

CLEVELAND PUBLIC LIBRARY  
 Minutes of the Regular Board Meeting  
 April 18, 2013  
 Trustees Room                      Louis Stokes Wing  
 12:00 Noon

Present: Ms. Rodriguez, Mr. Hairston, Mr. Werner,  
 Mr. Parker, Mr. Seifullah (arrived, 12:05  
 p.m.), Mr. Corrigan (arrived 12:08 p.m.),

Absent: Ms. Butts

Ms. Rodriguez called the meeting to order at 12:04 p.m.

**Approval of the Minutes**

Ms. Rodriguez moved approval of the minutes for the  
 3/21/13 Regular Board Meeting. Mr. Parker seconded the  
 motion, which passed unanimously by roll call vote.

**COMMUNICATIONS**

Director Thomas acknowledged the following letters from  
 Anita Cook, Executive Director, West Side Catholic  
 Center, expressing gratitude for the knitted items  
 donated to the West Side Catholic Center as a part of  
 the library's Warm Up Cleveland project; John Y. Cole,  
 Director, The Center for the Book, The Library of  
 Congress, announcing the continuation of the affiliate  
 status of the Ohio Center for the Book for another three  
 years; and an email from Elizabeth T. Dabran, Donor  
 Recruitment Representative, American Red Cross,  
 expressing appreciation for the library's participation  
 in the blood drive.

**MOTION TO TEMPORARILY SUSPEND THE REGULATIONS**

Because there was no prior Finance Committee Meeting,  
 Mr. Parker moved to temporarily suspend the  
 Regulations of the Board of Trustees in Article IX and X  
 requiring referral of resolutions to committees, to  
 consider the following resolutions. Mr. Hairston  
 seconded the motion, which passed unanimously by roll  
 call vote.

REGULAR BOARD  
 MEETING OF  
 3/21/13  
 Approved

**FINANCE COMMITTEE REPORT**

Ms. Rodriguez presented the following report.

Resolution to Accept Gifts for the Month of March

(See page 393)

Ms. Rodriguez moved approval of the following resolution. Mr. Hairston 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 March 2013; now therefore be it

RESOLVED, That the gifts described in the Gift Report for March of 2013 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Fourth Amendment to the Year 2013 Appropriation

(See pages 394-399)

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

WHEREAS, **Ohio Revised Code** Section 5705.40 provides for the amendment of an appropriation measure when necessary; and

WHEREAS, It is now deemed necessary to amend the Year 2013 Appropriation Measure to comply with the attached April 8, 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

RESOLUTION TO  
ACCEPT GIFTS  
FOR THE MONTH  
OF MARCH 2013  
Approved

FOURTH  
AMENDMENT TO  
THE YEAR 2013  
APPROPRIATION  
Approved

RESOLVED, That the sums indicated on the attached Fourth Amendment to the Year 2013 Appropriation Schedule be approved.

Resolution Authorizing Purchase of Library Bags

(See pages 400-401)

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

WHEREAS, The Cleveland Public Library maintains inventory and supplies Library's bags to patrons based on an estimated average usage of 16,000 per month. The Library's stockroom currently has approximately 21,500 bags on hand and the lead time to receive new inventory is four to six weeks; and

WHEREAS, The Library's Purchasing Department has sought pricing proposals for biodegradable library bags from three (3) vendors, and received proposals from two (2) vendors; and

WHEREAS, The Library Management recommends the purchase of the Library's bags from S & S Incorporated as they were the lowest in price and the Library has purchased bags from them many times before; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library authorizes the Executive Director, CEO or his designee, to enter into a purchase agreement, subject to the Chief Legal Officer's approval, to purchase 175,000 Foldover Die Cut Double Wall Handle Bags, at a cost of \$153.57 per 1,000, for a total cost not to exceed \$26,874.75 with the expenditure being charged to General Fund Account 11130052-52900.

Mr. Werner asked if the bags were completely biodegradable.

Carrie Krenicky, Chief Financial Officer, confirmed that the bags were completely biodegradable.

Mr. Werner recommended that the library continue to encourage patrons to use the biodegradable bags and suggested that reusable cloth bags be used perhaps in an incentive based program.

RESOLUTION  
AUTHORIZING  
THE PURCHASE  
OF LIBRARY  
BAGS

Approved

RESOLUTION TO  
RENEW THE  
MAINTENANCE  
AGREEMENT  
WITH TYLER  
TECHNOLOGIES,  
INC. FOR THE  
SUPPORT AND  
UPDATE  
LICENSING OF  
THE MUNIS ERP  
SYSTEM

Approved

Resolution to Renew the Maintenance Agreement with Tyler Technologies, Inc. for the Support and Update Licensing of the MUNIS ERP System

(See pages 402-403)

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

WHEREAS, In March, 2006, The Library entered into a system agreement with Tyler Technologies for maintenance of the Library's MUNIS ERP system, and continues to expand the functionality of the Library's ERP system implementing modules to improve efficiency; and

WHEREAS, The Library's ERP system includes Financials, Human Resources, Payroll and General Revenue and needs to continue support and to update licensing; and

WHEREAS, The effective date of termination of the current maintenance agreement with Tyler Technologies, Inc. for the support and to update licensing of the Library's MUNIS ERP system is May 16, 2013; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to execute all documents necessary to renew the Maintenance Agreement with Tyler Technologies, Inc., subject to the Chief Legal Officer's approval, for the period May 17, 2013 through May 16, 2014 at a cost not to exceed \$56,103.38, with the expenditure being charged to the General Fund Account 13010053-53360.

RESOLUTION TO  
ENTER INTO  
AGREEMENT  
WITH CINTAS  
CORPORATION  
FOR UNIFORM  
RENTAL  
SERVICES

Approved

Resolution to Enter Into Agreement With Cintas Corporation for Uniform Rental Services

(See pages 404-411)

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

WHEREAS, The effective date of termination of the current rental service agreement with Cintas Corporation is April 30, 2013; and



WHEREAS, The Library sought and received four (4) sealed proposals for Uniform Rental Services for the period May 1, 2013 through April 30, 2016 that were received as requested by 12:00 Noon (Local Time) April 8, 2013 to verify competitive pricing:

<u>Vendor</u>	<u>Estimated Three-Year Contract Total</u>
Cintas Corporation	\$24,506.61
Aramark Uniform Services	\$27,401.40
Coyne Textile Services	\$28,594.38
Unifirst Corporation	\$32,874.92

WHEREAS, The proposal from Cintas Corporation, the Library's current service provider, offers the best price and has been evaluated as to technical compliance with the proposal specifications; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into a three-year agreement with Cintas Corporation, subject to the approval of the Chief Legal Officer, for Uniform Rental Services at an estimated three-year total cost of \$24,506.61 with the expenditure being charged to the General Fund Account 12100053-53340 Building Maintenance.

Ms. Rodriguez submitted the following reports.

Fiscal Officer's Report

(See pages 412-461)

Report on Investments

(See page 462)

Report on Conference and Travel Expenditures

(See pages 463-464)

Purchases from \$5,000-\$25,000 for the period 1/1/13-3/31/13

(See page 465)

FISCAL OFFICER'S  
REPORT  
Submitted

REPORT ON  
INVESTMENTS  
Submitted

REPORT ON  
CONFER. &  
TRAVEL  
EXPENDITURES  
Submitted

PURCHASES FROM  
\$5,000-\$25,000,  
1/1/13- 3/31/13  
Submitted

PURCHASES  
EXCEEDING  
\$25,000,  
1/1/13-3/31/13  
Submitted

Purchase Exceeding \$25,000 for the period  
1/1/13-3/31/13

(See page 466)

FEE PAID FOR  
LEGAL ADVICE &  
SERVICES TO  
OGLETREE  
Submitted

Fee Paid for Legal Advice and Services to Ogletree

(See page 467)

**HUMAN RESOURCES COMMITTEE REPORT**

Mr. Seifullah presented the following report.

REGULAR  
EMPLOYMENT  
REPORT  
Approved

Regular Employee Report

(See pages 468-470)

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

RETIREMENT  
RECOGNITION  
CITATION  
Approved

Retirement Citation Recognition

Mr. Corrigan moved to amend the following resolution to reflect accurate years of service for the retirees. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

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

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

Robert Murnan (31 years of service), Subject Department Manager-Large, Grade L - Social Sciences, retires  
03/12/2013

Darlene Ronney (18 years of service), Subject Department Manager-Large, Grade L - Social Sciences, retires  
03/30/2013

Be it resolved that the citation for the above staff members be presented by the Board of Trustees in appreciation of their, faithful and dedicated service

given to the Library by them be recorded in the minutes of this meeting, and

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

Resolution to Revise the Human Resources Manual

Mr. Seifullah moved to amend the following resolution to reflect the correct policy number for the new Relocation Expense policy as 351.3. Mr. Rodriguez seconded the motion, which passed unanimously by roll call vote.

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

WHEREAS, The Cleveland Public Library seeks to hire the most qualified job applicants, and

WHEREAS, The applicants may incur relocation expenses in order to accept the new position with the Library; and

WHEREAS, The Cleveland Public Library seeks the ability to be competitive in its job offers; and

WHEREAS, In accordance with Section 121.2 of the Human Resources Manual which reads, "No changes may be made to the policies included in this Manual without the approval of the Board of Trustees"; and

WHEREAS The Library's management recommends revision of the Library's Human Resources Manual to include the policy as follows:

- Section 300 - Compensation Practices**
  - 350 - The Salary Schedule**
  - 351 - Salaries**
  - Add New 351.3 - Relocation Expenses**

Moving expenses for new full-time employees may be provided if the Human Resources Department has identified the employee as being eligible for reimbursement. The Human Resources Department will determine the maximum reimbursement amount and include

RESOLUTION TO  
REVISE THE  
HUMAN  
RESOURCES  
MANUAL  
Approved

it in either the employee's offer letter or contract. The following policy guidelines, subject to the Internal Revenue Service (IRS) regulations, apply.

The Cleveland Public Library will only reimburse employees for those expenses that are considered "deductible" moving expenses per IRS regulations (specifically, IRS Publication 521), as detailed on the "Reimbursement for Moving Expenses" form.

Three (3) IRS requirements must be met in order for the reimbursement of expenses to be deductible:

- Your move is closely related to the start of work
- You meet the distance test
- You meet the time test

The Library will reimburse employees those expenses that are reasonable for the circumstances of the move. For example, the cost of traveling from your former home to your new one should be by the shortest, most direct route available by conventional transportation.

The Library will only reimburse employees for deductible moving expenses under an accountable plan. Reimbursements under an accountable plan require the following:

1. The employee's expenses must have a business connection—that is, the employee must have paid or incurred *deductible* expenses while performing services as an employee of his or her employer. Two examples of this are the reasonable expenses of moving the employee's possessions from his or her former home to his or her new home, and traveling from his or her former home to his or her new home.
2. The employee must adequately account to the Library for these expenses within a reasonable period of time.
  - Adequate accounting requires that the employee give the Library documentation of those expenses, including receipts, canceled checks, and bills (using the "Reimbursement for Moving Expenses" form, described below)

- The IRS defines a "reasonable period of time" as sixty (60) days after the expenses were paid or incurred (however, what constitutes a "reasonable period of time" depends on the facts and circumstances of the employee's situation. Sixty (60) days is a "safe harbor" applied by the IRS)

To receive reimbursement, employees must complete the "Reimbursement for Moving Expenses" form. Employees must indicate their expenses for each category and attach original receipts to the form. The form must be signed by the employee and approved by the department head and the Human Resources Department.

Reimbursement for moving expenses will be processed by the Financial Services Department in the form of a payroll reimbursement.

In addition, any employee granted reimbursement for moving expenses must agree in writing to refund a prorated portion of the reimbursement if he/she voluntarily terminates employment before completing one year of continuous service.

Any tax implications of this reimbursement are the sole responsibility of the employee, not the Cleveland Public Library.

Now therefore be it,

RESOLVED, That the Cleveland Public Library Board of Trustees hereby approves the proposed revision to the Human Resources Manual to add the new Relocation Expense policy, 351.3 as set forth in this Resolution, to become effective immediately.

Larry Novotny, Assistant Director of Human Resources, stated that the library seeks to attract the most qualified applicants. On occasion, the library is required to pay relocation expenses for new hires. This policy follows the IRS guidelines.

Mr. Corrigan stated that the library has always followed IRS guidelines for relocation expenses for principal positions such as director and deputy director and

adopting this policy formally in the Human Resources Manual is appropriate at this time.

Mr. Werner asked about the process to determine the eligibility for relocation expenses.

Larry Novotny, Assistant Director of Human Resources, stated that relocation expenses would be considered for upper level administrative positions and would follow the IRS guidelines.

Mr. Seifullah submitted the following reports.

REPORT ON PAID  
SICK TIME  
Submitted

Report on Paid Sick Time Used by the Month

(See page 471)

AFFIRMATIVE  
ACTION PLAN  
REPORT  
Submitted

Affirmative Action Plan Report

(See page 473)

INSURANCE  
SUMMARY REPORT  
Submitted

Insurance Summary Report

(See page 473)

**COMMUNITY SERVICES REPORT**

MONTHLY  
ACTIVITY REPORT  
Submitted

Mr. Werner submitted the following report.

Monthly Activity Report

(See pages 474-479)

COMPARATIVE  
STATEMENT OF  
ANNUAL  
STATISTICS  
Submitted

Comparative Statement of Annual Statistics 2012

(See pages 480-486)

2012 BUILDING  
STATUS UPDATE  
Presented

Building Status Update

Myron Scruggs, Director of Property Management, stated the first meeting with the Jefferson Branch Parking Lot Improvement Project construction crew is scheduled for Friday; the natural gas conversion project is on schedule; and South Branch punch list items are being completed.

**NEW BUSINESS**

Mr. Corrigan requested that the Library prepare a resolution commemorating the life of Marie Calandra. The following resolution was prepared on behalf of the Board.

Resolution Commemorating the Life of Marie T. Calandra

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

WHEREAS, Marie Calandra distinguished herself as a civic leader in our community who worked tirelessly to make Cleveland a better place for all its residents; and

WHEREAS, Her civic interests extended to the work of the Cleveland Public Library which she generously and actively supported during each of its levy campaigns, especially in 2003 and 2008 when she served as an Honorary Chairperson of the Issue 2 campaigns; and

WHEREAS, Mrs. Calandra and her late husband, the Honorable Judge Salvatore Calandra, were the beloved aunt and uncle of staff member Brad Eberle who retired from the Main Library's Shelf Division in 2011, after 34 years of service; and

WHEREAS, Those who had the honor and pleasure of knowing Marie Calandra will remember her as a woman of exceptional kindness, empathy and graciousness—a true lady from the Greatest Generation; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library expresses its gratitude at the memory of this remarkable woman, and that a copy of this resolution be shared with her family, as an expression of sympathy from this Board.

Mr. Corrigan stated that he would deliver a copy of this resolution of condolence and appreciation at Ms. Calandra's upcoming memorial service.

RESOLUTION  
COMMEMORATING  
THE LIFE OF MARIE  
T. CALANDRA  
Approved

**DIRECTOR'S  
REPORT**

Presented

**DIRECTOR'S REPORT**

Before presenting his report, Director Thomas introduced Rod Houpe, Chief Technology Officer, Information Technology/CLEVNET.

Mr. Houpe gave a brief overview of his experiences and expressed his excitement for joining the team.

Director Thomas thanked Ann Palamo and Larry Finnegan for their leadership.

Finally, Director Thomas thanked Aaron Mason and the Office of Programming Services for their work on recent library programs.

**Monthly Statistics**

Circulation for the month of March was 569,987. This was a decrease of nearly 3% from last year's March circulation of 584,964. The circulation activity for eMedia has increased tremendously from last year and provides us with an ongoing opportunity to reach our community users virtually. eMedia circulation continues to be a bright spot and is up nearly 33% from March of 2012. However, we will keep a watchful eye on the 2% dip in circulation over the first four months of 2013.

The number of computer sessions for March was up from 2012 levels. There were 101,163 sessions this year in comparison to last year's total of 76,943. Not surprisingly, the number of hours in use for our computers increased from 50,832 in March of 2012 to 69,529 in 2013. This was an increase of 37%. With the addition of TechCentral, the numbers of computers throughout CPL has increased the number of sessions and the numbers of hours in use.

Attendance for the month of March was 292,420. This is a decrease of almost 6% from last year's attendance number of 309,873. The Main library reported a 7% decrease in attendance. The Branch attendance decreased by 5%. We know that the closing of the South branch affected the attendance numbers for the branches, but are unsure of the cause for the drop of attendance at the Main campus.



## **Programming / Outreach**

March was another great month for CPL programming and outreach. On Saturday March 16, the Library hosted its annual Lunar New Year celebration. An estimated 700 children and their caregivers attended this program. Milos Markovic, Annisha Jefferies, Doris Yee and OPS hosted annual Lunar New Year Program events in both YS Department and LSW Auditorium. Attendance was recorded at 700 visitors for Main Event in LSW over 100 visitors toured YS Department to view crafts and scheduled event which included "Jungle Terry" demonstration, "Flower the Clown" balloon twisting and Kelly Liang playing the Chinese Zither for attendees. LSW Main Event hosted dancers, martial arts demonstrations, calligraphy, origami, US Postal Service, "Our Zoo to You" exhibit, refreshments and related entertainment. Patrons were also encouraged to participate in a Library-wide Treasure Hunt. Prizes were awarded to two contestants drawn randomly from returned entry forms. Lunar New Year program encourages attendees to cultivate a global perspective and to gain a greater appreciation of Asian culture and traditions.

On Saturday March 23, the Library hosted the celebration for the unveiling of the Col. Robert Jim Price Musicarnival Audio Archives; approximately 250 people attended this program.

The Library hosted 604 children from CMSD for the *Progress with Chess* event. There were also about 30 teachers and 37 Library staff volunteers who assisted. Children competed for scholarship money sponsored by the Cleveland Patrolman's Black Shield. Fine Arts staff prepared 600 goodie bags, set up games, ordered supplies, and set up 600 chess boards.

## **Writers & Readers**

On Saturday March 9, as a part of the Writers & Readers series, the Library hosted a lecture by author Temple Grandin; approximately 900 people were in attendance. Ms. Grandin captivated a crowd that was evenly divided to speak about the issues of animal cruelty and autism.

## **EXHIBITS**

Staff prepared an auxiliary exhibit in Special Collections featuring memorabilia and the Audio

recordings from Musicarnival, its dedication program was held on March 23. The audio archives will be housed in Special Collections; patrons will be able to listen to recordings of musicals performed at Musicarnival. Policies and procedures were put into place on how to handle and distribute the material. Staff assisted Amy Dawson in preparing the exhibit on Vergil in the JGW Exhibit Corridor.

### **Strategic Plan**

#### **Our Mission:**

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

#### **Our Strategic Priorities:**

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

#### **Meetings and Activities**

- I led a community meeting to discuss the temporary closing of the South Branch.
- I spoke to the leadership team of CPL's SEIU 1199.
- I was joined by the directors of all the Cuyahoga County Library systems in a discussion on PLF funding.
- I was joined by Trustee Corrigan at the Annual OLC Legislative Day held in Columbus.

#### **CLEVNET**

March's total OverDrive CLEVNET eMedia collection circulation was 88,528, a significant increase from last year's 61,120. CPL has 5,414 total followers on Twitter and the Facebook page currently has 5,081 fans.

### **GRANTS & DEVELOPMENT**

#### **Awarded Grants**

Starting Point - \$90,000 in support of after school tutoring at CPL branches this fall

Overdrive, Inc. - \$20,000 in support of the I'm Ready to Read initiative

#### Submitted Grants

Nord Family Foundation - \$5,000 in support of the Literary Lots project

Urban Libraries Council - 2013 Innovations Award for MyCloud

Hershey Foundation - submitted a letter of inquiry for the Chess is Life after-school chess club at MLK Branch (*they are not interested in receiving a full proposal*)

#### Pending Grants

Alcoa Foundation - \$15,000 to purchase solar-powered trash compactors for Eastman Reading Garden.

#### Friends of CPL

- Attended Friends Board of Directors meeting on behalf of Director Thomas to present the Library's 2013 request to the Friends.
- Held the second meeting of the Implementation Committee
- Created chart of grant prospects for capacity-building projects

#### Other

- Attended Revenue Enhancement Task Force meetings
  - o prepared document on seeking sponsorships and offering naming rights for Library projects
  - o Working with Amy and Cathy to expand year-end giving campaign and to explore getting the Raiser's Edge database for the Library

### **PUBLIC SERVICES**

#### PROGRAMS

During the month of March the Library hosted a total of 182 programs. Educational programming and services, not included in the above totals, accounted for approximately 197 adult education classes, 336 hours of

after-school tutoring was delivered to a total of 423 children at 7 locations. After school snacks were served 5 days a week at 9 branch locations during the month. Twenty Chinese language classes were held throughout the month at 5 locations; March 23 was the final class of this quarter's Learn Chinese program. On March 6, students from the Fulton neighborhood visited Baldwin Wallace College as a part of that Branch's Learning Center programming. On March 22, students from the Langston-Hughes neighborhood visited Kenyon College as a part of that Branch's Learning Center programming.

Twenty-three tax clinics were held throughout the month of March, as well as 1 Legal Aid clinic at the Hough Branch.

Total programming/educational services related expenditures for March totaled \$5993.14.

On Saturday March 9, as a part of the Writers & Readers series, the Library hosted a lecture by author Temple Grandin; approximately 900 people were in attendance. On Saturday March 16 the Library hosted its annual Lunar New Year celebration, an estimated 700 children and their caregivers attended this program. On Saturday March 23, the Library hosted the celebration for the unveiling of the Col. Robert Jim Price Musicarnival Audio Archives; approximately 250 people attended this program.

The Library hosted 604 children from CMSD for the *Progress with Chess* event. There were also about 30 teachers and 37 Library staff volunteers who assisted. Children competed for scholarship money sponsored by the Cleveland Patrolman's Black Shield. Fine Arts staff prepared 600 goodie bags, set up games, ordered supplies, and set up 600 chess boards.

Caroline Han hosted Chinese language New Year Stories and Learn Chinese program in YS story room. 13 students attended and explored Chinese language development and cultural enrichment. Program encourages young patrons to read and use library materials.

Mary Torres hosted Bilingual Story Time at Puritas Head Start. 60 students from five classes participated in program which she used hand puppets to introduce youngsters to music and reading through interactive

participation. Program's objectives were to expose students to bilingual approach to learning and to stimulate their desire to read on their own.

Annisha Jefferies and Milos Markovic co-hosted 15 visiting students from Westside Community Center. Students were given career guidance and social responsibility tips and suggestions. Visit was arranged to expose students to career-prep and thoughts and ideas of how to interact in a professional work environment.

Annisha Jefferies and Milos Markovic provided library-wide tours to 45 students from CMSD Jane Adams High School. Students were shown library resources and encouraged to use facilities for their school work. Objective of tour was to encourage a community of learning for participants and to demonstrate importance of reading and the ability to effectively use library assets.

Milos Markovic, Annisha Jefferies, Doris Yee and OPS hosted annual Lunar New Year Program events in both YS Department and LSW Auditorium. Attendance was recorded at 700 visitors for Main Event in LSW over 100 visitors toured YS Department to view crafts and scheduled event which included "Jungle Terry" demonstration, "Flower the Clown" balloon twisting and Kelly Liang playing the Chinese Zither for attendees. LSW Main Event hosted dancers, martial arts demonstrations, calligraphy, origami, US Postal Service, "Our Zoo to You" exhibit, refreshments and related entertainment. Patrons were also encouraged to participate in library-wide Treasure Hunt. Prizes were awarded to two contestants drawn randomly from returned entry forms. Lunar New Year program encourages attendees to cultivate a global perspective and to gain a greater appreciation of Asian culture and traditions.

Mary Torres hosted Bilingual Story Time at Puritas Head Start. 60 students from five classes participated in program which focused on colors using books and music and concluded with an Easter egg hunt. Program's objectives were to expose students to bilingual approach to learning and to stimulate their desire to read on their own.

Caroline Han hosted Chinese language story time and Learn Chinese lessons in YS story room. Eleven students

attended and explored Chinese language development and cultural enrichment. Program encourages young patrons to read and use library materials

#### MEETING ROOMS and SCHEDULING

In March a total of 294 meeting room requests were processed by the OPS department, with a total of 6644 estimated number of attendees. This number includes reservations placed for meeting room space in each of the 27 branches, Main Library and Technical Services. Forty-two AV requested were filled for both Branches and Main Library.

#### OUTREACH

Manager, Annisha Jeffries is conducting Storytime every Monday to 8, 3-5 year olds at the YMCA Preschool located in the Old Stone Church. Library Assistant, Christine Feczkanin observed. This month the children had The Cat in the Hat read Dr. Seuss to them celebrating Read across America Day.

Manager, Annisha Jeffries conducted a tour to 45 students from Jane Adams High School. Foreign Literature Department Head, Milos Markovic assisted with the tour. Manager, Annisha Jeffries conducted a Lunar New Year Program with the Foreign Literature Department, about 100 attended the event.

Lakeisha Winstead participated in OLC Legislative Day in Columbus, on March 6. Ms. Winstead spoke with State Representatives about the value Cleveland Public Library presents to the community.

Homebound Services staffed a table at a senior's event on April 19th at Alexia Manor, in the Broadway neighborhood. Reba Clardy staffed the event along with a staff member from OLBPH. She saw 22 people and passed out information about Homebound Services.

Michael Dalby and Andy Leach (Rock Hall Library) had a conference call with Director Thomas and requested sponsorship from the library for the MLA Midwest Chapter (which will be held in Cleveland this October). CPL will be hosting most of the sessions between 341/LSW

auditorium/218 and the library has waived its fee as well as committed to sponsoring coffee breaks.

Former Fine Arts Page, Rebecca Barrett and Daybreak TV Productions filmed part of a documentary she is working on in Special Collections. She had done research at CPL on the Cleveland architect Emile Ulrich - the documentary is called *Building a Basilica*.

Pam Eyerdam attended a meeting (on behalf of the Director) with librarians from the Botanical Gardens, Holden Arboretum, and the Natural History Museum to discuss ways of outreach and assessing its progress.

Victoria Kabo provided a tour of department and Special Collections to group of twenty Russian-speaking seniors from Adult Wellness Center. The tour was conducted by Ms. Kabo to expose visitors of the depth and scope of the Russian language collection and to encourage reading among attendees.

During the month, staff processed a total of 2,200 Long Loan items from seven requesting agencies. Department's Long Loan activities allows for the formation of communities of learning by increasing the accessibility of foreign language reading materials beyond the confines of downtown and into diverse neighborhoods and outlying communities. To promote new materials and encourage greater usage of library resources and participation in CPL sponsored events, staff forwarded 21 distinct mailings/emails to over 3,380 patrons informing them of new material arrivals, book sale, and CPL programming notes. Staff added six new lists to Bibliocommons for patrons to view newest arrivals in various languages

#### BOOKMOBILE/ON THE ROAD TO READING

The bookmobile conducted 65 stops, served 604 patrons and processed 13 new library-card applications.

OTRR staff visited 85 classrooms with a total attendance of 1162, and visited 12 Pediatric and WIC sites. Forty-five deposit collections were circulated to classrooms with a total of 1058 items.

## Exhibits

Staff prepared an auxiliary exhibit in Special Collections featuring memorabilia and the Audio recordings from *Musicarnival*, its dedication program was held on March 23. The audio archives will be housed in Special Collections; patrons will be able to listen to recordings of musicals performed at *Musicarnival*. Policies and procedures were put into place on how to handle and distribute the material. Staff assisted Amy Dawson in preparing the exhibit on Vergil in the JGW Exhibit Corridor.

## MAIN LIBRARY

### Collection Development

Youth Services Manager, Annisha Jeffries continues shelf reading and looking at the picture books and fiction in stacks in order to make a final decision regarding what books need weeding.

Mark Moore submitted a proposal for digitization of the Martin Stone Jackie Robinson files to the Preservation Department. The copyright issues are being evaluated by Mrs. Dodrill, Library Attorney.

The Cooley Farms plans were scanned by Tom Edwards and sent to Ann Olszewski in Preservation to be added to the digital gallery. The PAL digital collection projects started last year is now completed.

On the 20th, Ann Marie Wieland, Ann Olszewski, Alicia Naab and Elaine Herroon met on the 7<sup>th</sup> floor of Main and weeded some plans. Several Ernest Bowditch architect plans were found as well as a plan showing a wheelway—an early bicycle path. Some plans were in good enough condition to be sent to Map Collection without any treatment.

Map Collection Librarian Tom Edwards and Library Assistant, Danilo Milich continued packing USGS topographical maps in boxes to be eventually weighed and measured so to be shipped to their new home with Breitling Energy in Texas. This process is expected to continue for several months.



Government Document continues to weed hard copy items that are now digitized. All weeded items must first be offered to the State Library of Ohio. The State library of Ohio requested about 95 percent of our November Offers list. More than 200 books were boxed and shipped via US Cargo.

Special Collections Librarian, Kelly Brown ordered chess books from Caissa Editions (Dale Brandreth). Special Collections received exhibit brochures from the *World Chess Hall of Fame* past exhibits. JGW collection will have a collection level record for these brochures and continue to add to them as new exhibits are created.

Suzanne Goulet, daughter of Robert S. Goulet, 1923-2002, Los Angeles, California, USCF Chess member, Chess player and coach is donating to the JGW Collection 9 items from her father's personal library. Ms. Brown gave her the contact information of 4 chess dealers in the USA who may be interested in purchasing the remaining items in her father's library from her.

Fine Arts accepted the donation of a parlor-size baby grand piano from a couple in Chagrin Falls. This piano, once tuned and regulated, will replace the aging Baldwin currently in use (which was a donation from the Cleveland Music School Settlement over five years ago).

Pam Eyerdam coordinated Schweinfurth site visits for Chair, Tony Hiti. These visits are for curating purposes for the exhibit at the Beck Center this Fall. Sites visited included Trinity Cathedral, Cleveland State University (Mather Mansion), CWRU Archives and Special Collections, Five Oaks Historical Home (Massillon, Ohio), and the WRHS.

BEL manager, Sheba Marcus-Bey, instructed the Entrepreneurship Primer on March 12. Patrons explored their ideas for establishing their own small businesses. Patrons were instructed how to incorporate databases such as Reference USA, D&B Million Dollar Database, and Gale Legal Forms in their business decision making activities.

### Research That's Possible Only at Main Library

Sandy Witmer answered an email reference question on March 13 about the Central Union Telephone company. A processing specialist at George Mason University was trying to identify locations for any number of photographs of the company's locations from the early 1900's. She found a history of the company and some online image collections from other libraries for the patron. The question had also been forwarded to CPL's Photograph Collection.

A patron requested the *Siete Obras Para Piano* score by Cecilia Ariti that is only available in England and Cleveland Public Library.

Film historian and writer Michael G. Ankerich sent an email asking for assistance deciphering passages from the handwritten diary of silent film star, Barbara La Marr (PN2287.L125 A3 1916-Special Collections). He had earlier asked for a scan of the entire diary. He is doing research for a proposed biography of La Marr.

Writer, Julia Bricklin requested a scan of an original music score of "Glory Hallelujah" purportedly written by T. Brigham Bishop in an article from the *Civil War Times*. She believed it to be part of Leo Weidenthal Collection donated to Cleveland Public Library after Weidenthal's death in 1967. Documents in the library's archives indicated that Fine Arts had a "photostat copy of the original version of Glory Hallelujah" The copy could not be located, but found were clippings from local newspapers indicating Bishop was the uncle to one-time opera singer and Cleveland resident Mrs. F.A. Brodhead, Jr. (a friend of Weidenthal.)

MLIS Student (and former CPL page) is creating a bibliography of Viktor Schreckengost material in the Cleveland area libraries. Staff researched and pulled Schreckengost material for her that included the Schreckengost clipping files in SpC.

*The World Chess Hall of Fame* is putting together an exhibit of Chess Masters and is trying to locate a photograph of each player. Staff scanned an image of Kenneth Harkness from *Chess Life* 1972 for them and is currently trying to locate images of Mona May Karff, Elizaveta Bykova, and Mikhail Chigorin for them.

Pam Eyerdam and Archivist Ann Marie Weiland are working with the Ancient Arts Educator from the Cleveland Museum of Art (David Smart) and former curator from the Metropolitan Museum of Art (Andrew Oliver) on a project related to Napoleon's publication of *Description de l'Égypte* (1809-30). This is for a publication that documents the location and provenance of these editions. There are about 54 or so editions that exist (the Cairo copy was destroyed in the Dec. 2011 uprising).

A patron calling from Miami requested information on zero coupon bonds from the 1990 Internal Revenue Tax law. The library was able to provide him with the requested law, but unable to find any reference to the type of bonds he requested. Staff suggested he contact the Federal Reserve Bank in his area. The patron noted that he always calls the Cleveland Public Library with his reference questions because we provide the best and most accurate service.

A couple was looking for information on fixing the brakes on a 1936 Fire Truck. The Science & Technology Department has a nice selection of books on mechanical brakes including: *Brake Work Manual*, by Truman G. Dell, Frank E. Howard, and George E. Stevenson; published in Albany, New York in 1948 by Delmar Publishing; *Brakes* 9<sup>th</sup> edition, published in Philadelphia Pa. by Chilton Company, in 1936; and *Brakes* by Paul Dumas, published in Philadelphia Pa. by Chilton Company, in 1929.

An Interlibrary Loan request from the University of Dayton was looking for a very old ASTM (American Society for Testing Materials) Proceeding from 1928. Science & Technology owns the Fifty Year Index, covering technical papers and reports from 1898 to 1950. The article citation, by author name, was found and further checking located the shelf card listing and call number for the microfilm.

The Shipping Department hired three new staff members: Former Temporary Shipping Clerks Carmine Fortson and James Clardy and Kiera Mckissic, formerly Shelf/Shipping Page at Lake Shore. During the month of March the Shipping Department sent out 7,676 boxes, bags and totes.

## BRANCHES

*Addison*

Branch Manager, Magnolia Peters attended the Ward 7 Community Meeting to distribute March's *what's next* program Booklets, Computer Classes Schedules, and Harvest for Hunger donation notices.

*Harvard Lee*

The Harvard - Lee Branch team checked out 36 out of 40 Cleveland Playhouse Tickets for the show entitled "Good People." Two classes from the Louis Stokes Daycare were treated to the Cleveland Playhouse production of Margie and Mike, here at Harvard-Lee Branch. There were 22 children in attendance.

*Mt. Pleasant*

Brightside Academy Daycare attended the Read to the Beat program with students from the Music School Settlement. Margaret Bernstein, reporter, from The Plain Dealer Newspaper attended the program. Ms. Bernstein will be writing an article for the newspaper. The students were told about our local newspaper (The Plain Dealer) and introduced to Ms. Bernstein as a writer for the newspaper. They were also able to express what career they would like to have when they grow up. It was a great experience for the students. They also enjoyed the Read to The Beat Program and were not ready for it to end.

*Memorial Nottingham*

The month of March, was a busy month for the Memorial Nottingham Branch community. There were eight (8) GED classes and each class averages about 10 per class. Mr. Daniels has hosted a number of programs: Self-defense Class; Metroparks Naturalist and has hosted several class visits from the local schools. Ms. Estrella hosted The Dr. Seuss Storytime at Hannah Gibbons Elementary School and the Salvation Army Storytime. She has conducted a Growing Readers Story Hour and has hosted several class visits from the local schools. The Northeast Ohio Sewer District held a community meeting on 3/19 to listen to resident's concerns.

*Temporary South Opening*

The highlight for the month was the grand opening of the temporary South Branch. The South Branch temporarily

closed on March 9<sup>th</sup>, where branch staff moved and prepared the temporary location for a March 16<sup>th</sup>, noon opening at the new location. A small celebration took place as happy and excited patrons begin to flow into the using the library's services and resources.

#### *Carnegie West*

Angela Guinther helped to organize and attended OLC's Legislative Day in Columbus March 6<sup>th</sup>. Helen Zaluckyj held two Saint Patrick's Day programs attended by 35 children. The children made leprechaun crafts, heard Saint Patrick stories, and sampled Irish soda bread. The children's room and the toy room have new lights installed! Thanks to buildings engineers Gene Kmiec, P.J. Patton, and Carnegie's custodian Antonio Jackson.

#### *Fleet*

Fifty-one children from Loving Cup Academy participated in Read to the Beat program presented by two staff members of Music Settlement. One reads to the children while the second plays music.

#### *Fulton*

Mrs. Diamond, Rodney Lewallen met with Cuyahoga Valley National Park Rangers Brady Bourquin and Daniel Calloway about the possibilities of programming for the branch during the snack program and/or Summer Lunch Program.

#### *Rockport*

Cassandra Feliciano helped Forrest Lykins on his first class visit with pre-k class from Artemus Ward. Staff helped create a book display in the branch main entry area. All staff participated in contributing books, CD's and DVD's to "Rockport staff hotpicks." Many items have already been charged out by interested patrons!

#### *Sterling*

The Sterling Branch conducted AmericaReads Tutoring, Learn Chinese classes, TechCentral classes, Head Start visits, and daily Snack and Youth Literacy activities. Outreach included Ward 5 Community Meeting, Marion-Sterling Partnership, and Campus District, AmericaReads, West Team, and Youth Services meetings attended. Staff developed a worksheet to assist in promoting the Director's Initiatives.

*West Park*

On March 16, Maria Isabella, West Park resident and author of *In the Kitchen with Cleveland's Favorite Chefs*, spoke about her book and demonstrated the Tuscan White Bean Dip recipe, which attendees enjoyed sampling.

## TechCentral

*Computer Classes, One-on-One Sessions, and Maker Labs*

In March, TechCentral staff conducted a total of 26 classes at Main Library and 51 classes in 12 branches. Attendance was 113 students at the Main Library and 230 students at the branches.

In addition to these computer classes, TechCentral staff held 19 scheduled one-on-one sessions on the following topics:

- Adobe Photoshop
- Amazon Kindle
- Computer Basics
- Cover Letters
- Create and Share PDFs
- eBooks and eMedia
- Email Password Recovery
- Internet Searching
- Job Searching
- Library Catalog
- Microsoft Excel
- Microsoft Word
- myCloud
- Picture Editing and Cropping
- Resumes
- Setting up a Website
- Task Manager
- Windows Preferences

Matthew Sucre presented the *Through the Kaleidoscope: Digital Abstract Art* MakerLab on March 25. Over 15 people were in attendance to learn how to create digital Kaleidoscope Art using free online applications. Mr. Sucre also met with staff from Outreach and Programming in order to discuss the possible adaptation of his MakerLab for the Summer Reading Club.

TechCentral offered a special computer class series for students of the GED program at Main Library, held immediately after GED classes on Monday mornings in March. Six students attended the class series on Computer and Internet Basics. TechCentral will offer another special class series in May for GED students.

TechCentral staff begin utilizing CPL Cars in order to travel to branches for computer classes in March. Staff report to Main Library each day and, as needed, will pick up a CPL car to travel to their assigned branch. This change has reduced the number of mileage reimbursement requests made and decreased the time staff is traveling between branches by eliminating the need to walk to/from personal vehicles. Additionally, class durations were shorted by 30 minutes to allow for better coordination of breaks and lunches, and to accommodate for paid travel time to/from Main Library at the beginning and end of the work day.

#### *TechToyBox Changes*

Since the TechToyBox changes introduced in January 2013, TechCentral has continued to experience loss of items by patrons who have checked out and failed to return devices. Although the additional security measures and checkout process improvements did slow the rate of loss, they did not eliminate it. Due to this fact, the TechToyBox service was suspended as of March 27, pending an investigation and revamp of the service.

This summer, the TechToyBox will re-launch with new devices, and will focus on primarily in-house use of the TechToyBox devices. A revised at-home circulation service is being investigated that will create a tiered checkout system in which patrons will be allowed to check out certain devices and work-up to more advanced devices once they have successfully checked out and returned lower tiers of devices.

#### *TechCentral Visits and Outreach*

CJ Lynce attended the OLC Legislative Day in Columbus on March 6. Mr. Lynce joined Director, Felton Thomas, and Carlos Latimer in meeting with two state legislators, House Minority Leader Armond Budish and Senator Michael Skindell.

Several staff members from the University Libraries and IT departments of The University of Akron visited

Cleveland Public Library on March 13 in order to tour TechCentral and to learn more about the Library's 3D Printer.

Sam Tripodis provided a short tutorial on the use of TechCentral's Adaptive Technology Stations for two groups of Cleveland State University Physical Therapy/Occupational Therapy students on March 13.

CJ Lynce attending the grand opening of the temporary location for the South Branch Library on March 16.

CJ Lynce spoke with the Program manager of Tri-C East's Women-in-Transition Program regarding the possibility of students using Ed2Go Online courses to supplement the in-person computer training that is currently being provided.

TechCentral was invited to setup a booth at the TEDxCLE After-party in order to demonstrate the Library's 3D Printer and 3D printing technologies. Five TechCentral staff members were in attendance in order to provide demonstrations and information for TEDxCLE conference attendees.

CJ Lynce was interviewed on March 21 for an upcoming article in Freshwater Cleveland regarding the various MakerSpaces in Cleveland.

CJ Lynce participated in a research interview held by Abigail Sackmann from the Graduate School of Library and Information Science, University of Illinois at Urbana-Champaign regarding a case-study of the TechCentral department and space.

#### *Meetings and Professional Development*

CJ Lynce attended the Lab Management Training for Effective Communication on March 11.

CJ Lynce, Curtis Flowers, Alan Majors, Matthew Sucre, and Sam Tripodis attending the Violent Intruder Response Strategies workshop offered by NEO-RLS at the Lakeshore Facility on March 19.

CJ Lynce and Sam Tripodis met with Felton Thomas, John Skrtic, and Joyce Dodrill on March 28 in order to discuss the current status of the TechToyBox service in



light of the loss of nearly all of the devices being circulated.

#### *Staffing Changes*

Stamatis (Sam) Tripodis was the successful candidate for the position of TechCentral Coordinator. Mr. Tripodis began in his new role on March 10, 2013.

Interviews for two Permanent Full-Time Library Assistants, Computer Emphasis were held on March 19 and March 22, with additional interviews scheduled for the beginning of April. The successful candidates will likely begin near the end of April.

Denise Williams-Riseng was selected as the new Library Assistant, Computer Emphasis, PTR in TechCentral. Ms. Williams-Riseng is currently a Library Assistant, Substitute for CPL and will begin in her new role in TechCentral on April 7.

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

In March, OLBPD circulated 51,228 books and magazines directly to patrons. OLBPD registered 155 new readers to the service. OLBPD distributed 12,827 audio, braille, and large print copies of our Dimensions newsletter. Approximately 608 active BARD users downloaded 13,908 braille and audio items in March.

The Library of Congress National Library Service for the Blind and Physically Handicapped (NLS) is conducting a survey to understand how to better serve the needs of readers of audio/talking books and braille. Information about the survey and a link to the survey is available on the OLBPD web page. The survey is open until May 10, 2013.

OLBPD submitted it's responses to the NLS Network Library Consultant Visit from September 24-25, 2012. The NLS consultant commended CPL and OLBPD for filling vacant positions in an effort to meet the staffing complements of the Standards and Guidelines for Service as well as reconnecting with our institutions hosting deposit collections of our materials. The consultant recommended that OLBPD continue exploring the establishment of a Friends Group, promote internships for students pursuing a Masters Degree in Library and

Information Science, and continue expanding our collection of locally produced books of Ohio interest.

On March 19<sup>th</sup>, OLBPD Manager Will Reed attended the State Library of Ohio Consumer Advisory Meeting in Columbus. Consumers were updated on the status of the development of the BARD app for Apple iPads and iPhones, the release of magazines on cartridge, changes with the Unified English Braille code, Kids and Teens reading clubs, and locally produced books and magazines including Choose to Read Ohio selections.

The OLBPD Cyber-Dialogue Book Discussion was held on March 14<sup>th</sup> where the group discussed "Catch Me" by Lisa Gardner.

OLBPD Librarian Michelle Makkos and OLBPD Library Assistant Ken Redd provided information and talks about the service at the Warrensville Heights Health Fair on March 16<sup>th</sup>; Alexia and Lourexis Manor on March 19<sup>th</sup>; Parma Community Fair on March 26<sup>th</sup>.

#### **TECHNICAL SERVICES**

Patricia Lowrey attended a community meeting about the relocation of the South Branch on March 2 and the opening of the new location on March 16. She attended the Temple Grandin program in the "Writers & Readers" Series.

Ms. Lowrey and Anastasia Diamond-Ortiz traveled to Columbus to meet with representatives from OPLIN, Toledo Public Library and Cincinnati-Hamilton County Public Library to discuss a possible grant application for digital projects. Ms. Lowrey and most Technical Services managers met with Ann Palomo and the software group from the IT/CLEVNET department to discuss a variety of issues. Ms. Lowrey met with the Revenue Enhancement Task Force on March 28. All Technical Service Managers attended the 2<sup>nd</sup> Labor/Management Training workshop.

The Technical Services Harvest for Hunger campaign was an unqualified success. Under the capable direction of Carole Brachna, High Demand Manager, the division raised \$2,212.83. Fundraising efforts included a cookie, fruit & coffee sale, a doughnut and coffee sale, a pizza sale,

cash & online donations, raffles for donations, and a spare change coin jar. Technical Services managers contributed food and cash and helped collect money from the staff at the Lake Shore Facility.

Acquisitions: Sandy Jelar Elwell, Acquisitions Manager, worked with staff on changes to improve the handling of standing order materials. Tonya Jenkins, Technical Services Librarian, worked with Ms. Jelar Elwell to compile an updated, comprehensive list of current standing orders with the costs for the 2011 and 2012 fiscal years. Nathaniel Infante, Technical Services Associate, and Angelina Bueno, Technical Services Senior Clerk, reviewed periodical and standing order renewal invoices and verified that the renewals and cancellations were processed correctly.

Alicia Naab, Acquisitions Coordinator, continued to participate in cross-training with Ann Olszewski, Preservation Manager. Ms. Naab worked with Michael Dalby, Subject Department Librarian in Fine Arts & Special Collections, to streamline the ordering of sheet music and with Steven Capuozzo, Subject Department Librarian in the Literature Department, to acquire items needed for a program. Ms. Naab also attended the first meeting of the Staff Development Day committee.

The Acquisitions and High Demand Departments continued to move forward with the automatic payment of Electronic Data Interchange (EDI) invoices. Baker & Taylor invoices were added to the workflow at the beginning of the month and Ms. Jelar Elwell has been working with Jim Benson from Information Technology to resolve problems.

**Monthly Department Statistics:**

- Ordered a total of 8,280 titles and 11,663 items (includes serial standing orders)
- Received 14,472 items, 1,829 periodicals, and 557 serials
- Added 807 periodical items, 171 serial items, 406 paperbacks, and 2,029 comics
- Processed a total of 1,938 invoices and 46 periodical and serial claims
- Created 8 and modified 142 serial controls

Collection Management: Bonnie Bolton selected 1,943 children's books for the Main Library and Branches

during March. Laura Mommers selected 4,382 DVDs and 2,492 CDs. On March 4<sup>th</sup>, Ms. Mommers trained Woodland employees Kristen Schmidt and Leslie Barrett on non-print discretionary ordering in absence of a Branch Manager.

Collection Management staff relocated seventy-five telescopes of print and non-print items to the Branches, book sale, or college collections held at Cleveland State, Case Western Reserve University and Cuyahoga Community College-Metro Campus.

Mr. Welch continued to contribute to his online column with *Library Journal*.

Catalog: Staff began creating original records for most English language books under the new cataloging standards, Resource Description and Access (RDA). Dawn Grattino, Regina Houseman, Jintao Huang, Mike Monaco, and Diana Olivares completed the required self-training process for RDA. Mr. Huang gave a presentation about cataloging serial records using RDA rules during the regular Catalogers meeting.

Librarians also began meeting in workgroups to help implement RDA cataloging, in part by considering local practices. Ms. Houseman, Amei Hu, Diana Olivares, and Dale Dickerson, High Demand Librarian, created a MARC field-by-field training document for original cataloging with explanations and references to specific RDA rules and Library of Congress Program for Cooperative Cataloging Policy Statements. Ms. Olivares then incorporated and reformatted the group MARC field discussions into columns in a Microsoft Word document, and incorporated information garnered from other group sessions. Ms. Houseman presented the document to the Catalog Department's weekly RDA group meeting.

Yeshen Dugarova-Montgomery joined the department as a Technical Services Librarian. Librarians cataloged 3,333 titles and added 2,834 items for Cleveland Public Library.

Michael Monaco presented "If you know more, you'll find more: tips and tricks from insiders for finding almost anything in your catalog," with Christine Burroughs of Shaker Heights Public Library at the Ohio Library Council Northeast Chapter Conference. Mr. Monaco also

attended a CPL150 Team meeting. Barbara Satow helped to launch CPL's revamped Employee Recognition Program. Ms. Grattino attended the second of three labor-management relations training sessions.

High Demand: Staff cataloged 691 new titles, and added 13,262 items. They ordered 1,294 titles and 13,711 items. The paperless invoicing project continues to move along. Baker and Taylor invoices were added to the auto-pay process this month. As a result, over 50% of the High Demand invoices were handled with the auto-pay process this month.

All High Demand staff spent time on their extra projects this month. Several have volunteered to help out other departments on a regular basis each week. Dale Dickerson, High Demand Librarian, added descriptive metadata for 69 History of Cleveland and baseball photographs.

Summer Salem, Technical Services Associate, selected a number of Arabic language DVD and CD titles to be added to branch collections. Rosalyn Easley, Technical Services Associate, received 316 items for Acquisitions and began to help with the backlog of Set/Cancel Holdings for the Catalog Department. Mya Warner, Technical Services Senior Clerk, was trained on the Bindery process and began to help in the Materials Processing Department a few hours each week, preparing materials to be sent to the bindery and checking them in when returned. Steven Best, Technical Services Senior Clerk, received 218 items for Acquisitions.

Materials Processing: The Associates cataloged 1,568 titles for the Cleveland Public Library, added 1,584 records for the CLEVNET libraries. The Associates and Sr. Clerks added 5,885 items. The Technicians worked on 21,348 items. Brenda McIntyre, Cathy Jo Graves, and Paula Stout attended the Violent Intruder/Response Strategies training.

Karima Ward has started doing peer review of Vivian Grayson's work on CDs. Ms. Graves, Ms. Grayson, Christon Hicks, Ms. Ward, Shirley Jones and Ms. Stout met with Elizabeth Hegstrom, Materials Processing Manager, to discuss changes in cataloging serials and labels for certain fiction authors.

Preservation: The Digital Gallery was increased by 1,389 objects, with major additions to the Cleveland photos and the High School yearbooks/newspaper collections. The Gallery of Cleveland Photographs grew by 748 images to 5,342. Photos of the Cooley Farms, Public Square, and Cleveland bridges were added from the Cleveland Picture Collection. Dale Dickerson added metadata for 78 photos from the Cleveland African-American history project.

Gloria Massey processed files and loaded digital editions for seven volumes of John Marshall High School's *Vanguard* yearbook. Ten volumes of high school newspaper the *Glenville Torch* were also added. Ten years of the Cleveland Public Library Board minutes for the years 2002-2012 were uploaded as text-searchable PDF files. Five volumes of the John G. White fishing trip diaries were added. A software bug with CONTENTdm version 6 has disabled the monthly usage reports since February 1.

Renee Pride prepared the 1940 City Directory for scanning by removing the text block from the case and dividing it into three sections. Elizabeth Bardossy treated and mended damaged pages from the front of the volume. Ms. Bardossy treated 28 park plans. Lyla Chilkcutt prepared a digicovers shipment of 40 Russian books. Laura Wallencheck prepared the 2012 Plain Press, Daily Legal News, and two Criss Cross directories for microfilming.

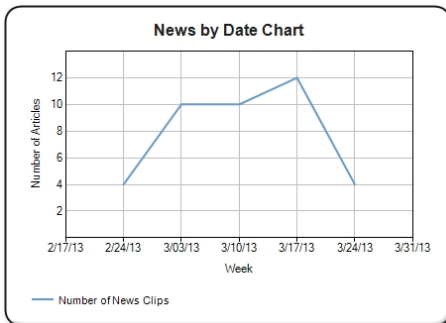
Ann Olszewski worked with Acquisitions Coordinator Alicia Naab and Technical Services Assistant Nancy Mocsiran on using CONTENTdm. Ms Naab worked with Ohio City and Euclid Avenue photos scanned for patrons and also with the Standiford collection. Ms Mocsiran added metadata for folk arts objects to the Art Collection. Ms Olszewski and Ms Naab met with Archivist Ann Marie Wieland and Public Administration librarian Elaine Herroon on March 20 to identify materials from the Parks Collection for preservation treatment. Seven nineteenth-century plans by notable landscape architect Ernest W. Bowditch were discovered.

Lake Shore Shelf Shipping: Stephen Wohl participated in Legislative Day on March 6. Board President Tom Corrigan and Stephen met with Senator Tom Patton and Representative Mike Foley to talk about CPL's positive

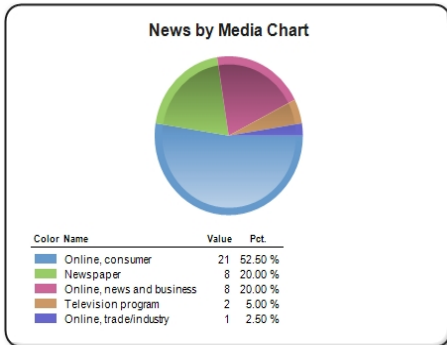
impact on the community and to thank them for their continued support of our public library systems

The staff of the Lake Shore Shelf/Shipping Department sent 295 items to the Main Library for requests and 115 items to fill holds. A total of 1,657 telescopes of new materials were shipped out to the Main Library, Branches, CLEVNET, CWRU, CSU, and Tri-C. The Technicians unpacked 22,271 new items and sent them to the Acquisitions and High Demand Departments to be received.

**MARKETING & COMMUNICATIONS**



Media coverage for the month of March included 40 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$50,466.85 with a news circulation audience of 2,124,660 people. In March, the online print media outlets that featured CPL events and programs received 2,987,271 unique visitors. Full report in the Marketing Department.



Ad to promote MiniMaker Faire appeared in *Scene Magazine*. Ads to promote Temple Grandin and RZA appeared in the *Plain Dealer*, Temple Grandin in *La Prensa*, *Campus Observer*, *cleveland.com*, *Freshwater* and *90.3 WCPN*. Library awareness campaign began with RTA bus boards promoting eBooks, music, online classes and "I'm Ready to Read". Advertisements will run through August. Ad to promote "I'm Ready to Read" appeared in *Achieve Magazine*. Library events were also posted in *CoolCleveland.com* and the UCI online newsletter and *Collinwood Observer*. Editorial was published for Food for Fines appeared in *Campus Observer* and *La Presna*.

Online consumer was the media that most featured Cleveland Public Library in March.

Online consumer was the media that most featured Cleveland Public Library in March.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 27,583 on average per week, which resulted in an average of 611 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
- Natural History Museum regarding joint project
- North Water Partners regarding CPL video

#### GRAPHICS

Graphics staff designed, printed, and distributed 136 printed pieces in March, in addition to graphics for the library website, and 4 staff newsletters.

Promotional and printed pieces included: *UpNext*-April/May; *MyBranch* April/May events fliers; Branding for Ohio Poem in Your Pocket; Friends Membership Brochure and various collateral; Window graphics for the new South Branch location; OLBDP Newsletter; Literature packets for Legislative Day; Billboard, bookmobile, and web graphics for the MyPlace, MyCard campaign; Booklist for Cleveland Play House *Rich Girl* and PlayhouseSquare *War Horse*; RTA. 30,000 routing slips; created staff video to explain MyPlace, MyCard campaign; printed strategic plan for each staff member; branding to promote CPL mobile app.

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

Twitter followers are up from 3,620 in 2012 to 5,414 currently. Facebook fans are up from 3,843 in 2012 to 5,081 currently. Downloads of books in an electronic format (eBooks) were up from 61,120 in 2012 to 88,528 currently.

Library News on the [www.cpl.org](http://www.cpl.org) homepage featured the following items for March:



Premiere of the Musicarnival Recordings Collection; Cleveland Public Library Board of Trustees Meeting; Cleveland MiniMaker Faire; Cleveland Public Library Supports Harvest for Hunger Campaign with Food for Fines Promotion: A Win-Win for Patrons and Community; and Lockwood Thompson Dialogue - Who We Are: Comedy, Tragedy, & Cleveland.

During the month of March, the following events, programs, and information were promoted on [www.cpl.org](http://www.cpl.org): Writers & Readers: Temple Grandin; Writers & Readers: RZA; Lunar New Year; Ed2Go; Exhibits (Labor & New Deal Art, and Centuries of Childhood); Read in the CLE featuring Amelia Sawyer; Musicarnival; MiniMaker Faire; Download eMedia; MyTunes; Genealogy Clinics; Legal Aid Clinics; CultureGrams; Sesame Street eBooks; Tumble Book Library; BookFlix; Centuries of Childhood (exhibit); Rockin' the 216; Testing & Education Reference Center; 100 Sizzling Titles; Homework Help; Opposing Viewpoints; Curl up with a Good Book (Seniors' Read It!); Connecting to the Community (Seniors' Find Services); and MyPlace: My eBooks are Free.

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

The nineteenth "Off the Shelf" was sent out on March 6, 2013. This issue featured Writers & Readers Returns: Temple Grandin; its Not Too Late to Celebrate Lunar New Year; and The Magic of Musicarnival. The following new releases were featured: Better than good hair: the curly girl guide to healthy, gorgeous natural hair!; Clockwork Princess; and Francona: the Red Sox years. The following programs were featured: South Branch Opening; Got Coupons?; and Cleveland Metroparks NatureTracks: Animal Adaptations.

Pages were created for the mobile site to promote Writers & Readers: Temple Grandin and the Cleveland MiniMaker Faire.

The Ohio Benefits Bank page was built and added to the site.

Booklists were created in the Theater Popular Topic for the plays *Good People* at Cleveland Play House and *War Horse* at Playhouse Square.

Ohio author Ted Schwartz was added to the Ohio Center for the Book site.

A PDF of Pocket Poems was created for the Ohio Center for the Book site.

Staff Recognition material was posted to the HR section of the Staff Center.

A page was created for Printing to the Library's Multi-Function Devices for Tech Central, for information - including an FAQ - on printing to CPL MFDs from personal computers and laptops from both onsite and remote locations such as users at home.

### **PROPERTY MANAGEMENT**

The Property Management office completed numerous branch inspections and continues to monitor utility bills. The South branch was closed and service to the public was suspended for a week to remove materials that would be transported to the temporary South branch, which opened to the delight of the public and staff. Old South branch will be closed until a decision is made on how to go forward. Contact has been made with an architectural firm that has experience in historical buildings to help in our decision. Request for uniform bids were sent out to six vendors for a new three year contract. Staff attended labor management training (Effective Communication).

The Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. T12 light bulbs and ballast were replaced with new T8 bulbs and ballast in the children's area sky light at Carnegie West. Also, replaced the recessed light fixture bulbs with new LED bulbs. A new combustion fan assembly for the boiler was installed at Fleet. The PRV water regulating valve for the boiler in air handler #10 was replaced at Lake shore. One of the VFD control panels were replaced and work was started to remove the old humidifiers from air handling unit #1 to make room for the new equipment for the steam conversation. Cleaned out electrical vaults that were involved in the flood in LSW. Batteries were replaced in all clocks and water sensors. Pre filters were changed in air handling units 1-28. A leaking pump for the hot water heater was

replaced at Mt. Pleasant. Light bulbs and ballasts were changed in the high ceiling of the Garage.

The Carpenters and Painters completed the painting at South Brooklyn and repaired the wall paper in the childrens area at Eastman. Doors and locks were repaired at Sterling, Rockport, Union, Fleet, and Jefferson. Shelving was removed in the youth services department in Main and a new childrens computer work station was installed. The mens public restroom on the third floor of Main stall door was reinstalled due to damage.

The Garage serviced vehicles #1, #8, #9, #11, #15, #16, #17, and #23. Lawn mowers, leaf blowers, and weed whips were serviced to prepare to send out to the branch custodians for lawn care.

### **SAFETY & PROTECTIVE SERVICES**

#### **PROTECTIVE SERVICES**

##### Activity

Month	Total calls	Average per day	Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents
March 2013	3,791	145	25	40	564	188
Feb 2013	3,090	134	35	35	472	140

##### Special Attention, Special Events, and Significant Incidents

- Progress for Chess Event March 27 and 28.
- Music Carnival Event March 23.
- Lunar New Year March 16.
- Temple Grandin Writers and Readers Event March 9.
- Centuries of Childhood Exhibit Main 341. The exhibit is open every Saturday through April 2013 for four hours per day.
- South Branch Fire Watch for heating issue.
- Rice Branch Juvenile activity branch support.
- Opening of New South Branch

#### Perimeter Protective Systems

- Met to develop overview schedule concerning upgrades to access control.
- Alarm system and access control system is installed at South Branch.

#### 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 completed fire watch at the Old South Branch. G4S was unable to staff the Old South Branch for fire watch.

#### Records and Equipment Management

- No activity.

#### Administration

- Will be obtaining quotations from consultants with respect to developing specifications for camera system CPL facilities.
- As of March, Forty-one percent of cameras are not reporting back to the communications center.

### **INFORMATION TECHNOLOGY & CLEVNET**

On March 25, the CLEVNET Mobile app was publically launched. The app was designed by Bibliocommons, the company that provides the public catalog and is now available for both Android and iPhone. The public response has been overwhelmingly positive with more than 100 downloads in just the first two days. People can use the app to search the entire CLEVNET collection, place holds, and renew items. The app includes the ability to scan isbn barcodes on the back cover of books to search the catalog, and provides a scannable barcode of one's library card number, allowing patrons to check out with their phone instead of their library card. The app includes all the building locations in CLEVNET with hours and phone numbers. Information on available copies allows a patron to map the nearest library with

an available copy and get mapping and GPS directions to that location.

In conjunction with the mobile app, there is also a mobile browser version of the web catalog. It provides a less-cluttered display that is easier to read on smaller screens.

To facilitate the mapping functionality of the app, the Webware team did extensive work on an XML file with all information about the CLEVNET member libraries for display in the app, such as contact information, hours of operation, and holiday closures. They also created an online form for CLEVNET libraries to enter their summer hours for submission to Webware so that hours in the app can be kept accurate.

### CPL Projects

A new monthly report was created for the Knowledge Office that reports the distribution of ages for CPL juvenile patrons.

To continue the extensive work he has done to clean up volume information in the catalog (which provides a better catalog experience for the public), Jim Benson developed a monthly report for the CPL Catalog department that helps them follow the new volume information entered by all CLEVNET libraries. The goal is to continue to educate all the libraries on the style sheet for volume entry and help them do the best work to support the public catalog experience.

IT/CLEVNET staff assisted in the opening of the new temporary South Branch. A new domain controller server was prepared and installed replacing an older one and providing more reliability. In addition 30 new Public PCs and 5 new Staff PCs were imaged and installed to provide expanded computer usage and better customer service.

PaperCut support provided an upgrade to their server software which resolved a printing issue for the public and the Photo Duplication department in which phantom printouts would print in Photo Duplication. One of CPL's oldest Active Directory DNS and Domain Controllers for the "CLEVNET" forest was retired and replaced with a more efficient Virtual Domain Controller

to increase system uptime, reduce power consumption and to give more flexibility in remote server management.

www.cpl.org and other CPL sites:

Library News on the www.cpl.org homepage featured the following items for March: Premiere of the Musicarnival Recordings Collection; Cleveland Public Library Board of Trustees Meeting; Cleveland Mini Maker Faire; Cleveland Public Library Supports Harvest for Hunger Campaign with Food for Fines Promotion: A Win-Win for Patrons and Community; and Lockwood Thompson Dialogue - Who We Are: Comedy, Tragedy, & Cleveland.

During the month of March, the following events, programs, and information were promoted on www.cpl.org: Writers & Readers: Temple Grandin; Writers & Readers: RZA; Lunar New Year; Ed2Go; Exhibits (Labor & New Deal Art, and Centuries of Childhood); Read in the CLE featuring Amelia Sawyer; Musicarnival; Mini Maker Faire; Download eMedia; MyTunes; Genealogy Clinics; Legal Aid Clinics; CultureGrams; Sesame Street eBooks; Tumble Book Library; BookFlix; Centuries of Childhood (exhibit); Rockin' the 216; Testing & Education Reference Center; 100 Sizzling Titles; Homework Help; Opposing Viewpoints; Curl up with a Good Book (Seniors' Read It!); Connecting to the Community (Seniors' Find Services); and MyPlace: My eBooks are Free.

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

The nineteenth "Off the Shelf" was sent out on March 6, 2013, to a distribution list of X,XXX. This issue featured Writers & Readers Returns: Temple Grandin; It's Not Too Late to Celebrate Lunar New Year; and The Magic of Musicarnival. The following new releases were featured: Better than good hair : the curly girl guide to healthy, gorgeous natural hair!; Clockwork Princess; and Francona : the Red Sox years. The following programs were featured: South Branch Opening; Got Coupons?; and Cleveland Metroparks NatureTracks: Animal Adaptations.

Pages were created for the mobile site to promote Writers & Readers: Temple Grandin and the Cleveland Mini Maker Faire.

The Ohio Benefits Bank page was built and added to the site.

Booklists were created in the Theater Popular Topic for the plays "Good People" at Cleveland Play House and "War Horse" at Playhouse Square.

The Ohio Center for the Book site was updated: Ohio author Ted Schwartz was added and a *PDF of Pocket Poems* was created.

Staff Recognition material was posted to the HR section of the Staff Center.

A page was created for Printing to the Library's Multi-Function Devices for Tech Central, for information - including an FAQ - on printing to CPL MFDs from personal computers and laptops from both onsite and remote locations such as users at home.

### CLEVNET Projects

The six ICAN libraries in Ashtabula County received LSTA grants to help the costs of their migration to CLEVNET. Their contracts finalized. The Software Team requested and received and dump of their Koha data from PTFS/Liblime and began evaluating it for migration purposes. Hardware/Network staff visited Harbor-Topky Memorial, Kingsville, Conneaut, Rock Creek, Henderson and Andover libraries to assess their networks and plan for migration to CLEVNET.

Hardware staff deployed the Xerox multi-function print/copy/fax solution at Wickliffe Public Library. Wickliffe joins Hudson and Hubbard as the CLEVNET libraries using this product so far.

Mr. Benson's work on a weekly script that checks the bibliographic indexing in the browse index was tested and finalized. It was put into production and scheduled to avoid conflict with other indexing jobs.

Hilary Prisbylla assisted Hubbard Public Library with a complete physical inventory of their collection via the SirsiDynix Symphony software.

A new item type (TABLET) and associated circulation map entries were done for McKinley library. Twenty-nine informational or weeding reports were done for CLEVNET and 6 for Cleveland Public Library.

Hardware staff met with Wayne County Public Library to assess their migration to CLEVNET VoIP.

Birchard Public Library's oldest domain controller was retired and their Active Directory Domain functionality was increased in order to bring them to a Microsoft supported version level.

Network staff configured and installed: a new access point for Madison Library; a new switch for the upcoming Cleveland Heights VoIP project; Iprism web filters at Barberton, Perry and Madison libraries. They also configured and installed two switches and added an additional access point at Wayne County for a SAN project.

The Berlin Heights Library was upgraded from a T1 to a 10mb fiber connection.

#### Know-It-Now

During March, the KnowItNow24x7 Statewide Coordinator presented two all-day trainings: At Dayton Metro Library on March 1 and at Cleveland Public Library's Lakeshore Facility on March 14. In all, over 30 people were trained on software procedures and virtual reference customer service skills during those sessions.

On March 20, the KnowItNow24x7 Statewide Coordinator and Website Coordinator hosted a visit from Alyssa Darden, the Kent State University School of Library and Information Science (KSU SLIS) student doing her practicum with KnowItNow24x7 this semester. Ms. Darden is finishing her degree at KSU SLIS and currently works at OCLC and Ohio Dominican University Library. In addition to staffing KnowItNow24x7 and other duties, Ms. Darden will be evaluating the KnowItNow24x7 Provider Site and making suggestions to make it more user-friendly and informative for librarians staffing the service.

On March 21, the KnowItNow24x7 Statewide Coordinator participated in a joint phone conference with Cleveland Public Library's Chief Legal Officer and a lawyer with Benesch Friedlander to discuss Cleveland Public Library's renewal of the KnowItNow24x7 trademark.

The KnowItNow24x7 Statewide Coordinator presented a program ("Googling, Tweeting, and Wikifying: Utilizing (and Participating in) the Internet's Most Popular Sites") at the Ohio Library Council (OLC) Northeast Chapter Conference in Kent. The presentation will also



be given at OLC's Northwest and North Chapter Conferences held in Toledo and Independence, respectively.

During this month, the KnowItNow24x7 Website Coordinator began collaborating with OCLC to put necessary changes into place in anticipation of OCLC QuestionPoint staffing KnowItNow24x7 after-hours starting on July 1 including setting up the SFTP server and importing OCLC's public keys to be able to automate import of transcripts as well as finalizing the look of OCLC transcripts.

The KnowItNow24x7 Website Coordinator also set up a database for software and imported Ashtabula data. He also set up MySQL accounts for the software to be able to access the data.

With the impending demise of Google Reader, the KnowItNow24x7 Website Coordinator installed an RSS aggregator (specifically, tt-rss or tiny tiny rss) on the KnowItNow24x7 Provider Site and started testing it. The plan is to experiment with this as a way to provide vetted RSS feeds for the use of librarians staffing the statewide service.

#### Meetings and Professional Development

Larry Finnegan was a judge for the Midwest Regional Collegiate Cyber Defense Competition (CCDC) on March 22<sup>nd</sup> and 23<sup>rd</sup>. The other judges were from Navy Spawar Group, Discover Financial Services, Experian, and Dell SecureWorks. This follows on his good work as judge for the state CCDC in February.

Mr. Lenzer and Mr. Finnegan had a voice conference with San Diego Library regarding their possible migration to the Xerox multi-function print solution.

Ann Palomo and Hilary Prisbylla provided ICAN staff information about CLEVNET and the upcoming migration during their Staff day at Conneaut Public Library on March 15.

Marlene Pelyhes "attended" her first SirsiDynix API training course via SirsiDynix Mentor online training. All managers in IT/CLEVNET attended the Labor Management training on Effective Communication.

Amy Pawlowski and David Reynolds attended the NEOUPA (North East Ohio Usability Professional Association) event at the American Greetings World Headquarters on March 21, 2013.

**Statistics**

	<b>Mar-12</b>	<b>Mar-13</b>
<b>OverDrive Downloads</b>	61,120	88,528
<b>Twitter Followers</b>	3,620	5,414
<b>Facebook Fans</b>	3,843	5,081

IT/CLEVNET Statistics	Mar-13			
	# Cases Opened	# Cases Closed	Site Visits	TOTAL
<b>Hardware</b>				
CPL Main	66	63	14	143
CPL Branch	101	87	19	207
CPL Lake Shore	31	25	2	58
CLEVNET	30	35	2	67
PUBLIC				0
<b>HARDWARE TOTAL</b>	<b>30</b>	<b>35</b>	<b>2</b>	<b>67</b>
<b>Software</b>				
CPL Main	21	21		42
CPL Branch	11	11		22
CPL Lake Shore	29	29	1	59
CLEVNET	151	150	1	302
PUBLIC	127	127		254
<b>SOFTWARE TOTAL</b>	<b>339</b>	<b>338</b>	<b>2</b>	<b>679</b>
<b>Webware</b>				
CPL Main	6	6	2	14
CPL Branch	2	2		4
CPL Lake Shore	2	2		4
CLEVNET	5	5		10
PUBLIC	266	266		532
<b>WEBWARE TOTAL</b>	<b>281</b>	<b>281</b>	<b>2</b>	<b>564</b>
<b>KnowItNow</b>				
CPL Main	14	7		21
CPL Branch	15	10		25
CLEVNET	20	7		27
PUBLIC				0
KIN Library	29	29		58
OHIOLINK	2	22		24
After Dark				0
<b>KNOWITNOW TOTAL</b>	<b>80</b>	<b>75</b>	<b>0</b>	<b>155</b>
<b>GRAND TOTAL</b>	<b>730</b>	<b>729</b>	<b>6</b>	<b>1465</b>

Mr. Corrigan adjourned the meeting at 12:38 p.m.

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Thomas D. Corrigan  
President

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Alan Seifullah  
Secretary

## GIFT REPORT FOR MARCH 2013

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	738	1,820
Periodicals	677	730
Publishers Gifts	0	0
Non-Print Materials	<u>40</u>	<u>314</u>
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	1,455	2,864

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 1,020	\$ 2,586
Building & Repair Fund	Restricted	0	0
Library Fund	Unrestricted	0	0
Library Fund	Restricted	599	859
Library Fund - Oral History Project	Restricted	0	0
Endowment for the Blind	Restricted	0	0
Young Fund	Restricted	10,830	10,830
Friends Fund	Restricted	0	0
Gates Fund	Restricted	0	0
Schweinfurth Fund	Restricted	0	8,670
Ohio Center fo the Book	Restricted	0	900
Judd Fund	Restricted	50,532	50,532
Lockwood Thompson Fund	Restricted	0	0
PNC - Grow up Great	Restricted	0	0
MetLife - Fit for Life	Restricted	0	0
Learning Centers	Restricted	0	0
Founders Fund	Unrestricted	18,000	22,998
Founders Fund	Restricted	<u>0</u>	<u>0</u>
<b>TOTAL MONEY GIFTS</b>		\$ 80,981	\$ 97,375

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	20	57	1,455	2,864
Money Gifts	<u>14</u>	<u>32</u>	<u>14</u>	<u>32</u>
<b>TOTAL GIFTS</b>	34	89	1,469	2,896



## CLEVELAND PUBLIC LIBRARY

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Sent via email April 8, 2013

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

Dear Bryan:

Please issue an Amended Certificate of Estimated Resources to reflect the Board approved resolution to advance cash from the General Fund to the Special Revenue fund - Friends fund - in the amount of \$17,500 and also an increase in Other Sources – Special Revenue by \$18,000 relating to the donation to the *I'm Ready to Ready* program as summarized 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	\$ 6,124,297.50	\$ 74,274,620.77
Special Revenue	\$11,449,605.87		\$ 2,746,192.00	\$ 14,195,797.87
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
<b>TOTAL</b>	<b>\$52,617,755.53</b>	<b>\$44,550,015.73</b>	<b>\$ 8,934,779.50</b>	<b>\$ 106,102,550.76</b>

Thank you for your assistance.

Very truly yours,

Carrie Krenicky  
Chief Financial Officer

**Board of Library Trustees**

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

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

**AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES**

Based on 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

April 8, 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 approved 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	6,124,297.50	74,274,620.77
Special Revenue	11,449,605.87			2,746,192.00	14,195,797.87
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
<b>Totals/Subtotals</b>	<b>52,617,755.53</b>	<b>24,213,904.06</b>	<b>20,336,111.67</b>	<b>8,934,779.50</b>	<b>106,102,550.76</b>

<i>Wade Steen</i>	Budget	<i>Eel Fitzgibbon</i>
<i>Donna Johnson</i>	Commission	<i>2 2</i>

**CLEVELAND PUBLIC LIBRARY  
2013 APPROPRIATION: FOURTH AMENDMENT  
APRIL 18, 2013**

**GENERAL FUND**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
Cash January 1	23,600,307.54	0.00	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/Advance Out	0.00	(17,500.00)	(17,500.00)
<b>TOTAL RESOURCES</b>	<b>74,292,120.77</b>	<b>(17,500.00)</b>	<b>74,274,620.77</b>

<b>APPROPRIATION</b>	<b>Prior Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Appropriation</b>
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
<b>SUBTOTAL OPERATING</b>	<b>53,475,785.00</b>	<b>0.00</b>	<b>53,475,785.00</b>
Transfers/Advances	0.00	0.00	0.00
<b>TOTAL APPROPRIATION</b>	<b>53,475,785.00</b>	<b>0.00</b>	<b>53,475,785.00</b>



**CLEVELAND PUBLIC LIBRARY  
2013 APPROPRIATION: FOURTH AMENDMENT  
APRIL 18, 2013**

**SPECIAL REVENUE FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	14,160,297.87	35,500.00	14,195,797.87
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	196,388.69	0.00	196,388.69
Endowment for the Blind	1,704,515.93	0.00	1,704,515.93
Founders	2,257,909.44	18,000.00	2,275,909.44
Kaiser	46,004.88	0.00	46,004.88
Kraley	156,818.84	0.00	156,818.84
Library	171,726.81	0.00	171,726.81
Pepke	99,625.18	0.00	99,625.18
Wickwire	1,103,791.15	0.00	1,103,791.15
Wittke	67,821.37	0.00	67,821.37
Young	3,200,357.38	0.00	3,200,357.38
Friends	17,500.00	0.00	17,500.00
Judd	190,000.00	0.00	190,000.00
Lockwood Thompson	180,704.17	0.00	180,704.17
Ohio Center for the Book	900.00	0.00	900.00
Schweinfurth	69,409.08	0.00	69,409.08
LSTA-OLBPD	1,523,020.08	0.00	1,523,020.08
LSTA-Know It Now	586,914.71	0.00	586,914.71
PNC Grow Up Great	55,225.11	0.00	55,225.11
Learning Centers	39,607.55	0.00	39,607.55
<b>TOTAL APPROPRIATION</b>	<b>11,668,240.37</b>	<b>18,000.00</b>	<b>11,686,240.37</b> (4)

**CAPITAL PROJECTS FUND**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	15,525,279.75	0.00	15,525,279.75
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
<b>BUILDING &amp; REPAIR</b>	<b>15,525,279.75</b>	<b>0.00</b>	<b>15,525,279.75</b> (5)

**CLEVELAND PUBLIC LIBRARY  
2013 APPROPRIATION: FOURTH AMENDMENT  
APRIL 18, 2013**

**PERMANENT FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	2,097,938.38	0.00	2,097,938.38
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Abel	173,772.26	0.00	173,772.26
Ambler	1,557.73	0.00	1,557.73
Beard	101,702.41	0.00	101,702.41
Klein	3,661.48	0.00	3,661.48
Malon/Schroeder	122,244.60	0.00	122,244.60
McDonald	134,829.37	0.00	134,829.37
Ratner	65,454.86	0.00	65,454.86
Root	24,308.48	0.00	24,308.48
Sugarman	22,111.14	0.00	22,111.14
Thompson	85,191.70	0.00	85,191.70
Weidenthal	4,670.65	0.00	4,670.65
White	1,357,707.29	0.00	1,357,707.29
Beard Anna Young	726.41	0.00	726.41
<b>TOTAL APPROPRIATION</b>	<b>2,097,938.38</b>	<b>0.00</b>	<b>2,097,938.38</b> (6)

**AGENCY FUND**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	8,913.99	0.00	8,913.99
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
UNCLAIMED FUNDS	8,913.99	0.00	8,913.99

**CLEVELAND PUBLIC LIBRARY  
2013 APPROPRIATION: FOURTH AMENDMENT  
APRIL 18, 2013**

- 
- (1) Certificate dated March 13, 2013
- (2) Certificate dated April 8, 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.)  
 \$2,728,692.00 additional revenue (not including outstanding cash advance of \$17,500).  
 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 + \$2,728,692.00 - \$2,492,057.50 = \$11,686,240.37)
- (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)



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325 Superior Avenue  
Cleveland OH 44114  
Tel:216-623-2840 Fax:216-623-2852

Ship To  
SAME

Quote # 0008383	Quote Date 02/18/2013	Exp Date 04/04/2013	Customer # 0018121	Customer P/O #	Ship Via	Writer MP
--------------------	--------------------------	------------------------	-----------------------	----------------	----------	--------------

Job ID	Customer Terms NET 15 DAYS	Salesman Mark Palevsky
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Product	Description	UM	Quant	Unit Price	Disc%	Extension
PRTDBAG	15"X18"X3".0025 B.G.Foldover die cut handle bags-DBL wall .0025 white, LDPE Includes Freight Delivery 4 weeks Double Wall with Formulation of Biodegradabilty with Green message  Maximumum run of 175M with underrun +-10%  4 Colors 2 sides as previous runs.	M	175	153.57	NET	26874.75

X: _____ (Accepted by)	Sub Total	\$26,874.75	T o t a l
	Freight	\$0.00	
	Misc Charges	\$0.00	
	Tax Amount	\$0.00	
			\$26,874.75

MESSAGE	TERMS
Thank you for the opportunity to quote. Please advise how we may assist further.	



The  
**SHAMROCK**  
 COMPANIES INC.

April 8, 2013

Dave Swinerton  
 Cleveland Public Library

Quotation - CPL Patron Bags

Specifications 15 x 18 x3 double wall plastic bag  
 4 color - 2 sides - same copy both sides

Biodegradable bag with a landfill breakdown life of 18 months by adding a chemical in the resin processing , the price is as follows:

Qty 175,000 @ \$154.25 M (per thousand)

New Artwork and Plates - One Time charge of \$600.00

Best Regards,

Mike Howenstine  
 The Shamrock Companies

	0.00
	154.25 x
	175.00 =
	26,993.75 +
	26,993.75 T
	0.00
	26,993.75 +
	600.00 +
	27,593.75 T

24090 Detroit Road Westlake, Ohio 44145-1513  
 p.440.899.9510 f.440.899.1618...www.shamrockcompanies.net

**Remittance:**

Tyler Technologies, Inc.  
 (FEIN 75-2303920)  
 P.O. Box 203556  
 Dallas, TX 75320-3556

**Invoice**

Invoice No	Date	Page
045-83595	03/15/2013	1 of 2

**Questions:**

Tyler Technologies - ERP & Schools  
 Phone: 1-800-772-2260 Press 2, then 1  
 Fax: 1-866-673-3274  
 Email: ar@tylertech.com

Bill To: CLEVELAND PUBLIC LIBRARY  
 ATTN: SANDRA KUBAN  
 325 SUPERIOR AVENUE  
 CLEVELAND, OH 44114

Ship To: CLEVELAND PUBLIC LIBRARY  
 ATTN: SANDRA KUBAN  
 325 SUPERIOR AVENUE  
 CLEVELAND, OH 44114

Customer No.	Ord No	PO Number	Currency	Terms	Due Date
1618	41173		USD	NET30	04/14/2013

Date	Description	Units	Rate	Extended Price
Contract No.: CLEVELAND PUBLIC LIBRARY				
	SUPPORT & UPDATE LICENSING - PROJECT ACCOUNTING	1	2,532.80	2,532.80
	Maintenance: Start: 17/May/2013, End: 16/May/2014			
	SUPPORT & UPDATE LICENSING - INVENTORY	1	2,079.00	2,079.00
	Maintenance: Start: 17/May/2013, End: 16/May/2014			
	SUPPORT & UPDATE LICENSING - HUMAN RESOURCES MANAGEMENT	1	2,516.10	2,516.10
	Maintenance: Start: 17/May/2013, End: 16/May/2014			
	SUPPORT & UPDATE LICENSING - CONTRACT MANAGEMENT	1	1,494.34	1,494.34
	Maintenance: Start: 17/May/2013, End: 16/May/2014			
	SUPPORT & UPDATE LICENSING - TREASURY MANAGEMENT	1	2,532.80	2,532.80
	Maintenance: Start: 17/May/2013, End: 16/May/2014			
	SUPPORT & UPDATE LICENSING - ACCOUNTS RECEIVABLE	1	2,786.07	2,786.07
	Maintenance: Start: 17/May/2013, End: 16/May/2014			
	SUPPORT & UPDATE LICENSING - ROLE TAILORED DASHBOARD	1	1,859.73	1,859.73
	Maintenance: Start: 17/May/2013, End: 16/May/2014			
	SUPPORT & UPDATE LICENSING - REQUISITIONS	1	2,532.80	2,532.80
	Maintenance: Start: 17/May/2013, End: 16/May/2014			
	SUPPORT & UPDATE LICENSING - PAYROLL	1	5,141.60	5,141.60
	Maintenance: Start: 17/May/2013, End: 16/May/2014			
	SUPPORT & UPDATE LICENSING - TIMEKEEPING INTERFACE	1	722.01	722.01
	Maintenance: Start: 17/May/2013, End: 16/May/2014			
	SUPPORT & UPDATE LICENSING - PURCHASE ORDERS	1	3,039.33	3,039.33
	Maintenance: Start: 17/May/2013, End: 16/May/2014			
	SUPPORT & UPDATE LICENSING - EMPLOYEE EXPENSE REIMBURSEMENT	1	1,134.00	1,134.00
	Maintenance: Start: 17/May/2013, End: 16/May/2014			
	TYLER FORM PROCESSING SUPPORT	1	2,814.20	2,814.20
	Maintenance: Start: 17/May/2013, End: 16/May/2014			
	SUPPORT & UPDATE LICENSING - FIXED ASSETS	1	3,039.33	3,039.33
	Maintenance: Start: 17/May/2013, End: 16/May/2014			
	SUPPORT & UPDATE LICENSING - ACCTG/GL/BUDGET/AP	1	13,233.77	13,233.77
	Maintenance: Start: 17/May/2013, End: 16/May/2014			
	SUPPORT & UPDATE LICENSING - INTERFACE TO BMI TRACKING	1	962.46	962.46
	Maintenance: Start: 17/May/2013, End: 16/May/2014			
	SUPPORT & UPDATE LICENSING - APPLICANT TRACKING	1	1,203.35	1,203.35
	Maintenance: Start: 17/May/2013, End: 16/May/2014			
	SUPPORT & UPDATE LICENSING - GASB 34 REPORT WRITER	1	2,786.07	2,786.07



\$ \$ I N V O I C E % 8 3 5 9 5 % 0 3 / 1 5 / 2 0 1 3 % 1 6 1 8 %



**Remittance:**

Tyler Technologies, Inc.  
 (FEIN 75-2303920)  
 P.O. Box 203556  
 Dallas, TX 75320-3556

**Invoice**

<i>Invoice No</i>	<i>Date</i>	<i>Page</i>
045-83595	03/15/2013	2 of 2

**Questions:**

Tyler Technologies - ERP & Schools  
 Phone: 1-800-772-2260 Press 2, then 1  
 Fax: 1-866-673-3274  
 Email: ar@tylertech.com

Bill To: CLEVELAND PUBLIC LIBRARY  
 ATTN: SANDRA KUBAN  
 325 SUPERIOR AVENUE  
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Ship To: CLEVELAND PUBLIC LIBRARY  
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<i>Customer No.</i>	<i>Ord No</i>	<i>PO Number</i>	<i>Currency</i>	<i>Terms</i>	<i>Due Date</i>
1618	41173		USD	NET30	04/14/2013

<i>Date</i>	<i>Description</i>	<i>Units</i>	<i>Rate</i>	<i>Extended Price</i>
Maintenance: Start: 17/May/2013, End: 16/May/2014	SUPPORT & UPDATE LICENSING - GENERAL BILLING	1	1,266.38	1,266.38
Maintenance: Start: 17/May/2013, End: 16/May/2014	SUPPORT & UPDATE LICENSING - CRYSTAL REPORTS	1	1,414.13	1,414.13
Maintenance: Start: 17/May/2013, End: 16/May/2014	SUPPORT & UPDATE LICENSING - MUNIS OFFICE	1	1,013.11	1,013.11
Maintenance: Start: 17/May/2013, End: 16/May/2014				

\*\*\*\*\* **ATTENTION** \*\*\*\*\*  
 Please note new remittance  
 address above and update your  
 records accordingly

<b>Subtotal</b>	56,103.38
<b>Sales Tax</b>	0.00
<b>Invoice Total</b>	56,103.38





## CLEVELAND PUBLIC LIBRARY

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

### INVITATION TO BID

Sealed bids will be received in the Office of the Fiscal Officer, Cleveland Public Library, 525 Superior Avenue 10<sup>th</sup> Floor, (MAILING ADDRESS 325 Superior Ave), Cleveland, OH 44114 by 12:00 Noon (Local Time) Monday, April 8, 2013 for the purpose of providing:

#### UNIFORM RENTAL SERVICES FOR THE PERIOD MAY 1, 2013-APRIL 30, 2016

Bidders shall include with bid documents a bid bond or certified check in the amount of 10% of the total 1st year estimated contract cost. The bid bond or certified check shall be drawn in favor of the Cleveland Public Library.

The bid bond or certified check shall be held by the Library until such time as the bid is accepted, a contract entered into, and the performance thereof is secured by a performance bond in the amount of the 1st year contract cost.

Bidders shall submit with bid documents a list of three (3) current customers and a sample rental agreement.

Bidders shall submit with bid documents samples of all quoted garments.

Bidders shall submit bids in duplicate on the attached bid form in an envelope clearly marked: **BID FOR UNIFORM RENTAL SERVICES.**

The Cleveland Public Library Board of Trustees reserves the right to reject any and all bids and to waive any irregularities.

Bid package may be obtained from the Office of Property Management, Cleveland Public Library 325 Superior Avenue, Cleveland, OH 44114. Questions relative to the bid should be directed to Mr. Myron Scruggs, Director of Property Management at (216) 623-2903.

Felton Thomas Jr., Chief Executive Officer  
Cleveland Public Library





## CLEVELAND PUBLIC LIBRARY

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

All garments are to be cleaned in a water wash with a detergent. No dry cleaning solvents or methods are acceptable.

Garments are to be replaced "as needed" as determined by the Director of Property Management or his designated representatives. All replacement garments must be new (never used) or must be individually approved by the Director of Property Management or his designated representatives.

All garments are to be marked with individual identification numbers and employee's last name.

Name plates are to be provided by the successful bidder and affixed to garments. All garments to have Cleveland Public Library's logo on plates above left pocket. The Library must approve the size, color and shape of name plates.

All name plates provided by successful bidder are to have thread embroidered script lettering and be sewed onto the shirt. Used name plates that can be re-used will be put back in service at no charge to the Cleveland Public Library.

### III. LOCKERS

Successful bidder will provide new lockers, or like new with Library approval, (change-o-matic type) to store garments on site. The successful bidder will be responsible for maintenance and cleaning of the lockers.

### IV. SERVICE TERMS

Successful bidder shall arrange for uniform measurements of Library staff during normal Library working hours. Branch staff will be measured at their working branch, all other staff at Main; night custodians will be measured at Main between 6:30 p.m. and 7:00 p.m.

New hires will receive new uniforms within ten (10) work days of written notice of their employment to the vendor.

The successful bidder is to provide the Library with a "Service Needed" form which will serve as notification to vendor of necessary repairs or service and delivery problems. A representative other than the driver shall check the status of the account with designated Library representatives at least once per month.

All deliveries must be inventoried and the delivery receipt signed by any Director of Property Management.

### V. RENT/LEASE OPTION

Employees that have uniforms picked up and washed by successful bidder on a weekly basis (Standard Rental Service) will be designated "Standard Rental Plan" on bid form. Inventory will include 11 shirts and 11 pants.



# CLEVELAND PUBLIC LIBRARY

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

## CLEVELAND PUBLIC LIBRARY UNIFORM RENTAL SPECIFICATIONS

### I. BIDS

Sealed bids will be received in the Office of the Fiscal Officer, Cleveland Public Library, 525 Superior Avenue, Cleveland, Ohio 44114, Monday, April 8, 2013 before 12:00 Noon (Local Time), for the purpose of providing:

#### UNIFORM RENTAL SERVICES FOR THE PERIOD MAY 1, 2013 thru APRIL 30, 2016.

Bidders shall include with bid documents a bid bond or certified check in the amount of 10% of the total 1st year estimated contract cost. The bid bond or check shall be drawn in favor of the Cleveland Public Library.

The bid bond or certified check shall be held by the Library until such time as the bid is accepted a contract entered into, and the performance thereof is secured by a performance bond in the amount of the 1st year contract cost.

Bidders shall submit bids in duplicate on the attached bid form and in an envelope clearly marked: BID FOR UNIFORM RENTAL SERVICES.

The Cleveland Public Library Board of Trustees reserves the right to reject any and all bids and to waive any irregularities.

Bidders shall submit with bid documents a list of three (3) current customers and a sample rental agreement.

Samples of all quoted garments must be included with bid documents.

### II. GARMENTS

Garments supplied are to be new (never used) permanent press composed of the following fabric percentages: 65% polyester/35% cotton. Substitute permanent press fabrics may be quoted providing their durability and appearance are equal to or better than the quoted percentages. All shirts must have a lined collar, 2 chest button pockets, bartacks at stress point, 7 matching buttons, sewn in collar, and a neck button, not snap or gripper. Responsibility to prove compliance rests with the bidder. Approval/disapproval of the substituted garment shall be determined by the Director of Property Management of the Library.

Responsibility for alterations, replacement, cleaning and repair, pickup and delivery shall rest with the vendor; with repairs done weekly.

All garments are to be delivered to 325 Superior Avenue wrinkle-free on hangers to a location and on a schedule agreed to by the Director of Property Management.



# CLEVELAND PUBLIC LIBRARY

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## LISTING OF UNIFORM DISTRIBUTION

<u>DEPARTMENT</u>	<u>GARMENT STYLE</u>	<u>COLOR</u>	<u>ESTIMATED CHANGES/WEEK</u>	<u>TOTAL UNIFORMS ISSUED</u>	<u>TOTAL STAFF</u>
Supervisors	Pants Shirts	Navy Blue	5	11	8
		White	5	11	
Drivers	Pants Shirts	Navy Blue	5	11	3
		Blue w Navy Stripes	5	11	
Carpenters	Pants Shirts	Navy Blue	5	11	2
		Blue w Navy Stripes	5	11	
Painters	Pants Shirts	Navy Blue	5	11	2
		Blue Navy Stripes	5	11	
Garage	Pants Shirts	Navy Blue	5	11	1
		Blue w Navy Stripes	5	11	
Maint. Mechanics	Pants Shirts	Navy Blue	5	11	6
		Blue w Navy Stripes	5	11	
Shipping/Receiving	Pants Shirts	Navy Blue	5	11	8
		Blue w Navy Stripes	5	11	
Day Custodial	Pants Shirts	Navy Blue	5	11	20
		Blue w Navy Stripes	5	11	
Branch Custodians	Pants Shirts	Navy Blue	5	11	21
		Blue w Navy Stripe	5	11	
					71

Questions relative to the aforementioned specifications should be addressed to Mr. Myron Scruggs, Director of Property Management at 216-623-2903.





# CLEVELAND PUBLIC LIBRARY

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Employees that choose to store and wash their own uniforms (Lease Service) will be designated "Alternate Lease Plan" on bid form. Inventory will include 6 shirts and 6 pants. Successful bidder will provide complete repair and replacement services for both plans.

## VI. BID FORM INSTRUCTIONS

Bidders will refer to "Listing of Uniform Distribution" sheet for number of staff and estimated uniform requirements.

For the purposes of bidding, the number of staff that has their uniforms washed by uniform company will be 31 and the number of staff that wash and store their own uniforms will be 40.

All miscellaneous charges, such as emblem costs, identification labels, etc. will be included under initial preparation charges on bid form preparation charges after initial preparation charges.

Locker charge, if any, will be a one time flat amount for the three-year contract term.

Loss and damage charges will be applied only to garments lost or damaged by CPL staff where replacement is required these charges do not apply to replacement necessitated by normal wear.

## COMMENTS

COMMENTS OF BIDDER REGARDING COMPLIANCE TO SECTIONS I-IV OF SPECIFICATIONS AND BID FORM (USE SEPARATE SHEET IF NECESSARY).

IF NONE, SO INDICATE NONE

COMPANY  
NAME LINTAS CORPORATION

AUTHORIZE  
SIGNATURE *Bruce Johnson*

TITLE SERVICE MANAGER

DATE 4/8/2013



# CLEVELAND PUBLIC LIBRARY

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**Cleveland Public Library  
Uniform Rental  
Bid Form - 1 of 2**

**YEAR #1** 2013

**Standard Uniform Rental - inventory of 11 shirts & 11 pants to be laundered by Uniform Supplier**

Garment	Weekly Rental Cost	# of Employee's	# of Weeks	Annual Estimated Cost
Pants	\$1.50 / \$0.136 EACH	31	52	\$2418.00
Shirts	\$1.32 / \$0.12 EACH	31	52	\$2127.84

**Total Annual Cost** \$4545.84

**Unilease Uniform Rental - inventory of 6 shirts & 6 pants to be laundered by CPL employee's**

Garment	Weekly Unilease Cost	# of Employee's	# of Weeks	Annual Estimated Cost
Pants	\$0.82 / \$0.136 EACH	40	52	\$1705.60
Shirts	\$0.72 / \$0.12 EACH	40	52	\$1497.60

**Total Annual Cost** \$3203.20

**Standard Uniform Rental - inventory of 11 shirts & 11 pants to be laundered by Uniform Supplier**

Garment	Weekly Rental Cost	# of Employee's	# of Weeks	Annual Estimated Cost
Pants	\$1.53	31	52	\$2466.36
Shirts	\$1.346	31	52	\$2169.75

**Total Annual Cost** \$4636.11

**Unilease Uniform Rental - inventory of 6 shirts & 6 pants to be laundered by CPL employee's**

Garment	Weekly Unilease Cost	# of Employee's	# of Weeks	Annual Estimated Cost
Pants	\$0.836	40	52	\$1738.88
Shirts	\$0.734	40	52	\$1526.72

**Total Annual Cost** \$3265.60

**YEAR #3** 2015 (Year #3 weekly rental cost should INCLUDE any price increase)

**Standard Uniform Rental - inventory of 11 shirts & 11 pants to be laundered by Uniform Supplier**

Garment	Weekly Rental Cost	# of Employee's	# of Weeks	Annual Estimated Cost
Pants	\$1.56	31	52	\$2514.72
Shirts	\$1.373	31	52	\$2213.28

**Total Annual Cost** \$4728.00

**Unilease Uniform Rental - inventory of 6 shirts & 6 pants to be laundered by CPL employee's**

Garment	Weekly Unilease Cost	# of Employee's	# of Weeks	Annual Estimated Cost
Pants	\$0.853	40	52	\$1774.24
Shirts	\$0.749	40	52	\$1557.92

**Total Annual Cost** \$3332.16





# CLEVELAND PUBLIC LIBRARY

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**Cleveland Public Library  
Uniform Rental  
Bid Form - 2 of 2  
Additional Fees**

Description	Cost	Fixed	Percentage of Invoice
Make Up Charge per garment	\$0.50	✓	
Name Emblem Charge per garment	\$0.75	✓	
Company Emblem Charge per garment	\$1.75	✓	
Locker Charge per Locker (weekly)	0	✓	
Soiled Garment Locker per Locker (weekly)	0	✓	
Service Charge (weekly)	\$5.00	✓	
Environmental Charge (weekly)	N/A	✓	
DEFE Charge (weekly)	N/A	✓	
Fuel Charge (weekly)	N/A	✓	
Size Premium Charge per garment	0	✓	
Damage Charge per garment	0	✓	
Loss/Replacement Charge for Poly/Cotton Shirt	16.00	✓	
Loss/Replacement Charge for Poly/Cotton Pant	18.00	✓	

Please list any Additional Fees that may Apply:

\*\*\*Please note: CPL is not held responsible for any charges that are not listed under Additional fees.

Description	Cost	Fixed	Percentage of Invoice
NONE			

## ESTIMATED TOTAL ANNUAL EXPENDITURES

### First Year Estimated Costs - 2013

Standard Uniform Rental Cost	\$ 4545.84
Unlease Uniform Rental Cost	\$ 3203.20
Weekly Additional Fees	\$ 260.00

### Second Year Estimated Costs - 2014

Standard Uniform Rental Cost	\$ 4636.11
Unlease Uniform Rental Cost	\$ 3265.60
Weekly Additional Fees	\$ 265.20

### Third Year Estimated Costs - 2015

Standard Uniform Rental Cost	\$ 4728.00
Unlease Uniform Rental Cost	\$ 3332.16
Weekly Additional Fees	\$ 270.50

**ESTIMATED GRAND TOTAL OF 3 YEAR BID** \$ 24506.61





Contract No. \_\_\_\_\_ Customer No. 3371 Location No. 011, STRONGSVILLE

STANDARD RENTAL SERVICE AGREEMENT

Date  MAY 1<sup>st</sup>, 2013

Customer CLEVELAND PUBLIC LIBRARY

Phone (216) 623-2800

Address 325 SUPERIOR AVENUE

City CLEVELAND

State OH Zip 44114

UNIFORM RENTAL PRICING:

Item #	Description	Unit Price
935	COMFORT SHIRT	
945	COMFORT PANT	\$0.12
395	WOMENS COMFORT PANT	\$0.136
390	WOMENS COMFORT PANT	\$0.136
		\$0.136

- This agreement is effective as of the date of execution for a term of ~~60~~ 36 months from date of installation.
  - The additional charges listed below are subject to adjustment by Company effective upon notice to Customer, which notice may be in the form of an invoice.
  - Name Emblem \$ .75 ea      • Company Emblem \$ 1.75 ea
  - Custom Emblem \$ QUOTE ea      • Embroidery \$ QUOTE ea
  - COD Terms \$ N/A per week charge for prior service (if Amount Due is Carried to Following Week)
  - Credit Terms - Charge Payments due 10 Days After End of Month
  - Automatic Lost Replacement Charge: Item 935 SHIRT % of Inventory \_\_\_\_\_ \$ 16.00 Ea.
  - Automatic Lost Replacement Charge: Item 945, 390, 395 PANT % of Inventory \_\_\_\_\_ \$ 18.00 Ea.
  - Minimum Charge \$ 25.00 per delivery.
  - Make-Up charge \$ 10.50 per garment.
  - Non-Standard/Special Cut Garment (i.e., non-standard, non-stocked unusually small or large sizes, unusually short or long sleeve or length, etc.) premium \$ 0 per garment.
  - Seasonal Sleeve Change \$ N/A per garment.
  - Under no circumstances will the Company accept textiles bearing free liquid. Shop towels may not be used to clean up oil or solvent spills.
  - Shop towel container \$ N/A per week.
  - Artwork Charge for LogoMat \$ N/A
  - Uniform Storage Lockers: \$ 0 ea/week, Laundry Lock-up: \$ 0 ea/week      Shipping: \$ \_\_\_\_\_
  - Service Charge \$ 0 per delivery.
- This Service Charge is used to help Company pay various fluctuating current and future costs including, but not limited to, costs directly or indirectly related to the environment, energy issues, service and delivery of goods and services, in addition to other miscellaneous costs incurred or that may be incurred in the future by Company.
- Size Change: Customer agrees to have employees measured by a Cintas representative using garment "size samples". A charge of \$ \_\_\_\_\_ per garment will be assessed for employees size changed within 4 weeks of installation.
  - Other \_\_\_\_\_

FACILITY SERVICES PRODUCTS PRICING:

Bundle*	Item #	Description	Rental Freq.	Unit Price	Discount
	2570	24" DUST mop	Weekly	\$0.75	✓

- \*Indicates bundled items/services
- 36 /  5/1/13 Initial and check box if Unilease. Some All garments will be cleaned by Customer.
- Date \_\_\_\_\_
- Initial and check box if receiving Linen Service. Company may make periodic physical inventories of items in possession or under control of Customer.
- Date \_\_\_\_\_
- Initial and check box if receiving direct embroidery. If service is discontinued for any employee, or Customer deletes any of the garments with direct embroidery for any reason, or terminates this agreement for any reason or fails to renew this agreement, Customer will purchase all direct embroidered garments at the time they are removed from service at the then current replacement values.
- Date \_\_\_\_\_

Cintas Loc. No. 011 STRONGSVILLE CUSTOMER:  
 By Paul Hofinger Please Sign Name   
 Title SERVICE MANAGER Please Print Name   
 Please Print Title   
 Accepted-GM: \_\_\_\_\_ E-mail

REPORT A

CLEVELAND PUBLIC LIBRARY  
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES  
FOR THE PERIOD MARCH 1 – MARCH 31, 2013

*Carrie Krenicky*

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES



**Cleveland Public Library**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ending March 31, 2013**

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	11,709,000.00	0.00	0.00	0.00	0.00	11,709,000.00
42 Intergovernmental	4,842,151.04	472,237.13	0.00	0.00	0.00	5,314,388.17
43 Fines & Fees	108,618.53	0.00	0.00	0.00	0.00	108,618.53
44 Investment Earnings	59,111.46	10,423.34	0.00	8,267.79	0.00	77,802.59
45 Charges for Services	668,869.69	0.00	0.00	0.00	0.00	668,869.69
46 Contributions & Donations	2,585.50	94,789.13	0.00	0.00	0.00	97,374.63
48 Miscellaneous Revenue	280,620.99	0.00	0.00	0.00	56.39	280,677.38
<b>Total Revenues</b>	<b>\$ 17,670,957.21</b>	<b>\$ 577,449.60</b>	<b>\$ 0.00</b>	<b>\$ 8,267.79</b>	<b>\$ 56.39</b>	<b>\$ 18,256,730.99</b>
51 Salaries/Benefits	9,491,724.87	355,336.08	0.00	0.00	0.00	9,847,060.95
52 Supplies	185,628.40	3,793.38	0.00	0.00	0.00	189,421.78
53 Purchased/Contracted Services	2,413,213.11	187,062.14	0.00	370.00	0.00	2,600,645.25
54 Library Materials	2,181,822.45	24,350.33	0.00	15,048.53	0.00	2,221,221.31
55 Capital Outlay	35,554.27	41,559.01	606,442.35	0.00	0.00	683,555.63
57 Miscellaneous Expenses	50,541.38	15,088.76	0.00	0.00	68.27	65,698.41
<b>Total Expenditures</b>	<b>\$ 14,358,484.48</b>	<b>\$ 627,189.70</b>	<b>\$ 606,442.35</b>	<b>\$ 15,418.53</b>	<b>\$ 68.27</b>	<b>\$ 15,607,603.33</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 3,312,472.73</b>	<b>\$ (49,740.10)</b>	<b>\$ (606,442.35)</b>	<b>\$ (7,150.74)</b>	<b>\$ (11.88)</b>	<b>\$ 2,649,127.66</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	0.00	0.00
98 Advances	(17,500.00)	17,500.00	0.00	0.00	0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	45.34	45.34
<b>Total Other Sources / Uses</b>	<b>\$ (17,500.00)</b>	<b>\$ 17,500.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 45.34</b>	<b>\$ 45.34</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$ 3,294,972.73</b>	<b>\$ (32,240.10)</b>	<b>\$ (606,442.35)</b>	<b>\$ (7,150.74)</b>	<b>\$ 33.46</b>	<b>\$ 2,649,173.00</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 30,469,564.27</b>	<b>\$ 11,951,089.26</b>	<b>\$ 16,399,617.59</b>	<b>\$ 2,826,909.81</b>	<b>\$ 8,913.99</b>	<b>\$ 61,656,094.92</b>
<b>Current Cash Balance</b>	<b>\$ 33,764,493.71</b>	<b>\$ 11,918,849.16</b>	<b>\$ 15,793,175.24</b>	<b>\$ 2,819,759.07</b>	<b>\$ 8,947.45</b>	<b>\$ 64,305,224.63</b>

Cleveland Public Library  
 Certified Revenue, Appropriations and Balances  
 General Fund  
 For the period Ending March 31, 2013

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	20,336,112	4,842,151	15,493,961	24%	24%
General Property Tax	22,213,904	11,709,000	10,504,904	53%	60%
Rollback, Homestead, CAT	4,000,000	0	4,000,000	0%	0%
Federal Grants	0	0	0	0%	0%
State Aid	0	0	0	0%	0%
Fines & Fees	300,000	108,619	191,381	36%	36%
Investment Earnings	225,000	59,111	165,889	26%	16%
Services to Others-Clevnet	3,053,415	668,870	2,384,545	22%	23%
Contributions	1,500	2,586	(1,086)	100%	100%
Miscellaneous	561,882	280,621	281,261	50%	21%
Return of Advances Out	0	0	0	0%	100%
<b>Total</b>	<b>\$ 50,691,813</b>	<b>\$ 17,670,957</b>	<b>\$ 33,020,856</b>	<b>35%</b>	<b>31%</b>

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	34,842,578	9,594,588	25,247,990	28%	26%
Supplies	1,109,175	449,224	659,950	41%	43%
Purchased Services	11,813,469	7,201,949	4,611,520	61%	65%
Library Materials	11,850,401	4,833,562	7,016,838	41%	44%
Capital Outlay	606,435	87,047	519,388	14%	37%
Other	122,985	83,109	39,876	68%	82%
<b>Sub Total</b>	<b>\$ 60,345,042</b>	<b>\$ 22,249,479</b>	<b>\$ 38,095,563</b>	<b>37%</b>	<b>37%</b>
Advances Out	0	17,500	(17,500)	0%	0%
Transfers Out	0	0	0	0%	100%
<b>Total</b>	<b>\$ 60,345,042</b>	<b>\$ 22,266,979</b>	<b>\$ 38,078,063</b>	<b>37%</b>	<b>46%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated March 13, 2013.

Note (2): Amended Appropriation of \$53,475,785 plus carried forward encumbrance of \$6,869,257.

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

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending March 31, 2013**

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	10,833,576.56	11,241,858.38	2,800,152.63	0.00	8,441,705.75
51120 Clerical Salaries	9,268,097.49	9,640,273.93	2,614,228.50	0.00	7,026,045.43
51130 Non-Clerical Salaries	538,563.20	583,221.43	319,398.18	0.00	263,823.25
51140 Buildings Salaries	3,584,856.34	3,724,271.94	961,078.47	0.00	2,763,193.47
51150 Other Salaries	1,015,586.00	1,055,009.58	260,918.96	0.00	794,090.62
51180 Severance Pay	0.00	53,648.22	64,575.96	0.00	(10,927.74)
51190 Non-Base Pay	0.00	13,616.97	237,194.29	0.00	(223,577.32)
51400 OPERS	3,542,707.00	3,685,801.80	990,646.58	0.00	2,695,155.22
51610 Health Insurance	3,487,626.76	3,630,361.31	855,759.27	0.00	2,774,602.04
51611 Dental Insurance	210,999.74	228,486.82	52,555.87	0.00	175,930.95
51612 Vision Insurance	15,643.49	15,643.49	3,928.37	0.00	11,715.12
51620 Life Insurance	11,007.36	11,927.04	2,973.12	0.00	8,953.92
51630 Workers Compensation	244,528.00	548,274.00	233,305.97	70,440.03	244,528.00
51640 Unemployment Compensation	45,000.00	75,208.54	2,779.58	27,428.96	45,000.00
51650 Medicare - ER	302,521.06	314,932.44	89,294.81	0.00	225,637.63
51900 Other Benefits	20,000.00	20,041.65	2,934.31	4,994.05	12,113.29
<b>Salaries/Benefits</b>	<b>\$33,120,713.00</b>	<b>\$ 34,842,577.54</b>	<b>\$ 9,491,724.87</b>	<b>\$ 102,863.04</b>	<b>\$ 25,247,989.63</b>
52110 Office Supplies	43,400.00	49,032.10	11,549.39	3,743.84	33,738.87
52120 Stationery	58,700.00	59,289.93	8,026.23	8,868.55	42,395.15
52130 Duplication Supplies	40,527.18	44,055.18	5,110.36	4,582.52	34,362.30
52140 Hand Tools	100.00	157.44	55.17	0.00	102.27
52150 Book Repair Supplies	73,500.00	74,734.17	6,677.01	2,827.17	65,229.99
52210 Janitorial Supplies	87,000.00	105,371.10	21,819.92	17,423.29	66,127.89
52220 Electrical Supplies	59,500.00	79,644.95	24,682.69	42,061.26	12,901.00



**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending March 31, 2013**

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52230 Maintenance Supplies	150,350.00	165,722.73	25,137.00	67,281.42	73,304.31
52240 Uniforms	10,850.00	18,199.43	6,792.51	1,712.12	9,694.80
52300 Motor Vehicle Supplies	89,350.00	104,592.07	16,773.57	80,669.19	7,149.31
52900 Other Supplies	376,802.82	408,375.67	59,004.55	34,426.56	314,944.56
<b>Supplies</b>	<b>\$990,080.00</b>	<b>\$ 1,109,174.77</b>	<b>\$ 185,628.40</b>	<b>\$ 263,595.92</b>	<b>\$ 659,950.45</b>
53100 Travel/Meetings	152,000.00	165,192.23	10,983.13	52,209.10	102,000.00
53210 Telecommunications	490,521.56	577,434.04	46,003.46	454,786.08	76,644.50
53230 Postage/Freight	110,300.00	118,083.07	32,763.70	71,319.37	14,000.00
53240 PR/Other Communications	156,700.00	202,654.44	47,705.61	84,262.24	70,686.59
53310 Building Repairs	175,000.00	297,856.82	38,962.82	60,082.00	198,812.00
53320 Machine Repairs	35,000.00	37,290.18	4,530.20	11,396.46	21,363.52
53340 Building Maintenance	190,000.00	219,251.70	17,545.67	64,297.73	137,408.30
53350 Machine Maintenance	223,073.65	287,301.12	49,404.20	112,669.47	125,227.45
53360 Computer Maintenance	989,433.43	1,019,515.00	680,306.72	23,146.91	316,061.37
53370 Motor Vehicle Repairs	30,000.00	31,266.10	8,567.67	20,535.67	2,162.76
53380 Contract Security	1,100,000.00	1,142,475.47	215,664.17	359,926.99	566,884.31
53390 Landscaping	30,000.00	30,000.00	0.00	23,000.00	7,000.00
53400 Insurance	398,000.00	455,500.00	60,037.00	0.00	395,463.00
53510 Rent/Leases	111,487.96	120,490.77	38,756.17	73,490.46	8,244.14
53520 Equipment Rental	59,168.88	74,663.63	14,428.72	10,542.21	49,692.70
53610 Electricity	1,743,650.00	1,889,400.03	458,180.62	1,478,074.72	(46,855.31)
53620 Gas	183,500.00	288,689.24	73,394.64	117,049.85	98,244.75
53630 Chilled Water	916,000.00	970,567.66	106,004.20	864,563.46	0.00
53640 Water/Sewer	132,407.20	151,324.02	9,648.75	78,071.47	63,603.80

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending March 31, 2013

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53710 Professional Services	1,464,243.90	2,263,300.92	433,469.13	685,531.15	1,144,300.64
53720 Auditors Fees	973,340.42	983,582.92	0.00	10,242.50	973,340.42
53730 Bank Service Charges	33,600.00	33,600.00	8,120.08	0.00	25,479.92
53800 Library Material Control	270,000.00	440,364.10	58,153.95	127,561.51	254,648.64
53900 Other Purchased Services	10,000.00	13,665.25	582.50	5,976.25	7,106.50
<b>Purchased/Contracted Services</b>	<b>\$9,977,427.00</b>	<b>\$11,813,468.71</b>	<b>\$2,413,213.11</b>	<b>\$4,788,735.60</b>	<b>\$4,611,520.00</b>
54110 Books	2,728,000.41	3,413,642.14	551,983.00	645,791.01	2,215,868.13
54120 Continuations	481,496.00	1,056,837.60	112,171.48	509,022.64	435,643.48
54210 Periodicals	905,000.00	1,442,853.46	56,029.83	490,937.08	895,886.55
54220 Microforms	180,000.00	221,412.78	271.10	41,465.16	179,676.52
54310 Video Media	1,419,999.55	1,480,604.88	262,568.63	188,007.89	1,030,028.36
54320 Audio Media - Spoken	169,000.01	194,266.36	39,446.08	28,519.80	126,300.48
54325 Audio Media - Music	458,500.03	542,848.28	99,169.34	114,140.28	329,538.66
54350 Computer Media	26,000.00	65,668.00	9,652.00	32,155.00	23,861.00
54500 Database Services	1,141,000.00	1,439,048.40	407,657.81	219,282.13	812,108.46
54530 eMedia	1,047,000.00	1,678,894.00	564,823.52	309,326.50	804,743.98
54600 Interlibrary Loan	6,000.00	8,257.75	630.00	4,067.00	3,560.75
54710 Bookbinding	29,000.00	54,140.86	5,108.10	20,032.76	29,000.00
54720 Preservation Services	60,000.00	92,566.70	17,810.27	18,958.64	55,797.79
54730 Preservation Boxing	10,000.00	10,911.77	3,490.82	6,920.95	500.00
54790 Preservation Reformatting	90,000.00	148,447.52	51,010.47	23,112.90	74,324.15
<b>Library Materials</b>	<b>\$8,750,996.00</b>	<b>\$11,850,400.50</b>	<b>\$2,181,822.45</b>	<b>\$2,651,739.74</b>	<b>\$7,016,838.31</b>
55510 Furniture	166,116.34	194,044.10	2,719.57	25,087.36	166,237.17
55520 Equipment	243,472.66	269,677.50	3,990.20	25,800.25	239,887.05

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending March 31, 2013

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55530 Computer Hardware	78,720.00	78,869.10	0.00	605.10	78,264.00
55540 Software	35,000.00	35,000.00	0.00	0.00	35,000.00
55700 Motor Vehicles	0.00	28,844.50	28,844.50	0.00	0.00
<b>Capital Outlay</b>	<b>\$523,309.00</b>	<b>\$ 606,435.20</b>	<b>\$ 35,554.27</b>	<b>\$ 51,492.71</b>	<b>\$ 519,388.22</b>
57100 Memberships	71,739.00	72,796.61	40,383.17	14,336.64	18,076.80
57200 Taxes	6,000.00	11,171.12	5,666.42	5,167.50	337.20
57500 Refunds/Reimbursements	35,521.00	39,017.28	4,491.79	13,063.07	21,462.42
<b>Miscellaneous Expenses</b>	<b>\$113,260.00</b>	<b>\$ 122,985.01</b>	<b>\$ 50,541.38</b>	<b>\$ 32,567.21</b>	<b>\$ 39,876.42</b>
59810 Advances Out	0.00	0.00	17,500.00	0.00	(17,500.00)
<b>Advances</b>	<b>\$0.00</b>	<b>\$ 0.00</b>	<b>\$ 17,500.00</b>	<b>\$ 0.00</b>	<b>\$ (17,500.00)</b>
<b>Transfers</b>	<b>\$0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>TOTAL</b>	<b>\$53,475,785.00</b>	<b>\$ 60,345,041.73</b>	<b>\$ 14,375,984.48</b>	<b>\$ 7,890,994.22</b>	<b>\$ 38,078,063.03</b>



**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending March 31, 2013**

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
101 General Fund	30,469,564.27	17,670,957.21	14,375,984.48	7,890,994.22	25,873,542.78
<b>Total General Fund</b>	<b>\$ 30,469,564.27</b>	<b>\$ 17,670,957.21</b>	<b>\$ 14,375,984.48</b>	<b>\$ 7,890,994.22</b>	<b>\$ 25,873,542.78</b>
201 Anderson	211,537.20	0.00	0.00	0.00	211,537.20
202 Endowment for the Blind	1,665,651.93	4,812.50	0.00	0.00	1,670,464.43
203 Founders	4,712,432.66	25,924.53	51,650.20	58,864.86	4,627,842.13
204 Kaiser	44,934.88	0.00	0.00	0.00	44,934.88
205 Kralley	153,804.84	0.00	0.00	0.00	153,804.84
206 Library	165,074.25	859.25	75.00	862.44	164,996.06
207 Pepke	97,395.18	0.00	0.00	0.00	97,395.18
208 Wickwire	1,086,072.03	2,684.31	100.00	9,974.25	1,078,682.09
209 Wittke	66,255.37	0.00	0.00	0.00	66,255.37
210 Young	3,094,870.38	10,829.88	0.00	0.00	3,105,700.26
225 Friends	5,086.47	17,500.00	86.47	5,000.00	17,500.00
226 Judd	6,743.25	50,532.00	17,710.76	55,851.02	(16,286.53)
228 Lockwood Thompson Memorial	263,528.36	0.00	42,523.54	206,592.15	14,412.67
229 Ohio Center for the Book	0.00	900.00	0.00	0.00	900.00
230 Schweinfurth	25,159.08	8,670.00	5,235.00	4,335.00	24,259.08
251 OLBDP-Library for the Blind	62,210.67	377,049.00	376,407.88	39,692.41	23,159.38
252 LSTA-Know It Now	120,849.73	95,188.13	107,302.82	118,976.73	(10,241.69)
255 PNC-Grow Up Great	58,640.05	0.00	7,179.79	28.82	51,431.44
256 Learning Centers	110,842.93	0.00	18,918.24	68,442.00	23,482.69
<b>Total Special Revenue Funds</b>	<b>\$ 11,951,089.26</b>	<b>\$ 594,949.60</b>	<b>\$ 627,189.70</b>	<b>\$ 568,619.68</b>	<b>\$ 11,350,229.48</b>
401 Building & Repair	16,399,617.59	0.00	606,442.35	1,189,570.59	14,603,604.65
<b>Total Capital Project Funds</b>	<b>\$ 16,399,617.59</b>	<b>\$ 0.00</b>	<b>\$ 606,442.35</b>	<b>\$ 1,189,570.59</b>	<b>\$ 14,603,604.65</b>
501 Abel	179,528.26	0.00	0.00	0.00	179,528.26

Cleveland Public Library  
 Revenue, Expenditures and Changes in Fund Balances  
 For the Period Ending March 31, 2013

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
502 Ambler	1,717.73	0.00	0.00	0.00	1,717.73
503 Beard	107,816.34	2,283.64	370.00	740.00	108,989.98
504 Klein	4,069.48	0.00	0.00	0.00	4,069.48
505 Malon/Schroeder	227,545.60	31.58	0.00	0.00	227,577.18
506 McDonald	140,502.97	215.07	0.00	0.00	140,718.04
507 Ratner	68,838.86	0.00	0.00	0.00	68,838.86
508 Root	29,624.48	0.00	0.00	0.00	29,624.48
509 Sugarman	166,899.58	807.74	0.00	0.00	167,707.32
510 Thompson	126,099.45	0.00	0.00	0.00	126,099.45
511 Weidenthal	5,056.65	0.00	0.00	0.00	5,056.65
512 White	1,701,202.99	4,929.76	15,048.53	611.00	1,690,473.22
513 Beard Anna Young	68,007.42	0.00	0.00	0.00	68,007.42
<b>Total Permanent Funds</b>	<b>\$ 2,826,909.81</b>	<b>\$ 8,267.79</b>	<b>\$ 15,418.53</b>	<b>\$ 1,351.00</b>	<b>\$ 2,818,408.07</b>
901 Unclaimed Funds	8,913.99	101.73	68.27	0.00	8,947.45
<b>Others</b>	<b>\$ 8,913.99</b>	<b>\$ 101.73</b>	<b>\$ 68.27</b>	<b>\$ 0.00</b>	<b>\$ 8,947.45</b>
<b>Total All Funds</b>	<b>\$ 61,656,094.92</b>	<b>\$ 18,274,276.33</b>	<b>\$ 15,625,103.33</b>	<b>\$ 9,650,535.49</b>	<b>\$ 54,654,732.43</b>



Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending March 31, 2013

<b>Balance of All Funds</b>	<b>\$ 64,305,224.63</b>
Chase-Checking	7,237.09
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	272,974.19
KeyBank-MC/MISA	91,877.31
Fifth Third - Checking	250,248.12
Petty Cash	330.00
Change Fund	4,640.00
KeyBank-Payroll Account (ZBA)	176.84
KeyBank-Savings Bond Acct	0.00
<b>Cash in Library Treasury</b>	<b>\$ 627,483.55</b>
PNC - Money Market	10,027.26
PNC - Investments	34,547,796.11
PNC/Allegiant Money Market	39,990.79
KeyBank - Victory Fund	0.00
STAR OHIO Investment	479,483.45
STAR Plus Investment	15,006,144.92
<b>Investments</b>	<b>\$ 50,083,442.53</b>
PNC Endowment Acct	13,594,298.55
<b>Endowment Account</b>	<b>\$ 13,594,298.55</b>
<b>Cash in Banks and On Hand</b>	<b>\$ 64,305,224.63</b>



CLEVE PUB LIB ENDMT CONS  
INVESTMENT MANAGEMENT STATEMENT

Account number 21-75-501-4453885  
January 1, 2013 - March 29, 2013

*Total portfolio value*

Total portfolio value on March 29	\$17,658,618.28
Total portfolio value on January 1	16,717,532.67
Total change in value	\$941,085.61

www.pnc.com

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

*Bulletin board*

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

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

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

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

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**CLEVE PUB LIB ENDMT CONS**  
**INVESTMENT MANAGEMENT STATEMENT**  
 Account number 21-75-501-4453885  
 January 1, 2013 - March 29, 2013

**Summary**

*Portfolio value*

	<b>Principal</b>	<b>Total</b>
Income on March 29	\$470,457.43	\$17,658,618.28
Income on January 1	397,551.79	
Change in value	\$72,905.64	16,717,532.67
		\$941,085.61

*Portfolio value by asset class*

	Value Mar. 29	Value Jan. 1	Change in value	Tax cost*
<b>Income</b>				
Cash and cash equivalents	\$470,457.43	\$397,551.79	\$72,905.64	\$470,457.43
<b>Principal</b>				
Cash and cash equivalents	-\$100,668.89	\$53,880.41	-\$154,549.30	-\$100,668.89
Fixed income	5,341,543.75	5,338,526.51	3,017.24	5,248,660.48
Equities	11,947,285.99	10,927,573.96	1,019,712.03	8,438,751.64
<b>Total</b>	<b>\$17,658,618.28</b>	<b>\$16,717,532.67</b>	<b>\$941,085.61</b>	<b>\$14,057,200.66</b>

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



*Summary*

*Change in account value*

Beginning account value	This period	From Jan. 1, 2013
	\$16,770,563.81	\$16,770,563.81
Additions		
Investment income	\$85,179.97	\$85,179.97
Other receipts	31.27	31.27
Disbursements		
Cash distributions	-\$102,200.00	-\$102,200.00
Fees and charges	-12,274.26	-12,274.26
Other disbursements	-11.66	-11.66
Change in value of investments	970,360.29	970,360.29
Net accrued income	-11,659.24	-11,659.24
Ending account value	\$17,699,990.18	\$17,699,990.18

*Gain/loss summary*

Net realized gain/loss	This period	From Jan. 1, 2013	Net unrealized gain/loss*
Fixed income	-\$10,258.22	-\$10,258.22	Since acquisition
Equities	418,926.14	418,926.14	\$92,883.27
Total	\$408,667.92	\$408,667.92	3,508,534.35
			\$3,601,417.62

\* 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 March 29	\$41,371.90
Accrued income on January 01	53,031.14
Net accrued income	\$11,659.24

*Investment income summary*

Income-cash and cash equivalents	This period	From Jan. 1, 2013	Estimated annual income	Accrued income this period
Interest-fixed income	\$12.78	\$12.78	\$36.99	\$3.40
Dividends-equities	50,164.85	50,164.85	134,389.04	29,050.56
Total	35,002.34	35,002.34	182,534.22	12,317.94
	\$85,179.97	\$85,179.97	\$316,960.25	\$41,371.90

Summary

*Transaction summary - measured by cash balance*

	Income	Principal
	This period	From Jan. 1, 2013
Beginning cash balance	\$224,903.10	\$224,903.10
Investment income	\$85,179.90	\$85,179.90
Sales and maturities	22,397.29	22,397.29
Other receipts	-	-
Disbursements	-	-
Distributions	-	-
Purchases	-74,101.52	-74,101.52
Fees and charges	-12,274.26	-12,274.26
Other disbursements	-	-
<b>Ending cash balance</b>	<b>\$246,104.51</b>	<b>\$246,104.51</b>
Change in cash	\$21,201.41	\$21,201.41

*Transaction summary - measured by tax cost*

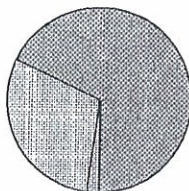
	This period	From Jan. 1, 2013
Beginning tax cost	\$13,677,807.42	\$13,677,807.42
Additions		
Purchases	\$3,812,370.03	\$3,812,370.03
Dishursemments		
Sales	-\$3,432,976.79	-\$3,432,976.79
Change in cash		
<b>Ending tax cost</b>	<b>\$14,057,200.66</b>	<b>\$14,057,200.66</b>
Change in cash	\$21,201.41	\$21,201.41



Analysis

Asset allocation

	Mar. 29, 2013
Cash and cash equivalents	2.09 %
Mutual funds	2.09 %
Fixed income	30.25 %
Corporate	10.98 %
US treasury	16.04 %
Agency	3.02 %
Other	0.21 %
Equities	67.66 %
Stock	43.99 %
Etf's	5.77 %
Mutual funds	17.91 %



Equity sectors

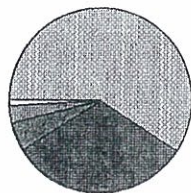
	Market value	% of equities	% of total portfolio
Industrials	\$813,796.76	10.48 %	4.61 %
Consumer discretionary	1,023,337.60	13.18 %	5.80 %
Consumer staples	910,856.30	11.73 %	5.16 %
Energy	727,989.60	9.37 %	4.12 %
Financial	1,259,155.70	16.21 %	7.13 %
Materials	329,670.30	4.24 %	1.87 %
Information technology	1,251,002.26	16.11 %	7.08 %
Utilities	249,373.70	3.21 %	1.41 %
Health care	1,025,978.67	13.21 %	5.81 %
Telecommunication services	176,112.00	2.27 %	1.00 %
<b>Total</b>	<b>\$7,767,272.89</b>	<b>100.00 %</b>	<b>43.99 %</b>

*Analysis*

*Bond analysis*

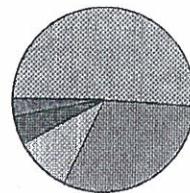
Bond rating

	Market Value	% of bonds	% of total portfolio
Moody's Aaa	\$3,127,092.41	58.54 %	17.71 %
Moody's Aa1	52,550.05	0.98 %	0.30 %
Moody's Aa2	182,160.32	3.41 %	1.03 %
Moody's Aa3	279,000.20	5.22 %	1.58 %
Other	1,700,740.77	31.84 %	9.63 %



Maturity schedule

Market value [% of bonds maturing in]	% of bonds	Corporate	US treasury and agency	Municipal	Other
Less than 1 year	9.98 %	\$70,585.49 (13.24 %)	\$462,489.05 (86.76 %)	-	-
1 - 5 years	50.89 %	742,895.04 (27.33 %)	1,960,220.05 (72.11 %)	-	15,138.92 (0.56 %)
6 - 10 years	31.43 %	1,125,528.20 (67.03 %)	531,767.05 (31.67 %)	-	21,729.00 (1.29 %)
11 - 15 years	2.32 %	-	123,664.51 (100.00 %)	-	-
16 or more years	5.38 %	-	287,526.44 (100.00 %)	-	-





CLEVE PUB LIB ENDMT CONS  
INVESTMENT MANAGEMENT STATEMENT

Account number 21-75-501-4453885

January 1, 2013 - March 29, 2013

Detail

Portfolio - income

Cash and cash equivalents  
Uninvested cash

Description	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
UNINVESTED CASH					1.40 %	\$246,104.51	\$1.0000				

Mutual funds - money market

Description	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
PNC TREASURY MONEY MARKET FUND #431	\$165,532.93	174,183.090	\$174,183.09	\$1.0000	0.99 %	\$174,183.09	\$1.00		0.02 %	\$17.42	\$1.43
PCA ADVANTAGE PORTFOLIO					0.01 %						
PNC TREASURY MONEY MARKET FUND #431		7,115.76		1.0000							0.02
21-75-073-4453885											
PNC TREASURY MONEY MARKET FUND #431		50,169.830	50,169.83	1.0000	0.29 %	50,169.83	1.00		0.02 %	5.02	0.40
PNC CAPITAL ADVISORS											

Total mutual funds - money market

			\$224,352.92		1.27 %	\$224,352.92			0.01 %	\$22.44	\$1.85
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Total cash and cash equivalents

			\$470,457.43		2.66 %	\$470,457.43			0.01 %	\$22.44	\$1.85
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Detail

*Portfolio - principal*

Cash and cash equivalents  
Uninvested cash

Description	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
UNINVESTED CASH	- 246,104.510		\$ 1.0000	- \$246,104.51	- 1.40 %		- \$246,104.51				

Mutual funds - money market

Description	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
PNC TREASURY MONEY MARKET FUND #431	\$147,666.68	116,146.620	\$116,146.62	\$ 1.0000	0.66 %		\$ 116,146.62		0.02 %	\$ 11.62	\$ 1.30
PNC CAPITAL ADVISORS PNC TREASURY MONEY MARKET FUND #431	131,116.83	29,289	29,289.00	1.0000	0.17 %		29,289.00		0.02 %	2.93	0.25

<b>Total mutual funds - money market</b>			<b>\$145,435.62</b>		<b>0.82 %</b>		<b>\$145,435.62</b>		<b>0.01 %</b>	<b>\$14.55</b>	<b>\$1.55</b>
<b>Total cash and cash equivalents</b>			<b>- \$100,668.89</b>		<b>- 0.57 %</b>		<b>- \$100,668.89</b>		<b>- 0.01 %</b>	<b>\$14.55</b>	<b>\$1.55</b>





*Detail*

**Fixed income bonds  
Corporate bonds**

Description (Cusip )	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit	Current market value						
BANK OF MONTREAL	30,125.10	30,174.00	30,174.00	100.5800	0.18 %	30,000.00	174.00	0.79 %	237.09	13.83
ISIN US06366RHB42 NOTES VAR % DUE 09/11/2015 RATING: AA3 [06366RHB4]	30,000	100.5800	100.5800	100.5800		100.00				
PNC CAPITAL ADVISORS										
BANK OF NOVA SCOTIA CALL 11/18/2017 @ 100.000 UNSC 01.375% DUE 12/18/2017 RATING: AA2 [064159BE5]	25,034.75	24,999.75	24,999.75	99.9990	0.15 %	24,972.25	27.50	1.38 %	343.75	98.35
PNC CAPITAL ADVISORS										
BAXTER INTERNATIONAL INC SR UNSEC 02.400% DUE 08/15/2022 RATING: A3 [071813BF5]	9,892.90	9,786.30	9,786.30	97.8630	0.06 %	9,956.70	- 170.40	2.46 %	240.00	30.67
PNC CAPITAL ADVISORS										
BEAR STEARNS CO INC SUB NOTES 5.550% DUE 01/22/2017 RATING: A3 [073902PN2]	11,277.10	11,413.70	11,413.70	113.89	0.07 %	11,389.00	24.70	4.87 %	555.00	106.37
PNC CAPITAL ADVISORS										
BERKSHIRE HATHAWAY INC SR UNSEC 03.750% DUE 08/15/2021 RATING: AA2 [084670BC1]	33,046.80	32,557.20	32,557.20	108.5240	0.19 %	31,115.00	1,442.20	3.46 %	1,125.00	143.75
PNC CAPITAL ADVISORS										

*Detail*

**Fixed income  
Corporate bonds**

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current price per unit	Current market value						
BOEING CAPITAL CORP	21,563.20	21,411.80	20,000	107,0590	0.13 %	19,901.40	1,510.40	2.71 %	580.00	74.11	
SR UNSEC CALL 7/15/18 @100											
02.900% DUE 08/15/2018											
RATING: A2											
[097014AM6]											
PNC CAPITAL ADVISORS											
CANADIAN NATL RAILWAY	20,974.40	20,783.80	20,000	103,9190	0.12 %	19,840.00	943.80	2.75 %	570.00	167.83	
ISIN US136375BV35 SEDOL B6X9JJ7											
02.850% DUE 12/15/2021											
RATING: A3											
[136375BV3]											
PNC CAPITAL ADVISORS											
PROGRESS ENERGY CAROLINA	24,053.40	24,053.20	20,000	120,2660	0.14 %	19,981.60	4,071.60	4.41 %	1,060.00	223.78	
1ST MTG											
05.300% DUE 01/15/2019											
RATING: A1											
[144141CZ9]											
PNC CAPITAL ADVISORS											
CATERPILLAR FIN SERV CRP	25,735.40	25,668.80	20,000	128,3440	0.15 %	24,384.00	1,284.80	5.50 %	1,410.00	708.92	
NOTES SERIE MTN											
07.050% DUE 10/01/2018											
RATING: A2											
[14912L4D0]											
PNC CAPITAL ADVISORS											
CATHOLIC HEALTH INITIATI	15,160.50	15,176.85	15,000	101,1790	0.09 %	14,995.65	181.20	1.59 %	240.00	100.67	
SECURED											
01.600% DUE 11/01/2017											
RATING: AA3											
[14916RAB0]											
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	Current price per unit							
CHEVRON CORP	20,139.60	20,017.00	20,139.60	20,017.00	100.0850	0.12 %	20,000.00	20,000.00	17.00	1.11 %	220.80	71.15
SR UNSEC CALL 11/5/17 @ 100	20,000	100.0850	20,000	100.0850								
01.104% DUE 12/05/2017												
RATING: AA1												
(166764AA8)												
PNC CAPITAL ADVISORS												
CISCO SYSTEMS INC	23,676.40	23,608.20	23,676.40	23,608.20		0.14 %	21,772.70	21,772.70	1,835.50	4.20 %	990.00	126.50
SR UNSEC	20,000	118.0410	20,000	118.0410								
04.950% DUE 02/15/2019												
RATING: A1												
(17275RAE2)												
PNC CAPITAL ADVISORS												
CITIGROUP INC	21,854.20	21,656.60	21,854.20	21,656.60		0.13 %	21,946.20	21,946.20	- 289.60	5.56 %	1,202.00	353.92
SR UNSEC	20,000	108.2830	20,000	108.2830								
06.010% DUE 01/15/2015												
RATING: BAA2												
(172967FA4)												
PNC CAPITAL ADVISORS												
COCA-COLA CO/THE	19,994.60	19,998.20	19,994.60	19,998.20		0.12 %	20,009.40	20,009.40	- 11.20	0.27 %	52.62	2.63
SR UNSEC	20,000	99.9910	20,000	99.9910								
VAR % DUE 03/14/2014												
RATING: AA3												
(191216AW0)												
PNC CAPITAL ADVISORS												
CONNECTICUT LIGHT & PWR	20,000	19,966.80	20,000	19,966.80		0.12 %	19,870.20	19,870.20	96.60	2.51 %	500.00	105.56
CALL 10/15/2022 @ 100.000 MORT												
02.500% DUE 01/15/2023												
RATING: A3												
(207597EF8)												
PNC CAPITAL ADVISORS												



*Detail*

**Fixed income  
 Corporate bonds**

Description (Cusip )	Market value last period	Current market value		% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit					
CONOCOPHILLIPS BONDS 05.200% DUE 05/15/2018 RATING: A1 (20825CAN4) PNC CAPITAL ADVISORS	17,752.65 15,000	17,662.65 117,7510		0.11 %	215.40	4.42 %	780.00	294.67
RABOBANK NEDERLAND UTREC ISIN US21686CAD20 SEDOL B5MKX70 03.375% DUE 01/19/2017 RATING: AA2 (21686CAD2) PNC CAPITAL ADVISORS	21,485.80 20,000	21,412.20 107,0610		0.13 %	771.55	3.16 %	675.00	135.00
JOHN DEERE CAPITAL CORP SR UNSECURED SER MTN 05.350% DUE 04/03/2018 RATING: A2 (24422EQR3) PNC CAPITAL ADVISORS	29,832.75 25,000	29,706.00 118,8240		0.17 %	4,782.50	4.51 %	1,337.50	661.32
WALT DISNEY COMPANY NTS SERIES B 05.875% DUE 12/15/2017 RATING: A2 (25468PCB0) PNC CAPITAL ADVISORS	24,409.20 20,000	24,204.00 121,0200		0.14 %	-369.00	4.86 %	1,175.00	345.97
E I DU PONT DE NEMOURS BONDS 05.00% DUE 07/15/2013 RATING: A2 (263534BU2) PNC CAPITAL ADVISORS	15,372.00 15,000	15,198.75 101,3250		0.09 %	347.55	4.94 %	750.00	158.33

*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							
DUKE ENERGY INDIANA INC 1ST MORTGAGE 03.750% DUE 07/15/2020 RATING: A2 (263901AC4)	11,073.50	11,017.10	10,000	11,017.10	110.1710	0.07 %	10,900.90	109.01	116.20	3.41 %	375.00	79.17
PNC CAPITAL ADVISORS DUKE ENERGY CAROLINAS 1ST MORTGAGE 05.250% DUE 01/15/2018 RATING: A1 (26442CAC8)	11,936.70	11,848.90	10,000	118.4890	118.4890	0.07 %	9,966.00	99.66	1,882.90	4.44 %	525.00	110.83
PNC CAPITAL ADVISORS EMERSON ELECTRIC CO NOTES 04.875% DUE 10/15/2019 RATING: A2 (29101AY0)	17,958.00	17,775.15	15,000	118.5010	118.5010	0.11 %	18,047.70	120.32	- 272.55	4.12 %	731.25	337.19
PNC CAPITAL ADVISORS GE CAPITAL CREDIT CARD MASTER SERIES 2012-6 CLASS A 01.360% DUE 08/17/2020 NOT RATED (36159JDH1)	101,006.00	100,844.00	100,000	100.8440	100.8440	0.58 %	99,961.14	99.96	882.86	1.35 %	1,360.00	60.44
PNC CAPITAL ADVISORS GENERAL DYNAMICS CORP CO GUARNT CALL 04/15/21 @ 100 03.875% DUE 07/15/2021 RATING: A2 (369550AR9)	22,434.60	22,099.00	20,000	110.4950	110.4950	0.13 %	19,967.00	99.84	2,132.00	3.51 %	775.00	163.61
PNC CAPITAL ADVISORS												

*Detail*

**Fixed income  
Corporate bonds**

Description [Cusip]	Market value last period	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	price per unit							
GENERAL ELECTRIC CO SR UNSECURED 05.250% DUE 12/06/2017 RATING: AA3 (369604BC6)	25,000	29,284.75	117.1390	0.17 %	29,285.00	117.14	-0.25	4.49 %	1,312.50	419.27
PNC CAPITAL ADVISORS GENERAL ELEC CAP CORP SR UNSEC 05.500% DUE 01/08/2020 RATING: A1 (3696264J0)	35,511.30	35,549.10	118.4970	0.21 %	31,792.15	105.97	3,756.95	4.65 %	1,650.00	380.42
PNC CAPITAL ADVISORS GEORGIA POWER COMPANY NOTES 05.400% DUE 06/01/2018 RATING: A3 (373334JK8)	24,101.40	23,908.80	119.5640	0.14 %	22,065.80	110.33	1,843.00	4.52 %	1,080.00	360.00
PNC CAPITAL ADVISORS GLAXOSMITHKLINE CAPITAL ISIN US3773AD71 SEDOL B84G065 02.850% DUE 05/08/2022 RATING: A1 (377373AD7)	20,773.00	20,404.00	102.0200	0.12 %	19,864.00	99.32	540.00	2.80 %	570.00	226.42
PNC CAPITAL ADVISORS GOOGLE INC SR UNSEC 03.625% DUE 05/19/2021 RATING: AA2 (38259PAB8)	27,821.00	27,718.25	110.8730	0.16 %	27,883.00	111.53	-164.75	3.27 %	906.25	332.29
PNC CAPITAL ADVISORS										



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	Total tax cost					
HSBC HOLDINGS PLC SR UNSEC	23,617.60	23,109.40	23,617.60	115,547.0	29,783.70	0.14 %	2,992.60	4.42 %	1,020.00	498.67
ISIN US404280AK50 SEDOL B61GQ88	20,000		20,000		99,279.0					
05.100% DUE 04/05/2021										
RATING: AA3										
(404280AK5)										
PNC CAPITAL ADVISORS										
HEWLETT PACKARD CO	29,067.00	29,783.70	29,067.00	115,547.0	29,783.70	0.17 %	-252.60	3.78 %	1,125.00	375.00
SR UNSEC	30,000		30,000		99,279.0					
03.750% DUE 12/01/2020										
RATING: BAA1										
(428236BF9)										
PNC CAPITAL ADVISORS										
HOME DEPOT INC	17,690.85	17,313.15	17,690.85	115,547.0	17,313.15	0.10 %	176.10	3.82 %	660.00	330.00
SR UNSEC ST CONVENTION	15,000		15,000		114,250.0					
04.400% DUE 04/01/2021										
RATING: A3										
(437076AW2)										
PNC CAPITAL ADVISORS										
HONDA AUTO REC OWNER T	8,421.00	3,247.97	8,421.00	100,120.0	3,247.97	0.02 %	4.28	1.34 %	43.47	1.57
SERIES 2010-2 CLASS A3	3,244.080		3,244.080		100,120.0					
01.340% DUE 03/18/2014										
RATING: AAA										
(43812KAC7)										
PNC CAPITAL ADVISORS										
HONDA AUTO RECEIVABLES OWNER TR	19,391.99	12,711.14	19,391.99	100,233.0	12,711.14	0.08 %	30.13	1.13 %	143.30	6.77
SERIES 2011-1 CLASS A3	12,681.590		12,681.590		100,233.0					
01.130% DUE 10/15/2014										
RATING: AAA										
(43813TAC7)										
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	Current price per unit						
KIMBERLY-CLARK	26,677.20	26,542.60	125.39	0.16 %	25,076.90	1,465.70	5.66 %	1,500.00	625.00
SR NTS	20,000	132.7130							
07.500% DUE 11/01/2018									
RATING: A2									
[494368BD4]									
PNC CAPITAL ADVISORS									
MCDONALDS CORP	34,946.70	35,460.90	111.94	0.21 %	33,582.75	1,878.15	4.24 %	1,500.00	250.00
SR UNSEC SERIES MTN	30,000	118.2030							
05.000% DUE 02/01/2019									
RATING: A2									
[58013MEG5]									
PNC CAPITAL ADVISORS									
MEDTRONIC INC	15,000	15,000.00	99.85	0.09 %	14,977.50	22.50	1.38 %	206.25	2.86
UNSC		100.0000							
01.375% DUE 04/01/2018									
RATING: A2									
[585055BA3]									
PNC CAPITAL ADVISORS									
MELLON FUNDING CORP	35,228.70	35,403.00	110.78	0.21 %	33,233.40	2,169.60	4.67 %	1,650.00	623.33
CO GUARNT	30,000	118.0100							
05.500% DUE 11/15/2018									
RATING: A1									
[585515AE9]									
PNC CAPITAL ADVISORS									
MERRILL LYNCH & CO	18,081.75	18,105.30	108.50	0.11 %	16,275.00	1,830.30	5.70 %	1,031.25	446.87
NOTES SERIES MTN	15,000	120.7020							
06.875% DUE 04/25/2018									
RATING: BAA2									
[59018YN64]									
PNC CAPITAL ADVISORS									





*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					
NATIONAL OILWELL VARCO I	15,095.40	15,064.20	100.4280	0.09 %	78.75	1.35 %	202.50	73.69
SR UNSEC	15,000				14,985.45			
01.350% DUE 12/01/2017					99.90			
RATING: A2								
[637071AL5]								
PNC CAPITAL ADVISORS								
NATIONAL RURAL UTIL COOP	10,251.30	7,087.57	101.2510	0.05 %	98.49	5.44 %	385.00	96.25
NOTES	7,000				6,989.08			
05.500% DUE 07/01/2013					99.84			
RATING: A1								
[637432LM5]								
PNC CAPITAL ADVISORS								
NORTHERN TRUST CORP	24,701.25	24,620.00	98.4800	0.14 %	-309.25	2.42 %	593.75	97.31
SR UNSEC	25,000				24,929.25			
02.375% DUE 08/02/2022					99.72			
RATING: A1								
[665859AN4]								
PNC CAPITAL ADVISORS								
ORACLE CORP	24,017.80	23,768.00	118.8400	0.14 %	3,842.60	4.21 %	1,000.00	230.56
SR UNSEC	20,000				19,925.40			
05.000% DUE 07/08/2019					99.63			
RATING: A1								
[68389XAG0]								
PNC CAPITAL ADVISORS								
PECO ENERGY CO	12,034.00	11,918.00	119.1800	0.07 %	1,934.80	4.49 %	535.00	44.58
1ST REF MORT	10,000				9,983.20			
05.350% DUE 03/01/2018					99.83			
RATING: A1								
[69304AL1]								
PNC CAPITAL ADVISORS								





*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					
SANOFI-AVENTIS	17,097.60	16,690.20	15,000	111,2680	15,102.30	0.10 %	1,587.90	3.60 %	600.00	3.33
ISIN US80105NAG07 SEDOL B5NP244 04.000% DUE 03/29/2021 RATING: A1					100.68					
PNC CAPITAL ADVISORS (80105NAG0)										
SHELL INTERNATIONAL FIN COMP GUAR 04.300% DUE 09/22/2019 RATING: AA1 (822582AJ1)	17,377.50	17,374.65	15,000	115,8310	17,593.50	0.10 %	- 218.85	3.72 %	645.00	16.12
PNC CAPITAL ADVISORS					117.29					
SIMON PROPERTY GROUP LP SR UNSEC 04.375% DUE 03/01/2021 RATING: A3 (828807CF2)	20,000	22,494.40	20,000	112,4720	22,382.80	0.13 %	111.60	3.89 %	875.00	72.92
PNC CAPITAL ADVISORS					111.91					
TARGET CORP SR UNSEC VAR % DUE 07/18/2014 RATING: A2 (87612EAX4)	20,059.80	20,040.40	20,000	100,2020	19,983.52	0.12 %	56.88	0.51 %	100.32	20.34
PNC CAPITAL ADVISORS					99.92					
TORONTO DOMINION BANK ISIN US89114QAA67 SEDOL B523H44 01.375% DUE 07/14/2014 RATING: AA1 (89114QAA6)	15,197.40	15,158.40	15,000	101,0560	15,034.65	0.09 %	123.75	1.37 %	206.25	44.11
PNC CAPITAL ADVISORS					100.23					



*Detail*

**Fixed income  
Corporate bonds**

Description (Cusip)	Market value last period		Current market value		% of total portfolio	Total tax cost	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current	price per unit					
VIRGINIA ELEC & POWER CO	18,123.00	18,006.75	24,935.50	16,703.55	0.11 %	1,303.20	4.50 %	810.00	339.75
SR UNSECURED	15,000	120.0450	99.7420	111.36					
05.400% DUE 04/30/2018									
RATING: A3									
(927804FF6)									
PNC CAPITAL ADVISORS									
VODAFONE GROUP PLC			24,885.00	50.50	0.15 %	50.50	1.51 %	375.00	43.75
UNSC	25,000	99.7420	99.54						
01.500% DUE 02/19/2018									
RATING: A3									
(92857WBE9)									
PNC CAPITAL ADVISORS									
WACHOVIA CORP	22,930.60	22,825.60	21,051.00	1,774.60	0.13 %	1,774.60	4.93 %	1,125.00	518.75
SUB NTS	20,000	114.1280	105.26						
05.625% DUE 10/15/2016									
RATING: A3									
(929903CH3)									
PNC CAPITAL ADVISORS									
WAL-MART STORES INC	38,908.10	38,605.00	38,042.10	562.90	0.22 %	562.90	3.29 %	1,268.75	292.52
SR UNSEC	35,000	110.3000	108.69						
03.625% DUE 07/08/2020									
RATING: AA2									
(931142CU5)									
PNC CAPITAL ADVISORS									
WISCONSIN ELEC PWR	21,349.40	21,084.20	19,961.20	1,073.00	0.12 %	1,073.00	5.71 %	1,200.00	600.00
NOTES	20,000	105.1710	99.81						
06.000% DUE 04/01/2014									
RATING: A2									
(976656CA4)									
PNC CAPITAL ADVISORS									
<b>Total corporate bonds</b>			<b>\$1,939,008.73</b>		<b>10.98 %</b>	<b>\$1,870,116.69</b>	<b>3.38 %</b>	<b>\$65,604.83</b>	<b>\$17,468.24</b>





Detail

Treasury 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							
USA TREASURY NOTES 02.625% DUE 08/15/2020 RATING: AAA (912828NT3)	203,154.05	185,685.90	170,000	109,227.0	182,558.40	1.06 %	107.39	3,127.50	3,127.50	2.41 %	4,462.50	554.73
PNC CAPITAL ADVISORS												
USA TREASURY NOTES 01.250% DUE 08/31/2015 RATING: AAA (912828NV8)	117,794.50	117,641.55	115,000	102,297.0	117,895.11	0.67 %	102.52	- 253.56	- 253.56	1.23 %	1,437.50	125.00
PNC CAPITAL ADVISORS												
USA TREASURY NOTES 00.500% DUE 10/15/2013 RATING: AAA (912828PB0)	95,245.10	95,196.65	95,000	100,207.0	95,263.47	0.54 %	100.28	- 66.82	- 66.82	0.50 %	475.00	219.23
PNC CAPITAL ADVISORS												
USA TREASURY NOTES 01.250% DUE 10/31/2015 RATING: AAA (912828PE4)	143,554.60	143,336.20	140,000	102,383.0	140,335.94	0.82 %	100.24	3,000.26	3,000.26	1.23 %	1,750.00	734.81
PNC CAPITAL ADVISORS												
USA TREASURY NOTES 02.500% DUE 08/15/2021 RATING: AAA (912828RC6)	52,562.50	52,250.00	50,000	104,500.0	49,658.21	0.30 %	99.32	2,591.79	2,591.79	2.04 %	1,062.50	132.08
PNC CAPITAL ADVISORS												
USA TREASURY NOTES 02.000% DUE 02/15/2022 RATING: AAA (912828SF8)	134,438.20	82,244.00	80,000	102,805.0	81,229.29	0.47 %	101.54	1,014.71	1,014.71	1.95 %	1,600.00	198.90
PNC CAPITAL ADVISORS												
USA TREASURY NOTES 01.625% DUE 08/15/2022 RATING: AAA (912828TJ9)	69,540.80	88,839.90	90,000	98,711.0	88,217.57	0.51 %	98.02	622.33	622.33	1.65 %	1,462.50	181.80
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	Current price per unit						
USA TREASURY NOTES 00.375% DUE 01/15/2016 RATING: AAA (912828UG3) PNC CAPITAL ADVISORS	460,000	460,469.20	100.1020	2.61 %	459,676.58	792.62	0.38 %	1,725.00	359.18
<b>Total treasury bonds</b>		<b>\$2,831,728.90</b>		<b>16.04 %</b>	<b>\$2,828,955.68</b>	<b>\$2,773.22</b>	<b>1.79 %</b>	<b>\$50,762.50</b>	<b>\$9,388.42</b>

**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	Current price per unit						
FEDERAL HOME LN BANK BND5 04.125% DUE 12/13/2019 RATING: AAA (3133XVRK9) PNC CAPITAL ADVISORS	25,000	\$29,382.25	\$117.5290	0.17 %	\$27,620.00	\$1,762.25	3.51 %	\$1,031.25	\$309.37
FEDERAL HOME LOAN MTG CORP NOTES 02.375% DUE 01/13/2022 RATING: AAA (3137EADB2) PNC CAPITAL ADVISORS	67,903.55	67,652.00	104.0800	0.39 %	64,770.80	2,881.20	2.29 %	1,543.75	334.48
FEDERAL HOME LOAN MTG CORP NOTES 01.750% DUE 05/30/2019 RATING: AAA (3137EADG1) PNC CAPITAL ADVISORS	25,861.50	25,713.00	102.8520	0.15 %	24,995.25	717.75	1.71 %	437.50	147.05



*Detail*

**Agency bonds**

Description (Cusip )	Market value last period	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit							
FEDERAL NATL MTG ASSN POOL #AH3765 04.000% DUE 01/01/2041 RATING: N/A [3138A5FF4]	56,197.840	67,051.41	60,844.84	0.35 %	60,193.14	107.11	651.70	3.70 %	2,247.91	193.57
PNC CAPITAL ADVISORS			108.2690							
FEDERAL NATL MTG ASSN POOL #AL0578 03.500% DUE 08/01/2026 RATING: N/A [3138EGUC6]	42,430.631	49,184.12	45,009.14	0.26 %	45,195.25	106.52	- 186.11	3.30 %	1,485.07	127.88
PNC CAPITAL ADVISORS			106.0770							
FEDERAL NATL MTG ASSN POOL AQ4804 03.500% DUE 11/01/2042 RATING: N/A [3138MLKS2]	49,355.301	52,150.29	52,563.40	0.30 %	52,563.40	106.50	- 413.11	3.32 %	1,727.44	148.75
PNC CAPITAL ADVISORS			105.6630							
FEDERAL NATL MTG ASSN POOL #AB2077 04.000% DUE 01/01/2041 RATING: N/A [31416XJ9]	124,189.984	144,759.32	135,565.92	0.77 %	122,608.49	98.73	12,937.43	3.67 %	4,967.60	427.77
PNC CAPITAL ADVISORS			109.1440							
FEDERAL NATL MTG ASSN POOL #AB2275 04.500% DUE 02/01/2041 RATING: N/A [31416XG52]	35,509.380	41,670.40	38,985.39	0.23 %	36,358.27	102.39	2,627.12	4.10 %	1,597.92	137.60
PNC CAPITAL ADVISORS			109.7890							

Detail

**Agency bonds**

Description (Cusip )	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current	price per unit							
FEDERAL NATL MTG ASSN POOL #AB6373 03.000% DUE 10/01/2027 RATING: N/A (31417DCK7) PNC CAPITAL ADVISORS	82,857.60 74,692.198	78.65537 105.3060	\$533,938.20		3.02 %	79,176.66 106.00		- 521.29	2.85 %	2,240.77	192.95
<b>Total agency bonds</b>			\$533,938.20		3.02 %	\$513,481.26		\$20,456.94	3.24 %	\$17,279.21	\$2,019.42

**Other fixed income assets**

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							
ONTARIO (PROVINCE OF) ISIN US68323AAU88 SEDOL B556FM4 03.000% DUE 07/16/2018 RATING: AA2 (68323AAU8) PNC CAPITAL ADVISORS	21,812.00 20,000	\$21,729.00 \$108.6450			0.13 %	\$21,110.00 \$105.55		\$619.00	2.77 %	\$600.00	\$125.00
ONTARIO (PROVINCE OF) SR UNSEC ISIN US68323ABJ25 00.950% DUE 05/26/2015 RATING: AA2 (68323ABJ2) PNC CAPITAL ADVISORS	15,192.77 15,000	15,138.92 100.9261			0.09 %	14,996.85 99.98		142.07	0.95 %	142.50	49.48
<b>Total other fixed income assets</b>			\$36,867.92		0.21 %	\$36,106.85		\$761.07	2.01 %	\$742.50	\$174.48
<b>Total fixed income</b>			\$5,341,543.75		30.25 %	\$5,248,660.48		\$92,883.27	2.52 %	\$134,389.04	\$29,050.56



*Detail*

**Equities**

**Stocks**  
*Consumer discretionary*

Description (Symbol)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Market value	Current price per unit		Current market value	Current price per unit							
COMCAST CORPORATION CL A (CMCSA)	\$144,583.20	\$162,462.60	3,870	\$41,980.00	\$162,462.60	0.93%	\$91,662.11	\$70,800.49	\$3,018.60	1.86%	\$3,018.60	
PCA ADVANTAGE PORTFOLIO							\$23.69					
D R HORTON INC (DHI)			3,190	77,517.00	77,517.00	0.44%	76,428.57	1,088.43	478.50	0.62%	478.50	
PCA ADVANTAGE PORTFOLIO							23.96					
DISNEY WALT CO (DIS)			75,680.80	86,336.00	86,336.00	0.49%	68,160.78	18,175.22	1,140.00	1.33%	1,140.00	
PCA ADVANTAGE PORTFOLIO			1,520	56,800.00	56,800.00		44.84					
GANNETT INC (GCI)			74,201.20	90,104.40	90,104.40	0.52%	77,011.10	13,093.30	3,296.00	3.66%	3,296.00	824.00
PCA ADVANTAGE PORTFOLIO			4,120	21,870.00	21,870.00		18.69					
HOME DEPOT INC (HD)			159,573.00	138,862.20	138,862.20	0.79%	85,969.79	52,892.41	3,104.40	2.24%	3,104.40	
PCA ADVANTAGE PORTFOLIO			1,990	69,780.00	69,780.00		43.20					
MACY'S INC (M)			111,987.40	120,080.80	120,080.80	0.69%	80,416.95	39,663.85	2,296.00	1.92%	2,296.00	574.00
PCA ADVANTAGE PORTFOLIO			2,870	41,840.00	41,840.00		28.02					
NIKE INC (NKE)				83,204.10	83,204.10	0.48%	77,069.45	6,154.65	1,184.40	1.43%	1,184.40	
CLASS B				59,010.00	59,010.00		54.65					
PCA ADVANTAGE PORTFOLIO			1,410									
PVH CORP (PVH)			91,028.20	87,584.20	87,584.20	0.50%	80,921.14	7,263.06	123.00	0.15%	123.00	30.75
PCA ADVANTAGE PORTFOLIO			820	106,810.00	106,810.00		97.95					
POLARIS INDS INC (PII)			73,210.50	80,466.30	80,466.30	0.46%	71,768.64	8,697.66	1,461.60	1.82%	1,461.60	
PCA ADVANTAGE PORTFOLIO			870	92,490.00	92,490.00		82.49					
WYNDHAM WORLDWIDE CORP (WYN)				96,720.00	96,720.00	0.55%	93,791.91	2,928.09	1,740.00	1.80%	1,740.00	
PCA ADVANTAGE PORTFOLIO			1,500	64,480.00	64,480.00		62.53					
<b>Total consumer discretionary</b>				<b>\$1,023,337.60</b>	<b>\$1,023,337.60</b>	<b>5.80%</b>	<b>\$802,580.44</b>	<b>\$220,757.16</b>	<b>\$17,842.50</b>	<b>1.74%</b>	<b>\$17,842.50</b>	<b>\$1,428.75</b>

*Consumer staples*

Description (Symbol)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Market value	Current price per unit		Current market value	Current price per unit							
CVS CAREMARK CORPORATION (CVS)			2,120	\$116,578.80	\$116,578.80	0.67%	\$109,913.57	\$6,665.23	\$1,908.00	1.64%	\$1,908.00	
PCA ADVANTAGE PORTFOLIO				\$54,999.00	\$54,999.00		\$51.85					
COCA COLA CO (KO)			138,475.00	154,480.80	154,480.80	0.88%	116,921.47	37,559.33	4,278.40	2.77%	4,278.40	1,069.60
PCA ADVANTAGE PORTFOLIO			3,820	40,440.00	40,440.00		30.61					

Detail

**Consumer staples**

Description (Symbol)	Market value last period	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit							
CONAGRA FOODS INC (CAG)	3,290	117,814.90	0.67 %	109,842.98	33.39	7,971.92	2.80 %	3,290.00	
PCA ADVANTAGE PORTFOLIO	142,273.40	172,434.10	0.98 %	95,441.96	48.45	76,992.14	1.92 %	3,309.60	
THE HERSHEY COMPANY (HSY)	1,970	87,530.00	0.69 %	119,975.46	91.58	1,476.64	3.67 %	4,454.00	1,113.50
PCA ADVANTAGE PORTFOLIO	109,568.40	121,450.10	1.30 %	189,662.15	64.08	38,435.45	2.92 %	6,654.08	
PHILIP MORRIS INTERNAT-W/I (PM)	1,310	92,710.00							
PCA ADVANTAGE PORTFOLIO	134,422.20	228,097.60							
PROCTER & GAMBLE CO (PG)	2,960	77,060.00							
PCA ADVANTAGE PORTFOLIO									
<b>Total consumer staples</b>		<b>\$910,856.30</b>	<b>5.16 %</b>	<b>\$741,757.59</b>		<b>\$169,098.71</b>	<b>2.62 %</b>	<b>\$23,894.08</b>	<b>\$2,183.10</b>

**Energy**

Description (Symbol)	Market value last period	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit							
ENSCO PLC CLASS A (ESV)	\$75,285.60	\$76,200.00	0.44 %	\$72,743.67	\$57.28	\$3,456.33	2.71 %	\$2,063.75	
SEDOL B4VLR19	1,270	\$60,000.00							
ISIN GB00B4VLR192									
PCA ADVANTAGE PORTFOLIO	171,942.60	221,005.20	1.26 %	146,796.46	78.92	74,208.74	3.03 %	6,696.00	
CHEVRON CORPORATION (CVX)	1,860	118,820.00	1.47 %	210,960.35	73.51	47,655.35	2.54 %	6,543.60	
PCA ADVANTAGE PORTFOLIO	248,398.50	288,615.70	0.48 %	89,457.31	64.36	-5,084.31	0.99 %	834.00	
EXXON MOBIL CORP (XOM)	2,870	90,110.00	0.50 %	88,403.04	45.81	-607.34	1.76 %	1,544.00	
PCA ADVANTAGE PORTFOLIO	1,390	84,373.00							
HELMERICH & PAYNE INC (HP)	1,930	60,700.00							
PCA ADVANTAGE PORTFOLIO		87,795.70							
VALERO ENERGY CORP (VLO)		45,490.00							
PCA ADVANTAGE PORTFOLIO									
<b>Total energy</b>		<b>\$727,989.60</b>	<b>4.12 %</b>	<b>\$608,360.83</b>		<b>\$119,628.77</b>	<b>2.43 %</b>	<b>\$17,681.35</b>	



Detail

Financial

Description (Symbol)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Price per unit		Current price per unit	Current price per unit							
AMERICAN EXPRESS CO (AXP)	106,338.00	\$124,801.00	1,850	\$67,460.00	\$124,801.00	0.71 %	\$82,261.24	\$42,539.76	1.19 %	\$1,480.00		
PCA ADVANTAGE PORTFOLIO	109,967.20	127,793.80	1,460	87,530.00	127,793.80	0.73 %	65,699.13	62,094.67	2.02 %	2,569.60	642.40	
CHUBB CORP (CB)	112,746.00	126,084.00	2,850	44,260.00	126,084.00	0.72 %	117,473.51	8,610.49	0.10 %	114.00		
PCA ADVANTAGE PORTFOLIO	72,474.00	84,299.20	1,880	44,840.00	84,299.20	0.48 %	66,739.88	17,559.32	1.25 %	1,052.80		
DISCOVER FINANCIAL W/ (DFS)	92,568.00	99,327.90	6,090	16,310.00	99,327.90	0.57 %	87,786.55	11,541.35	2.70 %	2,679.60	669.90	
PCA ADVANTAGE PORTFOLIO	660	97,119.00	660	147,150.00	97,119.00	0.55 %	97,055.44	63.56	1.36 %	1,320.00		
GOLDMAN SACHS GROUP INC (GS)	176,535.54	190,551.90	4,015	47,460.00	190,551.90	1.08 %	120,121.90	70,430.00	2.53 %	4,818.00		
PCA ADVANTAGE PORTFOLIO	80,745.40	84,591.20	820	103,160.00	84,591.20	0.48 %	72,586.32	12,004.88	2.72 %	2,296.00		
M&T BK CORP (MTB)	1,280	75,635.20	1,280	59,090.00	75,635.20	0.43 %	72,400.90	3,234.30	1.77 %	1,331.20	332.80	
PCA ADVANTAGE PORTFOLIO	440	74,729.60	440	169,840.00	74,729.60	0.43 %	69,327.81	5,401.79	0.78 %	580.80		
VISA INC (V)	160,987.80	174,222.90	4,710	36,990.00	174,222.90	0.99 %	130,417.48	43,805.42	2.71 %	4,710.00		
PCA ADVANTAGE PORTFOLIO							27.69					
WELLS FARGO & COMPANY (WFC)												
PCA ADVANTAGE PORTFOLIO												
<b>Total financial</b>		<b>\$1,259,155.70</b>			<b>\$1,259,155.70</b>	<b>7.13 %</b>	<b>\$981,870.16</b>	<b>\$277,285.54</b>	<b>1.82 %</b>	<b>\$22,952.00</b>	<b>\$1,645.10</b>	



**CLEVE PUB LIB ENDMT CONS**  
**INVESTMENT MANAGEMENT STATEMENT**  
 Account number 21-75-501-4453885  
 January 1, 2013 - March 29, 2013

*Detail*

**Health care**

Description (Symbol)	Market value last period		Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit								
COVIDIEN PLC (COV)	120,099.20	\$141,107.20	\$67,840.00	0.80%	\$98,050.72	\$43,056.48	1.54%	\$2,163.20		
ISIN IE00B68SQD29 SEDOL B68SQD2	2,080				\$47.14					
PCA ADVANTAGE PORTFOLIO										
ALLERGAN INC (AGN)	88,978.10	108,281.10		0.62%	45,466.31	62,814.79	0.18%	194.00		
PCA ADVANTAGE PORTFOLIO	970	111,630.00			46.87					
BECTON DICKINSON & CO (BDX)		83,180.70		0.48%	78,924.40	4,256.30	2.08%	1,722.60		
PCA ADVANTAGE PORTFOLIO	870	95,610.00			90.72					
COOPER COS INC (COO)	75,833.60	88,461.60		0.51%	79,780.43	8,681.17	0.06%	49.20		
PCA ADVANTAGE PORTFOLIO	820	107,880.00			97.29					
JOHNSON & JOHNSON (JNJ)	143,004.00	166,321.20		0.95%	125,799.49	40,521.71	3.00%	4,977.60		
PCA ADVANTAGE PORTFOLIO	2,040	81,530.00			61.67					
MERCK & CO INC (MRK)	56,497.20	44,200.00		0.01%					593.40	
PCA ADVANTAGE PORTFOLIO										
MYLAN INC (MYL)	84,820.50	89,470.95		0.51%	73,741.90	15,729.05				
PCA ADVANTAGE PORTFOLIO	3,090	28,955.00			23.87					
PFIZER INC (PFE)	149,972.42	172,582.80		0.98%	94,563.11	78,019.69	3.33%	5,740.80		
PCA ADVANTAGE PORTFOLIO	5,980	28,860.00			15.81					
RESMED INC (RMD)	123,878.60	95,965.20		0.55%	64,336.21	31,628.99	1.47%	1,407.60		
PCA ADVANTAGE PORTFOLIO	2,070	46,360.00			31.08					
SHIRE PLC (SHPG)	81,394.94	80,607.92		0.46%	63,568.71	17,039.21	0.57%	459.16		
SPONSORED ADR	883	91,288.70			71.99				386.75	
PCA ADVANTAGE PORTFOLIO										
<b>Total health care</b>		<b>\$1,025,978.67</b>		<b>5.81%</b>	<b>\$724,231.28</b>	<b>\$301,747.39</b>	<b>1.63%</b>	<b>\$16,714.16</b>	<b>\$980.15</b>	

**Industrials**

Description (Symbol)	Market value last period		Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit								
BOEING CO (BA)	118,315.20	\$88,425.50		0.51%	\$74,342.81	\$14,082.69	2.26%	\$1,998.20		
PCA ADVANTAGE PORTFOLIO	1,030	\$85,850.00			\$72.18					
GENERAL ELECTRIC CO (GE)	191,009.00	210,392.00		1.20%	177,907.10	32,484.90	3.29%	6,916.00		
PCA ADVANTAGE PORTFOLIO	9,100	23,120.00			19.55				1,729.00	



Detail

**Industrials**

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
JACOBS ENGINEERING GROUP INC (JEC)	1,630	91,671.20	56,240.00	0.52 %	81,231.17	49.84	10,440.03			
PCA ADVANTAGE PORTFOLIO	69,901.60	79,309.20	68,370.00	0.45 %	73,503.19	63.37	5,806.01	1.47 %	1,160.00	
PALL CORP (PLL)	1,160	93,825.00	37,530.00	0.54 %	88,398.66	35.36	5,426.34	1.71 %	1,600.00	
PCA ADVANTAGE PORTFOLIO	2,500	138,992.16	142,410.00	0.79 %	72,594.08	74.38	66,398.08	1.94 %	2,693.76	673.44
ROBERT HALF INTERNATIONAL INC (RHI)	976	111,181.70	93,430.00	0.63 %	57,724.27	48.51	53,457.43	2.30 %	2,546.60	
PCA ADVANTAGE PORTFOLIO	1,190	813,796.76		4.61 %	\$625,701.28		\$188,095.48	2.08 %	\$16,914.56	\$2,402.44

**Information technology**

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
ACCENTURE PLC CLASS A (ACN)	1,110	\$73,815.00	\$84,326.70	0.48 %	\$76,004.03	\$68.47	\$8,322.67	2.14 %	\$1,798.20	
PCA ADVANTAGE PORTFOLIO	1,110	\$75,970.00								
APPLE INC (AAPL)	266,086.00	150,504.40	442,660.00	0.86 %	20,159.33	59.29	130,345.07	2.40 %	3,604.00	
PCA ADVANTAGE PORTFOLIO	340	442,660.00								
AVNET INC (AVT)	2,260	81,812.00	36,200.00	0.47 %	80,649.74	35.69	1,162.26	0.83 %	678.00	
PCA ADVANTAGE PORTFOLIO	2,260	36,200.00								
CISCO SYSTEMS INC (CSCO)	116,322.08	123,698.40	20,895.00	0.71 %	113,162.52	19.12	10,535.88	3.26 %	4,025.60	
PCA ADVANTAGE PORTFOLIO	5,920	20,895.00								
EMC CORP (EMC)	115,874.00	77,403.60	23,890.00	0.44 %	55,287.79	17.06	22,115.81			
PCA ADVANTAGE PORTFOLIO	3,240	23,890.00								
EBAY INC (EBAY)	131,572.26	99,222.60	54,220.00	0.57 %	62,719.40	34.27	36,503.20			
PCA ADVANTAGE PORTFOLIO	1,830	54,220.00								
GOOGLE INC-CL A (GOOG)	77,811.80	87,360.68	794,188.00	0.50 %	37,939.68	344.91	49,421.00			
PCA ADVANTAGE PORTFOLIO	110	794,188.00								
INTEL CORP (INTC)	69,283.20	73,365.60	21,835.00	0.42 %	56,322.83	16.76	17,042.77	4.13 %	3,024.00	
PCA ADVANTAGE PORTFOLIO	3,360	21,835.00								



Detail

**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
INTERNATIONAL BUSINESS MACHS (IBM) CORP	105,352.50	550	117,315.00	213.3000	0.67 %	59,472.93	108.13	57,842.07	1.60 %	1,870.00	
PCA ADVANTAGE PORTFOLIO											
MICROSOFT CORP (MSFT)	71,446.58	2,675	76,518.38	28.6050	0.44 %	23,591.83	8.82	52,926.55	3.22 %	2,461.00	
PCA ADVANTAGE PORTFOLIO											
ORACLE CORP (ORCL)	79,634.80	4,110	132,876.30	32.3300	0.76 %	99,200.67	24.14	33,675.63	0.75 %	986.40	
PCA ADVANTAGE PORTFOLIO											
QUALCOMM (QCOM)	135,471.21	2,190	146,598.60	66.9400	0.84 %	119,417.22	54.53	27,181.38	1.50 %	2,190.00	
PCA ADVANTAGE PORTFOLIO											
<b>Total information technology</b>			<b>\$1,251,002.26</b>		<b>7.08 %</b>	<b>\$803,927.97</b>		<b>\$447,074.29</b>	<b>1.65 %</b>	<b>\$20,637.20</b>	

**Materials**

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
CF INDUSTRIES HOLDINGS INC (CF)	\$81,264.00	330	\$62,822.10	\$190.3700	0.36 %	\$54,263.12	\$164.43	\$8,558.98	0.85 %	\$528.00	
PCA ADVANTAGE PORTFOLIO											
EASTMAN CHEM CO (EMN)	103,436.00	1,520	106,202.40	69.8700	0.61 %	81,834.95	53.84	24,367.45	1.72 %	1,824.00	456.00
PCA ADVANTAGE PORTFOLIO											
INTERNATIONAL PAPER CO (IP)			78,254.40	46.5800	0.45 %	76,539.62	45.56	1,714.78	2.58 %	2,016.00	
PCA ADVANTAGE PORTFOLIO											
MONSANTO CO (MON)			82,391.40	105.6300	0.47 %	80,184.81	102.80	2,206.59	1.43 %	1,170.00	
PCA ADVANTAGE PORTFOLIO											
<b>Total materials</b>			<b>\$329,670.30</b>		<b>1.87 %</b>	<b>\$292,822.50</b>		<b>\$36,847.80</b>	<b>1.68 %</b>	<b>\$5,538.00</b>	<b>\$456.00</b>

**Telecommunication services**

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
AT&T INC (T)	\$161,808.00	4,800	\$176,112.00	\$36.6900	1.00 %	\$145,020.93	\$30.21	\$31,091.07	4.91 %	\$8,640.00	
PCA ADVANTAGE PORTFOLIO											

Detail

**Utilities**

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
OGE ENERGY CORP (OGE)	78,834.00	\$97,972.00	\$97,972.00	0.56 %	\$65,687.51	\$32,284.49	\$32,284.49	2.39 %	\$2,338.00	
PCA ADVANTAGE PORTFOLIO	1,400	\$69,980	\$69,980		\$46.92					
WISCONSIN ENERGY CORP (WEC)	130,080.50	151,401.70	151,401.70	0.86 %	81,531.00	69,870.70	69,870.70	3.18 %	4,800.80	
PCA ADVANTAGE PORTFOLIO	3,530	42,890.00	42,890.00		23.10					
<b>Total utilities</b>		<b>\$249,373.70</b>	<b>\$249,373.70</b>	<b>1.41 %</b>	<b>\$147,218.51</b>	<b>\$102,155.19</b>	<b>\$102,155.19</b>	<b>2.86 %</b>	<b>\$7,138.80</b>	
<b>Total stocks</b>		<b>\$7,767,272.89</b>	<b>\$7,767,272.89</b>	<b>43.99 %</b>	<b>\$5,873,491.49</b>	<b>\$1,893,781.40</b>	<b>\$1,893,781.40</b>	<b>2.03 %</b>	<b>\$157,952.65</b>	<b>\$9,095.54</b>

**Etf - equity**

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
ISHARES RUSSELL MIDCAP (IWR)										
INDEX FD ETF	8,000	\$1,018,320.00	\$1,018,320.00	5.77 %	\$935,035.20	\$116.88	\$83,284.80	1.65 %	\$16,760.00	\$3,222.40
21-75-073-4453885										

**Mutual funds - equity**

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
PNC INTERNATIONAL EQUITY FUND (PIUIX)										
CLASS I FUND 409	921,534.41	\$974,462.36	\$974,462.36	5.52 %	\$548,138.46	\$9.32	\$426,323.90	0.81 %	\$7,821.57	
21-75-073-4453885										
PNC SMALL CAP CORE FUND (PPCIX)										
CLASS I	1,919,009.91	2,187,230.74	2,187,230.74	12.39 %	1,082,086.49	8.35	1,105,144.25			
FUND #426	129,575.281	16,880	16,880							
21-75-073-4453885										
<b>Total mutual funds - equity</b>		<b>\$3,161,693.10</b>	<b>\$3,161,693.10</b>	<b>17.91 %</b>	<b>\$1,630,224.95</b>	<b>\$1,531,468.15</b>	<b>\$1,531,468.15</b>	<b>0.25 %</b>	<b>\$7,821.57</b>	

*Detail*

**Mutual funds - equity**

Description (Symbol)	Market value last period	Current market value		% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit							
Total equities		\$11,947,285.99		67.66 %	\$8,438,751.64		\$3,508,534.35	1.53 %	\$182,534.22	\$12,317.94
Total portfolio		\$17,658,618.28		100.00 %	\$14,057,200.66		\$3,601,417.62	1.80 %	\$316,960.25	\$41,371.90

**Pending Trades**

**Purchases**

Description	Trade date	Settle date	Quantity	Price per unit	Cash
PACIFICORP	03/26/13	04/01/13	20,000	\$111.0050	-\$22,201.00
1ST MTG CALL 03/15/21 @ 100					
03.850% DUE 06/15/2021					
PACIFICORP	03/26/13	04/01/13	5,000	111.0330	- 5,551.65
1ST MTG CALL 03/15/21 @ 100					
03.850% DUE 06/15/2021					
<b>Total pending purchases</b>					<b>-\$27,752.65</b>

**Sales**

Description	Trade date	Settle date	Quantity	Price per unit	Cash
MIDAMERICAN ENERGY CO	03/26/13	04/01/13	25,000	\$118.4450	\$29,611.25
SR NTS					
05.300% DUE 03/15/2018					
<b>Net pending trades</b>					<b>\$1,858.60</b>



CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – March 2013

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 March 1, 2013 through March 31, 2013.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
03/01/13 - 03/31/13	31	Various	STAR Ohio	Various	107.00	Investment Pool
03/01/13 - 03/31/13	31	Various	STAR Plus	Various	2,023.85	Investment Pool
03/01/13 - 03/31/13	31	Various	PNC	Various	0.78	Sweep Money Market
03/01/13 - 03/31/13	31	Various	PNC	Various	0.79	Money Market
09/28/12 - 03/28/13	182	750,000	Federal Home Loan Mortgage Corp.	0.750%	4,147.50	Federal Agency
09/19/12 - 03/19/13	182	1,500,000	Federal Home Loan Mortgage Corp.	0.500%	3,750.00	Federal Agency
09/23/12 - 03/23/13	182	500,000	Federal Farm Credit Bank	0.350%	875.00	Federal Agency
09/16/12 - 03/16/13	182	2,500,000	Federal National Mortgage Assn.	0.375%	4,687.50	Federal Agency
09/13/12 - 03/13/13	182	2,000,000	Federal Home Loan Bank	0.375%	3,750.00	Federal Agency
09/25/12 - 03/25/13	182	2,000,000	Federal Home Loan Mortgage Corp.	0.500%	5,000.00	Federal Agency
09/25/12 - 03/25/13	182	2,000,000	Federal Farm Credit Bank	0.400%	4,000.00	Federal Agency
09/27/12 - 03/25/13	180	1,250,000	Federal Home Loan Mortgage Corp.	0.500%	3,090.28	Federal Agency
				Earned Interest March 2013	\$ 31,432.70	
				Earned Interest Year To Date	\$ 59,111.46	

## CLEVELAND PUBLIC LIBRARY

REPORT C

Finance Committee  
April 16, 2013

## REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR MARCH 2013

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

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Skillpath Seminars FMLA Compliance Update Seminar Akron, Ohio	3/14/13	Sharon Allen	199.00
State Library of Ohio Know it Now Training Dayton, Ohio	2/28/13 - 3/1/13	Don Boozer	386.87
PNC Grow Up Grant Travel Mileage for March Cleveland, Ohio	9/18/12 - 2/12/13	Andrea Csia	13.45
Music Library Association Annual Conference San Jose, California	2/27/13 - 3/2/13	Michael Dalby	1,200.00
Cleveland State University Community Participatory Mapping Workshop Cleveland, Ohio	1/8/13	Anastasia Diamond-Ortiz	50.00
University of Michigan Online Learning Meeting Ann Arbor, Michigan	3/13/13	Anastasia Diamond-Ortiz	190.97
Cleveland State University Leadership Academy Cleveland, Ohio	11/8/12 - 5/13/13	Sandra Elwell	2,900.00
Cleveland State University Community Participatory Mapping Workshop Cleveland, Ohio	1/8/13	Buffy Hamilton	50.00
University of Pittsburgh Career Fair Pittsburgh, Pennsylvania	2/20/13	Dawntae Jackson	13.75
Jackson Lewis Health Care Reform Seminar Independence, Ohio	2/28/13	Carrie Krenicky	30.00



ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Library Council Outreach and Special Services Meeting Columbus, Ohio	3/15/13	Michelle Makkos	135.06
American Payroll Association Chapter Meeting Independence, Ohio	2/21/13	Ronelle Miller-Hood	30.00
State Library of Ohio Talking Book Program Columbus, Ohio	3/19/13	Will Reed	137.86
Public Library Association Leadership Academy Chicago, Illinois	3/4/13 - 3/8/13	John Skrtic	832.80
<b>TOTAL</b>			<b>\$6,169.76</b>

**SUMMARY**

FUND	MARCH	YEAR TO DATE
General	\$5,496.52	\$10,983.13
Judd Fund	0.00	0.00
Lockwood Thompson	0.00	0.00
Metlife-Fit for Life	0.00	0.00
OLBPD - Library for the Blind	272.92	272.92
LSTA - Know it Know	386.87	1,665.14
PNC - Grow up Great	13.45	13.45
<b>TOTAL</b>	<b>\$6,169.76</b>	<b>\$12,934.64</b>

REPORT D

## CLEVELAND PUBLIC LIBRARY

Finance Committee  
April 16, 2013

PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD  
JANUARY 1 THROUGH MARCH 31, 2013

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

<u>DATE</u>	<u>ITEM DESCRIPTION</u>	<u>AGENCY</u>	<u>SUPPLIER</u>	<u>AMOUNT</u>
03/31/13	Electrical Supplies	Prop Mgmt	Mars Electric	\$ 5,647.48
02/07/13	Display Case Lighting	Prop Mgmt	Vincent Lighting	8,730.47
03/14/13	Security Uniforms	Safety Services	Novak Supply	5,212.81
03/31/13	Gas for Vehicles	Prop Mgmt	BP Oil	11,799.93
03/14/13	Kwik Case	Branches	Gressco	6,836.32
03/28/13	Security Strips	Stockroom	Ohionet	13,324.62
03/28/13	Security Strips	Stockroom	Ohionet	9,692.26
03/07/13	Generator	Bookmobile	Cummins Bridgeway	9,762.00
03/07/13	Computer Equipment	IT/CLEVNET	MCPC Technology	6,000.30
02/21/13	Computer Equipment	IT/CLEVNET	Business Smarts	15,432.00
03/14/13	Training Laptops	IT/CLEVNET	Business Smarts	11,275.00
03/14/13	PC Workstations	IT/CLEVNET	Business Smarts	6,001.56
03/14/13	PC Workstations	IT/CLEVNET	Business Smarts	15,003.91
03/28/13	PC Workstations	IT/CLEVNET	Business Smarts	14,160.00
02/21/13	Projectors	Branches	CDW-G	9,749.87
02/14/13	PC Workstations	IT/CLEVNET	AWE Digital Learning	6,346.00

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

REPORT ECLEVELAND PUBLIC LIBRARY

Finance Committee  
April 16, 2013

PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD  
JANUARY 1 THROUGH MARCH 31, 2013

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

LIBRARY SERVICES MATERIALS

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
01/15/13	Freegal	MLO	Library Ideas,LLC	\$ 61,600.00
01/15/13	Freegal	CLEVNET	Library Ideas,LLC	197,193.00
01/31/13	Gale Digital Collections	MLO	Gale Cengage	223,646.00
01/31/13	Historical Newspapers	MLO	Proquest Information	44,100.00
03/14/13	NoveList Plus	CLEVNET	Ohionet	34,995.00
02/21/13	WorldCat	CLEVNET	OCLC	123,527.00

CLEVNET-RELATED GOOD AND SERVICES

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
03/07/13	Support Renewal	IT/CLEVNET	DLT Solutions Inc	\$ 27,142.00
01/17/13	Subscription Agreement	IT/CLEVNET	Bibliocommons	107,178.90
01/31/13	Server Maintenance	IT/CLEVNET	Business Smarts	171,495.38
01/31/13	Software Maintenance	IT/CLEVNET	Sirsi Corp	390,556.60

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  
April 16, 2013

FEES PAID FOR LEGAL ADVICE AND SERVICES TO OGLETREE, DEAKINS,  
NASH, SMOAK & STEWART, PC. ("Ogletree")  
JANUARY 1 THROUGH MARCH 31, 2013

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	\$	714.50
General Labor & Miscellaneous Matters		3,752.85
FMLA Compliance		14,693.00
EEOC		28,664.05
1st Quarter Total	\$	<u>47,824.40</u>
Year to Date Total	\$	<u><u>47,824.40</u></u>

**CLEVELAND PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
TERMINATION REPORT  
03/01/2013 THROUGH 03/31/2013**

EXHIBIT 6

**Human Resources Committee Report**  
April 18, 2013

<b>NAME</b>	<b>DEPARTMENT</b>	<b>JOB TITLE</b>	<b>DATE</b>	<b>REASON</b>
<b>RESIGNATIONS</b>				
ARROYO,JUANITA M	WALZ	PAGE	3/7/2013	PERSONAL REASONS
BARRETT, QUINTINA A	ADDISON	BRANCH CLERK	3/23/2013	MOVING
BRATELY,MICHAEL A	OLPBD	PAGE	3/27/2013	ANOTHER JOB
FORTSON, CARMINE	SHELF PAGES	PAGE	3/10/2013	ANOTHER JOB
GAGUHAN,ELIZABETH M	YOUTH SERVICES	SENIOR SUBJ DEPT LIB	3/6/2013	MOVING
RUSS,ASHLEY M	OLPBD	PAGE	3/6/2013	RETURN TO SCHOOL
LEONARD.ASHLEY	LITERATURE	PAGE	8/10/2012 *	RETURN TO SCHOOL

**OTHER TERMINATIONS****RETIREMENTS**

RONNEY,DARLENE	SOCIAL SCIENCE	SUBJ DEPT MGR LARGE	3/30/2013	RETIREMENT
MURNAN,ROBERT	GOVERNMENT DOCUMENT	LIBRARIAN	3/12/2013	RETIREMENT

\* Delayed notice of resignation





**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 03/01/2013 TO 03/31/2013**

**EMPLOYEE:** SCURKA, LORI J  
**JOB TITLE:** CHILDRENS LIBRARIAN

**CURRENT GRADE:** H **EFFEC DATE** 03/24/2013  
**CURRENT STEP:** 3 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	52,411.00	55,159.78	PROMOTION

**EMPLOYEE:** MCKISSIC, KIERA  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 03/10/2013  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	9.15	30,919.00	PROMOTION

**EMPLOYEE:** IPPOLITO, ALEXANDER  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 03/31/2013  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

## CLEVELAND PUBLIC LIBRARY

REPORT G**Human Resources Committee Report**

Meeting Date: April 18, 2013

Report Period: March 2013

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

<b>MONTH</b>	<b>2012 SICK LEAVE HOURS USED</b>	<b>2013 SICK LEAVE HOURS USED</b>	<b>2013 TOTAL HOURS</b>
January	2,536.49	3,301.62	89,193.74
February	3,527.82	3,939.49	87,312.00
March	*4,923.36	*4,379.14	*133,048.04
April	3,161.77		
May	3,623.45		
June	2,593.94		
July	2,344.66		
August	*4,221.65		
September	3,037.74		
October	2,760.23		
November	2,833.57		
December	3,277.75		

\*Covers three pay dates



**CLEVELAND PUBLIC LIBRARY**  
**March 1, 2013- March 31, 2013 EE0-4 REPORT**  
**FULL/PART-TIME EMPLOYEES**

**Human Resources Committee Report**

April 18, 2013

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	79	21	9	1			29	18	1		
Professionals	81	14	2		1		41	16	4	3	
Technicians	21	11	2	1			6	1			
Protective Service	23	9	11	1				2			
Para-Professionals	136	28	33	1	1		36	29	7	1	
Administrative Support	298	31	61	6	3		47	126	22	2	
Skilled Craft	12	7	3		1			1			
Service Maintenance	47	7	32	2			2	3	1		
<b>Grand Total</b>	<b>697</b>	<b>128</b>	<b>153</b>	<b>12</b>	<b>6</b>	<b>0</b>	<b>161</b>	<b>196</b>	<b>35</b>	<b>6</b>	<b>0</b>

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

**INSURANCE REPORT  
FOR THE MONTH OF  
MARCH  
2013**

REPORT I

Human Resources Committee Report  
April 18, 2013

**Staff Enrollments-Health Care/Dental**

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	<b>Single</b>	<b>Family</b>	<b>Total</b>
<b>Med Mutual Silver</b>	20	14	34
<b>Med Mutual Gold</b>	256	149	405
<b>Delta Dental</b>	274	187	461
<b>Vision</b>	241	176	417
<b>Workers' Compensation Lost Time Report</b>			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>
LIBRARIAN	FULTON	12/18/2012	30



**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR MARCH 2013**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	2013	2012	
Main Library	145,757	164,225	646	724	422,853	479,170	-11.8%
Branches	337,116	329,918	1,495	1,455	993,736	969,379	2.5%
Mobile Units	5,581	6,215			16,021	17,610	-9.0%
Library for the Blind	52,162	64,049			163,867	185,218	-11.5%
OLBPD BARD	13,908	9,685			38,234	28,019	36.5%
eMedia	15,463	10,872			44,869	33,723	33.1%
<b>TOTAL CIRCULATION</b>	<b>569,987</b>	<b>584,964</b>			<b>1,679,580</b>	<b>1,713,119</b>	<b>-2.0%</b>

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss	
	2013	2012	2013	2012	2013	2012
eBook	11,969	7,921	34,590	24,504	41.2%	
eAudioBook	3,357	2,838	9,775	8,857	10.4%	
eMusic	54	64	204	176	15.9%	
eVideo	83	49	300	186	61.3%	
<b>TOTAL eCIRCULATION</b>	<b>15,463</b>	<b>10,872</b>	<b>44,869</b>	<b>33,723</b>	<b>33.1%</b>	<b>Included in circulation activity.</b>

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss	
	2013	2012	2013	2012	2013	2012
Downloads	13,908	9,685	38,234	28,019	36.5%	
Users	608	557	1,843	1,635	12.7%	

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use		YTD Gain/Loss
			2013	2012	2013	2012	
Main Library	102	47 minutes	14,774	11,102	11,365	7,749	46.7%
Branches	539	40 minutes	86,389	65,841	58,164	43,083	35.0%
<b>TOTAL USAGE</b>	<b>641</b>		<b>101,163</b>	<b>76,943</b>	<b>69,529</b>	<b>50,832</b>	<b>36.8%</b>

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

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	2013	2012	
Main Library	47,843	51,644	230	293	135,579	136,719	-0.8%
Branches	243,940	257,505	1,082	1,388	712,727	734,685	-3.0%
Mobile Unit	637	724			1,893	2,087	-9.3%
<b>TOTAL VISITS</b>	<b>292,420</b>	<b>309,873</b>			<b>850,199</b>	<b>873,491</b>	<b>-2.7%</b>

CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR MARCH 2013

BRANCH	a	b	c	d	e	f	g
	Branch Circulation	Sent from Other Branches	Sent from Main	Sent from Other CLEVNET Systems	Total Direct Circulation (a+b+c+d)	Sent to Other CLEVNET Systems	Total Circulation (e+f)
Addison	7,881	686	528	1,048	10,143	946	11,089
Broadway*	1	51	14	11	77	5	82
Brooklyn	5,634	431	390	623	7,078	862	7,940
Carnegie West	9,338	1,132	1,373	1,712	13,555	1,213	14,768
Collinwood	6,556	772	623	1,189	9,140	1,128	10,268
East 131st	3,683	456	355	631	5,125	446	5,571
Eastman	13,595	1,355	1,394	2,358	18,702	2,485	21,187
Fleet	11,584	1,121	1,008	1,777	15,490	1,356	16,846
Fulton	11,072	1,034	726	1,417	14,249	991	15,240
Garden Valley	3,461	401	172	199	4,233	341	4,574
Glenville	6,477	569	454	838	8,338	782	9,120
Harvard-Lee	6,824	803	811	1,354	9,792	1,027	10,819
Hough	3,456	553	340	398	4,747	391	5,138
Jefferson	5,610	666	953	1,138	8,367	853	9,220
Langston Hughes	5,957	506	559	805	7,827	640	8,467
Lorain	9,338	727	627	1,224	11,916	936	12,852
Martin Luther King, Jr.	5,875	513	677	943	8,008	858	8,866
Memorial-Nottingham	11,611	734	1,140	1,975	15,460	1,460	16,920
Mt. Pleasant	4,641	655	423	751	6,470	530	7,000
Rice	10,429	630	640	1,144	12,843	1,132	13,975
Rockport	16,274	1,140	1,214	2,090	20,718	2,330	23,048
South**	5,038	648	406	795	6,887	746	7,633
South Brooklyn	15,702	1,252	1,731	2,646	21,331	2,428	23,759
Sterling	4,708	488	493	650	6,339	443	6,782
Union	6,122	831	645	1,117	8,715	723	9,438
Walz	13,251	1,147	1,146	2,132	17,676	1,709	19,385
West Park	14,501	1,430	2,403	3,645	21,979	2,920	24,899
Woodland	9,135	760	489	880	11,264	966	12,230
<b>TOTAL</b>	<b>227,754</b>	<b>21,491</b>	<b>21,734</b>	<b>35,490</b>	<b>306,469</b>	<b>30,647</b>	<b>337,116</b>

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

\*\*South branch library was closed March 11-15, 2013 for move to the temporary location.

**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION COMPARATIVE FOR MARCH 2013**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2013	2012	2013	2012		
Addison	11,089	13,770	31,623	44,305	-12,682	-28.6%
Broadway*	82	3,545	306	9,448	-9,142	-96.8%
Brooklyn	7,940	9,053	24,442	26,671	-2,229	-8.4%
Carnegie West	14,768	14,684	41,582	42,732	-1,150	-2.7%
Collinwood	10,268	10,018	30,812	30,740	72	0.2%
East 131st	5,571	6,154	16,005	17,975	-1,970	-11.0%
Eastman	21,187	19,827	60,886	56,520	4,366	7.7%
Fleet	16,846	13,939	49,752	41,244	8,508	20.6%
Fulton	15,240	11,737	44,791	34,544	10,247	29.7%
Garden Valley	4,574	4,855	14,283	15,292	-1,009	-6.6%
Glenville	9,120	9,366	27,882	27,670	212	0.8%
Harvard-Lee	10,819	9,708	32,103	29,222	2,881	9.9%
Hough	5,138	5,965	15,251	17,738	-2,487	-14.0%
Jefferson	9,220	10,273	27,552	30,114	-2,562	-8.5%
Langston Hughes	8,467	6,711	24,996	20,004	4,992	25.0%
Lorain	12,852	12,769	38,082	36,105	1,977	5.5%
Martin Luther King, Jr.	8,866	8,493	25,500	24,419	1,081	4.4%
Memorial-Nottingham	16,920	17,522	47,639	51,418	-3,779	-7.3%
Mt. Pleasant	7,000	7,393	19,976	21,131	-1,155	-5.5%
Rice	13,975	12,112	41,208	36,069	5,139	14.2%
Rockport	23,048	24,869	67,708	70,733	-3,025	-4.3%
South**	7,633	9,642	26,569	29,027	-2,458	-8.5%
South Brooklyn	23,759	21,891	68,898	61,920	6,978	11.3%
Sterling	6,782	5,744	23,282	17,058	6,224	36.5%
Union	9,438	6,990	26,877	20,410	6,467	31.7%
Walz	19,385	17,699	57,142	52,160	4,982	9.6%
West Park	24,899	25,406	70,882	73,987	-3,105	-4.2%
Woodland	12,230	9,783	37,707	30,723	6,984	22.7%
<b>TOTAL</b>	<b>337,116</b>	<b>329,918</b>	<b>993,736</b>	<b>969,379</b>	<b>24,357</b>	<b>2.5%</b>

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

\*\*South branch library was closed March 11-15, 2013 for move to the temporary location.



**CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE MARCH 2013**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2013	2012	2013	2012		
Addison	6,741	8,147	19,564	23,065	-3,501	-15.2%
Broadway*	0	2,322	0	5,267	-5,267	-100.0%
Brooklyn	5,074	4,583	13,288	12,773	515	4.0%
Carnegie West	17,237	18,430	49,536	58,716	-9,180	-15.6%
Collinwood	7,291	7,334	21,500	21,504	-4	0.0%
East 131st	7,796	7,816	22,914	21,911	1,003	4.6%
Eastman	12,671	13,184	37,600	36,550	1,050	2.9%
Fleet	12,987	11,424	35,489	30,871	4,618	15.0%
Fulton	9,526	7,898	25,646	22,464	3,182	14.2%
Garden Valley	4,100	4,888	12,557	13,076	-519	-4.0%
Glenville	7,288	8,240	21,839	23,433	-1,594	-6.8%
Harvard-Lee	8,885	8,831	27,065	25,543	1,522	6.0%
Hough	9,921	12,485	28,225	35,141	-6,916	-19.7%
Jefferson	8,010	8,983	23,555	24,709	-1,154	-4.7%
Langston Hughes	6,606	6,289	19,688	17,922	1,766	9.9%
Lorain	8,240	8,268	23,863	23,642	221	0.9%
Martin Luther King, Jr.	7,580	6,231	22,251	17,028	5,223	30.7%
Memorial-Nottingham	6,050	8,397	17,443	23,130	-5,687	-24.6%
Mt. Pleasant	6,558	6,735	19,633	19,341	292	1.5%
Rice	13,849	11,329	42,355	37,966	4,389	11.6%
Rockport	11,046	12,482	32,760	35,080	-2,320	-6.6%
South**	4,635	10,000	20,209	26,928	-6,719	-25.0%
South Brooklyn	15,530	14,194	43,244	39,549	3,695	9.3%
Sterling	12,787	12,568	37,332	35,634	1,698	4.8%
Union	6,015	7,189	16,280	20,274	-3,994	-19.7%
Walz	9,949	9,817	29,330	29,579	-249	-0.8%
West Park	10,348	12,292	29,978	33,835	-3,857	-11.4%
Woodland	7,210	7,149	21,467	19,754	1,713	8.7%
<b>TOTAL</b>	<b>243,930</b>	<b>257,505</b>	<b>714,611</b>	<b>734,685</b>	<b>-20,074</b>	<b>-2.7%</b>

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

\*\*South branch library was closed March 11-15, 2013 for move to the temporary location.

**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS MARCH 2013**

Branch	Total Circulation	Branch	Attendance	Branch	Population
1 West Park	24,899	1 Carnegie West	17,237	1 South Brooklyn	32,043
2 South Brooklyn	23,759	2 South Brooklyn	15,530	2 West Park	27,814
3 Rockport	23,048	3 Rice	13,849	3 Fleet**	26,727
4 Eastman	21,187	4 Fleet	12,987	4 Eastman	23,674
5 Walz	19,385	5 Sterling	12,787	5 Rockport	19,896
6 Memorial-Nottingham	16,920	6 Eastman	12,671	6 Fulton	19,647
7 Fleet	16,846	7 Rockport	11,046	7 Rice	19,462
8 Fulton	15,240	8 West Park	10,348	8 Memorial-Nottingham	19,271
9 Carnegie West	14,768	9 Walz	9,949	9 Harvard-Lee	17,655
10 Rice	13,975	10 Hough	9,921	10 Walz	16,063
11 Lorain	12,852	11 Fulton	9,526	11 Collinwood	14,769
12 Woodland	12,230	12 Harvard-Lee	8,885	12 Langston Hughes	14,439
13 Addison	11,089	13 Lorain	8,240	13 Glenville	14,006
14 Harvard-Lee	10,819	14 Jefferson	8,010	14 Addison	13,603
15 Collinwood	10,268	15 East 131st	7,796	15 East 131st	13,025
16 Union	9,438	16 Martin Luther King, Jr.	7,580	16 Mt. Pleasant	12,792
17 Jefferson	9,220	17 Collinwood	7,291	17 Lorain	12,588
18 Glenville	9,120	18 Glenville	7,288	18 Martin Luther King, Jr.	12,392
19 Martin Luther King, Jr.	8,866	19 Woodland	7,210	19 Carnegie West	10,487
20 Langston Hughes	8,467	20 Addison	6,741	20 Union	8,416
21 Brooklyn	7,940	21 Langston Hughes	6,606	21 Sterling	8,267
22 South**	7,633	22 Mt. Pleasant	6,558	22 Woodland	7,946
23 Mt. Pleasant	7,000	23 Memorial-Nottingham	6,050	23 South	6,325
24 Sterling	6,782	24 Union	6,015	24 Hough	5,667
25 East 131st	5,571	25 Brooklyn	5,074	25 Brooklyn	5,524
26 Hough	5,138	26 South**	4,635	26 Jefferson	3,515
27 Garden Valley	4,574	27 Garden Valley	4,100	27 Garden Valley	2,310
28 Broadway*	82	28 Broadway*	0	28 Broadway**	1,966
	337,116		243,930		388,323
					473,177

\*\*Broadway and Fleet services areas merged

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

\*\*South branch library was closed March 11-15, 2013 for move to the temporary location.

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



**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR MARCH 2013**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
CLEVNET	81,053	79,815	231,622	235,246	-1.5%
MORE	734	962	2,316	2,772	-16.5%
Other Libraries	600	442	2,108	1,289	63.5%
<b>TOTAL</b>	<b>82,387</b>	<b>81,219</b>	<b>236,046</b>	<b>239,307</b>	<b>-1.4%</b>

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

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
Projected	27,558	30,438	73,918	79,782	-7.4%
KnowitNow Web Reference*	723	889	1,989	2,461	-19.2%
Interlibrary Loan Requests	4,659	3,606	14,719	10,994	33.9%
<b>TOTAL</b>	<b>32,940</b>	<b>34,933</b>	<b>90,626</b>	<b>93,237</b>	

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

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
New Titles Added	5,570	7,506	15,175	21,576	-29.7%
Total Items Added	22,935	31,829	62,948	74,193	-15.2%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
Main Library	208	216	592	600	-1.3%
Branches	6,105	6,359	16,869	17,666	-4.5%

MYTUNES	Mar 2013	Feb 2013	Jan 2013	Dec 2012	Nov 2012
	Songs Downloaded	4,886	4,494	5,296	6,944
Users	800	742	950	1,055	972
New Registrations	13	8	18	6	7

**CLEVELAND PUBLIC LIBRARY  
COMPARATIVE STATEMENT OF ANNUAL STATISTICS 2012**

CIRCULATION ACTIVITY	2012	2011	Change	%Change
Main Library	1,852,676	1,908,246	-55,570	-2.9%
Branches	4,041,206	4,026,456	14,750	0.4%
Mobile Units	64,286	69,283	-4,997	-7.2%
Library for the Blind*	728,233	691,237	36,996	5.4%
eMedia	144,015	104,617	39,398	37.7%

**TOTAL CIRCULATION** 6,830,416 6,799,839 30,577 0.4%

\* Downloadable books and magazines from the National Library Service not included.

REFERENCE TRANSACTIONS	2012	2011	Change	%Change
Main Library	351,594	364,008	-12,414	-3.4%
Branches & Mobile Unit	588,120	597,896	-9,776	-1.6%
Library for the Blind	30,038	29,477	561	1.9%
<b>TOTAL QUESTIONS</b>	969,752	991,381	-21,629	-2.2%

COMPUTER SESSIONS	2012	2011	Change	%Change
Main Library	143,996	133,094	10,902	8.2%
Branches	827,168	772,065	55,103	7.1%
<b>TOTAL USAGE</b>	971,164	905,159	66,005	7.3%

WALK-IN COUNT	2012	2011	Change	%Change
Main Library	559,239	570,007	-10,768	-1.9%
Branches	2,936,963	3,052,959	-115,996	-3.8%
Mobile Unit	9,006	9,399	-393	-4.2%
<b>TOTAL VISITS</b>	3,505,208	3,632,365	-127,157	-3.5%

**CLEVELAND PUBLIC LIBRARY  
CIRCULATION ANALYSIS FOR 2012**

**AUTOMATED CIRCULATION OF THE COLLECTION BY FORMAT**

Ranked by percentage of circulation

FORMAT	MAIN	BRANCHES	TOTAL	% CIRC
Videos	441,461	1,851,081	2,292,542	42.1%
Books	1,031,645	1,097,235	2,128,880	39.1%
Sound Recordings	173,128	472,614	645,742	11.9%
Magazines	72,568	154,118	226,686	4.2%
eMedia	1,626	2,310	144,015	2.6%
Other			3,936	0.1%
<b>TOTAL</b>	<b>1,720,428</b>	<b>3,577,358</b>	<b>5,441,801</b>	

**INTERLIBRARY LOAN**

	2012	2011	Change	% Change
CLEVNET	982,475	940,671	41,804	4.4%
MORE	9,971	10,570	-599	-5.7%
Other Libraries	6614	6214	400	6.4%
<b>TOTAL</b>	<b>999,060</b>	<b>957,455</b>	<b>41,605</b>	<b>4.3%</b>

**CHANGES IN PERMANENT COLLECTION**

	2012	2011	Change	% Change
New Titles Added	88,414	94,927	-6,513	-6.9%
Total Items Added	315,628	350,484	-34,856	-9.9%
Total Items Withdrawn	537,762	680,396	-142,634	-21.0%

**LIBRARY CARDS ISSUED**

	21,372	<b>LIBRARY FOR THE BLIND</b>	<b>New Users</b>	1,837
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**REGISTERED BORROWERS**

Adult	395,780
Juvenile	77,441
<b>TOTAL</b>	<b>473,221</b>

**CLEVELAND PUBLIC LIBRARY  
ATTENDANCE AT MAIN LIBRARY FOR 2012**

MONTH	MAIN	L. S. WING	TOTAL ATTENDANCE		Gain/Loss	DAYS OPEN		DAILY AVG	
			2012	2011		2012	2011	2012	2011
January	17,336	26,252	43,588	42,107	1,481	24.0	24.0	1,816	1,754
February	16,356	25,131	41,487	40,467	1,020	24.0	22.0	1,729	1,839
March	20,920	30,724	51,644	53,956	-2,312	27.0	27.0	1,913	1,998
April	16,984	27,647	44,631	49,973	-5,342	25.0	26.0	1,785	1,922
May	22,353	28,861	51,214	48,615	2,599	26.0	25.0	1,970	1,945
June	17,012	27,009	44,021	46,032	-2,011	25.0	25.0	1,761	1,841
July	17,631	30,202	47,833	47,456	377	25.0	25.0	1,913	1,898
August	19,003	32,939	51,942	54,079	-2,137	27.0	27.0	1,924	2,003
September	16,950	32,479	49,429	49,569	-140	24.0	25.0	2,060	1,983
October	16,035	33,300	49,335	47,808	1,527	26.0	25.0	1,898	1,912
November	15,057	29,694	44,751	45,884	-1,133	24.0	24.0	1,865	1,912
December	13,092	26,272	39,364	44,061	-4,697	24.0	25.0	1,640	1,762
<b>TOTAL</b>	<b>208,729</b>	<b>350,510</b>	<b>559,239</b>	<b>570,007</b>	<b>-10,768</b>	<b>301.0</b>	<b>300.0</b>	<b>1,858</b>	<b>1,900</b>



**CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE FOR 2012**

<b>BRANCH</b>	<b>2012</b>	<b>2011</b>	<b>Change</b>	<b>% Change</b>
Addison	83,010	72,606	10,404	14.3%
Broadway*	18,421	18,073	348	1.9%
Brooklyn	55,694	54,761	933	1.7%
Carnegie West	205,429	225,437	-20,008	-8.9%
Collinwood	83,473	85,807	-2,334	-2.7%
East 131st	89,047	81,120	7,927	9.8%
Eastman	146,598	145,027	1,571	1.1%
Fleet	132,180	126,141	6,039	4.8%
Fulton	95,501	95,188	313	0.3%
Garden Valley	57,209	61,805	-4,596	-7.4%
Glenville	98,117	92,186	5,931	6.4%
Harvard-Lee	101,518	105,375	-3,857	-3.7%
Hough	141,340	165,682	-24,342	-14.7%
Jefferson	102,675	99,934	2,741	2.7%
Langston Hughes	79,427	77,002	2,425	3.1%
Lorain	95,338	91,545	3,793	4.1%
Martin Luther King, Jr.	98,491	70,232	28,259	40.2%
Memorial-Nottingham	66,561	99,752	-33,191	-33.3%
Mt. Pleasant	74,666	78,651	-3,985	-5.1%
Rice	154,018	167,460	-13,442	-8.0%
Rockport	133,446	156,020	-22,574	-14.5%
South	100,919	103,510	-2,591	-2.5%
South Brooklyn	160,946	170,091	-9,145	-5.4%
Sterling	145,837	163,086	-17,249	-10.6%
Union	86,900	99,934	-13,034	-13.0%
Walz	112,276	123,982	-11,706	-9.4%
West Park	127,672	128,117	-445	-0.3%
Woodland	90,254	94,435	-4,181	-4.4%
<b>BRANCH TOTAL</b>	<b>2,936,963</b>	<b>3,052,959</b>	<b>-115,996</b>	<b>-3.8%</b>

\* Broadway Branch Library permanently closed its doors to the public on November 16, 2012.

**CLEVELAND PUBLIC LIBRARY  
BRANCH CIRCULATION TRANSACTIONS FOR 2012**

<b>BRANCH</b>	<b>2012</b>	<b>2011</b>	<b>Change</b>	<b>% Change</b>
Addison	152,724	183,093	-30,369	-16.6%
Broadway*	35,715	40,743	-5,028	-12.3%
Brooklyn	109,167	108,922	245	0.2%
Carnegie West	172,840	164,735	8,105	4.9%
Collinwood	127,053	126,298	755	0.6%
East 131st	69,715	70,499	-784	-1.1%
Eastman	237,030	233,862	3,168	1.4%
Fleet	189,166	161,990	27,176	16.8%
Fulton	146,168	148,064	-1,896	-1.3%
Garden Valley	65,016	57,095	7,921	13.9%
Glenville	114,105	106,841	7,264	6.8%
Harvard-Lee	122,280	122,398	-118	-0.1%
Hough	75,257	79,029	-3,772	-4.8%
Jefferson	119,097	125,293	-6,196	-4.9%
Langston Hughes	93,989	94,860	-871	-0.9%
Lorain	150,836	150,565	271	0.2%
Martin Luther King, Jr.	102,324	108,668	-6,344	-5.8%
Memorial-Nottingham	202,561	210,316	-7,755	-3.7%
Mt. Pleasant	88,262	87,799	463	0.5%
Rice	167,245	162,701	4,544	2.8%
Rockport	285,134	283,241	1,893	0.7%
South	111,598	118,840	-7,242	-6.1%
South Brooklyn	268,634	266,329	2,305	0.9%
Sterling	88,728	75,907	12,821	16.9%
Union	100,938	85,174	15,764	18.5%
Walz	215,055	217,726	-2,671	-1.2%
West Park	296,712	309,415	-12,703	-4.1%
Woodland	133,857	126,053	7,804	6.2%
<b>BRANCH TOTAL</b>	<b>4,041,206</b>	<b>4,026,456</b>	<b>14,750</b>	<b>0.4%</b>

\* Broadway Branch Library permanently closed its doors to the public on November 16, 2012.

**CLEVELAND PUBLIC LIBRARY  
BRANCH COLLECTION COUNT**

<b>BRANCH</b>	<b>2012</b>	<b>2011</b>	<b>Change</b>	<b>% Change</b>
Addison	25,497	29,393	-3,896	-13.3%
Broadway	7,048	9,263	-2,215	-23.9%
Brooklyn	22,776	23,857	-1,081	-4.5%
Carnegie West	34,866	40,673	-5,807	-14.3%
Collinwood	23,148	28,781	-5,633	-19.6%
East 131st	15,635	17,497	-1,862	-10.6%
Eastman	48,870	57,036	-8,166	-14.3%
Fleet	38,144	36,541	1,603	4.4%
Fulton	34,575	33,646	929	2.8%
Garden Valley	15,753	18,265	-2,512	-13.8%
Glenville	25,550	29,907	-4,357	-14.6%
Harvard-Lee	27,090	32,111	-5,021	-15.6%
Hough	20,601	24,552	-3,951	-16.1%
Jefferson	25,490	28,551	-3,061	-10.7%
Langston Hughes	32,661	35,069	-2,408	-6.9%
Lorain	31,120	30,220	900	3.0%
Martin Luther King, Jr.	35,268	36,275	-1,007	-2.8%
Memorial-Nottingham	41,315	46,714	-5,399	-11.6%
Mt. Pleasant	18,693	21,560	-2,867	-13.3%
Rice	37,940	36,791	1,149	3.1%
Rockport	55,824	55,524	300	0.5%
South	28,361	31,000	-2,639	-8.5%
South Brooklyn	47,523	48,503	-980	-2.0%
Sterling	20,247	19,594	653	3.3%
Union	26,685	30,539	-3,854	-12.6%
Walz	43,779	46,408	-2,629	-5.7%
West Park	59,470	60,553	-1,083	-1.8%
Woodland	26,181	29,290	-3,109	-10.6%
Mobile Unit	23,467	25,769	-2,302	-8.9%
<b>TOTALS</b>	<b>893,577</b>	<b>963,882</b>	<b>-70,305</b>	<b>-7.3%</b>

CLEVELAND PUBLIC LIBRARY  
2012 COLLECTION STATISTICS

FORMAT	MAIN COLLECTION	BRANCH COLLECTION	TOTAL COLLECTION
Books	2,699,783	583,536	3,283,319
Bound Periodicals	267,083	0	267,083
Computer Media	1,903	669	2,572
Government Documents	621,084	0	621,084
Maps	156,237	0	156,237
Microforms	4,576,547	0	4,576,547
Photographs, Pictures	1,384,075	0	1,384,075
Sheet Music	18,000	0	18,000
Sound Recordings	55,736	113,160	168,896
Video	62,669	127,237	189,906
<b>TOTAL ITEMS</b>	<b>9,843,117</b>	<b>824,602</b>	<b>10,667,719</b>

TOTAL SYSTEM TITLES: 2,444,845