Commission kept the current formula in place is the recognition Main Library use by patrons of other libraries.

Building Status Update

Myron Scruggs, Director of Property Management, stated that walls are being framed at the Temporary South Branch.

Director Thomas stated that because of unexpected delays, the opening date for the Temporary South Branch had to be rescheduled to open at noon on March 16, 2013. He also announced that the South Branch will close at the end of the day on Saturday, March 9, 2013. Community meetings will be held at the South Branch at 6:00 p.m. on February 27, 2013 and 10:00 a.m. on Saturday, March 2, 2013.

DIRECTOR'S REPORT

Before presenting his report, Director Thomas noted that computer transactions with internet access has reached nearly one million sessions. Next year's goal is to meet one million sessions.

Director Thomas said that he and Mr. Corrigan met with Margaret Wong who has made a commitment to donate \$10,000 to the library. This pledge will be made in three installments. The first installment was made in December. The subsequent payments will be made in 2013.

Director Thomas also met with the City of Cleveland's Director of Economic Development Tracey Nichols, University Circle, Inc. President Chris Ronayne and Councilman Jeff Johnson regarding the City's plans for the 3rd District Police Station. The building which houses the 3rd District Police Station, located next to the Martin Luther King, Jr. Branch is being sold. The new Police Station will be located near 50th Street and Chester Avenue.

Monthly Statistics

Circulation for the month of December was 534,430. This was a decrease of 8% from last year's December circulation of 578,941. There is a concern about our circulation numbers, since they have either been stagnant or decreased over the last six months. The circulation activity for e-media has, however, increased

**BUILDING
STATUS
UPDATE**
Presented

**DIRECTOR'S
REPORT**
Presented

tremendously from last year, and provides us with an ongoing bright spot. eBook circulation was up 58% over 2011.

The number of computer sessions for December was up from 2011 levels. There were 104,329 sessions last month in comparison to last year's 76,853. Not surprisingly, the number of hours in use for our computers increased to 64,740 in 2012 from 52,527 in 2011. This was an increase of 23%. With the addition of TechCentral, the number of computers throughout CPL has increased the number of sessions, and the number of hours in use.

Attendance for the month of December was 250,635. This is a decrease of almost 10% from last year's attendance of 277,431. Main Library reported a 12% decrease in attendance. The branch attendance decreased by 9%. Decreases were exacerbated by an early closing, and one fewer open day to the public.

Programming / Outreach

December was a fairly quiet month for CPL programming and outreach. However, we celebrated a very important milestone during the month. On Wednesday, December 12, 2012, the Library celebrated PAL's first century of service to the public. The department was decorated in antique-looking red, white and blue bunting, wreaths, large metal stars, balloons, and a huge floral centerpiece by **Melanie McCarter** of the CPL Outreach and Programming Services Department. The event began with welcoming remarks by PAL manager **Michael Ruffing**, Director **Felton Thomas**, and Board President **Thomas Corrigan**. These were followed by the presentation of a resolution of congratulations by Tony Zajac on behalf of downtown councilperson Joseph Cimperman.

Mayor Frank G. Jackson sent a congratulatory proclamation, which was also on display. The assembled crowd of more than two hundred people was treated to a nice buffet. As a brass quintet played holiday and classical music outside the entrance to PAL, guests celebrated inside the department. Retired PAL manager **Karen Eugenia Martines** attended the celebration along with retirees **Mary Ellen Kollar** and **Vilray "Rusty" Russell**. Everyone in attendance received a special CPL Digital Gallery keepsake postcard that featured a photograph of PAL from 1916. In preparation for the

centennial celebration, **Elaine Herroon** worked with CPL Archivist **Ann Marie Wieland** and Preservation Manager **Ann Olszewski** to add a comprehensive selection of historic PAL photographs and documents to the Digital Gallery.

Author Visits

The Social Sciences Department Non-Fiction Club was held on December 13. This month's book was *And His Lovely Wife* by Pulitzer-prize-winning author Connie Schultz. **Helena Travka** and **Lakeisha Winstead** facilitated the program, which drew 65 participants for a lively discussion. Laura Taxel, author of *Cleveland's West Side Market: 100 Years and Still Cooking*, in collaboration with Marilou Suszko, visited the Cleveland Public Library on Saturday, December 15, 2012. She shared the history of the market along with a selection of photographs on the architecture, people and products relating to this Cleveland landmark. The audience of several dozen was highly entertained by her stories, and she agreed to an encore visit next year. She also expressed her great appreciation for the resources found at the library.

School Visits

Saturday, December 1, approximately 45 students from St. Barnabas School, Northfield, OH, visited the Library to research historical topics for school projects. The students visited several subject departments, including History and Geography, and used resources in the Map and Photograph collections. The students were assigned a research project on National History Day. There were 40 students.

Thursday, December 6, 2012, Shaker Heights Middle School students toured the Sports Research Center. The student participated in a Cleveland Public Library Scavenger Hunt created by Shaker Heights Middle School.

Tuesday, December 11, and Friday, December 14, seventh and eighth grade students from Birchwood School visited the Library to research topics for History Day. The students researched sixteen topics and used resources from the Map Collection, Photograph Collection, and several of the subject departments.

Marketing and Communications

Feature Article on John G. White Collections

The John G. White Collection of Chess & Checkers was

featured in a lavishly illustrated article in the December 2012 issue of *Chess Life*—the official publication of the United States Chess Federation (USCF), with a circulation of more than a quarter of a million readers every month. The front page of the magazine depicted a leaf from the collection's early 18th century manuscript masterpiece *Il Diletteuole e giudizioso giuoco de scacchi* (the pleasurable and most judicious game of chess), a manual of how to play the game. The article was written by Mark Taylor, who had spent one week in the collection in May 2012.

Strategic Plan

Our Mission:

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

Our Strategic Priorities:

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

Meetings and Activities

- The Board President **Tom Corrigan** and I met with the Judy Wong to discuss her commitment to donate \$10,000 to the Cleveland Public Library.
- I attended the City Club speech by Canadian Ambassador to the U.S., Gary Doer.
- I met with Rachael Stentz-Baughner, Director of Programming for the Greater Cleveland Sports Commission to discuss the Senior Games.
- I met with Tracey Nichols, Director of Economic Director for the City Cleveland, to discuss their future plans for the 3rd District Police Station.

CLEVNET

December's total OverDrive CLEVNET eMedia collection circulation was 78,003, significantly up from last year's total of 52,900. CPL has 4785 total followers on Twitter and the Facebook page currently has 4,775 fans.

PUBLIC SERVICES

Programs, Services & Exhibits

During the month of December the Library hosted a total of 29 programs. Educational programming and services, not included in the above totals, accounted for approximately 593 hours of adult education, after-school tutoring, and early-childhood literacy programming. After school snacks were served daily at 9 branch locations to over 450 children. December's decrease in number of programs and educational services is largely due to the reduction in library hours and winter break holiday for area students.

Total programming/educational services related expenditures for December totaled \$39,672.61; the majority of December encumbrances were earmarked for first quarter 2013 programming and services.

Basheer Jones, the contracted facilitator of the *I'm Ready to Read* school outreach campaign completed his second month of in-school service. The campaign, to last for the duration of the 2013 school year is intended to re-engage area students with Library services and programs. An average of 40 students per visit participated in Jones' interactive presentations. The most notable accomplishment in the month of December was that the Library finalized an agreement with the Cleveland Play House (CPH) to offer a new program where Library cardholders will be able to 'check out' free theater tickets to CPH performances by visiting their local branches. The pilot program will launch in early 2013 and will be limited to three select sites: Harvard-Lee, Carnegie-West, and Main Library.

Lastly, the OPS department finalized agreements with various outside organizations to provide educational services throughout the system in 2013. Although grant funding for Rice Branch educational services expires in 2012 the Library, through a combination of direct spending and grant funding, has guaranteed the continuation of services at Rice for 2013-14. Other notable agreements the Library entered in to will provide expanded legal services, tax clinics, foreign language instruction, and early childhood literacy programs.

MEETING ROOMS and SCHEDULING

In December a total of 59 meeting room requests were processed by the OPS department; 41 AV requested were filled for both Branches and Main Library. The Library also completed the transition to system-wide online meeting room scheduling. As of January 1 all meeting room reservations will be viewable from a single online calendar. This new searchable calendar will enable CPL staff to easily locate information on library programs and public meetings being held throughout the system.

Public Administration Library Centennial Celebration

On Wednesday, December 12, 2012, at twelve minutes past twelve noon, the Library held a celebration of PAL's first century of service to the public. The department was decorated in antique-looking red, white and blue bunting, wreaths, large metal stars, balloons, and a huge floral centerpiece by Melanie McCarter of the CPL Outreach and Programming Services department. The event began with welcoming remarks by PAL manager Michael Ruffing, Director Felton Thomas, and Board President Thomas Corrigan. These were followed by the presentation of a resolution of congratulations by Tony Zajac on behalf of downtown councilperson Joseph Cimperman. Mayor Frank G. Jackson sent a congratulatory proclamation which was also in display. The assembled crowd of more than two hundred people was treated to a lavish buffet. As a brass quintet played holiday and classical music outside the entrance to PAL, guests celebrated inside the department. Retired PAL manager Karen Eugenia Martines attended the celebration along with retirees Mary Ellen Kollar and Vilray "Rusty" Russell. Everyone in attendance received a special CPL Digital Gallery keepsake postcard that featured a photograph of PAL from 1916. In preparation for the centennial celebration, Elaine Herroon worked with CPL Archivist Ann Marie Wieland and Preservation Manager Ann Olszewski to add a comprehensive selection of historic PAL photographs and documents to the Digital Gallery.

Brown Bag Book Club at Main-Non-Fiction

The Social Sciences Department Non-Fiction Club was held on December 13. This month's book was *And His Lovely Wife* by Pulitzer-prize-winning author Connie Schultz. Helena Travka and Lakeisha Winstead facilitated the program, which drew 65 participants for a lively discussion.

Scavenger Hunt at Main Library

Youth Services Manager, Annisha Jeffries, and Youth Services staff assisted Shaker Heights Middle School of 100 students with their yearly scavenger hunt on Thursday, December 6, 2012.

Author Program: Laura Taxel

Cleveland author Laura Taxel, whose latest book, *The West Side Market: 100 Years and Still Cooking*, authored in collaboration with Marilou Suszko, visited the Cleveland Public Library on Saturday, December 15, 2012. She shared the history of the market along with a selection of photographs on the architecture, people and products relating to this Cleveland landmark. The audience of several dozen was highly entertained by her stories, and she agreed to an encore visit next year. She also expressed her great appreciation for the resources found at the library.

Entrepreneurship Primer

On December 17 BEL hosted an Entrepreneurship Primer in which patrons explored their ideas for establishing their own small businesses. Patrons were taught how to incorporate databases such as Reference USA, D&B Million Dollar Database, and Gale Legal Forms into their business decision making activities. Seven patrons attended the workshop and it was conducted by BEL manager, Sheba Marcus-Bey.

Job & Career Accelerator Workshop

On Monday, December 10, 2012, eight patrons attended the Job & Career Accelerator workshop. During this workshop, patrons received individualized support in setting up their own LearningExpressLibrary accounts. The workshop was conducted by Susan Mullee.

Bilingual Story Time

Thursday, December 6, 2012, Mary Torres conducted Bilingual Story Time program with Rockport staff. 23 patrons participated in program which included stories in English and Spanish along with craft time for creating holiday decorations. These efforts by Foreign Literature and Rockport staff focus on library's priorities of fighting community deficits and preparing youngsters for a future of reading, learning and socializing.

Russian Book Club

Saturday, December 8, 2012, Victoria Kabo held regular bi-monthly Russian Book Club meeting. 13 patrons participated in program and charged 31 items following event. In addition to the program, Ms. Kabo conducted a workshop for patrons interested in using CPL eMedia. Three patrons participated and learned how to download eBooks to their devices. Ms Kabo's efforts were aimed at engaging Russian-speaking patrons in a CPL sponsored community of learning event which informed users of the resources available to library patrons and how to gain access to these materials.

Outreach*Feature Article on John G. White Collections*

The John G. White Collection of Chess & Checkers was featured in a lavishly illustrated article in the December 2012 issue of *Chess Life*—the official publication of the United States Chess Federation (USCF) with a circulation of more than a quarter of a million readers every month. The front page of the magazine depicted a leaf from the collection's early 18th century manuscript masterpiece *Il Diletteuole e giudizioso giuoco de scacchi* (the pleasurable and most judicious game of chess), a manual for how to play the game. The article was written by Mark Taylor, who had spent one week in the collection in May 2012.

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Tuesday, December 12 and Friday, December 14, 23 seventh and eighth grade students from Birchwood School visited the Library to research topics for History Day. The students researched sixteen topics and used resources from the Map Collection, Photograph Collection, and several of the subject departments.

Shaker Heights Middle School students toured the Sports Research Center on December 6, 2012. The student participated in Cleveland Public Library Scavenger Hunt created by the Youth

St. Barnabus School students toured the Social Sciences Department on December 1, 2012. The students were assigned a research project on National History Day. There were 40 students.

Book Lists

Jean Collins created book lists for *The Devil's Music: The Life and Blues of Bessie Smith* (Cleveland Play House, Feb. 15 - Mar 10, 2013). She also created web lists for *Bell, Book & Candle* and *Priscilla, Queen of the Desert*.

Cleveland Heights Public Library Program

Kelly Brown and Stacie Brisker gave a presentation at Cleveland Heights Public Library on "The Origins of Tolkien's Hobbit from Medieval Literature & Fairy Tales." J.R.R. Tolkien, famed author of *The Hobbit* and *The Lord of the Rings* trilogy, was a professor of Anglo-Saxon literature at Oxford University. He is famously praised with giving England its own mythology, something he admired about other European cultures and felt his own nation lacked. Fifteen people attended the two-hour program, which featured a display of books from the John G. White Folklore Collection.

Letters About Literature

Invitations were sent to members of the community asking them to judge the 2012/2013 Ohio Center for the Book Letters About Literature contest. Judges include, Felton Thomas, John Skrtic, Sherri Jones, Tracy Martin, Annisha Jeffries, Janet Ingraham Dwyer, Linda Hengst, Karen Long, Linda Feagler, and Margaret Bernstein. Letters About Literature is a reading promotion program of The Center for the Book in the Library of Congress, presented in cooperation with participating affiliate state centers for the book across the country. LAL invites readers in grades 4 through 10 to enter this annual writing competition. To enter, readers write a personal letter to an author, living or dead, from any genre--fiction, nonfiction, or poetry, contemporary or classic--explaining how that author's work changed the student's way of thinking about the world or themselves. There are three competition levels: Level I for children in grades 4 through 6; Level II for grades 7 - 8; Level III, grades 9 - 10. Judging the Letters About Literature entries will occur in late February and early March. Judges will be asked to read approximately 25 to 30 letters from students of 1 to 1 1/2 pages in length.

"Stop the Hate" Essay Contest

Manager, Annisha Jeffries invited Jill Rembrandt, Director of Educator and Programming at the Maltz Museum of Jewish Heritage, to speak at the Youth Services meeting to talk to staff about participating as judges for the museum's "Stop the Hate" essay contest.

Collection Development*Digitization of D&B Million Dollar Directory*

The Library sent the first shipment of its collection of Dun and Bradstreet's Million Dollar Directory to Mergent, Inc. (North Carolina) for digitization.

Acquisition of Significant New Electronic Collections and Resources

The Library added significantly to its premium electronic holdings at the end of the year by initiating the purchase of the following full-content databases, which should be available in early 2013:

The Times (London) Digital Archive, 1785-2006

As the "world's newspaper of record," The Times of London has covered all major international events from the French Revolution to the War in Iraq. The Times Digital Archive, 1785-2006 provides 221 years of this highly regarded resource to researchers of history, literature, culture, business, art and architecture, and more. Every complete page of every issue is full-text searchable - every headline, article, editorial, announcement, image and advertisement.

The Economist Historical Archive, 1843-2006

Since its first publication in 1843, The Economist has presented timely reporting, concise commentary and comprehensive appraisal of global news every week. Because of its global perspective and economic and political analysis, it is highly regarded and heavily relied on by the world's political and business leaders, opinion formers and decision makers. Researchers can compare economic trends across continents and centuries, cull cutting-edge ideas from the economic and political perspectives of the past 164 years and conduct credible research on notable historical events.

Financial Times Historical Archive 1888-2007

This fully searchable electronic edition of the Financial Times – one of the best-known and most-respected newspapers in the world – offers the complete run of the London edition of the paper, from its first issue in 1888 to the end of 2007. Every article, advertisement and market listing is included and shown in the context of the full page and issue of the day. Every item in this online archive has been subject or topic categorized to permit fast retrieval and review of relevant articles, making this comprehensive research tool highly valuable to anyone studying the economic and business history and current affairs of the last 120 years.

Slavery & Anti-Slavery: A Transnational Archive

A unique achievement in the field of historic archives, this resource consists of millions of cross-searchable pages sourced from books, pamphlets, newspapers, periodicals, legal documents, court records, monographs, manuscripts and maps from many different countries documenting the African slave trade. Content is divided into these broad categories: Debates over Slavery and Abolition, Slave Trade in the Atlantic World, and the Age of Emancipation.

Eighteenth Century Collection Online (ECCO)

Full-text searchable content of every significant English-language and foreign-language title printed in the United Kingdom during the 18th century, along with thousands of important works from the Americas—more than 32 million pages of text. Bearing witness to what many scholars consider the three most significant events in world history: the American Revolution, the French Revolution and the Industrial Revolution, this resource features works by both well-known and lesser-known authors and includes a variety of research materials, from books and directories, bibles and sheet music, to sermons and pamphlets.

Testing & Education Reference Center

Offers the latest college and graduate entrance exams, as well as in-depth information on colleges, universities, vocational schools, tuition assistance, and career exploration. Includes online

practice exams for college, graduate school, the military, or trade school, and careers such as medical assisting, cosmetology, and auto or truck repair. A selection of available tests includes: ACT, American Foreign Service Officer, AP, ASVAB, Civil Service, CLEP, Clerical, DSST, EMT, Firefighter, GED, GMAT, GRE, Law Enforcement, LSAT, MCAT, Military Flight Aptitude, NCLEX-PN, Officer Candidate, Postal, SAT, State Trooper, and TOEFL.

Genealogy Connect

Genealogy Connect is a resource for genealogy instruction and research. It includes keyword-searchable content from more than 550 genealogical reference works and "how-to" guides published by Genealogical Publishing Company and Clearfield Company. The user interface enables instant translation into 38 languages, seamless cross-searching across collections, multi-page viewing (to recreate a book experience), and the ability to print, save, e-mail, and share articles.

National Geographic Archive, 1888 to the present

This unparalleled resource includes color scans of every page, photograph, and map published in National Geographic from 1888 to the present. Also included is an extensive array of books, maps and videos published by the National Geographic Society beyond the content of National Geographic Magazine, including the full text of National Geographic Traveler from 2010 to the present. The National Geographic Archive is fully searchable through an intuitive interface. Explore in-depth coverage of cultures, nature, science, animals, technology and the environment.

National Geographic: People, Animals and the World

Beyond the legendary National Geographic magazine, the National Geographic Society publishes a wide array of acclaimed books, periodicals, maps, videos and more. National Geographic: People, Animals, and the World provides full-text books on travel, science & technology, history, environment, animals, photography, and peoples & cultures, full-text of National Geographic Traveler magazine from 2010 to the present, hundreds of videos and full-color maps and atlases, and downloadable images.

19th Century British Library Newspapers

The most comprehensive range of national, regional and local newspapers in 19th century Britain ever made available in a digital collection, drawn from the holdings of the British Library. These publications provide a first-hand perspective on well-known historical events, cultural icons, sporting events, the arts, culture and other national pastimes.

African America, Communists, and the National Negro Congress, 1933-1947

The National Negro Congress was established in 1936 to "secure the right of the Negro people to be free from Jim Crowism, segregation, discrimination, lynching, and mob violence" and "to promote the spirit of unity and cooperation between Negro and white people. This collection comprises of the voluminous working files of John P. Davis and successive executive secretaries of the National Negro Congress. Beginning with papers from 1933 that predate the formation of the National Negro Congress, the wide-ranging collection documents Davis's involvement in the Negro Industrial League

Black Economic Empowerment: The National Negro Business League

The National Negro Business League was a business organization founded in Boston, Massachusetts in 1900 by Booker T. Washington, with the support of Andrew Carnegie. The mission and main goal of the National Negro Business League was "to promote the commercial and financial development of the Negro." This resource includes the National Negro Business League's correspondence and memoranda, itineraries, lists, form letters, reports, press releases, speeches, programs and enrollment forms.

Black Liberation Army and the Program of Armed Struggle, 1970-1980

Sourced from the Federal Bureau of Investigation Library, Black Liberation Army and the Program of Armed Struggle consists of a wide range of materials, including FBI surveillance and informant reports and correspondence from a variety of offices including, New York City, Baltimore, New

Haven, San Francisco, Detroit, Miami, Atlanta, Newark, Kansas City, and Cleveland; intercepted correspondence; Justice Department memoranda, correspondence and more.

Black Nationalism and the Revolutionary Action Movement

In *Black Nationalism and the Revolutionary Action Movement*, a wealth of material from Ahmad's personal archive - letters, speeches, financial records and more - are augmented with FBI files and other primary sources. The collection sheds light on 1960s radicalism, politics and culture, and provides an ideal foundation for coursework in African-American studies, radical studies, post-Colonial studies and social history.

Evangelism in Africa: Correspondence of the Board of Foreign Missions, 1835-1910

Evangelism in Africa: Correspondence of the Board of Foreign Missions, 1835-1910 supports research in religious studies, African studies, women's studies, international affairs and anthropology. Letters that served as reports from the field describe the indigenous peoples and cultures, tribal factionalism, cultural differences and mores, and the many problems and achievements of the work.

Federal Surveillance of African Americans, 1920-1984

Between the early 1920s and early 1980s, the Justice Department and its Federal Bureau of Investigation engaged in widespread investigation of those deemed politically suspect. Prominent among the targets of this sometimes coordinated, sometimes independent surveillance were aliens, members of various protest groups, Socialists, Communists, pacifists, militant labor unionists, ethnic or racial nationalists and outspoken opponents of the policies of the incumbent presidents. This resource includes the FBI files of two dozen prominent individuals and organizations, including the NAACP, Malcolm X, Marcus Garvey, Thurgood Marshall, the Southern Christian Leadership Conference, the Black Panther Party of North Carolina, and many others.

Fight for Racial Justice and the Civil Rights Congress

This collection comprises the Legal Case and Communist Party files of the Civil Rights Congress, documenting the many issues and litigation in which the CRC was involved during its 10-year existence. These papers provide valuable insight on the activities of the Civil Rights Congress, most notably in cases involving civil rights and civil liberties issues, such as those of Willie McGee (Mississippi), Rosa Lee Ingram (Georgia), Paul Washington (Louisiana), Robert Wesley Wells (California), the Trenton Six (New Jersey), the Martinsville Seven (Virginia), and many others.

James Meredith, J. Edgar Hoover, and the Integration of the University of Mississippi

When James Meredith sought to legally become the first African American to attend the University of Mississippi, the duty of upholding the federal law allowing him to do so fell upon the Justice Department and the FBI. Meredith launched a legal revolt against white supremacy in the most segregated state in America and the iconic institution, Ole Miss. This resource contains extensive FBI documentation on Meredith's battle to enroll at the University of Mississippi in 1962 and white political and social backlash.

Liberation Movement in Africa and African America

Militant Black nationalism and pan-Africa influenced and paralleled African America's interest in Africa. Africa's entrance into the international arena and American Cold War politics helped fuel the Civil Rights and the Black Power movements of the 1960s and 1970s. The Black Liberation Movement supported and extended the influence of the All-African People's Revolutionary Party (A-APRP) within the African-American community. This resource consists of a wide range of primary source materials, such as FBI surveillance and informant reports and correspondence from a variety of offices including, Cleveland, NYC, Baltimore, New Haven, and Detroit and many others.

Papers of Amiri Baraka, Poet Laureate of the Black Power Movement

The collection consists of materials from the years 1913 through 1998 that document African American author and activist Amiri Baraka. The extensive documentation includes poetry, organizational records, print publications, articles, plays, speeches, personal correspondence, oral histories, as well as some personal records. The materials cover Baraka's involvement in the politics in Newark, N.J. and in Black Power movement organizations such as the Congress of African People, the National Black Conference movement, the Black Women's United Front. Later materials document Baraka's increasing involvement in Marxism.

Republic of New Afrika: Independence, Reparations, and Citizenship

The Republic of New Afrika (RNA) was a social movement organization that proposed three objectives. First of these objectives was the creation of an independent Black-majority country composed of the states of Louisiana, Mississippi, Alabama, Georgia, and South Carolina and the Black-majority counties adjacent to this area in Arkansas, Tennessee and Florida. Second, they demanded \$400 billion in reparations for the injustices suffered by African Americans during the slavery and segregation periods. Third, they demanded a referendum of all African Americans in order to decide what should be done with their citizenry. This collection consists of a range of primary source documents, including newspapers, leaflets, books, pamphlets and more.

Southern Negro Youth Congress and the Communist Party

This collection contains the correspondence of both Esther Cooper and James E. Jackson, James Jackson's lectures, research notebooks, speeches, and writings (published and unpublished), subject files, correspondence, internal documents and printed ephemera pertaining to the Southern Negro Youth Congress and the periodical Freedomways. James E. Jackson and Esther Cooper Jackson, African American communists and civil rights activists, are

best known for their role in founding and leading the Southern Negro Youth Congress (1937-48).

We Were Prepared for the Possibility of Death: Freedom Riders in the South, 1961

To test President John F. Kennedy's commitment to civil rights, the Congress of Racial Equality (CORE) proposed a Journey of Reconciliation. The "Freedom Ride" had an interracial group boarding buses destined for the South. At rest stops, whites would go into blacks-only areas and vice versa. "I think all of us were prepared for as much violence as could be thrown at us," said CORE director James Farmer. "We were prepared for the possibility of death." This resource includes surveillance reports, chronologies, witness statements and more.

Research That's Possible Only at Main Library

- A librarian from the Federal Reserve Bank was looking for a report giving statistics on groups with historically high rates of unemployment. Government Documents department provided a report titled: "Minimum Wage and Overtime Hours Under the Fair Labor Standards Act," published in 2001.
- A patent attorney needed help locating Japanese patents. He had contacted the U.S. Patent and Trademark Office without success. Government Documents department taught him how to perform a search and provided him with web sites to locate the emperor year, search strategy, and print outs of the patent he was looking for.
- A patron visited from out of town to see the reference work titled *American Zinc Institute: Report of Organization Proceedings, 1918*.
- Mark Moore found a picture in the Murdock scrapbooks of Charles Somers, an early Cleveland Indians owner, for a local baseball historian working on a book.

Other Main Library News

ScanPro 2000 Microfilm Scanners

The Library added five new ScanPro 2000 microfilm reader/scanners in December. Four units were installed in the Microform Center, and one went to the History & Geography Department. ScanPro machines were developed by

Kodak and represent the most advanced microform viewing equipment available. Features include OCR (optical character recognition) scanning of digitized text, spot-editing of scanned pages, and remote access of microfilm reels.

Michael Ruffing retired as the Assistant Director of Public Services—Main Library on Friday, December 28, 2012. Mr. Ruffing had worked at the Library since 1984, working his way up from page to head of Main Library.

Branches

The East Team Meeting was held on Tuesday, December 18 at MLK. The team held a luncheon for retiring Union Branch manager Gail Hanks at the conclusion of the meeting.

Stephanie Tyus met with OPS staff member Sherri Jones to discuss the Learning Centers and to provide an overview of programming goals for the East Team in 2013 on December 26.

Garden Valley Youth Services Librarian Pasha Moncrief conducted a program on bullying for children ages 12-16. Sixteen youth participated in the program held on December 10.

Author Reverend Leah Lewis hosted a story time and book signing session at Memorial Nottingham on December 22. Her book is titled *Little Lumpy's Book of Blessings*.

Harvard Lee Branch Manager Harriette Parks participated in the Webinar "Owning Leadership at Main Library on December 13.

During the month of December the Neighborhood Team Manager West was responsible for directly supervising the staff at the Lorain and Rockport Branches due to the retirements of both Branch Managers.

On December 20, the West Team Manager co-hosted the December West Team Meeting at the Carnegie West Branch with Branch Manager, Angela Guinther.

The West Team Manger collaborated with Sharon Allen in Human Resources to begin the process of designing staff training at the Fulton and Fleet Branches. This training will include sessions on Civility,

Communications and Teamwork. A follow-up regarding training previously held at the Rockport Branch was also discussed.

The Carnegie West Branch held a Christmas craft program for children on December 4. In addition, they created Christmas, Hanukah and Kwanza book and music displays, a Pearl Harbor book display, a display about John Lennon and had visits from two classes from the Urban Community School on December 18.

Eastman Branch had a holiday display of craft ideas and cookbooks, not just for Christmas, but Hanukkah and Kwanzaa as well and Mr. Knappe proctored tests for two students during the month of December. One student was from the University of Toledo and the other one went to Franklin University.

About ninety-five students participated in KidsCafe after school snack program at the Fleet Branch in December.

Fleet Branch Clerk, Betty Hollowell, and Library Assistant, Marcel Dorsey, started to visit and offer story hours to children in daycare centers in North Broadway.

Rockport Children's Librarian Cassandra Feliciano performed a bilingual story time for the Growing Readers program with Foreign Literature's Subject Librarian Mary Torres on December 16. Mary provided books in Spanish and English that focused on the topic of snow. After story time they made paper stockings. Mary received authorization to perform a bilingual story time at least once a month until April and Rockport's Clerks Adela Torres and Betsy Serrano volunteered to do storytime for Children's Librarian Cassandra Feliciano on her day off. They read three stories with the themes of animals at the library. They also played music and danced along with the children.

The South Branch had several holiday related exhibits in December. They included: It is all about pies: Chestnuts roasting over an open fire. It is a Winter Wonderland, Baking for the Holidays and an exhibit titled: It is the thought that counts, which presented ideas about how to make homemade gifts for the holidays.

The South Branch also had several holiday related programs in December including: Let's decorate a gingerbread house and Kwanza. Two Kwanza programs were presented for the children and families of the South Branch. The participants learned about the celebration of this African American cultural holiday.

The Sterling "Read to the Beat" Program with the Head Start children of Catholic Charities @ the Quadrangle is very popular with the children. It has also enhanced the relationship of the Children's Librarian with area instructors.

The Snack Program collaboration with the Cleveland Foodbank is feeding more than 50+ youth per day after school, with a total to-date registration of 140 youth. The Branch Manager and Cleveland State University Tutors work with children on reading and thinking skills before and after the program.

Carnegie West Branch Manager attended the neighborhood meeting at Franklin Circle Church on December 11, and Children's librarian Helen Zaluckyj conducted a story time at Providence House, a crisis nursery in the neighborhood, on December 11.

Fleet Branch Manager, Rekiat Olayiwola, attended the Broadway P-16 and Steering Committee meetings. South Brooklyn Librarian Luigi Russo visited Edgewood Village Daycare to do a storytime for the pre-K class.

Susan Martin developed a list of titles for 2013 for the Senior Citizen Resources Center monthly book club. She also supplied books for their December meeting.

Carnegie West's Adult, Children's, Music, and Spanish combined weeding list were worked on by Library Assistant's Andy Kaplan, Angelina Rosario, and Children's Librarian Helen Zaluckyj.

OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

In December, OLBPD circulated 49,130 books directly to patrons. OLBPD registered 134 new readers to the service. BARD statistics were not available at the time the report was written.

On December 7th and December 14th OLBPD hosted its annual holiday book discussion with the Ohio State School for

the Blind. This year, the older elementary classes read "The True Story of Christmas" by Anne Fine. The younger elementary classes read "Horrible Harry and the Christmas Surprise" by Suzy Kline.

On December 18th OLBDP Manager Will Reed attended a meeting with John Skrtic, Cathy Poilpre, and Steve Burford from Sorenson regarding the installation and promotion of video relay access for patrons who are deaf and hard of hearing. OLBDP will be installing Sorenson nTouch on adaptive computers throughout the system, and these should be available for use by deaf and hard of hearing patrons in early 2013.

On December 20th OLBDP Manager Will Reed met with Cathy Poilpre and North Water Partners to discuss the status and outcomes for the OLBDP public service announcement. Both fifteen and thirty second radio and television announcements have been produced. Television markets for the PSA include Cleveland/Akron, Cincinnati, Columbus, Toledo, Dayton, and Youngstown markets on most major networks like ABC, CBS, NBC, and FOX. Radio markets include Cleveland/Akron, Columbus, Dayton, Youngstown, as well as reaching out to college radio stations as well as the Ohio Radio Reading Network. In addition to the radio and television markets, North Water Partners is also approaching health care organizations like Legacy Health, the Cleveland Clinic, and University Hospitals to include the television PSA in their programming rotation on closed circuit broadcasts. The distribution is still in the early stages and will require some time for any measurable outcome. The OLBDP Cyber-Dialogue Book Discussion was held on December 13th where the group discussed "The Stupidest Angel: a heartwarming tale of Christmas terror" by Christopher Moore."

OLBDP Library Assistant Michael Pride retired on December 31, 2012. Michael spent six months working in Automation when he first started then spent the remaining twenty nine and a half years working at the Ohio Library for the Blind and Physically Disabled. Michael received a recognition certificate from National Library Service in appreciation of his years spent on behalf of providing braille and talking book service to Ohioans.

TechCentral

3D Cookie Cutter Lab

TechCentral held its first MakerLab program, the 3D Cookie Cutter Lab, on Saturday, December 15. The Lab showed patrons how to use the website, CookieCaster.com, in order to create custom cookie cutter shapes. The cookie cutters were then printed on TechCentral's 3D printer. Over 28 people were in attendance for the event, with 19 cookie cutters being made by patrons.

Computer Classes and One-on-One Sessions

In December, TechCentral staff conducted a total of 14 classes at Main Library, 44 classes in 15 branches, and 12 scheduled myCloud orientations. Attendance was 46 students at the Main Library and 144 students at the branches.

Staffing and Personnel Changes

TechCentral Coordinator, Olivia Hoge has been promoted to the position of Branch Manager of the Lorain Branch Library. Ms. Hoge's last official day in TechCentral is January 5, 2013, however due to an existing vacation; her last day working in the department was December 14, 2012.

Professional Development and Outreach

CJ Lynce demonstrated the Ed2Go online course system during brief presentations at the Leadership Team meeting on December 4, the Branch Manager's Meeting on December 5, and the Main Manager's Meeting on December 13.

Olivia Hoge and CJ Lynce met with Aaron Petersal, Director of Membership & Visitor Experience of the Cleveland Museum of Art on two occasions in December regarding a possible collaboration between TechCentral and CMA. Ms. Hoge and Mr. Lynce had the opportunity to tour the new *Gallery One* exhibit at CMA, which contains a traditional art gallery fused with cutting edge technologies like floor-to-ceiling touchscreens, iPads with augmented reality and location apps, motion-tracking based exhibits, and more. We are looking into the possibility of TechCentral have a table at the next MIX event at the museum, happening in February 2013.

Cortney Gatewood and Alan Majors attended the Youth Services Meeting on December 19 to talk about several

technology-centric educational, crafting, and puzzle websites and resources aimed at children and teens.

Computers in Libraries 2013

Early in December, TechCentral received word that both of its proposals for Computers in Library 2013 had been accepted. Mr. Lynce, Ms. Hoge, along with Anastasia

Diamond-Ortiz, Knowledge Manager, will be traveling to Washington D.C. in April 2013 to present the following sessions:

In the Cloud: Personalized Virtual Desktop
Anastasia Diamond-Ortiz, Knowledge Manager; CJ Lynce, TechCentral Manager; Olivia Hoge, TechCentral Coordinator, Cleveland Public Library
 In 2012, Cleveland Public Library (CPL) began offering a personalized, virtual desktop to library patrons. Dubbed myCloud, the virtualized desktop offers patrons an environment that they can customize to their liking—including installing software and saving documents to CPL servers. Before launch, there were many questions to be answered—both technological and legal. Speakers discuss the process of setup, launch, and management of a virtual desktop program in a large, urban public library and share their customers' delight!

Becoming TechCentral

Anastasia Diamond-Ortiz, Knowledge Manager; CJ Lynce, TechCentral Manager & Olivia Hoge, TechCentral Coordinator, Cleveland Public Library
 Building a technology center, makerspace, or technology commons in a public library is about more than buzzwords. Integral to the success of any large-scale technology project is an understanding of the user community. Cleveland Public Library staff share the lessons learned as the TechCentral project moved from idea to reality. They discuss the Tech Toybox, an electronic device lending program, and myCloud, a virtualized desktop experience offered to public computer users.

BOOKMOBILE/ON THE ROAD TO READING

The bookmobile conducted 52 stops, served 606 patrons and processed 11 new library-card applications.

OTRR staff visited 63 classrooms with a total attendance of 740, and visited 12 Pediatric and WIC sites. 43 deposit collections were circulated to classrooms with a total of 989 items.

Librarian Rhonda Fulton assisted with teen parenting workshops at Collinwood High School on December 14 and 15. The workshops, co-facilitated with Vanessa Davis (Beechbrook) and Sherrell Germany (Collinwood High School) emphasized the importance of play and brain development.

STAFF

Mobile Services Manager, Linda Sperry worked last day at Cleveland Public Library on December 31, 2012.

TECHNICAL SERVICES

Patricia Lowrey, Director of Technical Service, along with an energetic team of volunteers, packed up books and other materials in the Broadway Branch. The volunteers were Elizabeth Bardossy from Preservation; Jintao Huang and Barbara Satow from Catalog; Anarie Lanton, Nate Infante, and Angelina Bueno from Acquisitions; Shirley Jones from Materials Processing; Nancy Mocsiran from the Technical Services Office; Carole Brachna from High Demand; and Stephen Wohl from Shelf/Shipping. Many telescopes of books were transported to the LakeShore Facility by the volunteers and the remaining materials were delivered by the Facilities Department the next day.

Ms. Lowrey attended the Special Board Meeting on December 11 and the retirement celebrations for Linda Sperry and Lynne Roderick on December 18.

Collection Management: After the close of ordering for the year, Collection Management staff volunteered to assist other Technical Services departments. Bonnie Bolton, Nancy Mocsiran and Laura Mommers all worked with both the Materials Processing and Acquisitions Departments.

Copies of a brochure promoting Cleveland Public Library CDs, DVDs and Books on CD of African-American interest arrived from Midwest Tape. Ms. Mommers will distribute

copies to all Branches plus the Audio-Visual department and Popular Library in time for Black History Month in February.

Rollie Welch continued to represent Cleveland Public Library this month with his byline associated with reviews in The Plain Dealer, an online column for Library Journal and a column appearing in VOYA. Mr. Welch also was a guest on The Regina Brett Show broadcast on radio station WKSU on December 8.

High Demand: Staff members ordered 456 titles and 5,413 items; they added 504 titles and 8,600 items. There were 370 invoices paid that totaled \$ 106,865.19.

An extensive amount of work was done to clear up any problems with invoices and vendor accounts before the end of the year. In preparation for 2013, Carole Brachna, High Demand Manager, spent time setting up new templates for ordering, to reflect changes in the circulation of different material types in the branches. Mrs. Brachna helped conduct interviews for a Technical Services Librarian position in the Catalog Department. She participated in a Warm Up Cleveland knitting session.

Summer Salem worked with 25 Arabic language titles for the Catalog Department. The following staff processed these amounts of books for the Materials Processing Department: Steven Best (452), Rosalyn Easley (296), and Mya Warner (369). Dale Dickerson completed original cataloging for 54 titles.

Materials Processing: The Associates cataloged 816 titles for CPL and 1,398 titles for CLEVNET. The Associates and Senior Clerks added 3,832 items. The Technicians processed 24,982 items.

Steven Best, Mya Warner and Rosalyn Easley from High Demand, and Laura Mommers and Nancy Mosciran from Collection Management assisted in processing materials. Elizabeth Hegstrom with assistance from Stephen Wohl, Shelf/Shipping Supervisor, Andrea Johnson, Catalog Manager, and Dawntae Jackson, Human Resources, interviewed candidates for the Technical Services Associate - Temporary position.

Acquisitions: Leslie Pultorak, Acquisitions Librarian, continued to order Asian language DVDs for the Lunar New Year. Ms. Pultorak worked with two new vendors to setup accounts for CPL and placed orders for the titles.

Sandy Jelar Elwell met with the Librarians in the Department to discuss working on end of the year projects and reports to ensure that the order information for all open purchase orders will correctly rollover into the 2013 fiscal year in Sirsi. They also planned for upcoming changes to ordering and invoicing procedures that will occur in 2013.

The Librarians spent most of the month placing the remaining orders for 2012 and all orders were placed by December 21st. They completed the following annual end of the year projects consisting of manually canceling old orders; creating new orderlines on existing purchase orders for titles with partial receipts; reviewing and editing order information; and deleting all invoices from Sirsi that had not be approved for payment before the end of the year.

December 20th was the last day for all staff to receive materials and pay invoices in Sirsi. Bonnie Bolton and Laura Mommers, Collection Management Librarians, and Nancy Mocsiran, Technical Services Assistant in Collection Management, volunteered to assist the Acquisitions Department with the receiving of library materials so that this task could be completed before the December 20th cut-off date.

Staff ordered a total of 4,693 titles and 46,883 items. They received 10,186 items, 1,178 periodicals, and 536 serials. They added 558 periodical items, 327 serial items, 64 paperbacks, and 218 comics. They processed a total of 1,649 invoices and 60 periodical and serial claims. They modified 128 serial controls.

Shelf/Shipping Department: Many of the pages from Lakeshore Shelf/Shipping have been helping out at the neighboring Memorial-Nottingham Branch. The branch had a sudden shortage of page help and the pages stepped in to help out.

The staff of the Lake Shore Shelf/Shipping Department sent 75 items to the Main Library for requests and 96 items to fill holds. Main Library received 500

telescopes, the Branches received 1,070 telescopes, CLEVNET received 116 telescopes, CASE received 4 telescopes and CSU received 5 telescopes and Tri-C received 1 telescope for a total of 1,696 telescopes shipped out. The Technicians sent 14,984 new items to the Acquisitions and High Demand Departments to be received, cataloged and processed.

Catalog: Catalogers added 3,998 titles and 2,392 items for Cleveland Public Library. Andrea Johnson organized instructions for processing mass market paperbacks into a single document. Carole Brachna, High Demand Manager, and Dawntae Jackson, Human Resources assisted Ms. Johnson with interviewing for a Technical Services Librarian (Spanish language emphasis).

Amei Hu worked on Chinese literature books by Mo Yan, winner of the 2012 Nobel Prize in Literature. Ms. Hu also cataloged some Japanese literature books including recent prize winners. John Parsons cataloged and inventoried the Annual Report of the Pennsylvania Railroad for 1849-1958. The 99th annual report had a brief history of the first 100 years of operation of the company. Larisa Povitsky did original cataloging for chess books in Slavic, German and Hungarian languages ordered for the J.G. White collection.

As a NACO participant, Michael Monaco had the opportunity to establish a name authority heading and LC classification number for Cleveland-area poet Jacqueline Gillon, as well as name authority headings for Clevelanders Julian W. Tyler and Leo Weidenthal. Works by or about these people will now be collected under standard headings in the Cleveland Public Library's catalog as well as in WorldCat and the Library of Congress. Mr. Monaco also attended a meeting of the CPL150 Team.

Barbara Satow continued to serve on the Employee Recognition committee, which is gearing up to launch the revamped WOW program in early 2013.

Preservation: The Digital Gallery's High School Yearbook Collection item views more than doubled to a new record of 82,138. Cleveland History, CPL History, and Cleveland Photos also received increased use. Highest use for a single title was recorded for the 1930 City Directory (1,412 item views) followed by the Lakeshore

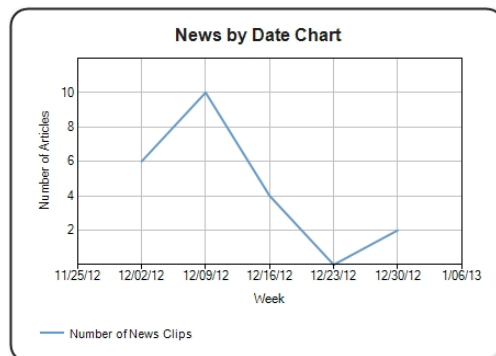
and Michigan Railway System (1,259 item views). City Directories for 1921 and 1931, and Aerial Photographs of Cuyahoga County 1951 also received more than 1,000 item views. The Glenville 1918 and West Tech 1964 yearbooks each received more than 700 item views. Annual reports for Public Administration 1914-1930 and seventeen historic documents were added to the Digital Gallery for the PAL centennial observation on December 12.

Two Jasper Wood photos were reproduced for display at Addison Branch. Two historic plat maps and six neighborhood photos were also reproduced for Carnegie West Branch. The prints were installed at the branches on December 14. Gloria Massey scanned glass plate negatives of 47 Rockefeller family portraits from the Edmondson collection. She processed files for seven yearbooks: Lincoln West 1979, Max Hayes 1974 and 1975, John Marshall 1948, and Longwood 1924. She prepared PDF files for volumes 27-30 of the Ohio Architect, Engineer, and Builder.

Elizabeth Bardossy treated a tightly bound Tibetan volume from the White Collection prior to its forthcoming use by a scholar in 2013. She took it apart, removed tape, cleaned and mended the sheets, and made a new box to accommodate the released pages. She also treated 17 Cleveland Park collection plans, and two archives documents. She placed the Public Administration Library Annual Reports in individual acid free folders.

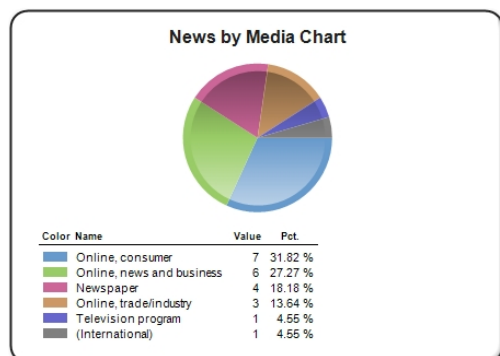
Laura Wallencheck worked on the inventory of historic annual reports of American railroads.

MARKETING & COMMUNICATIONS



Media coverage for the month of December included 22 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$14,719.19 with a news circulation audience of 1,039,877 people. In December, the online media

outlets that featured CPL events and programs received 2,158,766 unique visitors. Full report in the Marketing Department.



An ad to promote ed2go appeared in the *Campus Observer*. The *Collinwood Observer* printed an editorial article about Collinwood's anti-bullying program. The Library was promoted in an ad for the *Milestones Organization* 10th Anniversary program guide.

An ad appeared in *CAN* magazine promoting the WPA print display. The Library promoted programs and services at *Circle in the City* on December 12 and 19. Online consumer and online news and business were the media most featuring Cleveland Public Library in December.

Search Engine Marketing with cleveland.com resulted in CPL ad being viewed 28,522 on average per week, which resulted in an average of 629 clicks to website per week.

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 consultant Erika McLaughlin; OPS manager; and Web Applications manager
- Monthly Branch and Main Manager's meetings
- Meeting with vendors to discuss billboard and bus advertising for 2013

GRAPHICS

Graphics staff designed, printed, and distributed 77 printed pieces in December, in addition to graphics for the library website, and 4 staff newsletters.

Promotional pieces included: *UpNext*-January; MLK calendar and flier; Flier for Centuries of Childhood and WPA poster exhibits; Friends End of the Year Appeal;

Booklist of Cleveland Play House *Bell Book & Candle*; Booklist for Playhouse Square *Priscilla, Queen of the Desert* musical; Jan/Feb Computer Class booklet; and OLBPD newsletter.

WEBWARE www.cpl.org and other CPL sites

Twitter followers are up from 3,247 in 2011 to 4,785 currently. Facebook fans are up from 3,648 in 2011 to 4,775 currently. Downloads of books in an electronic format (eBooks) were up from 52,900 in 2011 to 78,003 currently.

Library News on the www.cpl.org homepage featured the following items for December: Celebrating the 100TH Anniversary of the Public Administration Library; Cleveland Public Library Board of Trustees Meeting; and The Library Welcomes Pulitzer Prize-Winning Writer and Journalist Connie Schultz.

During the month of December, the following events, programs, and information were promoted on www.cpl.org: Ed2Go; Laura Taxel; Winterfest; End of Year Giving, Nests and Eggs of the Birds of Ohio Calendar; Adele: Skyfall (MyTunes); Naxos; Genealogy Clinics; Warm-up Cleveland; Rockin' the 216; Live Online eMedia Chat Support; CultureGrams; Homework Help; Muzzy Online; Tumble Book Library; Celebrate with Books; 100 Sizzling Titles; Opposing Viewpoints; National Geographic (database); Curl Up With a Good Book; Connecting with the Community; and Brown Bag Book Clubs.

22 Popular Topic pages were updated with new book lists in November.

The seventeenth "Off the Shelf" was sent out on December 6th to a distribution list of 2,491. This issue featured: Guest Author: Laura Taxel; Library Gift Shop: Nests and Eggs of the Birds of Ohio 2013 Calendar and Food Talk Cookbook; Post Holiday Live Library eBook Support; and Help us build better libraries for stronger communities!. The following events were also featured: Genealogy Clinics; Connie Schultz Author Visit and Book Discussion; and 3D Cookie Cutter Lab. We also featured the following new arrivals: *The hobbit : an unexpected journey : official movie guide*; *Heads in beds : a reckless memoir of hotels, hustles, and so-called hospitality*; and *Brain on fire : my month of madness*.

PlayhouseSquare's *Priscilla, Queen of the Desert* and Cleveland Play House's *Bell, Book and Candle* booklists were built for the Theater Popular Topic.

Two new author pages were built (D.A. Levy and Daniel Thompson) and a new account was added for a new Literature Department staff member for the Ohio Center for the Book website.

LMC Ground Rules were updated and the Commitments of a Successful LMC document were posted to Labor Management's page on the Staff Center.

The Ohio Library for the Blind and Physically Disabled winter newsletter was posted.

Closing graphics for Christmas Day, Christmas Eve, a special/emergency closing, and New Year's Day were posted to the home page.

The 2013 Staff Newsletter entry pages for contributors and the dates for upcoming newsletters were posted to the Staff Center.

PROPERTY MANAGEMENT

The Property Management office completed numerous branch inspections and continues to monitor utility bills. Work has started on construction of the temporary South Branch and we are meeting weekly.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. Time clocks for outside lights were reset and bulbs were replaced at Brooklyn, Eastman, Hough, Lakeshore, and MLK. A new under floor water sensor was installed in Automation. All of the wall mounted drinking fountains condensing units were cleaned and serviced in LSW. The Translogic track in Tech Central was cleaned. We worked with manufactures representative to repair under floor VAV boxes in the multi purpose room and also worked with Aqua Science to correct water PH levels in the boiler at Rice.

The Carpenters and Painters worked to move some shelving and install new shelving at Mt.Pleasant. Door locks were repaired at Fleet, LSW, Main, South Brooklyn, and West

Park. A new door was installed behind the service desk at Carnegie West.

The Garage serviced vehicles #4, #7, #9. New tires were installed on vehicle #11. The oil was changed in the Book Mobiles generator. Salt has been restocked at all the branches.

SAFETY & PROTECTIVE SERVICES

PROTECTIVE SERVICES

Activity

Month	Total calls	Average per day	Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents
December 2012	3,073	114	19	19	327	327

Special Attention, Special Events, and Significant Incidents

12/02/2012 Circlefest at MLK Branch
 12/04/2012 Mean Green Science Machine Program
 Eastman
 12/04/2012 Cleveland Leadership Center at LSW

Security Systems

- Will develop schedule concerning upgrades to access control.
- Obtain schedule for implementation of CCTV system work
- Will obtain estimate for upgrade for Fire System at LSW/Main

Communications Center

- The communications center is being staffed and processes are being developed to engage in active surveillance of CPL properties. Safety & Protective Services is also continuing to refine communications procedures to meet streamlined communications processes and increase efficiency of response.

Contract Security

- Safety & Protective Services has directed at Property Management's request to staff South Branch for fire watch weekly.

RECORDS AND EQUIPMENT MANAGEMENT

- Updates continue to be made to CPL SPS inventory.
- Radios have been transferred to Shelf Division and the physical transfer will take place in January 2013.

ADMINISTRATION

- Working with Knowledge Office on Electronic Records capturing system.
- Interviewed and selected three candidates for the Safety & Protective Services Officer positions.

INFORMATION TECHNOLOGY & CLEVNET

CPL Projects

December was the first full month of online payment. The Software team continues to tweak reports in response to requests from the Directors Panel, CLEVNET member library fiscal officers, and CPL Financial Services.

- Created an end-of-month report for CLEVNET libraries that summarize the month's online bill payments by day and by bill reason.
- Modified the above report so that it includes separate worksheets for individual branches for libraries with more than one branch along with the summary for the library as a whole. This will be sent starting next month.
- Adjusted the monthly report to CPL Financial Services so that it includes a breakdown by bill reason for payment made on CPL bills.

Software also continued testing and tweaking the paperless invoicing project with Acquisitions, High Demand and Financial Services.

The patrons of CPL gained even more computer access this month: Mt. Pleasant (5), Sterling (7), Brooklyn (8), Addison (12) and West Park (12) all received new Windows 7 PCs for the public. This provides more computer

resources for the public. Over 300 additional PCs have been configured and installed for the public in 2012.

New access points were configured for Mt. Pleasant and Sterling to add to Wireless Controllers.

Updates to websites

www.cpl.org:

Library News on the www.cpl.org homepage featured the following items for December: Celebrating the 100TH Anniversary of the Public Administration Library; Cleveland Public Library Board of Trustees Meeting; and The Library Welcomes Pulitzer Prize-Winning Writer and Journalist Connie Schultz.

During the month of December, the following events, programs, and information were promoted on www.cpl.org: Ed2Go; Laura Taxel; Winterfest; End of Year Giving; Nests and Eggs of the Birds of Ohio Calendar; Adele: Skyfall (MyTunes); Naxos; Genealogy Clinics; Warm-up Cleveland; Rockin' the 216; Live Online eMedia Chat Support; CultureGrams; Homework Help; Muzzy Online; Tumble Book Library; Celebrate with Books; 100 Sizzling Titles; Opposing Viewpoints; National Geographic (database); Curl Up With a Good Book; Connecting with the Community; and Brown Bag Book Clubs.

Twenty-two Popular Topic pages were updated with new book lists in November.

The seventeenth "Off the Shelf" was sent out on December 6th to a distribution list of 2,491. This issue featured: Guest Author: Laura Taxel; Library Gift Shop: Nests and Eggs of the Birds of Ohio 2013 Calendar and Food Talk Cookbook; Post Holiday Live Library eBook Support; and Help us build better libraries for stronger communities! The following events were also featured: Genealogy Clinics; Connie Schultz Author Visit and Book Discussion; and 3D Cookie Cutter Lab. We also featured the following new arrivals: The Hobbit: an unexpected journey: official movie guide; Heads in beds: a reckless memoir of hotels, hustles, and so-called hospitality; and Brain on fire: my month of madness.

"Priscilla, Queen of the Desert" and "Bell, Book and Candle" PlayhouseSquare booklists were built for the Theater Popular Topic.

Closing graphics for Christmas Day, Christmas Eve, a special/emergency closing, and New Year's Day were posted to the home page.

Other CPL sites:

Two new author pages were built (D.A. Levy and Daniel Thompson) and a new account was added for a new Literature Department staff member for the Ohio Center for the Book website.

LMC Ground Rules were updated and the Commitments of a Successful LMC document were posted to Labor Management's page on the Staff Center.

The Ohio Library for the Blind and Physically Disabled winter newsletter was posted.

The 2013 Staff Newsletter entry pages for contributors and the dates for upcoming newsletters were posted to the Staff Center.

CLEVNET Projects

The Morningstar Investment Research Center resource was purchased and set-up for all CLEVNET Libraries. The resource offers our patrons real-time access to comprehensive data and independent analysis on thousands of investments, spanning mutual funds, stocks, exchange-traded funds, and closed-end funds. The CLEVNET Online Resources Committee (CORC) made the decision to purchase the resource for CLEVNET because the company cancelled its print version of the resource effective December 2012.

On November 29, the CLEVNET eMedia site was one of four US OverDrive platforms to participate in the beta launch of the new OverDrive eMedia platform. The beta period ran from November 29 - December 14. During that time period, Webware worked with OverDrive to report patron support issues as well as issues with the usability of the new platform. We were able to send two lists of recommended improvements for the platform and patron

download process. All of our recommendations were implemented within days of submission.

As anticipated, the eMedia site has seen record circulation for the month of December, most likely due to holiday gifts of eReaders and tablets. eMedia circulation for December 2012 hit 78,003 downloads, by far our highest month for downloads. This total is an increase of 48% over December 2011.

The mail system for CLEVNET was migrated to a newer storage system allowing for expansion of user mailboxes resulting in cheers and sighs of relief throughout the geographic region.

CLEVNET had a temporary outage at 9:30 am December 12th that involved clearing Envisionware connections at a CLEVNET library that were misconfigured, causing the SIP2 server to loop and overload.

CLEVNET internet had a temporary outage December 13th at 8:30 pm due to a hardware failure of the OPLIN provided router. Mr. Novak had it replaced and the internet connection back online by 10:00 pm.

Legacy patron barcodes at the Newton Falls Library were encountering errors in online payment. The Software team worked with the staff at Newton Falls to correct this situation.

Software did a batch discard of Wickliffe Public Library's Juvenile VHS collection at the library's request. They also did a batch edit of Euclid Library's AFRICANAM location to URBAN and call numbers from AFAM to URBAN. Batch processes like these save many hours of staff time at the libraries.

Birchard Public Library moved from manual debt collection to the automated debt collection process with Unique Management. Software staff worked with the library and Unique Management staff to implement the switch.

Software staff completed yearly acquisitions rollover process for these libraries: Bellevue, Cleveland Heights, Cleveland Law Library, Willoughby-Eastlake, Lorain Public Library, Medina, and Wayne County. Other libraries requested theirs be done in January.

Bellevue Public Library was configured and trained for 9xx acquisitions ordering.

Hardware/Telecomm worked with AT&T to acquire DID (direct inward dialing) telephone numbers for CLEVNET libraries moving to CLEVNET VoIP.

Cleveland Heights Library's Active Directory child (sub) domain was repaired to re-establish correct communication with the domain from the parent domain-clevnet.org. A new switch was installed at Cleveland Heights in preparation for them moving to CLEVNET VoIP.

At Sandusky Public Library, a faulty network switch was replaced. IT/CLEVNET staff assisted in interviewing for the PC Tech position at Sandusky Public Library.

Assisted Medina County District Library with connecting signage devices to Wi-Fi.

IT Network staff met with Elyria Public Library and their electricians to assess rewiring plans for their West River branch.

IT staff met with Wickliffe Public Library staff to plan for 2013 initiatives.

IT staff visited Milan Public Library construction project to prepare for any network needs.

IT Department staff worked with Comprise support to migrate Shaker's SAM implementation to our CLEVNET server.

KnowItNow24X7

December began with KnowItNow receiving five proposals from vendors in response to the RFP for after-hours coverage. Each proposal was reviewed, ranked, and discussed with staff at the State Library of Ohio and Cleveland Public Library. As a result of this process, the contract for after-hours coverage of KnowItNow will be awarded to Ohio-based OCLC QuestionPoint for July 2013 through June 2014. The decision to go with OCLC will provide a savings of over 60% of current costs for after-hours coverage for the statewide virtual reference service.

On December 11, the Statewide Coordinator and Website Coordinator participated in the State Library of Ohio Board meeting to provide a 6-month update on activities of KnowItNow.

The KnowItNow Website Coordinator fixed display issues for Apple devices running the iOS6 update. This fix will

allow patrons of the service to continue to use the current KnowItNow app available in iTunes.

KnowItNow Website Coordinator upgraded to the reCAPTCHA module for the KnowItNow Provider site. reCAPTCHA is a security feature that requires those signing up for new accounts on the site to type in displayed words from digitized books. Words that cannot be read by the computer are displayed for humans to decipher. In the process, digitized books become more readable; websites get a more secure sign-up process. The new module has significantly reduced the number of fraudulent account requests for the KnowItNow Provider Site.

Meetings and Professional Development

Amy Pawlowski was nominated and appointed to be the President of the Northeast Ohio Usability Professionals' Association (NEOUPA - <http://neoupa.org>; UXPA - <http://www.upassoc.org>) as of January 2013. The organizations supports people who research, design, and evaluate the user experience of products and services across Northeast Ohio.

The Software team attended the CLEVNET Users' Circulation Interest Group meeting at Twinsburg on December 5.

Ann Palomo and Amy Pawlowski met with the CLEVNET Directors' Advisory Panel on December 7.

Statistics

IT/CLEVNET Statistics	Dec-12			
	# Cases Opened	# Cases Closed	Site Visits	TOTAL
Hardware				
CPL Main	71	58	21	150
CPL Branch	87	74	41	202
CPL Lake Shore	17	12	3	32
CLEVNET	19	12	16	47
PUBLIC	1	1		2
HARDWARE TOTAL	20	13	16	49
Software				
CPL Main	22	22		44
CPL Branch	13	13	0	26
CPL Lake Shore	6	6		12
CLEVNET	107	107		214
PUBLIC	150	150		300
SOFTWARE TOTAL	298	298	0	596
Webware				
CPL Main	11	11	1	23
CPL Branch	7	7		14
CPL Lake Shore	6	6		12
CLEVNET	17	17		34
PUBLIC	1405	1405		2810
WEBWARE TOTAL	1446	1446	1	2893
KnowItNow				
CPL Main	7	6		13
CPL Branch	0	0		0
CLEVNET	0	0		0
PUBLIC	0	0		0
KIN Library	9	8		17
OHIOLINK	6	6		12
After Dark	0	0		0
KNOWITNOW TOTAL	22	20	0	42
GRAND TOTAL	1786	1777	17	3580

Mr. Seifullah moved to adjourn into Executive Session to discuss pending litigation. Mr. Werner seconded the motion, which passed unanimously by roll call vote.

The Board adjourned into Executive Session at 12:58 p.m.

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

Ms. Butts moved to adjourn to the Regular Meeting of Library Trustees. Mr. Werner seconded the motion, which passed unanimously by roll call vote.

The Regular Board Meeting resumed at 1:32 p.m.

Mr. Corrigan adjourned to the Organizational Meeting at 1:33 p.m.

Thomas D. Corrigan
President

Alan Seifullah
Secretary

2013 ORGANIZATIONAL MEETING OF THE LIBRARY BOARD

Mr. Werner called the meeting to order at 1:34 p.m.

Election of Officers

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

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

Mr. Werner stated that current officers will retain their offices for 2013.

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

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

Election of Fiscal Officer & Appointment of Deputy Fiscal Officers

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

BE IT RESOLVED, That Carolyn Krenicky be elected to serve as Fiscal Officer from the Year 2013 Organizational Meeting through the Year 2014 Organizational Meeting and that a stipend of \$ 400.00 per month be paid for the duties as Fiscal Officer; and

BE IT RESOLVED, That Laura Armstrong and Lawrence Novotny be appointed to serve as First and Second Deputy Fiscal Officer from the Year 2013 Organizational Meeting through the Year 2014 Organizational Meeting and that a stipend of \$250.00 per month be paid to each for the duties as First and Second Deputy Fiscal Officer.

OFFICERS
Elected

FISCAL
OFFICER
Elected

DEPUTY
FISCAL
OFFICERS
Appointed

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

RENEWAL OF
SURETY
BONDS ON
FISCAL
OFFICERS
Approved

Renewal of Surety Bonds on Fiscal Officers

(See pages 139-141)

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

BE IT RESOLVED, That the Public Official Surety Bond on the Fiscal Officer and Deputy Fiscal Officers for coverage of \$50,000 be authorized through the next Organizational Meeting in 2014.

Carrie Krenicky, Chief Financial Officer, stated that Daniel Buser from Crain, Langner & Co. recommended that the Board reduce the face amount on each of the three individual bonds from \$250,000 to \$50,000.

In addition, it is requested that Travelers Casualty and Surety Company of America, which is the surety on the bonds, delete the bonded employee exclusion in the Commercial Crime insurance policy, thus providing the Library the face value of the bond plus the Commercial Crime Policy Employee Theft limit in the event of a loss resulting from one of the three currently bonded employees. The Commercial Crime insurance would apply in excess of the individual bonds for losses covered by such bonds.

The change to delete the bonded employee exclusion effective January 1, 2013 would cost an additional pro rated premium for the current policy term of \$1,685.

The annual premium for the \$50,000 face value bonds would be \$173 each. The savings on the bonds would partially offset the increased premium on the Commercial Crime policy. These changes (removing the bonded employee exclusion and lowering the bond amounts) will result in the entity having a higher dollar amount

of protection in the event of a loss resulting from one of the three bonded individuals under this revised arrangement.

After some discussion, the Organizational Meeting was adjourned at 1:41 p.m.

Thomas D. Corrigan
President

Alan Seifullah
Secretary

GIFT REPORT FOR DECEMBER 2012

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	509	9,979
Periodicals	6	623
Publishers Gifts	0	0
Non-Print Materials	<u>28</u>	<u>1,112</u>
TOTAL LIBRARY SERVICE MATERIALS	543	11,714

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 4,823	\$ 541,085
Building & Repair Fund	Restricted	0	30,700
Library Fund	Unrestricted	0	5,072
Library Fund	Restricted	275	6,433
Library Fund - Oral History Project	Restricted	0	0
Beard Anna Young Fund	Restricted	726	726
Endowment for the Blind	Restricted	0	0
Young Fund	Restricted	11,159	44,635
Friends Fund	Restricted	15,000	15,000
Gates Fund	Restricted	0	0
Schweinfurth Fund	Restricted	32,900	65,068
Ohio Center fo the Book	Restricted	0	900
Judd Fund	Restricted	47,654	190,617
Lockwood Thompson Fund	Restricted	0	150,295
PNC - Grow up Great	Restricted	0	48,000
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>87,800</u>
TOTAL MONEY GIFTS		\$ 112,537	\$ 1,348,331

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	13	184	543	11,714
Money Gifts	<u>23</u>	<u>181</u>	<u>23</u>	<u>181</u>
TOTAL GIFTS	36	365	566	11,895



CLEVELAND PUBLIC LIBRARY

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

Sent via email January 9, 2013

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

Dear Bryan:

Please issue and Amended Certificate of Estimated Resources with the **actual** Unencumbered Balances for January 1, 2013 as reflected in the table below.

Fund Category	Unencumbered Balance as of January 1, 2013	Property Tax & PLF	Other Sources	Total Resources Available for Expenditures
General Fund	\$23,600,307.54	\$24,213,904.06 \$20,336,111.67	\$ 6,141,797.50	\$ 74,292,120.77
Special Revenue	\$11,449,605.87		\$ 2,700,194.00	\$ 14,149,799.87
Capital	\$15,525,279.75		\$ -	\$ 15,525,279.75
Permanent	\$ 2,033,648.38		\$ 64,290.00	\$ 2,097,938.38
Agency	\$ 8,913.99			\$ 8,913.99
TOTAL	\$52,617,755.53	\$44,550,015.73	\$ 8,906,281.50	\$ 106,074,052.76

Thank you for your assistance.

Very truly yours,

Carrie Krenicky
Chief Financial Officer

Board of Library Trustees

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

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

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES
Based on 76.55% current collection of current levy for previous tax year.
Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.
Cleveland, Ohio January 10, 2013

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, 2013, 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, 2013	General Property Tax	PLF	Other Sources	Total
General Fund	23,600,307.54	24,213,904.06	20,336,111.67	6,141,797.50	74,292,120.77
Special Revenue	11,449,605.87			2,700,194.00	14,149,799.87
Capital	15,525,279.75			0.00	15,525,279.75
Permanent	2,033,648.38			64,290.00	2,097,938.38
Agency	8,913.99				8,913.99
Totals/Subtotals	52,617,755.53	24,213,904.06	20,336,111.67	8,906,281.50	106,074,052.76

<i>Wade Steen</i>	Budget	<i>Sil Fingland</i>
<i>Donna Johnson</i>	Commission	<i>D. E.</i>

**CLEVELAND PUBLIC LIBRARY
2013 APPROPRIATION: FIRST AMENDMENT
JANUARY 17, 2013**

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	19,022,255.68	4,578,051.86	23,600,307.54 (3)
Taxes - General Property	22,213,904.06	0.00	22,213,904.06
Public Library Fund (PLF)	20,336,111.67	0.00	20,336,111.67
State Rollbacks/CAT	4,000,000.00	0.00	4,000,000.00
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	225,000.00	0.00	225,000.00
Services	3,053,415.50	0.00	3,053,415.50
Unrestricted Gifts	1,500.00	0.00	1,500.00
Miscellaneous	561,882.00	0.00	561,882.00
Return of Advances	0.00	0.00	0.00
TOTAL RESOURCES	69,714,068.91	4,578,051.86	74,292,120.77

APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	33,120,713.00	0.00	33,120,713.00
Supplies	990,080.00	0.00	990,080.00
Purchased/Contracted Services	9,977,427.00	0.00	9,977,427.00
Library Materials/ Information	8,750,996.00	0.00	8,750,996.00
Capital Outlay	523,309.00	0.00	523,309.00
Other Objects	113,260.00	0.00	113,260.00
SUBTOTAL OPERATING	53,475,785.00	0.00	53,475,785.00
Transfers/Advances	0.00	0.00	0.00
TOTAL APPROPRIATION	53,475,785.00	0.00	53,475,785.00

**CLEVELAND PUBLIC LIBRARY
2013 APPROPRIATION: FIRST AMENDMENT
JANUARY 17, 2013**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	13,496,251.50	653,548.37	14,149,799.87
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	185,994.00	10,394.69	196,388.69
Endowment for the Blind	1,623,864.00	80,651.93	1,704,515.93
Founders	2,045,685.00	207,226.44	2,252,911.44
Kaiser	43,070.00	2,934.88	46,004.88
Kraley	150,014.00	6,804.84	156,818.84
Library	166,590.00	5,136.81	171,726.81
Pepke	94,230.00	5,395.18	99,625.18
Wickwire	1,050,836.00	52,955.15	1,103,791.15
Wittke	64,566.00	3,255.37	67,821.37
Young	3,054,487.00	145,870.38	3,200,357.38
Friends	12,000.00	0.00	12,000.00
Judd	190,000.00	0.00	190,000.00
Lockwood Thompson	181,000.00	-295.83	180,704.17
Ohio Center for the Book	900.00	0.00	900.00
Schweinfurth	45,000.00	24,409.08	69,409.08
LSTA-OLBPD	1,508,194.00	14,826.08	1,523,020.08
LSTA-Know It Now	502,764.00	84,150.71	586,914.71
PNC Grow Up Great	50,000.00	5,225.11	55,225.11
Learning Centers	35,000.00	4,607.55	39,607.55
TOTAL APPROPRIATION	11,004,194.00	653,548.37	11,657,742.37 (4)

CAPITAL PROJECTS FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	14,400,000.00	1,125,279.75	15,525,279.75
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
BUILDING & REPAIR	14,400,000.00	1,125,279.75	15,525,279.75 (5)

**CLEVELAND PUBLIC LIBRARY
2013 APPROPRIATION: FIRST AMENDMENT
JANUARY 17, 2013**

PERMANENT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	1,955,716.00	142,222.38	2,097,938.38
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Abel	164,244.00	9,528.26	173,772.26
Ambler	1,440.00	117.73	1,557.73
Beard	94,772.00	6,930.41	101,702.41
Klein	3,392.00	269.48	3,661.48
Malon/Schroeder	111,699.00	10,545.60	122,244.60
McDonald	127,258.00	7,571.37	134,829.37
Ratner	61,616.00	3,838.86	65,454.86
Root	22,684.00	1,624.48	24,308.48
Sugarman	14,589.00	7,522.14	22,111.14
Thompson	78,846.00	6,345.70	85,191.70
Weidental	4,114.00	556.65	4,670.65
White	1,270,336.00	87,371.29	1,357,707.29
Beard Anna Young	726.00	0.41	726.41
TOTAL APPROPRIATION	1,955,716.00	142,222.38	2,097,938.38 (6)

AGENCY FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	8,000.00	913.99	8,913.99
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
UNCLAIMED FUNDS	8,000.00	913.99	8,913.99

**CLEVELAND PUBLIC LIBRARY
2013 APPROPRIATION: FIRST AMENDMENT
JANUARY 17, 2013**

- (1) Certificate dated December 18, 2012
- (2) Certificate dated January 10, 2013
- (3) \$23,600,307.54 unencumbered cash carried forward (plus \$6,869,256.73 encumbered cash.)
- (4) \$11,449,605.87 unencumbered cash carried forward (plus \$501,483.39 encumbered cash.)
 \$2,700,194.00 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.
 (\$11,449,605.87 + \$2,700,194.00 - \$2,492,057.50 = \$11,657,742.37)
- (5) \$15,525,279.75 unencumbered cash carried forward (plus \$874,337.84 encumbered cash.)
 \$-0- transfer from General Fund. \$-0- additional revenue.
- (6) \$2,817,964.74 unencumbered cash carried forward (plus \$8,945.07 encumbered cash.)
 (\$2,817,964.74 = \$2,750,683.73 + \$67,281.01-received 6/2012; not in Beg Yr Bal)
 \$64,290 additional revenue. Non-expendable principal amounts (\$784,316.36)
 are not included in either the certified fund balances or the appropriated amounts.
 (\$2,817,964.74 + \$64,290.00 - \$784,316.36 = \$2,097,938.38)



9321 Ravenna Road
Twinsburg, OH 44087-2461
Tel. 330-963-0064 fax 330-963-0065

Investment Summary

Date: 10/23/2012
Prepared by: Greg Ponchak
Customer Contact: Timothy Goergen

Prepared for Cleveland Public Library South Branch

PROJECT SCOPE: INSTALL FIRE, BURGLAR, ACCESS CONTROL AND IP CCTV SYSTEMS PER THE ATTACHED PRINTS.
NOTE: THE CUSTOMER WILL PROVIDE AC POWER, PHONE LINES AND NETWORK TO THE PANELS. THE CUSTOMER WILL PROVIDE A POE CONNECTION TO THE CAMERAS.

SUBJECT TO THE APPROVAL OF THE FIRE DEPARTMENT.

CPL South Security 6600

Qty	Part#	Product Description
2	RA-D1255RB	FULL FUNCTION FIRE KEYPAD WITH VACUUM FLORESCENT DISPLAY
2	RA-D56R	CONDUIT BOX FOR COMMAND CENTERS - RED
2	AD-BK-D4120	4-WIRE, PHOTO, LOW FLOW
2	AD-BK-DST5	SAMPLING TUBE 5"WITH HOLE
2	AD-BK-RTS151KEY	REMOTE TEST STATION W/KEY
2	AD-BK-4WTB	4-WIRE P/E SMOKE DET W/THERMAL
1	RA-D192G	BELL SUPERVSN MOD 12V/24V
2	RA-FMM-462	POPIT MAN STA SGL ACT
5	AD-BK-P2R	2WIRE HORN/STROBE STD RED
2	AD-BK-SR	STROBE STD CANDELA RED
14	RA-D9127U	POPIT WITH NO TAMPER SWITCH
2	RA-D8125	POPEX ZONE EXPANDER FOR G SERIES
1	AD-AX-AL602ULAD	24VDC @ 6.5 AMP NAC PWR SPLY
1	RA-D9412GV3-B	D94212GV3 FIRE PACKAGE
2	NO-EOLR-1	12 or 24 volt EOL relay module.
1	RA-D8130	RELEASE MODULE
1	RA-D8004	TRANSFORMER KIT UL APPROV
1	AD-DE-EAX2500S	ALARM BOX SURFACE MOUNT
1	AC-IL7205-SE1-26D-KA2	1 1/4 MORTICE CYLINDER CHROME
1	AD-AX-TP2440	TRANSFORMER 24VAC 40VA PLUG IN
1	AD-CK-FG1625	ACOUSTIC GLASSBREAK /25FT.
7	AD-GI-29AB	Door contact / Brown / Surface
3	RA-ZX938Z	PIR MOTION DETECTOR 60FT W/POPIT
1	AD-269R	SWITCH,HOLDUP WITH ARMOR COVER
2	MA-8300-121	5395 Thinline II - Gray Std. Wiegand

Accepted by: _____ Date: _____

Purchase Order #: _____ Deposit Check #: _____

1	AD-SN-DSBBK	DUAL SENSE BAR-BLACK ANODIZED
1	AD-SN-M62	12/24 1200LB 62DUAL VLTAGE MGL
1	AD-HE-100610401	1006-12/24D-630 STRIKE BODY
1	AD-HE-100620041	FACEPLATE N-630
1	AD-SR-RCRREXW	REQUEST TO EXIT SENSOR WHITE
1	AD-AC-TS14	RTE PNMTTC TMR, 1.5" BUTTON
1	ANX-S2-NN-E2R-WM	S2 Network Node with 2 readers, 4 inputs, 4 outputs capability
6	ANX-473191	AXIS P3354 6MM DAY/NIGHT FIXED DOME WITH LIGHTFINDER TECH
2	ANX-473703	AXIS P3364-VE 6MM VANDAL RES OUTDOOR, LIGHTFINDER, 720P/1MP H.264, POE, WDR
2	ANX-395977	AXIS P33VE SERIES PENDANT KITTO MOUNT P3343/44-VE ON STNDRD 5502-321
1	ANX-S2-NETVR-2TB-8	S2 NetVR Unit 2TB Licensed for 8 IP cameras
1	BB-SS-731B	17" Flat Screen Lcd Monitor
1	AD-NO-PTRK2126	21SPC RLLNG PRTBL RCK 26"DEEP
2	AD-AX-RB1224	AX 12/24VDC 5AMP/120VAC RELAY
1	IPS-LABOR	IPS LABOR - Installation
1	AD-AX-AL300ULXR	UL PWR SPLY 2.5AMP,RED ENCLSR
1	ANX-AL400ULACM	Power Supply/Charger with Access power controller - 8 fused Class 2 power limited outputs provide 12VDC @ 4 amp or 24VDC @ 3 amp, outputs are individually selectable for Fail-Safe or Fail-Secure operation or as dry form "C" contacts, fire alarm disconnect
8	AD-IM-1270	12V 7AMP BATTERY
2	ANX-395265	Wall Bracket 5017-611
3	IPS-Misc-Kit200	Boxes, Wire Mold, Conduit, Connectors
1	IPS-Misc-Access	Miscellaneous Parts and Connectors
1	IPS-3102-PPSF	Prints, Permits, Submittals, Fees
1	AD-WG-46031004	18/4 SOL OAS FPLP 1M RL RED
0.5	AD-WG-31151012	18/4 STR JKT CL2P 1M RL BGE
0.5	AD-WG-46081004	14/2 SOL OAS FPLP 1M RL RED
0.2	AD-WG-41025504	22/6 SOL JKT FPL 5C BX RED
0.3	ANX-B658AFS	Profusion Access Control Cable Plenum 1000 ft
112	IPS-BR-RNG-KIT	2 inch Bridle Ring with Beam Clamp Kit
1	IPS-Lift	Lift Rental

Grand Total: \$33,121.30

*Applicable Shipping and Sales Tax not included

Accepted by: _____ Date: _____

Purchase Order #: _____ Deposit Check #: _____

CPL Rice Branch : Information Center
 Estimated Budget

Item	Estimate	Notes
Conceptual Design Intent	\$7,500.00	
Design Management	\$2,000.00	
Estimated Design	\$9,500.00	
Computer Hardware	\$8,998.00	42" touchscreen with CPU (Quant: 2 each)
Fabrication Estimate	\$17,500.00	Per Drawing *Minor changes may occur
Software / Programming	\$5,000.00	TBD
Installation	\$1,900.00	Installation of Kiosk
Estimated Kiosk	\$33,398.00	
Estimated Total	\$42,898.00	
Original Contract Estimate	\$37,900.00	
Ammended Costs	\$4,998.00	



Business Smarts
 6770 West Snowville
 Brecksville, OH 44141
 Phone (440) 526-2471
 Fax (240) 358-7179

SERVICE QUOTE

Quote # AAAQ5227
 Date 12/18/12
 Sales Rep. Jerry Short

Quote To: [Redacted]

Cleveland Public Library
 Bill Hood
 325 Superior Ave
 Cleveland, Oh 44114

Cpl Contract Eff 2/1/2013

Ln #	Qty	Part Num	Serial No	Description	Service Level	Type	Hours	Unit Cost	Month Cost
C = Contract P = Package									
Laser Printers									
2	2	44685G	List	LJ 9050	NBD	C	13 00 00	\$52.17	\$104.33
3	1	080512	List	LJ CP3505	NBD	C	13 00 00	\$10.08	\$10.08
Intel Servers									
5	1	978330	D029DK1K061	ML370 G1	4HR	C	13 00 00	\$93.83	\$93.83
6	1	978330	D008DKG1K022	ML370 G1	4HR	C	13 00 00	\$93.83	\$93.83
7	1	978344	D140FSB1K048	DL380 G1	4HR	C	13 00 00	\$93.83	\$93.83
8	1	978344	D143FSB1K065	DL380 G1	4HR	C	13 00 00	\$93.83	\$93.83
9	1	978330	D050FLB1K657	ML370 G1	4HR	C	13 00 00	\$93.83	\$93.83
10	1	978330	D050FLB1K237	ML370 G1	4HR	C	13 00 00	\$93.83	\$93.83
11	1	978330	D035DKH1L161	ML370 G1	4HR	C	09 00 00	\$93.83	\$93.83
12	1	978344	D102FD41K016	DL380 G1	4HR	C	13 00 00	\$93.83	\$93.83

Ln #	Qty	Part Num	Serial No	Description	Service Level	Type	Hours	Unit Cost	Month Cost
13	1	978344	D104FSB1K662	DL380 G1	4HR	C	13 00 00	\$93.83	\$93.83
14	1	98103D	D225JZG2D413	DL380 G2	4HR	C	13 00 00	\$93.83	\$93.83
15	1	978344	D128FSB1L001	DL380 G1	4HR	C	13 00 00	\$93.83	\$93.83
16	1	98103D	D209FRW1K104	DL380 G2	4HR	C	13 00 00	\$93.83	\$93.83
17	1	98103D	D218JZG1K533	DL380 G2	4HR	C	13 00 00	\$93.83	\$93.83
18	1	98103D	D218JZG1K535	DL380 G2	4HR	C	13 00 00	\$93.83	\$93.83
19	1	98089D	EA28KZRZ3C	ML350 G3	4HR	C	13 00 00	\$37.00	\$37.00
20	1	98089D	EA3YKZRZ38	ML350 G3	4HR	C	13 00 00	\$37.00	\$37.00
21	1	15597G	USM5100441	ML350 G4	4HR	C	13 00 00	\$26.50	\$26.50
22	1	15597G	USM541V019	ML350 G4	4HR	C	13 00 00	\$26.50	\$26.50
23	1	52049N	2UX83000PB	DL380 G5	4HR	C	13 00 00	\$50.25	\$50.25
24	1	52049N	2UX80206TT	DL380 G5	4HR	C	13 00 00	\$50.25	\$50.25
25	1	52049N	2UX802074A	DL380 G5	4HR	C	13 00 00	\$50.25	\$50.25
26				Branch Servers					
27	11	16006G	LIST	ML350 G4p	4HR	C	13 00 00	\$26.50	\$291.50
28	20	L38161	LIST	ML350 G3	4HR	C	13 00 00	\$37.00	\$740.00
29				Rackmount Tape Library					
30	1	09501S	MXA042905S	LTO AUTOLDR	4HR	C	13 00 00	\$47.50	\$47.50
31	1	17990G	USE8060008	1u USB Tape Array	4HR	C	13 00 00	\$14.92	\$14.92
32				Desktops					
33	92	961886	LIST	8000e	NBD	C	13 00 00	\$7.17	\$659.33
34	54	961830	LIST	MS218	NBD	C	13 00 00	\$8.67	\$468.00

Ln.#	Qty	Part Num	Serial No	Description	Service Level	Type	Hours	Unit Cost	Month Cost
35				New Servers					
36	10	U0J92PE	LIST	ML330	4HR	C	13 00 00	\$19.58	\$195.83
37				MyCloud Renewal					
38	150	10484509		Microsoft Windows Virtual Desktop Access - Subscription license (1 month) - 1 device - additional product - MOLP: Open Value - Win - Single Language	UPDATE	P	N/A	\$8.61	\$1,292.00
39	150	10501469		Microsoft Virtual Desktop Infrastructure Standard Suite - Subscription license (1 month) - 1 device - promo, additional product - MOLP: Open Volume - Win - Single Language - with Microsoft Desktop Optimization Pack	UPDATE	P	N/A	\$0.55	\$82.25
40	120	2511482	LIST	6360t Mobile Thin Client	NBD	C	09 00 00	\$10.08	\$1,210.00
41									

Monthly Total \$6,707.17

Yearly Invoice \$80,486.00

Total \$80,486.00

REPORT A

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD DECEMBER 1 – DECEMBER 31, 2012

Carolyn Henricky
FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

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

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	27,604,803.41	0.00	0.00	0.00	\$ 0.00	27,604,803.41
42 Intergovernmental	25,862,788.49	2,187,358.49	0.00	0.00	\$ 0.00	28,050,146.98
43 Fines & Fees	380,957.21	0.00	0.00	0.00	\$ 0.00	380,957.21
44 Investment Earnings	230,116.46	507,791.49	0.00	137,009.38	\$ 0.00	874,917.33
45 Charges for Services	2,753,322.68	0.00	0.00	0.00	\$ 0.00	2,753,322.68
46 Contributions & Donations	541,084.75	775,819.92	30,700.00	726.41	\$ 0.00	1,348,331.08
48 Miscellaneous Revenue	732,880.01	5,795.00	0.00	0.00	\$ 0.00	738,675.01
Total Revenues	\$ 58,105,953.01	\$ 3,476,764.90	\$ 30,700.00	\$ 137,735.79	\$ 0.00	\$ 61,751,153.70
51 Salaries/Benefits	33,891,398.99	1,318,018.18	0.00	0.00	\$ 0.00	35,209,417.17
52 Supplies	943,814.55	79,375.30	0.00	9,728.00	\$ 0.00	1,032,917.85
53 Purchased/Contracted Services	8,932,138.05	1,240,582.86	0.00	14,956.25	\$ 0.00	10,187,677.16
54 Library Materials	8,874,873.92	186,861.04	0.00	27,329.96	\$ 0.00	9,089,064.92
55 Capital Outlay	274,183.19	139,990.66	3,425,162.70	0.00	\$ 0.00	3,839,336.55
57 Miscellaneous Expenses	96,644.74	69,428.90	0.00	0.00	\$ 2,292.79	168,366.43
Total Expenditures	\$ 53,013,053.44	\$ 3,034,256.94	\$ 3,425,162.70	\$ 52,014.21	\$ 2,292.79	\$ 59,526,780.08
Revenue Over/(Under) Expenditures	\$ 5,092,899.57	\$ 442,507.96	\$(3,394,462.70)	\$ 85,721.58	\$(2,292.79)	\$ 2,224,373.62
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	210,000.00	(210,000.00)	0.00	0.00	\$ 0.00	0.00
99 Transfers	(10,000,000.00)	0.00	10,000,000.00	0.00	\$ 2,775.74	2,775.74
Total Other Sources / Uses	\$(9,790,000.00)	\$(210,000.00)	\$ 10,000,000.00	\$ 0.00	\$ 2,775.74	\$ 2,775.74
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$(4,697,100.43)	\$ 232,507.96	\$ 6,605,537.30	\$ 85,721.58	\$ 482.95	\$ 2,227,149.36
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	\$ 30,469,564.27	\$ 11,951,089.26	\$ 16,399,617.59	\$ 2,826,909.81	\$ 8,913.99	\$ 61,656,094.92

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

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	19,837,771	19,837,771	0	100%	101%
General Property Tax	25,407,318	27,604,803	(2,197,485)	109%	105%
Rollback, Homestead, CAT	5,000,000	6,025,017	(1,025,017)	121%	136%
Federal Grants	0	0	0	0%	0%
State Aid	0	0	0	0%	100%
Fines & Fees	300,000	380,957	(80,957)	127%	148%
Investment Earnings	425,000	230,116	194,884	54%	62%
Services to Others-Clevnet	2,493,252	2,753,323	(260,071)	110%	106%
Contributions	0	541,085	(541,085)	100%	0%
Miscellaneous	706,577	732,880	(26,303)	104%	192%
Return of Advances Out	0	250,000	(250,000)	100%	0%
Total	\$ 54,169,919	\$ 58,355,953	\$ (4,186,034)	108%	98%

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	35,695,913	35,613,264	82,650	100%	99%
Supplies	1,093,672	1,062,909	30,763	97%	95%
Purchased Services	10,948,724	10,768,180	180,544	98%	100%
Library Materials	12,266,927	11,974,278	292,649	98%	93%
Capital Outlay	369,827	357,309	12,517	97%	97%
Other	109,264	106,370	2,895	97%	88%
Sub Total	\$ 60,484,328	\$ 59,882,310	\$ 602,017	99%	98%
Advances Out	0	40,000	(40,000)	100%	0%
Transfers Out	10,000,000	10,000,000	0	100%	0%
Total	\$ 70,484,328	\$ 69,922,310	\$ 562,017	99%	98%

Note (1): Certificate from Cuyahoga County Budget Commission dated December 6, 2012.

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

Note (3): Subtotal includes 88% expended and 11% encumbered.

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	11,296,187.81	10,972,141.87	10,670,615.29	408,281.82	(106,755.24)
51120 Clerical Salaries	9,638,564.73	9,528,284.91	9,208,305.52	372,176.44	(52,197.05)
51130 Non-Clerical Salaries	354,550.82	1,405,880.99	1,232,098.02	44,658.23	129,124.74
51140 Buildings Salaries	3,708,667.56	3,636,989.63	3,479,457.21	139,415.60	18,116.82
51150 Other Salaries	1,130,370.78	1,014,562.57	990,221.83	39,423.58	(15,082.84)
51180 Severance Pay	0.00	578,411.61	462,065.65	53,648.22	62,697.74
51190 Non-Base Pay	0.00	332,578.72	239,456.21	13,616.97	79,505.54
51400 OPERS	3,692,829.90	3,837,020.08	3,632,004.37	143,094.80	61,920.91
51610 Health Insurance	3,302,962.48	3,562,903.47	3,351,526.27	142,734.55	68,642.65
51611 Dental Insurance	0.00	115,700.00	52,943.67	17,487.08	45,269.25
51612 Vision Insurance	0.00	16,160.00	3,943.50	0.00	12,216.50
51620 Life Insurance	11,842.56	15,094.24	11,225.72	919.68	2,948.84
51630 Workers Compensation	0.00	196,040.00	184,352.76	303,746.00	(292,058.76)
51640 Unemployment Compensation	31,836.51	79,026.85	39,928.26	30,208.54	8,890.05
51650 Medicare - ER	316,339.64	369,521.78	315,007.50	12,411.38	42,102.90
51900 Other Benefits	0.00	35,596.49	18,247.21	41.65	17,307.63
Salaries/Benefits	\$33,484,152.79	\$ 35,695,913.21	\$ 33,891,398.99	\$ 1,721,864.54	\$ 82,649.68
52110 Office Supplies	48,324.90	46,431.06	41,164.37	5,632.10	(365.41)
52120 Stationery	73,700.00	88,066.10	78,936.92	589.93	8,539.25
52130 Duplication Supplies	56,300.00	47,849.18	44,321.18	3,528.00	0.00
52140 Hand Tools	100.00	591.26	533.82	57.44	0.00
52150 Book Repair Supplies	82,800.00	74,440.56	66,585.29	1,234.17	6,621.10
52210 Janitorial Supplies	87,800.00	99,319.09	80,947.99	18,371.10	0.00
52220 Electrical Supplies	57,500.00	70,695.44	48,879.37	20,144.95	1,671.12

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52230 Maintenance Supplies	147,400.00	170,291.90	154,775.48	15,372.73	143.69
52240 Uniforms	9,400.00	23,173.22	15,823.79	7,349.43	0.00
52300 Motor Vehicle Supplies	81,600.00	105,577.79	80,845.99	15,242.07	9,489.73
52900 Other Supplies	371,949.32	367,236.73	331,000.35	31,572.85	4,663.53
Supplies	\$1,016,874.22	\$ 1,093,672.33	\$ 943,814.55	\$ 119,094.77	\$ 30,763.01
53100 Travel/Meetings	100,000.00	59,716.65	46,524.42	13,192.23	0.00
53210 Telecommunications	500,687.68	603,874.79	502,997.12	86,912.48	13,965.19
53230 Postage/Freight	123,800.00	114,591.35	104,641.83	7,783.07	2,166.45
53240 PR/Other Communications	193,500.00	204,948.31	140,532.08	45,954.44	18,461.79
53310 Building Repairs	190,000.00	174,024.90	96,140.58	72,856.82	5,027.50
53320 Machine Repairs	41,000.00	42,935.08	38,029.56	2,290.18	2,615.34
53340 Building Maintenance	174,600.00	214,816.71	166,686.42	29,251.70	18,878.59
53350 Machine Maintenance	219,272.06	247,854.17	168,749.55	64,227.47	14,877.15
53360 Computer Maintenance	947,126.00	855,413.85	825,329.28	30,081.57	3.00
53370 Motor Vehicle Repairs	42,000.00	47,926.30	44,550.54	1,266.10	2,109.66
53380 Contract Security	995,688.00	1,041,534.21	999,058.74	42,475.47	0.00
53390 Landscaping	27,000.00	30,539.75	30,539.75	0.00	0.00
53400 Insurance	440,900.00	380,625.78	321,525.20	57,500.00	1,600.58
53510 Rent/Leases	80,900.00	99,829.18	87,110.00	7,345.93	5,373.25
53520 Equipment Rental	93,017.14	137,148.91	114,510.57	15,494.75	7,143.59
53610 Electricity	2,008,900.02	1,993,159.08	1,767,253.09	197,406.91	28,499.08
53620 Gas	257,500.00	283,664.27	148,257.41	118,703.88	16,702.98
53630 Chilled Water	883,500.10	954,801.02	900,233.36	54,567.66	0.00
53640 Water/Sewer	87,295.03	202,789.37	178,984.61	18,916.82	4,887.94

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53710 Professional Services	1,569,212.41	1,813,751.42	989,700.24	785,542.38	38,508.80
53720 Auditors Fees	732,000.00	1,027,825.61	1,017,960.12	10,242.50	(377.01)
53800 Library Material Control	279,500.00	406,389.18	235,925.08	170,364.10	100.00
53900 Other Purchased Services	0.00	10,563.75	6,898.50	3,665.25	0.00
Purchased/Contracted Services	\$9,987,398.44	\$ 10,948,723.64	\$ 8,932,138.05	\$ 1,836,041.71	\$ 180,543.88
54110 Books	2,906,000.00	3,753,273.82	2,922,510.57	685,641.73	145,121.52
54120 Continuations	514,000.00	967,682.73	515,962.96	575,341.60	(123,621.83)
54210 Periodicals	1,105,000.00	1,834,712.58	1,141,232.05	537,853.46	155,627.07
54220 Microforms	205,000.00	225,950.65	143,524.54	41,412.78	41,013.33
54310 Video Media	1,459,999.99	1,522,637.31	1,425,317.28	60,605.33	36,714.70
54320 Audio Media - Spoken	208,000.00	240,157.63	209,319.04	25,266.35	5,572.24
54325 Audio Media - Music	566,000.01	663,685.36	562,119.80	84,348.25	17,217.31
54350 Computer Media	225,500.00	42,118.51	10,794.95	39,668.00	(8,344.44)
54500 Database Services	950,766.85	1,455,801.60	1,152,505.59	298,048.40	5,247.61
54530 eMedia	1,052,000.00	1,194,500.00	545,139.91	631,894.00	17,466.09
54600 Interlibrary Loan	0.00	6,859.33	4,202.25	2,257.75	399.33
54710 Bookbinding	29,000.00	56,490.76	31,349.90	25,140.86	0.00
54720 Preservation Services	60,000.00	139,503.95	106,937.25	32,566.70	0.00
54730 Preservation Boxing	8,000.00	15,168.85	14,257.04	911.77	0.04
54790 Preservation Reformatting	100,000.00	148,384.10	89,700.79	58,447.52	235.79
Library Materials	\$9,389,266.85	\$ 12,266,927.18	\$ 8,874,873.92	\$ 3,099,404.50	\$ 292,648.76
55510 Furniture	129,000.00	104,185.84	73,933.73	27,962.76	2,289.35
55520 Equipment	91,266.25	169,161.02	133,348.29	26,169.84	9,642.89
55530 Computer Hardware	0.00	46,744.98	46,010.67	149.10	585.21

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55700 Motor Vehicles	0.00	49,735.00	20,890.50	28,844.50	0.00
Capital Outlay	\$220,266.25	\$ 369,826.84	\$ 274,183.19	\$ 83,126.20	\$ 12,517.45
57100 Memberships	54,460.00	68,909.27	67,412.59	1,057.61	439.07
57200 Taxes	500.00	7,879.17	267.32	5,171.12	2,440.73
57500 Refunds/Reimbursements	17,000.00	32,475.93	28,964.83	3,496.28	14.82
Miscellaneous Expenses	\$71,960.00	\$ 109,264.37	\$ 96,644.74	\$ 9,725.01	\$ 2,894.62
59810 Advances Out	0.00	0.00	40,000.00	0.00	(40,000.00)
Advances	\$0.00	\$ 0.00	\$ 40,000.00	\$ 0.00	\$(40,000.00)
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	\$ 63,053,063.44	\$ 6,869,256.73	\$ 562,017.40

Cleveland Public Library
 Revenue, Expenditures and Changes in Fund Balances
 For the Period Ending December 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	58,355,953.01	63,053,053.44	6,869,256.73	23,600,307.54
Total General Fund	\$ 35,166,664.70	\$ 58,355,953.01	\$ 63,053,053.44	\$ 6,869,256.73	\$ 23,600,307.54
201 Anderson	201,289.06	10,248.14	0.00	0.00	211,537.20
202 Endowment for the Blind	1,611,009.14	79,747.95	25,105.16	0.00	1,665,651.93
203 Founders	4,495,884.53	294,405.88	77,857.75	95,543.86	4,616,888.80
204 Kaiser	42,737.60	2,197.28	0.00	0.00	44,934.88
205 Kralej	147,618.65	6,186.19	0.00	0.00	153,804.84
206 Library	165,217.27	15,793.46	15,936.48	937.44	164,136.81
207 Pepke	92,820.86	4,574.32	0.00	0.00	97,395.18
208 Wickwire	1,052,526.56	56,350.77	22,805.30	864.25	1,085,207.78
209 Wittke	63,041.28	3,214.09	0.00	0.00	66,255.37
210 Young	2,915,857.05	179,013.33	0.00	0.00	3,094,870.38
225 Friends	5,690.49	30,000.00	30,604.02	5,086.47	0.00
226 Judd	7,784.12	190,617.00	191,657.87	6,743.25	0.00
228 Lockwood Thompson Memorial	400,544.73	150,295.00	287,311.37	232,824.19	30,704.17
229 Ohio Center for the Book	58.00	900.00	958.00	0.00	0.00
230 Schweinfurth	45,609.07	90,068.00	110,517.99	750.00	24,409.08
242 Cleveland NCA Kiosk	9,673.78	0.00	9,673.78	0.00	0.00
243 Gates Foundation	57,867.98	0.00	57,867.98	0.00	0.00
244 Harvard CS Kiosk Project	7,333.38	0.00	7,333.38	0.00	0.00
251 OLBPD-Library for the Blind	10,108.00	1,508,194.00	1,456,091.33	47,384.59	14,826.08
252 LSTA-Know It Now	266,747.87	518,106.04	664,004.18	36,699.02	84,150.71
254 MyCom	72,377.13	166,853.45	239,230.58	0.00	0.00
255 PNC-Grow Up Great	46,784.75	48,000.00	36,144.70	3,414.94	55,225.11
256 Learning Centers	0.00	162,000.00	51,157.07	71,235.38	39,607.55
Total Special Revenue Funds	\$ 11,718,581.30	\$ 3,516,764.90	\$ 3,284,256.94	\$ 501,483.39	\$ 11,449,605.87

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

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
401 Building & Repair	9,794,080.29	10,030,700.00	3,425,162.70	874,337.84	15,525,279.75
Total Capital Project Funds	\$ 9,794,080.29	\$ 10,030,700.00	\$ 3,425,162.70	\$ 874,337.84	\$ 15,525,279.75
501 Abel	170,820.28	8,707.98	0.00	0.00	179,528.26
502 Ambler	1,637.27	80.46	0.00	0.00	1,717.73
503 Beard	111,925.14	6,729.20	10,838.00	0.00	107,816.34
504 Klein	3,879.68	189.80	0.00	0.00	4,069.48
505 Maloni/Schroeder	217,903.54	9,642.06	0.00	0.00	227,545.60
506 McDonald	133,815.54	6,687.43	0.00	0.00	140,502.97
507 Ratner	65,522.18	3,316.68	0.00	0.00	68,838.86
508 Root	28,221.12	1,403.36	0.00	0.00	29,624.48
509 Sugarman	173,406.28	7,339.55	13,846.25	0.00	166,899.58
510 Thompson	120,259.47	5,839.98	0.00	0.00	126,099.45
511 Weidenthal	4,822.62	234.03	0.00	0.00	5,056.65
512 White	1,641,694.10	86,838.85	27,329.96	8,945.07	1,692,257.92
513 Beard Anna Young	0.00	726.41	0.00	0.00	726.41
Total Permanent Funds	\$ 2,673,907.22	\$ 137,735.79	\$ 52,014.21	\$ 8,945.07	\$ 2,750,683.73
901 Unclaimed Funds	8,431.04	2,775.74	2,292.79	0.00	8,913.99
Others	\$ 8,431.04	\$ 2,775.74	\$ 2,292.79	\$ 0.00	\$ 8,913.99
Total All Funds	\$ 59,361,664.55	\$ 72,043,929.44	\$ 69,816,780.08	\$ 8,254,023.03	\$ 53,334,790.88

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

Balance of All Funds	<u>\$ 61,656,094.92</u>
Chase-Checking	7,924.24
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	2,038,841.16
KeyBank-MC/VISA	47,127.41
Fifth Third - Checking	854,916.78
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>\$ 2,953,956.43</u>
PNC - Money Market	10,024.85
PNC - Investments	34,446,643.05
PNC/Allegiant Money Market	87,638.20
KeyBank - Victory Fund	0.00
STAR OHIO Investment	2,479,094.57
STAR Plus Investment	8,000,930.40
Investments	<u>\$ 45,024,331.07</u>
PNC Endowment Acct	13,677,807.42
Endowment Account	<u>\$ 13,677,807.42</u>
Cash in Banks and On Hand	<u>\$ 61,656,094.92</u>



CLEVE PUB LIB ENDMT CONS
MANAGED ACCOUNT
Account number 21-75-501-4453885
December 31, 2012

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



CLEVE PUB LIB ENDMT CONS
 MANAGED ACCOUNT SUMMARY
 Account number 21-75-501-4453885
 December 31, 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
PCA ADVANTAGE PORTFOLIO	Large cap core	073	23.2%	\$3,406,853	\$21,659	\$68,218	-\$193,925	\$3,500	-\$44,718	\$618,044	\$3,879,633
PNC CAPITAL ADVISORS	Taxable intermediate	880	44.0%	6,464,309	154,958	-	-	-	-	732,437	7,351,706
		573	33.1%	5,146,672	156,262	483	-3,500	135,000	-	51,274	5,486,193
					\$332,881.00		-\$197,425.00		-\$44,718.45		
						\$68,702.29		\$138,500.00		\$1,401,757.13	
				\$15,017,835.70							\$16,717,532.67
				\$47,985.05							\$53,031.14
				\$15,065,820.75							\$16,770,563.81

Note: amounts reflected on this page represent activity from 01/01/12 through 12/31/12



CLEVE PUB LIB ENDMT CONS
INVESTMENT MANAGEMENT STATEMENT

Account number 21-75-501-4453885
January 1, 2012 - December 31, 2012

Total portfolio value

Total portfolio value on December 31	\$16,717,532.67
Total portfolio value on January 1	15,017,835.70
Total change in value	\$1,699,696.97

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

Bulletin board

Beginning in September 2012, Interactive Data is now providing pricing for taxable fixed income securities held in our clients' portfolios. Our previous pricing vendor for these types of securities was Reuters. If you have any questions about this change, please contact your investment advisor.

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

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



CLEVE PUB LIB ENDMT CONS
INVESTMENT MANAGEMENT STATEMENT

Account number 21-75-501-4453885
January 1, 2012 - December 31, 2012

NOTICE OF LIMITATION OF LIABILITY - Trust Accounts

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

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

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

About your account

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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.

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

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

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Summary

Portfolio value

	Income	Principal	Value Dec. 31	Value Jan. 1	Change in value	Total
Income on December 31	\$397,551.79	Principal on December 31	\$16,319,980.88			Total portfolio value on December 31
Income on January 1	205,542.39	Principal on January 1	14,812,293.31			15,017,835.70
Change in value	\$192,009.40	Change in value	\$1,507,687.57			Total change in value
						\$1,699,696.97

Portfolio value by asset class

	Income	Value Dec. 31	Value Jan. 1	Change in value	Tax cost*
Cash and cash equivalents		\$397,551.79	\$205,542.39	\$192,009.40	\$397,551.79
Principal					
Cash and cash equivalents		Value Dec. 31	Value Jan. 1	Change in value	Tax cost*
		\$53,880.41	\$120,649.80	-\$66,769.39	\$53,880.41
Fixed income		5,338,526.51	5,069,119.22	269,407.29	5,227,378.96
Equities		10,927,573.96	9,622,524.29	1,305,049.67	7,998,996.26
Total		\$16,717,532.67	\$15,017,835.70	\$1,699,696.97	\$13,677,807.42

* 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 Laura Gockel your Account Advisor.

Summary

Change in account value

Beginning account value	This period \$15,065,820.75
Additions	
Contributions	\$68,007.42
Investment income	332,881.00
Other receipts	694.87
Disbursements	
Distributions	-\$197,400.00
Fees and charges	- 44,718.45
Other disbursements	- 25.00
Account to account transfers	138,500.00

Change in value of investments	1,401,757.17
Net accrued income	5,046.09
Value of non cash transactions	- 0.04
Ending account value	\$16,770,563.81

Gain/loss summary

	Net realized gain/loss	Net unrealized gain/loss*
	This period	Since acquisition
Fixed income	\$76,939.27	\$111,147.55
Equities	279,029.35	2,928,577.70
Total	\$355,968.62	\$3,039,725.25

* 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 Laura Gockel your Account Advisor.

Accrued income summary

Accrued income on December 31	\$53,031.14
Accrued income on January 01	47,985.05
Net accrued income	\$5,046.09

Investment income summary

	This period	Estimated annual income	Accrued income this period
Income-cash and cash equivalents	\$29.88	\$45.14	\$5.49
Interest-fixed income	156,251.20	153,273.24	43,619.00
Dividends-equities	176,599.92	177,899.11	9,406.65
Total	\$332,881.00	\$331,217.49	\$53,031.14

Summary

Transaction summary - measured by cash balance

	Income	Principal
	This period	This period
Beginning cash balance	\$ 106,901.00	- \$ 106,901.00
Additions:		
Contributions	-	\$ 68,007.42
Investment income	332,880.88	0.12
Sales and maturities	245,851.91	7,412,183.96
Transfers within account	56,609.25	152,762.28
Other receipts	-	694.87
Disbursements:		
Distributions	- \$ 3,500.00	-
Purchases	- 319,859.21	- 7,636,116.50
Transfers within account	- 152,762.28	- 56,609.25
Fees and charges	- 44,718.45	-
Other disbursements	-	- 25.00
Account to account transfers	3,500.00	135,000.00
Ending cash balance	\$ 224,903.10	- \$ 224,903.10
Change in cash	\$ 118,002.10	- \$ 118,002.10

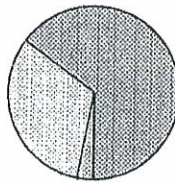
Transaction summary - measured by tax cost

Beginning tax cost	\$ 13,023,899.13
Additions:	
Purchases	\$ 7,955,975.71
Securities received	87,701.21
Disbursements	-
Sales	- \$ 7,302,067.25
Securities delivered	- 87,701.38
Change in cash	-
Ending tax cost	\$ 13,677,807.42

Analysis

Asset allocation

	Dec. 31, 2012
■ Cash and cash equivalents	2.70 %
■ Mutual funds	2.70 %
■ Fixed income	31.93 %
Corporate	11.74 %
US treasury	16.75 %
Agency	3.22 %
Other	0.22 %
■ Equities	65.37 %
Stock	42.99 %
Mutual funds	22.38 %



Equity sectors

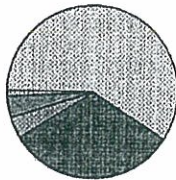
	Market value	% of equities	% of total portfolio
Industrials	\$692,370.42	9.64 %	4.14 %
Consumer discretionary	882,098.50	12.28 %	5.28 %
Consumer staples	816,445.30	11.36 %	4.88 %
Energy	699,271.20	9.73 %	4.18 %
Financial	1,158,834.94	16.13 %	6.93 %
Materials	327,143.07	4.55 %	1.96 %
Information technology	1,242,669.43	17.29 %	7.43 %
Utilities	208,914.50	2.91 %	1.25 %
Health care	996,617.76	13.87 %	5.96 %
Telecommunication services	161,808.00	2.25 %	0.97 %
Total	\$7,186,173.12	100.00 %	42.98 %

Analysis

Bond analysis

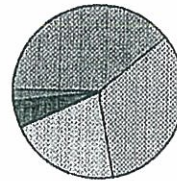
Bond rating

	Market Value	% of bonds	% of total portfolio
Moody's Aaa	\$3,124,546.99	58.53 %	18.69 %
Moody's Aa1	62,551.85	1.17 %	0.37 %
Moody's Aa2	188,391.57	3.53 %	1.13 %
Moody's Aa3	239,877.00	4.49 %	1.44 %
Other	1,723,159.10	32.28 %	10.31 %



Maturity schedule

Market value (% of bonds maturing in)	% of bonds	Corporate	US treasury and agency	Municipal	Other
Less than 1 year	20.77 %	\$50,691.80 (4.57 %)	\$1,058,130.45 (95.43 %)	- (-)	- (-)
1 - 5 years	32.66 %	642,062.14 (36.82 %)	1,086,416.60 (62.31 %)	- (-)	15,192.77 (0.87 %)
6 - 10 years	39.35 %	1,270,051.40 (60.46 %)	808,646.50 (38.50 %)	- (-)	21,812.00 (1.04 %)
11 - 15 years	2.47 %	- (-)	132,041.72 (100.00 %)	- (-)	- (-)
16 or more years	4.75 %	- (-)	253,481.13 (100.00 %)	- (-)	- (-)



Detail

Portfolio - income

Cash and cash equivalents
Uninvested cash

Description	Market value last period	Current market value	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
UNINVESTED CASH	Quantity	Current price per unit		Avg. tax cost per unit				
	224,903.100	\$224,903.10	1.35%	\$224,903.10				
		\$1.0000		\$1.00				

Mutual funds - money market

Description	Market value last period	Current market value	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
PNC TREASURY MONEY MARKET FUND #431	Quantity	Current price per unit		Avg. tax cost per unit				
	\$98,641.39	\$165,532.93	1.00%	\$165,532.93		0.01%	\$16.55	\$2.75
	165,532.930	\$1.0000		\$1.00				
PCA ADVANTAGE PORTFOLIO								
PNC TREASURY MONEY MARKET FUND #431	Quantity	Current price per unit		Avg. tax cost per unit				
	7,115.760	7,115.76	0.05%	7,115.76		0.01%	0.71	0.10
		1.0000		1.00				
21-75-073-4453885								
PNC TREASURY MONEY MARKET FUND #431		1.0000	0.01%					2.52
PNC CAPITAL ADVISORS								
Total mutual funds - money market		\$172,648.69	1.03%	\$172,648.69		0.01%	\$17.26	\$5.37
Total cash and cash equivalents		\$397,551.79	2.38%	\$397,551.79			\$17.26	\$5.37



Detail

Portfolio - principal

Cash and cash equivalents
 Uninvested cash

Description	Market value last period	Current market value	% of total portfolio	Total tax cost	Current yield	Estimated annual income	Accrued income
UNINVESTED CASH	Quantity	Current price per unit		Avg. tax cost per unit			
	- 224,903.100	-\$224,903.10	- 1.35 %	-\$224,903.10			
		\$ 1.0000		\$ 1.00			

Mutual funds - money market

Description	Market value last period	Current market value	% of total portfolio	Total tax cost	Current yield	Estimated annual income	Accrued income
PNC TREASURY MONEY MARKET FUND #431	Quantity	Current price per unit		Avg. tax cost per unit			
	\$77,553.42	\$147,666.68	0.89 %	\$147,666.68	0.02 %	\$14.77	
	147,666.680	\$ 1.0000		\$ 1.00			
PNC CAPITAL ADVISORS PNC TREASURY MONEY MARKET FUND #431	Quantity	Current price per unit		Avg. tax cost per unit			
	149,997.38	131,116.83	0.79 %	131,116.83	0.01 %	13.11	0.12
	131,116.830	1.0000		1.00			

Total mutual funds - money market

		\$278,783.51	1.67 %	\$278,783.51	0.01 %	\$27.88	\$0.12
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Total cash and cash equivalents

		\$53,880.41	0.32 %	\$53,880.41	0.05 %	\$27.88	\$0.12
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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							
AT&T INC NOTES 05.800% DUE 02/15/2019 RATING: A2 (00206RAR3) PNC CAPITAL ADVISORS	30,000	\$35,515.20	30,000	\$36,810.90	\$122,7030	0.23 %	\$32,307.45	\$107.69	\$4,503.45	4.73 %	\$1,740.00	\$657.33
ACE INA HOLDINGS COM.GTS 02.600% DUE 11/23/2015 RATING: A3 (00460EAN7) PNC CAPITAL ADVISORS	15,274.35	15,274.35	15,000	104.9800	15,747.00	0.10 %	14,986.05	99.91	760.95	2.48 %	390.00	41.17
AMERIPRISE FINANCIAL INC SR UNSEC 07.300% DUE 06/28/2019 RATING: A3 (03076CAD8) PNC CAPITAL ADVISORS	18,086.95	18,086.95	15,000	129.2970	19,394.55	0.12 %	17,786.55	118.58	1,608.00	5.65 %	1,095.00	9.12
ANHEUSER BUSCH COS INC UNSEC 05.600% DUE 03/01/2017 RATING: A3 (035229DB6) PNC CAPITAL ADVISORS	15,000	15,000	15,000	117.7340	17,660.10	0.11 %	17,809.20	118.73	- 149.10	4.76 %	840.00	280.00
APACHE CORP SR UNSEC CALL 01/15/22 @100 03.250% DUE 04/15/2022 RATING: A3 (03741IAZ8) PNC CAPITAL ADVISORS	20,000	20,000	20,000	105.9810	21,196.20	0.13 %	20,152.20	100.76	1,044.00	3.07 %	650.00	137.22

Detail

Fixed income
Corporate bonds

Description (Cusip)	Market value last period		Current market value		% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current	price per unit					
BB&T CORPORATION	18,253.65	25,468.00	25,468.00	24,791.00	0.16%	677.00	5.38%	1,370.00	232.14
SR UNSEC	20,000	127,340.00	127,340.00	123.96					
06.850% DUE 04/30/2019									
RATING: A2									
[05531FAB9]									
PNC CAPITAL ADVISORS									
BP CAPITAL MARKETS PLC CO GUARNT			21,334.40	21,429.40	0.13%	-95.00	3.00%	640.00	195.56
ISIN US05565QB001 SEDOL B59MXG8	20,000	106,672.00	106,672.00	107.15					
03.200% DUE 03/11/2016									
RATING: A2									
[05565QB001]									
PNC CAPITAL ADVISORS									
BANK OF MONTREAL			30,125.10	30,000.00	0.19%	125.10	0.89%	266.97	15.57
ISIN US06366RHB42 NOTES	30,000	100,417.00	100,417.00	100.00					
VAR % DUE 09/11/2015									
RATING: AA2									
[06366RHB42]									
PNC CAPITAL ADVISORS									
BANK OF NOVA SCOTIA			25,034.75	24,972.25	0.15%	62.50	1.38%	343.75	12.41
CALL 11/18/2017 @ 100.000 UNSC	25,000	100,139.00	100,139.00	99.89					
01.375% DUE 12/18/2017									
RATING: AA1									
[064159BE5]									
PNC CAPITAL ADVISORS									
BAXTER INTERNATIONAL INC			9,892.90	9,956.70	0.06%	-63.80	2.43%	240.00	92.00
SR UNSEC	10,000	98,929.00	98,929.00	99.57					
02.400% DUE 08/15/2022									
RATING: A3									
[071813BF5]									
PNC CAPITAL ADVISORS									

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	Quantity	price per unit						
BEAR STEARNS CO INC SUB NOTES 5.550% DUE 01/22/2017 RATING: A3 (073902PN2)	10,000	11,277.10	11,369.00	113.89	0.07 %	113.89	- 111.90	4.93 %	555.00	245.12
PNC CAPITAL ADVISORS BERKSHIRE HATHAWAY INC SR UNSEC 03.750% DUE 08/15/2021 RATING: AA2 (084670BC1)	10,386.20	33,046.80	31,115.00	103.72	0.20 %	103.72	1,931.80	3.41 %	1,125.00	425.00
PNC CAPITAL ADVISORS BOEING CAPITAL CORP SR UNSEC CALL 7/15/18 @100 02.900% DUE 08/15/2018 RATING: A2 (097014AM6)	20,742.80	21,563.20	19,901.40	99.51	0.13 %	99.51	1,661.80	2.69 %	580.00	219.11
PNC CAPITAL ADVISORS BOTTLING GROUP LLC SR UNSECURED 05.125% DUE 01/15/2019 RATING: AA3 (10138MAK1)	29,103.75	29,519.00	27,951.45	111.81	0.18 %	111.81	1,567.55	4.35 %	1,281.25	590.80
PNC CAPITAL ADVISORS CANADIAN NATL RAILWAY ISIN US136375BV35 SEDOL B6X9JJ7 02.850% DUE 12/15/2021 RATING: A3 (136375BV3)	20,158.40	20,974.40	19,840.00	99.20	0.13 %	99.20	1,134.40	2.72 %	570.00	25.33
PNC CAPITAL ADVISORS		104,8720								

Detail

Fixed income
Corporate bonds

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current	price per unit							
PROGRESS ENERGY CAROLINA	23,464.80		20,000	24,053.40		0.15 %	19,981.60	99.91	4,071.80	4.41 %	1,060.00	488.78
1ST MTG 05.300% DUE 01/15/2019 RATING: A1 (144141CZ9)				120.2670								
PNC CAPITAL ADVISORS												
CATERPILLAR FIN SERV CRP	25,385.80		20,000	25,735.40		0.16 %	24,384.00	121.92	1,351.40	5.48 %	1,410.00	356.42
NOTES SERIE MTN 07.050% DUE 10/01/2018 RATING: A2 (14912L4D0)				128.6770								
PNC CAPITAL ADVISORS												
CATHOLIC HEALTH INITIATI												
SECURED 01.600% DUE 11/01/2017 RATING: AA3 (14916RAB0)	15,000		15,000	15,160.50		0.10 %	14,995.65	99.97	164.85	1.59 %	240.00	40.67
PNC CAPITAL ADVISORS				101.0700								
CHEVRON CORP												
SR UNSEC CALL 11/5/17 @100 01.104% DUE 12/05/2017 RATING: AA1 (166764AA8)	20,000		20,000	20,139.60		0.13 %	20,000.00	100.00	139.60	1.10 %	220.80	15.95
PNC CAPITAL ADVISORS				100.6980								
CISCO SYSTEMS INC												
SR UNSEC 04.950% DUE 02/15/2019 RATING: A1 (17275RAE2)	23,134.20		20,000	23,676.40		0.15 %	21,772.70	108.86	1,903.70	4.19 %	990.00	374.00
PNC CAPITAL ADVISORS				118.3820								

Detail

Fixed income
Corporate bonds

Description (Cusip)	Quantity	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
CITIGROUP INC	41,903.60	21,854.20	21,854.20	0.14 %	21,946.20	109.73	-92.00	5.51 %	1,202.00	53.42
06.010% DUE 01/15/2015	20,000	109,2710	109,2710							
RATING: BAA2										
(172967FA4)										
PNC CAPITAL ADVISORS										
COCA-COLA CO/THE	20,000	19,994.60	99,9730	0.12 %	20,009.40	100.05	-14.80	0.35 %	69.80	3.49
SR UNSECD										
VAR % DUE 03/14/2014										
RATING: AA3										
(191216AW0)										
PNC CAPITAL ADVISORS										
CONCOPHILLIPS	17,455.95	17,752.65	118,3510	0.11 %	17,447.25	116.32	305.40	4.40 %	780.00	99.67
BONDS	15,000									
05.200% DUE 05/15/2018										
RATING: A1										
(20825CAN4)										
PNC CAPITAL ADVISORS										
RABOBANK NEDERLAND UTREC	20,000	21,485.80	107,4290	0.13 %	20,640.65	103.20	845.15	3.15 %	675.00	303.75
ISIN US21686CAD20 SEDOL BSMKX70										
03.375% DUE 01/19/2017										
RATING: AA2										
(21686CAD2)										
PNC CAPITAL ADVISORS										
JOHN DEERE CAPITAL CORP	29,366.25	29,832.75	119,3310	0.18 %	24,923.50	99.69	4,909.25	4.49 %	1,337.50	326.94
SR UNSECURED SER MTN	25,000									
05.350% DUE 04/03/2018										
RATING: A2										
(24422EQR3)										
PNC CAPITAL ADVISORS										



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CLEVE PUB LIB ENDMT CONS
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Fixed income bonds
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							
WALT DISNEY COMPANY	24,252.20	24,409.20	20,000	122.0460	0.15 %	24,573.00	122.87	- 163.80	4.82 %	1,175.00	52.22	
NTS SERIES B												
05.875% DUE 12/15/2017												
RATING: A2												
(25468PCB0)												
PNC CAPITAL ADVISORS												
E I DU PONT DE NEMOURS	15,982.20	15,372.00	15,000	102.4800	0.10 %	14,851.20	99.01	520.80	4.88 %	750.00	345.83	
BONDS												
05.00% DUE 07/15/2013												
RATING: A2												
(263534BU2)												
PNC CAPITAL ADVISORS												
DUKE ENERGY INDIANA INC	10,000	11,073.50	10,000	110.7350	0.07 %	10,900.90	109.01	172.60	3.39 %	375.00	172.92	
1ST MORTGAGE												
03.750% DUE 07/15/2020												
RATING: A2												
(263901AC4)												
PNC CAPITAL ADVISORS												
DUKE ENERGY CAROLINAS	11,794.50	11,936.70	10,000	119.3670	0.08 %	9,966.00	99.56	1,970.70	4.40 %	525.00	242.08	
1ST MORTGAGE												
05.250% DUE 01/15/2018												
RATING: A1												
(26442CAC8)												
PNC CAPITAL ADVISORS												
EMERSON ELECTRIC CO	15,000	17,958.00	15,000	119.7200	0.11 %	18,047.70	120.32	- 89.70	4.08 %	731.25	154.37	
NOTES												
04.875% DUE 10/15/2019												
RATING: A2												
(291011AY0)												
PNC CAPITAL ADVISORS												



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CLEVE PUB LIB ENDMT CONS
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Fixed income
Corporate bonds

Description [Cusip]	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
GE CAPITAL CREDIT CARD MASTER SERIES 2012-6 CLASS A	100,000	101,006.00	101,006.00	101.0060	0.61%	99.96114	99.96	1,044.86	1.35%	1,360.00	60.44
NOT RATED											
(36159JDH1)											
PNC CAPITAL ADVISORS											
GENERAL DYNAMICS CORP	21,564.60	22,436.60	22,436.60	112.1730	0.14%	19,967.00	99.84	2,467.60	3.46%	775.00	357.36
CO GUARNT CALL 04/15/21 @100	20,000	112.1730	112.1730								
03.875% DUE 07/15/2021											
RATING: A2											
(369550AR9)											
PNC CAPITAL ADVISORS											
GENERAL ELECTRIC CO	15,000	15,052.80	15,052.80	100.3520	0.10%	14,995.95	99.97	56.85	0.85%	127.50	29.04
SR UNSEC											
00.850% DUE 10/09/2015											
RATING: AA3											
(369604BE2)											
PNC CAPITAL ADVISORS											
GENERAL ELEC CAP CORP	76,742.40	35,511.30	35,511.30	118.3710	0.22%	31,792.15	105.97	3,719.15	4.65%	1,650.00	792.92
SR UNSEC											
05.500% DUE 01/08/2020											
RATING: A1											
(369626J0)											
PNC CAPITAL ADVISORS											
GEORGIA POWER COMPANY	23,636.20	24,101.40	24,101.40	120.5070	0.15%	22,065.80	110.33	2,035.60	4.49%	1,080.00	90.00
NOTES											
05.400% DUE 06/01/2018											
RATING: A3											
(373334JK8)											
PNC CAPITAL ADVISORS											



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CLEVE PUB LIB ENDMT CONS
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Detail

Fixed income
Corporate bonds

Description (Cusip.)	Market value (last period)		Quantity	Current market value		% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current	price per unit					
GLAXOSMITHKLINE CAPITAL ISIN US377373AD71 SEDOL B84G0G5 RATING: A1 (377373AD71)	20,000	20,773.00	103,8650	19,864.00	99.32	0.13 %	909.00	2.75 %	570.00	83.72
PNC CAPITAL ADVISORS GOOGLE INC SR UNSEC 03.625% DUE 05/19/2021 RATING: AA2 (38259PAB8)	25,000	27,821.00	111,2840	27,883.00	111.53	0.17 %	-62.00	3.26 %	906.25	105.73
PNC CAPITAL ADVISORS HSBC HOLDINGS PLC SR UNSEC ISIN US404280AK50 SEDOL B61GQ88 RATING: AA3 (404280AK5)	21,243.80	23,617.60	118,0880	20,116.80	100.58	0.15 %	3,500.80	4.32 %	1,020.00	243.67
PNC CAPITAL ADVISORS HEWLETT PACKARD CO SR UNSEC 03.750% DUE 12/01/2020 RATING: BAA1 (428236BF9)	29,512.50	29,067.00	96,8900	30,036.30	100.12	0.18 %	-969.30	3.88 %	1,125.00	93.75
PNC CAPITAL ADVISORS HOME DEPOT INC SR UNSEC ST CONVENTION 04.400% DUE 04/01/2021 RATING: A3 (437076AW2)	15,000	17,690.85	117,9390	17,137.05	114.25	0.11 %	553.80	3.74 %	660.00	165.00
PNC CAPITAL ADVISORS										

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							
HONDA AUTO REC OWNER T	38,257.37	8,421.00	8,400.750	8,421.00	100.2410	0.06 %	8,399.73	99.99	21.27	1.34 %	112.57	4.07
SERIES 2010-2 CLASS A3												
01.340% DUE 03/18/2014												
RATING: AAA												
[43812KAC7]												
PNC CAPITAL ADVISORS												
HONDA AUTO RECEIVABLES OWNER TR	29,919.00	19,391.99	19,331.870	19,391.99	100.3110	0.12 %	19,331.00	100.00	60.99	1.13 %	218.45	10.32
SERIES 2011-1 CLASS A3												
01.130% DUE 10/15/2014												
RATING: AAA												
[43813TAC7]												
PNC CAPITAL ADVISORS												
HONEWELL INTERNATIONAL	22,571.80	23,379.00	20,000	23,379.00	116.8950	0.14 %	19,949.40	99.75	3,429.60	3.64 %	850.00	283.33
SR UNSEC												
04.250% DUE 03/01/2021												
RATING: A2												
[438516BA3]												
PNC CAPITAL ADVISORS												
INTEL CORP	15,768.30	26,509.00	25,000	26,509.00	106.0360	0.16 %	25,506.50	102.03	1,002.50	3.12 %	825.00	206.25
SR UNSEC												
03.300% DUE 10/01/2021												
RATING: A1												
[458140AJ9]												
PNC CAPITAL ADVISORS												
JPMORGAN CHASE & CO	5,457.20	5,841.40	5,000	5,841.40	116.8280	0.04 %	5,627.85	112.56	213.55	5.25 %	306.25	3.40
SUB NT												
06.125% DUE 06/27/2017												
RATING: A3												
[46625HGN4]												
PNC CAPITAL ADVISORS												

Detail

**Fixed income
Corporate bonds**

Description [Cusip]	Market value last period		Quantity	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						
JPMORGAN CHASE & CO NTS 06.300% DUE 04/23/2019 RATING: A2 {46625HHL7}	30,000	37.01280	30,000	123.3760	0.23 %	35,259.00	1,753.80	5.11 %	1,890.00	357.00	
PNC CAPITAL ADVISORS JOHNSON & JOHNSON SR NTS 05.150% DUE 07/15/2018 RATING: AAA {478160AU8}	54,158.85	54,606.60	45,000	121.3480	0.33 %	51,646.05	2,940.55	4.25 %	2,317.50	1,068.62	
PNC CAPITAL ADVISORS JOHNSON & JOHNSON SR UNSEC VAR% DUE 05/15/2014 RATING: AAA {478160BC7}	10,000	100.2120	10,000	100.2120	0.06 %	10,052.50	- 31.30	0.54 %	53.17	6.94	
PNC CAPITAL ADVISORS KIMBERLY-CLARK SR NTS 07.500% DUE 11/01/2018 RATING: A2 {494368BD4}	26,689.20	26,677.20	20,000	133.3860	0.16 %	25,076.90	1,600.30	5.63 %	1,500.00	250.00	
PNC CAPITAL ADVISORS MCDONALDS CORP SR UNSEC SERIES MTN 05.000% DUE 02/01/2019 RATING: A2 {58013MEG5}	35,520.90	34,946.70	30,000	116.4890	0.21 %	33,582.75	1,363.95	4.30 %	1,500.00	625.00	
PNC CAPITAL ADVISORS											



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CLEVE PUB LIB ENDMT CONS
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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							
MONSANTO CO	21,000.60	21,150.20	21,000.60	21,150.20	0.13%	19,957.40	99.79	1,192.80	2.61%	550.00	116.11	
SR UNSEC ST CONVENTION 02.750% DUE 04/15/2016 RATING: A1 (611662BM8)	20,000	105.7510	20,000	105.7510								
PNC CAPITAL ADVISORS												
MORGAN STANLEY	33,087.95	35,770.35	33,087.95	35,770.35	0.22%	33,843.35	96.70	1,927.00	2.82%	1,006.25	427.66	
SR UNSEC 02.875% DUE 07/28/2014 RATING: BAA1 (61747WAK5)	35,000	102.2010	35,000	102.2010								
PNC CAPITAL ADVISORS												
NATIONAL OILWELL VARCO I												
SR UNSEC 01.350% DUE 12/01/2017 RATING: A2 (637071AL5)	15,000	15,095.40	15,000	15,095.40	0.10%	14,985.45	99.90	109.95	1.35%	202.50	23.06	
PNC CAPITAL ADVISORS												
NATIONAL RURAL UTIL COOP NOTES 05.500% DUE 07/01/2013 RATING: A1 (637432LM5)	10,715.60	10,251.30	10,715.60	10,251.30	0.07%	9,984.40	99.84	266.90	5.37%	550.00	275.00	
PNC CAPITAL ADVISORS												
NORTHERN TRUST CORP SR UNSEC 02.375% DUE 08/02/2022 RATING: A1 (665859AN4)	25,000	24,701.25	25,000	24,701.25	0.15%	24,929.25	99.72	-228.00	2.41%	593.75	245.75	
PNC CAPITAL ADVISORS												

Detail

**Fixed income
Corporate bonds**

Description (Cusip)	Market value last period		Quantity	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						
ROYAL BANK OF CANADA ISIN US78011DAC83 SEDOL B6W2NM8 01.200% DUE 09/19/2017 RATING: AAA (78011DAC8)	55,000	100.2400	55,000	55,132.00	100.2400	0.33%	54,994.50	137.50	1.20%	660.00	187.00
PNC CAPITAL ADVISORS							99.99				
SANOFI-AVENTIS ISIN US80105NAG07 SEDOL B5NP244 04.000% DUE 03/29/2021 RATING: A2 (80105NAG0)	16,612.20	113.9840	15,000	17,097.60	113.9840	0.11%	15,102.30	1,995.30	3.51%	600.00	153.33
PNC CAPITAL ADVISORS							100.68				
SHELL INTERNATIONAL FIN COMP GUAR 04.300% DUE 09/22/2019 RATING: AA1 (822582AJ1)	15,000	115.8500	15,000	17,377.50	115.8500	0.11%	17,593.50	-216.00	3.72%	645.00	177.37
PNC CAPITAL ADVISORS							117.29				
SIMON PROPERTY GROUP INC SR UNSEC CALL 6/15/17 @ 100 02.150% DUE 09/15/2017 RATING: A3 (828807CJ4)	25,000	103.7250	25,000	25,931.25	103.7250	0.16%	24,953.50	977.75	2.08%	537.50	158.26
PNC CAPITAL ADVISORS							99.81				
TARGET CORP SR UNSEC VAR % DUE 07/18/2014 RATING: A2 (87612EAX4)	20,003.80	100.2990	20,000	20,059.80	100.2990	0.12%	19,983.52	76.28	0.64%	126.74	26.40
PNC CAPITAL ADVISORS							99.92				



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Fixed income
Corporate bonds

Description (Cusip)	Market value last period	Quantity	Current market value price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
TORONTO DOMINION BANK	15,174.90	15,000	15,197.40	0.10 %	15,034.65	100.23	162.75	1.36 %	206.25	95.68
ISIN US891140AAA67 SEDOL B523H44			101.3160							
RATING: AAA										
(891140AA6)										
PNC CAPITAL ADVISORS										
TOYOTA MOTOR CREDIT CORP	25,000	25,000	25,177.75	0.16 %	25,027.75	100.11	150.00	1.25 %	312.50	74.65
SER MTN SR NOTES			100.7110							
01.250% DUE 10/05/2017										
RATING: AA3										
(89233P6S0)										
PNC CAPITAL ADVISORS										
UNITED PARCELL SERVICE	30,088.75	25,000	30,037.50	0.18 %	28,283.25	113.13	1,754.25	4.58 %	1,375.00	634.03
SR NOTES			120.1500							
05.500% DUE 01/15/2018										
RATING: AA3										
(911312AH9)										
PNC CAPITAL ADVISORS										
US BANCORP	15,000	15,000	15,153.45	0.10 %	15,149.40	101.00	4.05	2.93 %	442.50	194.21
SER MTN CALL 06/15/22 @ 100			101.0230							
02.950% DUE 07/15/2022										
RATING: A2										
(91159JAA4)										
PNC CAPITAL ADVISORS										
UNITED TECHNOLOGIES CORP	25,000	25,000	25,068.50	0.15 %	25,000.00	100.00	68.50	0.70 %	174.45	14.54
SER FRN NOTES			100.2740							
VAR% DUE 12/02/2013										
RATING: A2										
(913017BW8)										
PNC CAPITAL ADVISORS										



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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							
VERIZON COMMUNICATIONS BONDS	23,407.40	24,017.40	24,017.40	120.0870	0.15 %	23,314.40	116.57	703.00	4.59 %	1,100.00	415.56
05.500% DUE 02/15/2018	20,000										
RATING: A3											
(92343VAL8)											
PNC CAPITAL ADVISORS											
VIRGINIA ELEC & POWER CO	17,906.85		18,123.00	120.8200	0.11 %	16,703.55	111.36	1,419.45	4.47 %	810.00	137.25
SR UNSECURED	15,000										
05.400% DUE 04/30/2018											
RATING: A3											
(927804FF6)											
PNC CAPITAL ADVISORS											
WACHOVIA CORP	21,765.00		22,930.60	114.6530	0.14 %	21,051.00	105.26	1,879.60	4.91 %	1,125.00	237.50
SUB NTS	20,000										
05.625% DUE 10/15/2016											
RATING: A3											
(929909CH3)											
PNC CAPITAL ADVISORS											
WAL-MART STORES INC	10,923.20		38,908.10	111.1660	0.24 %	38,042.10	108.69	866.00	3.27 %	1,268.75	609.70
SR UNSEC	35,000										
03.625% DUE 07/08/2020											
RATING: AA2											
(931142CU5)											
PNC CAPITAL ADVISORS											
WISCONSIN ELEC PWR	22,091.60		21,349.40	106.7470	0.13 %	19,961.20	99.81	1,368.20	5.63 %	1,200.00	300.00
NOTES	20,000										
06.000% DUE 04/01/2014											
RATING: A2											
(976656CA4)											
PNC CAPITAL ADVISORS											
Total corporate bonds			\$1,962,805.34		11.74 %	\$1,874,889.04		\$87,916.30	3.41 %	\$66,888.35	\$18,098.05



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Treasury bonds

Description (CUSIP)	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit	Current market value							
USA TREASURY NOTES 04.250% DUE 08/15/2013 RATING: AAA (912828BH2)	404,639.20	\$671,551.85	\$102,527.00		4.02%	\$690,813.51	\$105.47	-\$19,261.66	4.15%	\$27,837.50	\$10,514.71
PNC CAPITAL ADVISORS USA TREASURY NOTE 02.375% DUE 08/31/2014 RATING: AAA (912828LK4)	321,344.95	683,357.40	103,539.00		4.09%	687,832.43	104.22	-4,475.03	2.30%	15,675.00	5,326.04
PNC CAPITAL ADVISORS USA TREASURY NOTES 03.000% DUE 09/30/2016 RATING: AAA (912828LP3)	165,397.50	131,146.80	109,289.00		0.79%	127,588.48	106.32	3,558.32	2.75%	3,600.00	919.78
PNC CAPITAL ADVISORS USA TREASURY NOTES 01.375% DUE 05/15/2013 RATING: AAA (912828NC0)	165,000	165,767.25	100,465.00		1.00%	166,377.93	100.84	-610.68	1.37%	2,268.75	294.56
PNC CAPITAL ADVISORS USA TREASURY NOTES 01.125% DUE 06/15/2013 RATING: AAA (912828NH9)	125,000	125,566.25	100,453.00		0.76%	125,628.91	100.50	-62.66	1.12%	1,406.25	65.68
PNC CAPITAL ADVISORS USA TREASURY NOTES 02.625% DUE 08/15/2020 RATING: AAA (912828NT3)	75,490.10	203,154.05	109,813.00		1.22%	199,299.81	107.73	3,854.24	2.40%	4,856.25	1,834.29
PNC CAPITAL ADVISORS USA TREASURY NOTES 01.250% DUE 08/31/2015 RATING: AAA (912828NV8)	115,000	117,794.50	102,430.00		0.71%	117,895.11	102.52	-100.61	1.23%	1,437.50	488.43
PNC CAPITAL ADVISORS											

Detail

Treasury bonds

Description (Cusip.)	Market value last period		Current market value		% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit	Current market value						
USA TREASURY NOTES 00.500% DUE 10/15/2013 RATING: AAA (912828PB0)	95,000	95.245.10 100.2580	95,263.47 100.28	- 18.37	0.57 %	95,263.47 100.28	- 18.37	0.50 %	475.00	101.79
PNC CAPITAL ADVISORS										
USA TREASURY NOTES 01.250% DUE 10/31/2015 RATING: AAA (912828PE4)	87,177.70 140,000	143,554.60 102.5390	140,335.94 100.24	3,218.66	0.86 %	140,335.94 100.24	3,218.66	1.22 %	1,750.00	299.72
PNC CAPITAL ADVISORS										
USA TREASURY NOTES 01.875% DUE 10/31/2017 RATING: AAA (912828PF1)	10,000	10,563.30 105.6330	10,438.28 104.38	125.02	0.07 %	10,438.28 104.38	125.02	1.78 %	187.50	32.11
PNC CAPITAL ADVISORS										
USA TREASURY NOTES 02.625% DUE 01/31/2018 RATING: AAA (912828PT1)	130,743.60 100,000	109,438.00 109.4380	107,830.66 107.83	1,607.34	0.66 %	107,830.66 107.83	1,607.34	2.40 %	2,625.00	1,098.51
PNC CAPITAL ADVISORS										
USA TREASURY NOTES 02.500% DUE 08/15/2021 RATING: AAA (912828RC6)	82,000.00 50,000	52,562.50 105.1250	49,658.21 99.32	2,904.29	0.32 %	49,658.21 99.32	2,904.29	2.03 %	1,062.50	401.32
PNC CAPITAL ADVISORS										
USA TREASURY NOTES 01.375% DUE 09/30/2018 RATING: AAA (912828RH5)	40,000	41,118.80 102.7970	40,255.47 100.64	863.33	0.25 %	40,255.47 100.64	863.33	1.34 %	550.00	141.30
PNC CAPITAL ADVISORS										
USA TREASURY NOTES 01.375% DUE 01/31/2019 RATING: AAA (912828SD3)	45,000	45,815.85 101.8130	44,789.06 99.53	1,026.79	0.28 %	44,789.06 99.53	1,026.79	1.23 %	562.50	235.39
PNC CAPITAL ADVISORS										

Detail

Treasury bonds

Description [Cusip.]	Quantity	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
USA TREASURY NOTES 02.000% DUE 02/15/2022 RATING: AAA (912828SF8)	130,000	134,438.20	103,414.00	0.81 %	133,233.20	102.49	1,205.00	1.94 %	2,600.00	982.07
PNC CAPITAL ADVISORS USA TREASURY NOTES 01.625% DUE 08/15/2022 RATING: AAA (912828TJ9)	70,000	69,540.80	99,344.00	0.42 %	68,816.01	98.31	724.79	1.64 %	1,137.50	429.65
Total treasury bonds		\$2,800,615.25		16.75 %	\$2,806,056.48		-\$5,441.23	2.43 %	\$68,031.25	\$23,165.35

Agency bonds

Description [Cusip.]	Quantity	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
FEDERAL HOME LN BANK BND\$ 04.125% DUE 12/13/2019 RATING: AAA (3133XVRK9)	25,000	\$28,987.75	\$118,505.00	0.18 %	\$27,620.00	\$110.48	\$2,006.25	3.49 %	\$1,031.25	\$51.56
PNC CAPITAL ADVISORS FEDERAL HOME LOAN MTG CORP NOTES 02.375% DUE 01/13/2022 RATING: AAA (3137EADB2)	65,000	67,903.55	104,467.00	0.41 %	64,770.80	99.65	3,132.75	2.28 %	1,543.75	720.42
PNC CAPITAL ADVISORS FEDERAL HOME LOAN MTG CORP NOTES 01.750% DUE 05/30/2019 RATING: AAA (3137EAD91)	25,000	25,861.50	103,446.00	0.16 %	24,995.25	99.98	866.25	1.70 %	437.50	37.67



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Agency bonds

Description (Cusip)	Market value Last period	Quantity	Current market value price per unit	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
FEDERAL NATL MTG ASSN POOL #AH3765 04.000% DUE 01/01/2041 RATING: N/A (3138A5FF4) PNC CAPITAL ADVISORS	61,395,640		87,051.41 109,2120	0.41 %	65,760.48 107.11	1,290.93	3.67 %	2,455.83	211.47
FEDERAL NATL MTG ASSN POOL #AL0578 03.500% DUE 08/01/2026 RATING: N/A (3138EGUC6) PNC CAPITAL ADVISORS	46,337,601		49,184.12 106,1430	0.30 %	49,356.78 106.52	- 172.66	3.30 %	1,621.82	139.66
FEDERAL NATL MTG ASSN POOL #888459 04.500% DUE 08/01/2020 RATING: N/A (31410GB44) PNC CAPITAL ADVISORS	43,065,24 27,063,590		29,187.00 107,8460	0.18 %	26,433.53 97.67	2,753.47	4.18 %	1,217.86	104.87
FEDERAL NATL MTG ASSN POOL #AB2077 04.000% DUE 01/01/2041 RATING: N/A (31416XJ91) PNC CAPITAL ADVISORS	157,146,08 131,234,314		144,759.32 110,3060	0.87 %	129,563.11 98.73	15,196.21	3.63 %	5,249.37	452.03
FEDERAL NATL MTG ASSN POOL # AB2275 04.500% DUE 02/01/2041 RATING: N/A (31416X052) PNC CAPITAL ADVISORS	49,710,48 37,819,610		41,670.40 110,1820	0.25 %	38,723.73 102.39	2,946.67	4.09 %	1,701.88	146.55

Detail

Agency bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	price per unit						
FEDERAL NATL MTG ASSN POOL #AB4373	78,396,078	82,857.60	105.6910	0.50 %	83,102.91	- 245.31	2.84 %	2,351.88	202.52
03.000% DUE 10/01/2027 RATING: N/A [31417DCK7] PNC CAPITAL ADVISORS					106.00				
Total agency bonds		\$538,101.15		3.22 %	\$510,326.59	\$27,774.56	3.27 %	\$17,611.14	\$2,066.75

Other fixed income assets

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						
ONTARIO (PROVINCE OF) ISIN US68323AAU88 SEDOL B55GFM4 03.000% DUE 07/16/2018 RATING: AA2 [68323AAU8] PNC CAPITAL ADVISORS	20,000	\$21,812.00	\$109.0600	0.14 %	\$21,110.00	\$702.00	2.76 %	\$600.00	\$275.00
ONTARIO (PROVINCE OF) SR UNSEC ISIN US68323ABJ25 00.950% DUE 05/26/2015 RATING: AA2 [68323ABJ2] PNC CAPITAL ADVISORS	15,000	15,192.77	101.2851	0.10 %	14,996.85	195.92	0.94 %	142.50	13.85
Total other fixed income assets		\$37,004.77		0.22 %	\$36,106.85	\$897.92	2.01 %	\$742.50	\$288.85
Total fixed income		\$5,338,526.51		31.93 %	\$5,227,378.96	\$111,147.55	2.87 %	\$153,273.24	\$43,619.00

Detail

Equities
Stocks

Consumer discretionary

Description (Symbol)	Quantity	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
COMCAST CORPORATION CL A (CMCSA)	\$91,757.70	\$144,583.20	\$144,583.20	0.87%	\$91,662.11	\$23.69	\$52,921.09	1.74%	\$2,515.50	\$628.88
PCA ADVANTAGE PORTFOLIO	3,870	\$37,360.00	\$37,360.00	0.46%	\$23.69	\$23.69	7,520.02	1.51%	1,140.00	
DISNEY WALT CO (DIS)	1,520	75,680.80	75,680.80	0.45%	44.84	44.84	-2,809.90	4.45%	3,296.00	824.00
PCA ADVANTAGE PORTFOLIO	4,120	74,201.20	74,201.20	0.96%	18.69	18.69	45,266.99	1.88%	2,992.80	
GANNETT INC (GCI)	18,010	18,010.00	18,010.00	0.60%	44.31	44.31	40,224.94	2.13%	2,100.00	
HOME DEPOT INC (HD)	2,580	159,573.00	159,573.00	0.67%	58,601.06	58,601.06	31,570.45	2.06%	2,296.00	574.00
PCA ADVANTAGE PORTFOLIO	84,735.00	98,826.00	98,826.00	0.55%	28.02	28.02	10,707.06	0.14%	123.00	
LIMITED BRANDS INC (LTD)	2,100	47,040.00	47,040.00	0.44%	77.95	77.95	1,441.86	1.76%	1,287.60	
PCA ADVANTAGE PORTFOLIO	118,100.60	111,987.40	111,987.40	0.32%	82.49	82.49	-7,354.31	1.04%	548.80	
MACY'S INC (M)	2,870	39,020.00	39,020.00	5.28%	61.59	61.59	\$179,488.20	1.85%	\$16,299.70	\$2,026.88
PCA ADVANTAGE PORTFOLIO	820	91,028.20	91,028.20	0.65%	77.95	77.95	116,921.47	2.82%	3,896.40	
PVH CORP (PVH)	820	111,010.00	111,010.00	0.83%	90.61	90.61	21,553.53	2.33%	3,309.60	
POLARIS INDS INC (PII)	870	73,210.50	73,210.50	0.86%	95,441.96	95,441.96	46,831.44			
PCA ADVANTAGE PORTFOLIO	870	84,150.00	84,150.00		48.45	48.45				
ROSS STORES INC (ROST)	53,008.20	53,008.20	53,008.20							
PCA ADVANTAGE PORTFOLIO	980	54,090.00	54,090.00							
Total consumer discretionary		\$882,098.50	\$882,098.50	5.28%	\$702,610.30	\$702,610.30	\$179,488.20	1.85%	\$16,299.70	\$2,026.88

Consumer staples

Description (Symbol)	Quantity	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
ANHEUSER BUSCH INBEV (BUD)	1,230	\$107,514.30	\$107,514.30	0.65%	\$86,882.96	\$70.64	\$20,631.34	1.48%	\$1,590.39	
PCA ADVANTAGE PORTFOLIO	1,230	\$87,410.00	\$87,410.00	0.83%	70.64	70.64	21,553.53	2.82%	3,896.40	
COCA COLA CO (KO)	95,858.90	138,475.00	138,475.00	0.86%	95,441.96	95,441.96	46,831.44			
PCA ADVANTAGE PORTFOLIO	3,820	36,250.00	36,250.00							
THE HERSCHEY COMPANY (HSY)	121,706.60	142,273.40	142,273.40							
PCA ADVANTAGE PORTFOLIO	1,970	72,220.00	72,220.00							

Detail

Consumer staples

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
MC CORMICK & CO INC (MKC)		1,120	71,153.60	63.5300	0.43 %	72,394.90	64.64	- 1,241.30	2.15 %	1,523.20	380.80
PCA ADVANTAGE PORTFOLIO											
PHILIP MORRIS INTERNAT-W/1 (PM)		1,310	109,568.40	83.6400	0.66 %	119,975.46	91.58	- 10,407.06	4.07 %	4,454.00	1,113.50
PROCTER & GAMBLE CO (PG)		132,752.90	134,422.20	67.8900	0.81 %	116,130.01	58.65	18,292.19	3.32 %	4,451.04	
PCA ADVANTAGE PORTFOLIO											
WHOLE FOODS MKT INC (WFM)		86,279.20	113,038.40	91.1600	0.68 %	79,150.85	63.83	33,887.55	0.88 %	992.00	
PCA ADVANTAGE PORTFOLIO											
Total consumer staples			\$816,445.30		4.88 %	\$686,897.61		\$129,547.69	2.48 %	\$20,216.63	\$1,494.30

Energy

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
ENSCO PLC CLASS A (ESV)		1,270	\$75,285.60	\$59.2800	0.46 %	\$72,743.67	\$57.28	\$2,541.93	2.54 %	\$1,905.00	
SEDOL B4VLR19											
PCA ADVANTAGE PORTFOLIO											
ISIN GB00B4VLR192											
CHEVRON CORPORATION (CVX)		208,544.00	171,942.60	108.1400	1.03 %	115,726.13	72.78	56,216.47	3.33 %	5,724.00	
PCA ADVANTAGE PORTFOLIO											
EXXON MOBIL CORP (XOM)		243,261.20	248,398.50	86.5500	1.49 %	210,960.35	73.51	37,438.15	2.64 %	6,543.60	
PCA ADVANTAGE PORTFOLIO											
NATIONAL OILWELL VARCO INC (NOV)		97,905.60	79,969.50	68.3500	0.48 %	48,804.56	41.71	31,164.94	0.77 %	608.40	
PCA ADVANTAGE PORTFOLIO											
SUNCOR ENERGY INC (SU)		1,170	123,675.00	32.9800	0.74 %	101,787.98	27.14	21,887.02	1.59 %	1,965.00	
ISIN CA8672241079 SEDOL B9NB1P2											
PCA ADVANTAGE PORTFOLIO											
Total energy			\$699,271.20		4.18 %	\$550,022.69		\$149,248.51	2.40 %	\$16,746.00	

Detail

Financial

Description (Symbol)	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current	price per unit							
AMERICAN EXPRESS CO (AXP)	\$75,943.70			\$106,338.00	0.64 %	\$82,261.24	\$24,076.76	1.40 %	\$1,480.00		
PCA ADVANTAGE PORTFOLIO	1,850			\$57,480.00		\$44.47					
CAPITAL ONE FINANCIAL CORP (COF)	82,888.40			70,095.30	0.42 %	74,506.48	-4,411.18	0.35 %	242.00		
CHUBB CORP (CB)	1,210			57,930.00		61.58					
PCA ADVANTAGE PORTFOLIO	101,061.20			109,967.20	0.66 %	65,699.13	44,268.07	2.18 %	2,394.40		598.60
CITIGROUP INC (C)	1,460			75,320.00		45.00					
PCA ADVANTAGE PORTFOLIO	52,356.90			112,746.00	0.68 %	117,473.51	-4,727.51	0.11 %	114.00		
DISCOVER FINANCIAL W/ (DFS)	2,850			39,560.00		41.22					
PCA ADVANTAGE PORTFOLIO	1,880			72,474.00	0.44 %	66,739.88	5,734.12	1.46 %	1,052.80		263.20
EQUITY RESIDENTIAL (EQR)	65,584.50			38,550.00		35.50					
SH BEN INT REIT	1,150			65,170.50	0.39 %	52,498.88	12,671.62	5.42 %	3,530.50		882.63
PCA ADVANTAGE PORTFOLIO				56,670.00		45.65					
FIFTH THIRD BANCORP (FITB)				92,568.00	0.56 %	87,786.55	4,781.45	2.64 %	2,436.00		609.00
PCA ADVANTAGE PORTFOLIO	6,090			15,200.00		14.42					
JPMORGAN CHASE & CO (JPM)	119,866.25			176,535.54	1.06 %	120,121.90	56,413.64	2.73 %	4,818.00		
PCA ADVANTAGE PORTFOLIO	4,015			63,990.00		29.92					
M&T BK CORP (MTB)				80,745.40	0.49 %	72,586.32	8,159.08	2.85 %	2,296.00		
PCA ADVANTAGE PORTFOLIO	820			98,470.00		88.52					
MOODY'S CORP (MCO)	55,908.80			111,207.20	0.67 %	88,925.32	22,281.88	1.59 %	1,768.00		
PCA ADVANTAGE PORTFOLIO	2,210			50,320.00		40.24					
WELLS FARGO & COMPANY (WFC)	96,735.60			160,987.80	0.97 %	130,417.48	30,570.32	2.58 %	4,144.80		
PCA ADVANTAGE PORTFOLIO	4,710			34,180.00		27.69					
Total financial				\$1,158,834.94	6.93 %	\$959,016.69	\$199,818.25	2.10 %	\$24,276.50		\$2,353.43

Detail

Health care

Description (Symbol)	Market value last period	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current		Estimated annual income	Accrued income
		Quantity	price per unit					price per unit	yield		
COVIDIEN PLC (COV)	\$93,620.80	2,080	\$57,7400	0.72 %	\$98,050.72	\$47.14	\$22,048.48	1.81 %	\$2,163.20		
ISIN IE00B68SQD29 SEDOL B68SQD2											
PCA ADVANTAGE PORTFOLIO											
ALLERGAN INC (AGN)	108,797.60		88,978.10	0.54 %	45,466.31		43,511.79	0.22 %	194.00		
PCA ADVANTAGE PORTFOLIO		970	91,7300		46.87						
COOPER COS INC (COO)			75,833.60	0.46 %	79,780.43	97.29	-3,946.83	0.07 %	49.20		
NEW		820	92.4800								
PCA ADVANTAGE PORTFOLIO											
JOHNSON & JOHNSON (JNJ)	158,047.80		143,004.00	0.86 %	125,799.49	61.67	17,204.51	3.49 %	4,977.60		
PCA ADVANTAGE PORTFOLIO		2,040	70.1000								
MERCK & CO INC (MRK)	52,026.00		56,497.20	0.34 %	51,762.83	37.51	4,734.37	4.21 %	2,373.60		593.40
PCA ADVANTAGE PORTFOLIO		1,380	40.9400								
MYLAN INC (MYL)			84,820.50	0.51 %	73,741.90	23.87	11,078.60				
PCA ADVANTAGE PORTFOLIO		3,090	27.4500								
PFIZER INC (PFE)			27,4500								
PCA ADVANTAGE PORTFOLIO		129,407.20	149,972.42	0.90 %	94,563.11	15.81	55,409.31	3.83 %	5,740.80		
RESMED INC (RMD)		5,980	25.0790								
PCA ADVANTAGE PORTFOLIO			123,878.60	0.75 %	94,434.47	31.69	29,444.13	1.64 %	2,026.40		
SHIRE PLC (SHPG)		2,980	41.5700								
SPONSORED ADR		66,807.70	81,394.94	0.49 %	63,568.71	71.99	17,826.23	0.50 %	406.18		
PCA ADVANTAGE PORTFOLIO		883	92.1800								
UNITEHEALTH GROUP INC (UNH)			72,139.20	0.44 %	35,856.66	26.96	36,282.54	1.57 %	1,130.50		
PCA ADVANTAGE PORTFOLIO		1,330	54.2400								
Total health care			\$996,617.76	5.96 %	\$763,024.63		\$233,593.13	1.91 %	\$19,061.48		\$593.40

Industrials

Description (Symbol)	Market value last period	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current		Estimated annual income	Accrued income
		Quantity	price per unit					price per unit	yield		
BOEING CO (BA)			\$118,315.20	0.71 %	\$114,930.99	\$73.20	\$3,384.21	2.58 %	\$3,045.80		
PCA ADVANTAGE PORTFOLIO		1,570	\$75.3600								
GENERAL ELECTRIC CO (GE)			191,009.00	1.15 %	177,907.10	19.55	13,101.90	3.63 %	6,916.00		1,729.00
PCA ADVANTAGE PORTFOLIO		87,042.60	20.9900								
		9,100									

Detail

Industrials

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
PALL CORP (PLL)		1,160	69,901.60	60.2600	0.42 %	73,503.19	63.37	-3,601.59	1.66 %	1,160.00	
PCA ADVANTAGE PORTFOLIO											
3M COMPANY (MMM)		1,000	92,850.00	92.8500	0.56 %	87,378.90	87.38	5,471.10	2.55 %	2,360.00	
PCA ADVANTAGE PORTFOLIO											
UNION PACIFIC CORP (UNP)		103,397.44	122,702.72	125.7200	0.74 %	72,594.08	74.38	50,108.64	2.20 %	2,693.76	673.44
PCA ADVANTAGE PORTFOLIO											
UNITED TECHNOLOGIES CORP (UTX)		86,977.10	97,591.90	82.0100	0.59 %	57,724.27	48.51	39,867.63	2.61 %	2,566.60	
PCA ADVANTAGE PORTFOLIO											
Total Industrials			\$692,370.42		4.14 %	\$584,038.53		\$108,331.89	2.70 %	\$18,722.16	\$2,402.44

Information technology

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
ACCENTURE PLC CLASS A (ACN)		1,110	\$73,815.00	\$66.5000	0.45 %	\$74,004.03	\$68.47	-\$2,189.03	2.44 %	\$1,798.20	
ISIN IE00B4BNMY34 SEDOL B4BNMY3											
PCA ADVANTAGE PORTFOLIO											
APPLE INC (AAPL)		255,150.00	266,086.00	532.1720	1.60 %	29,809.84	59.62	236,276.16	2.00 %	5,300.00	
PCA ADVANTAGE PORTFOLIO											
CISCO SYSTEMS INC (CSCO)		76,659.20	116,322.08	15.1800	0.70 %	113,162.52	19.12	3,159.56	2.86 %	3,315.20	
PCA ADVANTAGE PORTFOLIO											
EMC CORP (EMC)		88,529.40	115,874.00	25.3000	0.70 %	82,500.29	18.01	33,373.71			
PCA ADVANTAGE PORTFOLIO											
EBAY INC (EBAY)		62,783.10	131,572.26	50.9970	0.79 %	91,843.96	35.60	39,728.30			
PCA ADVANTAGE PORTFOLIO											
GOOGLE INC-CL A (GOOG)		167,934.00	77,811.80	707.3800	0.47 %	37,939.68	344.91	39,872.12			
PCA ADVANTAGE PORTFOLIO											
INTEL CORP (INTC)		104,032.50	69,283.20	20.6200	0.42 %	56,322.83	16.76	12,960.37	4.37 %	3,024.00	
PCA ADVANTAGE PORTFOLIO											
INTERNATIONAL BUSINESS MACHS (IBM)		124,877.20	105,352.50	191.5500	0.64 %	59,472.93	108.13	45,879.57	1.78 %	1,870.00	
PCA ADVANTAGE PORTFOLIO											

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	Quantity	price per unit							
MICROSOFT CORP (MSFT)	137,198.60	71,446.58	2,675	26,709.0	0.43 %	23,591.83	47,854.75	3.45 %	2,461.00		
PCA ADVANTAGE PORTFOLIO	107,730.00	79,634.80	2,390	33,320.0	0.48 %	40,115.23	39,519.57	0.73 %	573.60		
ORACLE CORP (ORCL)	111,041.00	135,471.21	2,190	61,859.0	0.82 %	119,417.22	16,053.99	1.62 %	2,190.00		
PCA ADVANTAGE PORTFOLIO											
Total information technology					7.43 %	\$730,180.36	\$512,489.07	1.65 %		\$20,532.00	

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	Quantity	price per unit							
AGRIUM INC (AGU)			770	\$76,900.67	0.47 %	\$74,789.87	\$2,110.80	2.01 %	\$1,540.00	\$385.00	
SEDOL 2015530				\$99,871.0		\$97.13					
ISIN CA0089161081											
PCA ADVANTAGE PORTFOLIO											
CF INDUSTRIES HOLDINGS INC (CF)			400	81,264.00	0.49 %	65,773.48	15,490.52	0.79 %	640.00		
PCA ADVANTAGE PORTFOLIO				203,160.0		164.43					
EASTMAN CHEM CO (EMN)			1,520	103,436.00	0.62 %	81,834.95	21,601.05	1.77 %	1,824.00		
PCA ADVANTAGE PORTFOLIO				68,050.0		53.84					
FMC CORPORATION NEW (FMC)			70,552.80	65,542.40	0.40 %	46,886.09	18,654.31	0.93 %	604.80	151.20	
PCA ADVANTAGE PORTFOLIO				58,520.0		41.86					
Total materials					1.96 %	\$269,284.39	\$57,858.68	1.41 %		\$4,608.80	\$536.20

Telecommunication services

Description (Symbol)	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Quantity	price per unit							
AT&T INC (T)			4,800	\$161,808.00	0.97 %	\$145,020.93	\$16,787.07	5.34 %	\$8,640.00		
PCA ADVANTAGE PORTFOLIO				\$33,710.0		\$30.21					

Detail

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
OGI ENERGY CORP (OGI)	\$70,320.40	1,400	\$78,834.00	\$56.3100	0.48 %	\$65,667.51	\$46.92	\$13,146.49	2.97 %	\$2,338.00	
PCA ADVANTAGE PORTFOLIO	113,620.00	3,530	130,080.50	36.8500	0.78 %	81,531.00	23.10	48,549.50	3.70 %	4,800.80	
WISCONSIN ENERGY CORP (WEC)			\$208,914.50		1.25 %	\$147,218.51		\$61,695.99	3.42 %	\$7,138.80	
PCA ADVANTAGE PORTFOLIO			\$7,186,173.12		42.99 %	\$5,537,314.64		\$1,648,858.48	2.17 %	\$156,242.07	\$9,406.65
Total utilities											
Total stocks											

Mutual funds - equity

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
PNC INTERNATIONAL EQUITY FUND (PIIUX)	\$752,753.06	58,808.833	\$921,534.41	\$15.6700	5.52 %	\$568,138.46	\$9.32	\$373,395.95	0.85 %	\$7,821.57	
21-75-073-4453885			1,919,009.91	14.8100	11.48 %	1,082,086.49	8.35	836,923.42			
PNC SMALL CAP CORE FUND (PPCIX)	827,141.65	62,042.460	900,856.52	14.5200	5.39 %	831,456.67	13.40	69,399.85	1.54 %	13,835.47	
21-75-073-4453885			\$3,741,400.84		22.38 %	\$2,461,681.62		\$1,279,719.22	0.58 %	\$21,657.04	
Total mutual funds - equity											
Total equities			\$10,927,573.96		65.37 %	\$7,998,996.26		\$2,928,577.70	1.63 %	\$177,899.11	\$9,406.65
Total portfolio			\$16,717,532.67		100.00 %	\$13,677,807.42		\$3,039,725.25	1.98 %	\$331,217.49	\$53,031.14

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – December 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, STAR Plus, and a federal money market fund.

Following is a description of interim deposit earnings for the period December 1, 2012 through December 31, 2012.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment		Investment Form
					Income		
12/01/12 - 12/31/12	31	Various	STAR Ohio	Various	189.16		Investment Pool
12/01/12 - 12/31/12	31	Various	STAR Plus	Various	930.40		Investment Pool
12/01/12 - 12/31/12	31	Various	PNC	Various	1.31		Sweep Money Market
12/01/12 - 12/31/12	31	Various	PNC	Various	0.85		Money Market
06/28/12 - 12/28/12	184	2,000,000	Federal Home Loan Bank	1.200%	12,000.00		Federal Agency
06/18/12 - 12/18/12	184	1,000,000	Federal National Mortgage Assn.	0.750%	3,750.00		Federal Agency
06/27/12 - 12/27/12	184	1,000,000	Federal Home Loan Mortgage Corp.	0.600%	3,000.00		Federal Agency
06/18/12 - 12/18/12	184	500,000	Federal Farm Credit Bank	0.375%	937.50		Federal Agency
06/29/12 - 12/30/12	185	1,000,000	Federal National Mortgage Assn.	0.550%	2,765.28		Federal Agency

Earned Interest December 2012 \$ 23,574.50
 Earned Interest Year To Date \$ 230,116.46

CLEVELAND PUBLIC LIBRARY

REPORT C**Finance Committee****January 15, 2013****REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR DECEMBER 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
ARLIS Ohio Valley Chapter Regional Meeting Cleveland, Ohio	11/12/12	Bruce Biddle	20.00
State Library of Ohio Board Meeting Columbus, Ohio	12/11/12	Don Boozer	156.51
Conservation Center for Art & Historic Artifacts Rare Books in Hidden Times Seminar Philadelphia, Pennsylvania	11/13/12 - 11/14/12	Stacie Brisker	857.62
American Library Association Elusive Non-User Webinar Cleveland, Ohio	11/7/12	Timothy Diamond	129.00
Ohio Library Council Widen the Lens Seminar Columbus, Ohio	11/13/12 - 11/14/12	Timothy Diamond	144.77
EEOC Training Institute Equal Employment Opportunity Seminar Mayfield Heights, Ohio	11/30/12	Joyce Dodrill	319.00
ARLIS Ohio Valley Chapter Regional Meeting Cleveland, Ohio	11/12/12	Pam Eyerdam	20.00
Ohio Library Council 2012 Leadership Conference Columbus, Ohio	11/5/12	Andrew Harant	75.00
Ohio Library Council Childrens and Teen Seminar Columbus, Ohio	8/23/12	Annisha Jeffries	170.00
Ohio Library Council Widen the Lens Seminar Columbus, Ohio	11/13/12 - 11/14/12	Annisha Jeffries	125.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Society of CPA's Northeast Ohio CPE Day Independence, Ohio	12/4/12	Carrie Krenicky	199.00
State Library of Ohio Board Meeting Columbus, Ohio	12/11/12	Brian Leszcz	30.41
Ohio Library Council Widen the Lens Seminar Columbus, Ohio	11/13/12 - 11/14/12	Aaron Mason	275.00
American Payroll Association Chapter Meeting Independence, Ohio	12/7/12	Ronelle Miller-Hood	100.00
Ohio Library Council 2013 Convention & Expo Programming Committee Columbus, Ohio	11/30/12	Michael Monaco	136.53
Skillspath Seminar How to Become a Better Communicator Seminar Cleveland, Ohio	12/6/12	Beverly White-Yates	149.00
TOTAL			\$2,906.84

SUMMARY

FUND	DECEMBER	YEAR TO DATE
General	\$2,719.92	\$46,524.42
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	3,707.43
LSTA - Know it Know	186.92	4,889.84
PNC - Grow up Great	0.00	53.15
TOTAL	\$2,906.84	\$56,808.84

REPORT D

CLEVELAND PUBLIC LIBRARY

Finance Committee
January 15, 2013

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

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

<u>DATE</u>	<u>ITEM DESCRIPTION</u>	<u>AGENCY</u>	<u>SUPPLIER</u>	<u>AMOUNT</u>
12/31/12	Electrical Supplies	Prop Mgmt	Mars Electric	\$ 6,226.83
11/08/12	Library Cards	Stockroom	Rainbow Printing	13,056.00
12/31/12	Gas for Vehicles	Prop Mgmt	BP Oil	13,674.58
12/13/12	Promotional Items	Tech Central	Janway	7,241.65
12/28/12	Computer Tables	Branches	Gaylord Brothers	16,319.02
12/06/12	Security Strips	Stockroom	Ohionet	12,148.34
12/13/12	Innovation Grant Equipment	IT/CLEVNET	CDW-G	6,118.00
12/20/12	VCA Pedestals	Branches/Main	Xerox	10,104.58
10/18/12	Computer Equipment	IT/CLEVNET	Business Smarts	5,507.72
11/29/12	Computer Equipment	IT/CLEVNET	Business Smarts	16,979.60
11/29/12	Computer Equipment	IT/CLEVNET	Business Smarts	17,033.90
12/13/12	Computer Equipment	IT/CLEVNET	Business Smarts	5,922.00
11/29/12	Computer Equipment	IT/CLEVNET	Paragon Data Systems	6,516.97

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

REPORT ECLEVELAND PUBLIC LIBRARY

Finance Committee
January 15, 2013

PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD
OCTOBER 1 THROUGH DECEMBER 31, 2012

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

LIBRARY SERVICES MATERIALS

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
10/04/12	Database Service	Main Library	Standard & Poors	\$ 26,739.80
10/04/12	Database Service	IT/CLEVNET	Info Group	180,988.00
12/13/12	Database Service	IT/CLEVNET	Ohionet	48,720.00
12/13/12	Database Service	IT/CLEVNET	Gale Cengage	27,181.50
11/20/12	Books	IT/CLEVNET	F.A. Bennett Books	56,260.00
11/30/12	Content Dm License	Preservation	OCLC Inc	30,000.00
11/08/12	Magazine Subscriptions	Main Library	Wolper Inc	29,766.89

CLEVNET-RELATED GOOD AND SERVICES

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
12/28/12	Computer Maintenance	IT/CLEVNET	Business Smarts	\$ 25,739.43

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

REPORT FCLEVELAND PUBLIC LIBRARY

Finance Committee
January 15, 2013

FEES PAID FOR LEGAL ADVICE AND SERVICES TO OGLETREE, DEAKINS,
NASH, SMOAK & STEWART, PC. ("Ogletree")
OCTOBER 1 THROUGH DECEMBER 31, 2012

In accordance with the Board resolution adopted on October 18, 2012, quarterly fees paid for legal advice and services from Ogletree for labor and employment matters are submitted.

Collective Bargaining	\$ 12,134.80
General Labor & Miscellaneous Matters	2,506.77
FMLA Compliance	<u>3,913.50</u>
4th Quarter Total	<u>\$ 18,555.07</u>
Year to Date Total	<u><u>\$ 130,385.74</u></u>

REPORT G**CLEVELAND PUBLIC LIBRARY**

Finance Committee
January 15, 2013

REPORT ON BRAVO WELLNESS INCENTIVE PROGRAM

In accordance with the Board resolution adopted on October 18, 2012, in January 2013, and at the end of each contract year, the Fiscal Officer shall report to the Board the following for approval:

Total number of employees participating in the Wellness Program	423
Total number of employees participating in the health screenings	423
Total cost to the Library of the BRAVO contract for the applicable year	\$17,425.00

**CLEVELAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
TERMINATION REPORT
12/01/2012 THROUGH 12/31/2012**

EXHIBIT 8**Human Resources Committee Report**

January 17, 2013

NAME	DEPARTMENT	JOB TITLE	DATE	REASON
RESIGNATIONS				
BAILEY-GRINCIOUS, ELIZABETH	SCIENCE & TECH	PAGE	12/14/2012	RETURN TO SCHOOL
OTHER TERMINATIONS				
SINCLAIR, BRITTANI	PS LA SUBS	LA SUB	12/14/2012	TERM INVOLUNTARY
RETIREMENTS				
JASON, BEVERLY A	PS LA SUBS	LA SUB	12/29/2012	RETIREMENT
PRIDE, MICHAEL R	OLBPD	LA	12/31/2012	RETIREMENT
SATTERFIELD, WAYNE E	CUSTODIAL A	CUSTODIAN IV	12/14/2012	RETIREMENT
RUFFING, MICHAEL	PS-MAIN LIBRARY	ASST DIR PUB SVCS-M	12/28/2012	RETIREMENT
HARRIS, JANETTE	MLK	BRANCH CLERK	12/28/2012	RETIREMENT
BELLES, DONNA	WALZ	LA-YOUTH	12/29/2012	RETIREMENT
HANKS, GAIL	UNION	BRANCH MGR-MED	12/28/2012	RETIREMENT
STEVENS, PATRICIA	FLEET	CHILD LIBRARIAN	12/29/2012	RETIREMENT
RODERICK, EARLYNN	PLANNING & RESEARCH	PLAN ASSISTANT	12/28/2012	RETIREMENT
SPERRY, LINDA	MOBILE SERVICES	MOBILE SVCS MGR	12/31/2012	RETIREMENT

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 12/01/2012 TO 12/31/2012**

EMPLOYEE: GAY, CAROL
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 12/16/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.08	NEW HIRE

EMPLOYEE: MONTFORT, JUDY
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 12/02/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.08	NEW HIRE

EMPLOYEE: GRAZIANI, JOSEPH
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 12/16/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.08	NEW HIRE

EMPLOYEE: LAUVER, JAMIE
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 12/16/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.08	NEW HIRE

EMPLOYEE: PARKER, PATRISHA
JOB TITLE: LA SUB

CURRENT GRADE: F **EFFEC DATE** 12/16/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	20,091.76	NEW HIRE

EMPLOYEE: MAKOWSKI, BRIANNA
JOB TITLE: LA SUB

CURRENT GRADE: F **EFFEC DATE** 12/02/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	20,091.76	NEW HIRE

EMPLOYEE: EMOWEREY, SHEA
JOB TITLE: LIBRARY ASST-COMP EMPH

CURRENT GRADE: F **EFFEC DATE** 12/16/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	22,524.84	NEW HIRE

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 12/01/2012 TO 12/31/2012**

EMPLOYEE: PROCTOR, KENDRA
JOB TITLE: LA SUB

CURRENT GRADE: F **EFFEC DATE** 12/30/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	20,091.76	NEW HIRE

EMPLOYEE: JOHNSON, WHITNEY
JOB TITLE: LA SUB

CURRENT GRADE: F **EFFEC DATE** 12/30/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	20,091.76	NEW HIRE

EMPLOYEE: CAMPIRI, MONICA
JOB TITLE: LA SUB

CURRENT GRADE: F **EFFEC DATE** 12/02/2012
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	20,091.76	NEW HIRE

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

CURRENT GRADE: B **EFFEC DATE** 12/31/2012
CURRENT STEP: 2 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	32,156.80	17,150.00	FULL TIME TO PTR

CLEVELAND PUBLIC LIBRARY

REPORT H**Human Resources Committee Report**

Meeting Date: January 17, 2013

Report Period: December, 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	3,037.74	86,417.39
October	3,638.38	2,760.23	86,877.97
November	3,931.66	2,833.57	87,125.04
December	3,605.57	3,277.75	87,935.59

***Covers three pay dates**

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

REPORT I**Human Resources Committee Report**

January 17, 2013

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	77	20	9	1			29	17	1		
Professionals	79	15	2			1	41	15	3	2	
Technicians	21	11	2	1			6	1			
Protective Service	20	9	9	1				1			
Para-Professionals	141	29	35			1	34	32	8	2	
Administrative Support	297	31	61	7	3		45	127	22	1	
Skilled Craft	12	7	3			1		1			
Service Maintenance	48	7	34	2			2	2	1		
Grand Total	695	129	155	12	6	0	157	196	35	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
DECEMBER
2012**

Human Resources Committee Report
January 17, 2013

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Med Mutual Silver	21	14	35
Med Mutual Gold	257	151	408
Delta Dental	270	190	460
Vision	241	173	414

**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>
Maintenance Mechanic	Maintenance Mech	12/21/2012	10
Children's Librarian	Fulton Branch	12/18/2012	13

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR DECEMBER 2012**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	2012	2011	
Main Library Branches	139,383	158,067	680	722	1,852,676	1,908,246	-2.9%
Mobile Units	325,512	341,850	1,589	1,561	4,041,206	4,026,456	0.4%
Library for the Blind	5,063	6,275			64,286	69,283	-7.2%
eMedia	50,032	61,989			728,233	691,237	5.4%
	14,440	10,760			144,015	104,617	37.7%
TOTAL CIRCULATION	534,430	578,941			6,830,416	6,799,839	0.4%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
eBook	10,942	7,570	107,284	68,056	57.6%
eAudioBook	3,351	3,043	35,260	34,646	1.8%
eMusic	76	81	733	815	-10.1%
eVideo	71	66	738	1,100	-32.9%
TOTAL eCIRCULATION	14,440	10,760	144,015	104,617	37.7%

Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
Downloads	*	8,346	*	103,850	*
Users	*	533	*	6,275	*

* Not included in circulation activity.

*Due to system upgrades to BARD website, NLS has not been able to provide usage statistics since November, 2012

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use		YTD Gain/Loss
			2012	2011	2012	2011	
Main Library Branches	102	42 minutes	14,114	10,340	9,969	7,467	33.5%
	503	36 minutes	90,215	66,513	54,771	45,060	21.6%
TOTAL USAGE	605		104,329	76,853	64,740	52,527	23.3%

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	39,364	44,061	208	212	559,239	570,007	-1.9%
Mobile Unit	210,665	232,710	1,028	1,063	2,936,963	3,052,959	-3.8%
	606	660			9,006	9,399	-4.2%
TOTAL VISITS	250,635	277,431			3,505,208	3,632,365	-3.5%

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR DECEMBER 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	7,624	836	526	897	9,883	963	10,846
Broadway*	6	24	3	11	44	49	93
Brooklyn	4,952	536	341	447	6,276	764	7,040
Carnegie West	8,164	1,023	904	1,299	11,390	1,132	12,522
Collinwood	7,259	709	619	965	9,552	991	10,543
East 131st	4,299	516	283	493	5,591	375	5,966
Eastman	12,986	1,267	1,098	2,168	17,519	2,295	19,814
Fleet	11,703	1,010	857	1,547	15,117	1,275	16,392
Fulton	9,537	725	493	929	11,684	981	12,665
Garden Valley	4,150	359	174	244	4,927	353	5,280
Glenville	6,677	607	480	879	8,643	678	9,321
Harvard-Lee	7,579	721	599	1,090	9,989	901	10,890
Hough	4,184	618	331	449	5,582	411	5,993
Jefferson	6,056	601	831	1,027	8,515	879	9,394
Langston Hughes	5,450	675	594	839	7,558	602	8,160
Lorain	8,875	757	734	1,197	11,563	887	12,450
Martin Luther King, Jr.	5,655	544	718	803	7,720	795	8,515
Memorial-Nottingham	10,633	777	984	1,782	14,176	1,558	15,734
Mt. Pleasant	4,876	471	309	587	6,243	505	6,748
Rice	10,231	776	619	1,108	12,734	1,125	13,859
Rockport	15,310	1,229	1,272	1,730	19,541	2,327	21,868
South	6,990	546	402	628	8,566	852	9,418
South Brooklyn	14,290	1,370	1,308	2,255	19,223	2,522	21,745
Sterling	5,826	649	605	757	7,837	500	8,337
Union	6,653	810	521	841	8,825	637	9,462
Walz	12,943	1,188	1,075	1,883	17,089	1,525	18,614
West Park	13,387	1,419	1,893	3,121	19,820	2,841	22,661
Woodland	8,686	587	348	650	10,271	911	11,182
TOTAL	224,981	21,350	18,921	30,626	295,878	29,634	325,512

*Broadway branch library permanently closed its doors to the public on November 16, 2012

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

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2012	2011	2012	2011		
Addison	10,846	17,789	152,724	183,093	-30,369	-16.6%
Broadway*	93	3,211	35,715	40,743	-5,028	-12.3%
Brooklyn	7,040	8,724	109,167	108,922	245	0.2%
Carnegie West	12,522	15,002	172,840	164,735	8,105	4.9%
Collinwood	10,543	10,803	127,053	126,298	755	0.6%
East 131st	5,966	5,661	69,715	70,499	-784	-1.1%
Eastman	19,814	19,212	237,030	233,862	3,168	1.4%
Fleet	16,392	14,289	189,166	161,990	27,176	16.8%
Fulton	12,665	12,242	146,168	148,064	-1,896	-1.3%
Garden Valley	5,280	6,126	65,016	57,095	7,921	13.9%
Glenville	9,321	9,309	114,105	106,841	7,264	6.8%
Harvard-Lee	10,890	10,565	122,280	122,398	-118	-0.1%
Hough	5,993	6,773	75,257	79,029	-3,772	-4.8%
Jefferson	9,394	11,102	119,097	125,293	-6,196	-4.9%
Langston Hughes	8,160	7,059	93,989	94,860	-871	-0.9%
Lorain	12,450	12,674	150,836	150,565	271	0.2%
Martin Luther King, Jr.	8,515	9,081	102,324	108,668	-6,344	-5.8%
Memorial-Nottingham	15,734	16,310	202,561	210,316	-7,755	-3.7%
Mt. Pleasant	6,748	7,440	88,262	87,799	463	0.5%
Rice	13,859	13,748	167,245	162,701	4,544	2.8%
Rockport	21,868	22,837	285,134	283,241	1,893	0.7%
South	9,418	11,842	111,598	118,840	-7,242	-6.1%
South Brooklyn	21,745	20,422	268,634	266,329	2,305	0.9%
Sterling	8,337	6,589	88,728	75,907	12,821	16.9%
Union	9,462	7,645	100,938	85,174	15,764	18.5%
Walz	18,614	18,557	215,055	217,726	-2,671	-1.2%
West Park	22,661	25,109	296,712	309,415	-12,703	-4.1%
Woodland	11,182	11,729	133,857	126,053	7,804	6.2%
TOTAL	325,512	341,850	4,041,206	4,026,456	14,750	0.4%

*Broadway branch library permanently closed its doors to the public on November 16, 2012

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE DECEMBER 2012**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2012	2011	2012	2011		
Addison	4,835	7,131	83,010	72,606	10,404	14.3%
Broadway*	0	1,281	18,421	18,073	348	1.9%
Brooklyn	3,283	3,111	55,694	54,761	933	1.7%
Carnegie West	15,594	19,084	205,429	225,437	-20,008	-8.9%
Collinwood	6,665	6,556	83,473	85,807	-2,334	-2.7%
East 131st	6,994	6,975	89,047	81,120	7,927	9.8%
Eastman	11,332	10,781	146,598	145,027	1,571	1.1%
Fleet	9,636	9,153	132,180	126,141	6,039	4.8%
Fulton	7,378	7,133	95,501	95,188	313	0.3%
Garden Valley	3,070	4,646	57,209	61,805	-4,596	-7.4%
Glenville	7,086	6,979	98,117	92,186	5,931	6.4%
Harvard-Lee	7,562	8,541	101,518	105,375	-3,857	-3.7%
Hough	8,700	10,590	141,340	165,682	-24,342	-14.7%
Jefferson	7,398	8,023	102,675	99,934	2,741	2.7%
Langston Hughes	6,140	5,632	79,427	77,002	2,425	3.1%
Lorain	6,729	7,310	95,338	91,545	3,793	4.1%
Martin Luther King, Jr.	6,888	6,972	98,491	99,752	-1,261	-1.3%
Memorial-Nottingham	4,832	5,329	66,561	70,232	-3,671	-5.2%
Mt. Pleasant	5,389	5,933	74,666	78,651	-3,985	-5.1%
Rice	12,382	10,358	154,018	167,460	-13,442	-8.0%
Rockport	9,445	15,711	133,446	156,020	-22,574	-14.5%
South	6,556	8,313	100,919	103,510	-2,591	-2.5%
South Brooklyn	13,446	11,855	160,946	170,091	-9,145	-5.4%
Sterling	10,414	12,539	145,837	163,086	-17,249	-10.6%
Union	5,463	6,197	86,900	99,934	-13,034	-13.0%
Walz	8,748	10,112	112,276	123,982	-11,706	-9.4%
West Park	8,935	10,127	127,672	128,117	-445	-0.3%
Woodland	5,765	6,338	90,254	94,435	-4,181	-4.4%
TOTAL	210,665	232,710	2,936,963	3,052,959	-115,996	-3.8%

*Broadway branch library permanently closed its doors to the public on November 16, 2012

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS DECEMBER 2012**

Branch	Total Circulation	Branch	Attendance	Branch	Population*
1 West Park	22,661	1 Carnegie West	15,594	1 South Brooklyn	31,511
2 Rockport	21,868	2 South Brooklyn	13,446	2 Fleet	27,822
3 South Brooklyn	21,745	3 Rice	12,382	3 West Park	27,291
4 Eastman	19,814	4 Eastman	11,332	4 Eastman	23,686
5 Walz	18,614	5 Sterling	10,414	5 Rice	22,240
6 Fleet	16,392	6 Fleet	9,636	6 Fulton	20,026
7 Memorial-Nottingham	15,734	7 Rockport	9,445	7 Memorial-Nottingham	19,553
8 Rice	13,859	8 West Park	8,935	8 Rockport	19,404
9 Fulton	12,665	9 Walz	8,748	9 Harvard-Lee	18,834
10 Carnegie West	12,522	10 Hough	8,700	10 Langston Hughes	17,982
11 Lorain	12,450	11 Harvard-Lee	7,562	11 Glenville	17,317
12 Woodland	11,182	12 Jefferson	7,398	12 Walz	16,558
13 Harvard-Lee	10,890	13 Fulton	7,378	13 Collinwood	16,270
14 Addison	10,846	14 Glenville	7,086	14 Addison	16,169
15 Collinwood	10,543	15 East 131st	6,994	15 East 131st	15,658
16 Union	9,462	16 Martin Luther King, Jr.	6,888	16 Martin Luther King, Jr.	15,212
17 South	9,418	17 Lorain	6,729	17 Mt. Pleasant	14,724
18 Jefferson	9,394	18 Collinwood	6,665	18 Lorain	13,233
19 Glenville	9,321	19 South	6,556	19 Carnegie West	10,549
20 Martin Luther King, Jr.	8,515	20 Langston Hughes	6,140	20 Union	10,316
21 Sterling	8,337	21 Woodland	5,765	21 Sterling	8,046
22 Langston Hughes	8,160	22 Union	5,463	22 Woodland	7,492
23 Brooklyn	7,040	23 Mt. Pleasant	5,389	23 South	7,009
24 Mt. Pleasant	6,748	24 Addison	4,835	24 Hough	6,197
25 Hough	5,993	25 Memorial-Nottingham	4,832	25 Brooklyn	5,419
26 East 131st	5,966	26 Brooklyn	3,283	26 Jefferson	3,587
27 Garden Valley	5,280	27 Garden Valley*	3,070	27 Garden Valley	2,857
28 Broadway*	93	28 Broadway*	0	28 Broadway	1,687
	325,512		210,665		416,649
					473,177

*Broadway branch library closed its doors on November 16, 2012

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

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR DECEMBER 2012**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
CLEVNET	73,118	77,515	982,475	940,671	4.4%
MORE	632	942	9,971	10,570	-5.7%
Other Libraries	540	435	6,614	6,214	6.4%
TOTAL	74,290	78,892	999,060	957,455	4.3%

*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	23,664	22,924	290,963	302,274	-3.7%
KnowitNow Web Reference*	612	936	7,777	8,983	-13.4%
Interlibrary Loan Requests	3,900	3,393	50,537	43,397	16.5%
TOTAL	28,176	27,253	349,277	354,654	

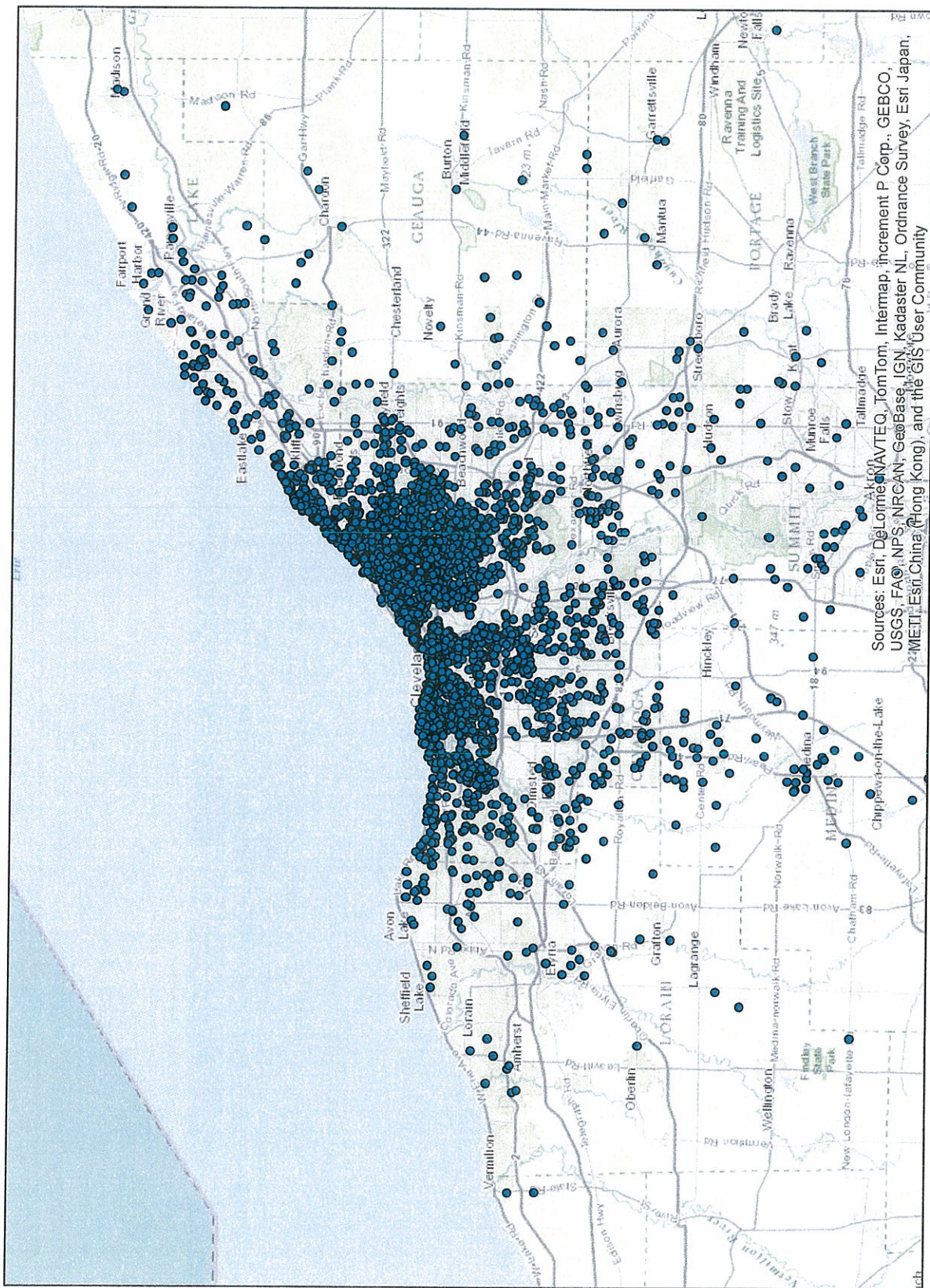
*Questions taken by CPL staff only. As more partner libraries throughout Ohio sign on to provide the service, what had been CPL's disproportionate share as a provider will continue to diminish.

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
New Titles Added	5,297	7,792	88,414	94,927	-6.9%
Total Items Added	15,152	24,216	315,628	350,484	-9.9%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2012	2011	2012	2011	
Main Library	189	208	2,403	2,408	-0.2%
Branches	5,548	6,143	70,659	71,018	-0.5%

MYTUNES	Dec 2012	Nov 2012	Oct 2012	Sept 2012	Aug 2012
	Songs Downloaded	6,944	6,433	6,754	6,634
Users	1,055	972	979	1,036	1,028
New Registrations	6	7	37	22	10

MAIN LIBRARY USERS BY ADDRESS, DECEMBER 2012



Sources: Esri; DeLorme; NAVTEQ; TomTom; Intermap; Increment P Corp.; GEBCO, USGS, FAO; NPS; NRCAN; GeoBase; IGN; Kadaster NL; Ordnance Survey; Esri Japan, METI; Esri China (Hong Kong), and the GIS User Community

● MAIN LIBRARY USER (10,224)

Prepared by
Knowledge Office
January 2013
ADO

MEMORANDUM**DRAFT**

TO: Carrie Krenicky
Cleveland Public Library

FROM: Daniel Buser
Crain, Langner & Co.

RE: Commercial Crime Insurance
Surety Bonds – Employee Bonds Amounts

DATE: January 14, 2013

RECOMMENDATION

1. Request the Board reduce the face amount on each of the three individual bonds (Krenicky, Armstrong, and Novotny) from \$250,000 to \$50,000.
2. Request Travelers delete the bonded employee exclusion in the Commercial Crime insurance policy, thus providing the Library the face value of the bond plus the Commercial Crime Policy Employee Theft limit in the event of a loss resulting from one of the three currently bonded employees. The Commercial Crime insurance would apply excess of the individual bonds for losses covered by such bonds.

DISCUSSION

1. Employee Bonds - The Cleveland Public Library purchases surety bonds for three employees:

Carolyn Krenicky	Fiscal Officer
Laura Armstrong	Deputy Fiscal Officer
Lawrence Novotny	Deputy Fiscal Officer

Travelers Casualty and Surety Company of America is the surety on all three bonds. All three bonds are in the face amount of \$250,000. Among other things, the bond application and indemnity agreement each person signed (the three bonded employees) obligates the bonded employee to reimburse the surety, Travelers, for all sums the surety may pay on the bond. Simply put, each bonded employee would have personal liability to Travelers if Travelers pays on the bond.

Ohio Revised Code 3375.36 requires the deputy fiscal officer to execute a bond in an amount and with a surety to be approved by the board (the Library Board of Trustees).

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2. Commercial Crime Insurance - The Library purchases Commercial Crime insurance as follows:

Travelers Casualty and Surety Company of America
Policy No. 10551 8569
Effective 8/1/2012 to 8/1/2013

COVERAGE	LIMIT	SINGLE LOSS RETENTION
Employee Theft	2,000,000	10,000
Forgery & Alteration	2,000,000	10,000
On Premises Loss	100,000	10,000
In Transit Loss	100,000	10,000
Money Orders & Counterfeit	100,000	10,000
Computer Crime		
Fraud	1,000,000	10,000
Restoration Expense	100,000	10,000
Funds Transfer Fraud	1,000,000	10,000
Personal Accounts Forgery & Alteration	100,000	10,000
Identity Fraud Expense	25,000	-0-
Claim Expense	5,000	-0-

Recall, various policy limits were increased at the August 2012 renewal, including Employee Theft that was increased from \$500,000 to \$2,000,000. We continue to view this as a positive program change.

The policy currently does not provide coverage for any loss caused by a Library employee required by law to be individually bonded. We interpret this to apply to Carrie Krenicky, Laura Armstrong, and Lawrence Novotny.

The current Commercial Crime policy contains a Faithful Performance of Duty endorsement pursuant to which the insurer will indemnify any of the Library's officials (up to the \$1,000,000 limit for this coverage) who are required by law to give bonds for the faithful performance of their duties against loss through the failure of any Library employee under the supervision of that official to faithfully perform that employee's duties as prescribed by law when the employee's failure directly causes direct loss of the Library's money, securities or other property.

NOTE: McGowan advised that Travelers is willing to remove the bonded employee exclusion and provide coverage excess of the amount of the current individual bonds \$250,000 for an increase in annual premium of \$1,000 (current premium is \$7,200). Currently the individual bonds and the Commercial Crime policy are all underwritten by Travelers.

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McGowan further advised that Travelers is willing to sit excess of a reduced bond face value of \$50,000, for an annual premium of \$10,100 compared to a current annual premium of \$7,200. The change to delete the bonded employee exclusion effective January 1, 2013 would yield additional pro rated premium for the current policy term of \$1,685. The three bonds would remain at the \$250,000 level until January 31st when renewal bonds would be purchased with \$50,000 face amounts. The annual premiums for the \$250,000 face value bonds is \$866 each. The annual premium for the \$50,000 face value bonds would be \$173 each. The savings on the bonds would partially offset the increased premium on the Commercial Crime policy.

We support lowering the bonds from \$250,000 to \$50,000. Ultimately these changes (removing the bonded employee exclusion and lowering the bond amounts) will result in the entity having a higher dollar amount protected in the event of a loss resulting from one of the three bonded individuals under this revised arrangement.

3. Bond Amounts – Some care should be taken to determine the face amount of the bonds for employees required to carry a bond.

Factors to consider include:

The maximum authority such person may have in terms of making purchases, consummating sale or purchase transactions (service or products), managing the financial affairs of the employer (cash management, treasury, etc.), preparing financial statements, and reconciling bank statements.

The Library operates with a significant annual budget and the Fiscal Officer is involved in numerous transactions and activities considered material to the Library's existence and financial soundness.

This bond amount issue is particularly important because of the bonded employee exclusion in the Commercial Crime coverage with Travelers Casualty and Surety Company of America. Given the policy exclusion, a loss amount caused by one of the three bonded employees would not be covered by the Travelers Commercial Crime insurance and the Library would be unprotected for any amount above this \$250,000 bond amount.

Insureds are advised to revisit bond requirements and their Commercial Crime insurance periodically.

End of Memo.