

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
September 20, 2018
Trustees Room Louis Stokes Wing
12:00 Noon

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

Absent: Ms. Washington, Mr. Parker

Ms. Rodriguez called the meeting to order at 12:06 p.m.

Approval of the Minutes

Mr. Corrigan moved approval of the Regular Board Meeting of 6/19/18 and Special Board Meetings of 6/15/18 & 8/09/18. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

PRESENTATION: Carnegie West Historic Lamp Replacement Project - Angelo Trivisonno

Mr. Trivisonno, resident of Ohio City, stated that the Carnegie West Library was built in 1911 and is one of the original Carnegie libraries.

Mr. Trivisonno stated that he was looking at old photographs of Carnegie West dated 1920-1930 and noticed the iron post globe lamps positioned opposite each other atop of the branch's front entrance stairs. After consulting local blacksmith Gavin Lehman of Cleveland Blacksmithing, it was determined that replicas of these lamps could be fabricated, donated and installed by local artisans.

Mr. Trivisonno stated that he wanted to get the Board's impressions before proceeding.

Mr. Corrigan thanked Mr. Trivisonno and stated that this is the sort of neighborhood input about the branches and community involvement that the Library appreciates.

In response to Mr. Corrigan's inquiry, Mr. Trivisonno stated that Mr. Lehman has been in business for about two years.

REGULAR BOARD
MEETING OF
06/19/18; SPECIAL
BOARD MEETINGS
OF 06/15/18 &
08/09/18
Approved

In response to Ms. Rodriguez' inquiry, Mr. Trivisonno stated that Cleveland Blacksmithing was located on Fulton Court.

Ms. Butts commented about lamps in Novak Park which are lying on the ground and not working and stated that these replica lamps would help with safety issues in the area.

Angela Guinther, Carnegie West Branch Manager, stated that she has called the City of Cleveland and Cleveland Public Power on several occasions to report these non-working lamps.

Mr. Trivisonno stated that since the replica lamps would be attached to the building, it would be unlikely that they would detach and fall to the ground. The Library would have control and the ability to maintain them.

In response to Mr. Corrigan's inquiry, Mr. Trivisonno stated that although the lamp globe was originally made of glass, the globe on the replicas will be made of a hard plastic that is cheaply replaceable.

In response to Mr. Corrigan's inquiry, Mr. Trivisonno stated that it appears that the lamps disappeared in the 1940's and he has neither been able to discover the reason for the removal of the lamps nor where they were relocated.

Director Thomas stated that the Library is appreciative of Mr. Trivisonno's proposal and stated that Jeremiah Swetel, Chief Operating Officer, has examined this opportunity and believes that we can move forward with it.

Ms. Butts stated that there may be interest in soliciting donations among the Ohio City community as there was in the recent cemetery project.

Mr. Trivisonno stated that there may be many ways to incorporate the community in this effort relative to time and money and generating excitement to improve the Novak Park area.

Director Thomas stated that he had a discussion with Councilman McCormack who showed interest about this project.

Director Thomas stated that he has spoken to residents in the Novak Park neighborhood who were asking why the Library could not take over the park. This conversation is burgeoning. Although the Councilman is ambivalent to this possibility, the City is against it. However, the possibility of the Library taking over the park may be a conversation brought to the Board in the future.

Mr. Corrigan stated that although he would be supportive of the idea, the obligation may be requested to be duplicated at other branches as well and we must be cautious.

Ms. Butts stated that the Library generally controls the land around most of its branches.

Mr. Trivisonno thanked the Board for the opportunity to share his proposal and acknowledged Ms. Guinther for her capable leadership at Carnegie West Branch.

Various Trustees thanked Mr. Trivisonno for his presentation.

COMMUNICATIONS

Director Thomas acknowledged a letter from: Lila Gibson, 5th Grade Student, Kensington Elementary School, who expressed her appreciation for the Library's Book Box at Edgewater Park and requested that more Book Boxes be constructed and placed around Cleveland.

LETTER FROM:
LILA GIBSON,
KENSINGTON
ELEMENTARY
SCHOOL
Acknowledged

FINANCE COMMITTEE REPORT

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for the Month of Months of
June, July, August April

(See pages 1127-1129)

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

RESOLUTION TO
ACCEPT GIFTS
FOR THE MONTHS
OF JUNE, JULY,
AUGUST 2018
Approved

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

WHEREAS, Attached to this Resolution are the Gift Reports itemizing the gifts received by the Library for the months of June, July and August of 2018; now therefore be it

RESOLVED, That the gifts described in the Gift Report for June, July and August of 2018 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Sixth Amendment to the Year 2018 Appropriation

(See pages 1130-1135)

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan 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 2018 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission dated September 12, 2018; and

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

RESOLVED, That the sums indicated on the attached Sixth Amendment to the Year 2018 Appropriation Schedule be approved.

SIXTH
AMENDMENT TO
THE YEAR 2018
APPROPRIATION
Approved

Resolution to Accept Ohio Transformation Fund Grant through the Cleveland Public Library Foundation for Prison Nation Exhibit at the Martin Luther King, Jr. Branch

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

WHEREAS, The Aperture Foundation, located in New York, created a photography exhibit titled *Prison Nation* to tell the story of mass incarceration and help viewers visualize a reality that disproportionately affects people of color, and, for many, remains outside of view; and

WHEREAS, The Ohio Transformation Fund, a collaborative fund developed by national and local funders advocating for healthy communities and an equitable democracy across Ohio, reached out to Cleveland Public Library to form a partnership to bring this exhibit to Cleveland Public Library and invited the Library to apply for a grant to help offset associated expenses; and

WHEREAS, The Cleveland Public Library applied for a grant for \$8,000 to host this exhibit at the Martin Luther King, Jr. Branch from September 2018 through January 2019; and

WHEREAS, The Ohio Transformation Fund agreed to grant the Cleveland Public Library Foundation \$8,000 to cover an opening reception, a program guide and additional programming, to be passed through to the Cleveland Public Library, which will help our patrons visualize our nation's prison system in a new way; now therefore be it,

RESOLVED The Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a grant from the Ohio Transformation Fund through the Cleveland Public Library Foundation, in the amount of \$8,000 for the grant period September 2018 through January 2019; and be it further

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into and execute such agreements and instruments as may be necessary or appropriate to effectuate the terms and conditions of

RESOLUTION TO
ACCEPT OHIO
TRANSFORMATION
FUND GRANT
THROUGH THE
CLEVELAND
PUBLIC LIBRARY
FOUNDATION FOR
PRISON NATION
EXHIBIT AT THE
MARTIN LUTHER
KING, JR. BRANCH
Approved

the Grant and this Resolution, which agreements and instruments shall be subject to the approval of the Library's Chief Legal Officer.

Ms. Butts asked what types of programming is envisioned.

Aaron Mason, Assistant Director, Outreach and Programming Services, stated that programming includes bringing in the guest author and artists who produced the exhibit to interact with students and an opening reception on September 28, 2018.

Mr. Mason invited the Board to the Opening Reception and stated that this remarkable exhibit humanizes those who are incarcerated in institutions.

Ms. Butts asked if this exhibit would attract other students in other parts of the city and are not in the University Circle area to visit the exhibit.

Mr. Mason stated that the Cleveland Museum of Art is holding a curatorial arts program at the Library and we have visiting artists working with those students.

Mr. Seifullah asked if any of the subjects in the photographs would be present at the exhibit.

Mr. Mason stated that Jamel Shabbazz, a former corrections officer who also took some pictures, may be visiting the Library in the future.

Resolution Authorizing Purchase of Building Control Panels and Software

(See pages 1136-1150)

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

WHEREAS, The Library desires to upgrade the HVAC control panels located at the Collinwood, Harvard-Lee, and Langston Hughes branches as a part of the Safe, Warm and Dry Improvement Project; and

WHEREAS, Library Administration has determined that it is necessary and advisable to upgrade the software that runs the Library's building automation system; and

RESOLUTION
AUTHORIZING
PURCHASE
OF BUILDING
CONTROL
PANELS AND
SOFTWARE
Approved

WHEREAS, Siemens has supplied all of the HVAC control panels installed at the Library's facilities, and the Library therefore requested that Siemens provide quotes to furnish and install HVAC control panels at the Collinwood, Harvard-Lee, and Langston Hughes branches and to upgrade the building automation software; and

WHEREAS, Siemens provided quotes for the sale and installation of HVAC control panels in the following amounts: Collinwood (\$39,602); Harvard-Lee (\$34,500), and Langston Hughes (\$35,000). Siemens also submitted a quote to upgrade the building automation software system in the amount of \$84,688.09, which includes all software, hardware, labor, and training of CPL staff; and

WHEREAS, Siemens has provided the attached sole source letter attesting that they are the sole source provider for the HVAC control panels and building automation software system, and the Library finds the prices quoted by Siemens to be fair and reasonable; and

WHEREAS, Under RC 3375.41, the Library is permitted to make improvements to library facilities without competitive bidding when necessary for the security and protection of Library's property; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO, or his designee, to execute such instruments as are necessary to implement the purchase and installation of HVAC control panels for a total cost of \$109,102 and the purchase and installation of the building automation software for a total cost of \$84,688.09, with both expenditures being charged to the Building and Repair Fund, which instruments shall be subject to the approval of the Chief Legal Officer.

Resolution to Amend Agreement with Dix & Eaton
Incorporated for Public Relations Services for CPL150

(See page 1151)

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

RESOLUTION
TO AMEND
AGREEMENT
WITH DIX &
EATON
INCORPORATED
FOR PUBLIC
RELATIONS
SERVICES FOR
CPL150
Approved

WHEREAS, On February 17, 2019, the Cleveland Public Library will begin a year of celebration commemorating 150 years of service to the people of Cleveland; and

WHEREAS, In order to create and promote experiences and events during the anniversary year that will honor the Library's past and look to future, raise awareness of the services provided by the Library throughout its rich history, and attract sponsors to offset the costs of the celebration, the Library recognized the need to engage the services of an experienced public relations firm; and

WHEREAS, The Library entered into an agreement with Dix & Eaton Incorporated in June of 2018 in the amount of \$54,000 for the development of a communications plan, fundraising counsel, and strategic support; and

WHEREAS, The Library would like to amend the existing agreement and engage Dix & Eaton Incorporated to develop branding elements that will support all communications and marketing outreach around the anniversary year; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into an amendment to the existing agreement in the amount of \$54,000 with Dix & Eaton Incorporated to provide the additional services as outlined in their statement of work for branding elements in an additional amount not-to-exceed \$28,000, for a total contract amount of \$82,000 which expenditure shall be charged to General fund account 11610053-53710 (Professional Services), and which agreement shall be subject to review and approval of the Chief Legal Officer.

Resolution to Amend Agreement with Barrie Projects, LLC for Curation of Puppetry Exhibit

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

WHEREAS, On June 19, 2018, the Board of Library Trustees authorized the Library to enter into an agreement with Barrie Projects, LLC for project management and curatorial services for the CPL150 puppetry exhibit; and

RESOLUTION TO AMEND AGREEMENT WITH BARRIE PROJECTS, LLC FOR CURATION OF PUPPETRY EXHIBIT
Approved

WHEREAS, On June 29, 2018, the Library and Barrie Projects entered into an Agreement for Exhibit Services engaging Barrie Projects to perform project management and curatorial services; and

WHEREAS, Barrie Projects, LLC has submitted to the Library a detailed budget for the production of the puppetry exhibit; and

WHEREAS, The budget, which is in the amount of \$78,150, includes line items for the various expenses associated with producing the puppetry exhibit, including, graphic design and production, fabrication, shipping, use rights, and installation. The production budget also includes a contingency of \$11,650; and

WHEREAS, The Library desires to amend the Agreement for Exhibit Services to include production of the puppetry exhibit, increasing the contract amount from \$25,000 to \$103,150; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into an amendment to the Agreement for Exhibit Services with Barrie Projects, LLC, for production of the CPL150 puppetry exhibit for an additional cost not-to-exceed \$78,150, thus bringing the total contract price to an amount not-to-exceed \$103,150 (including reimbursables) which shall be charged to Lockwood Thompson Fund Account 22880103-53710 (Professional Services) and which agreement shall be subject to the review and approval of the Chief Legal Officer.

Mr. Seifullah asked for details on what was needed to bring this exhibit into fruition.

Aaron Mason, Assistant Director, Outreach and Programming Services, stated that this exhibit is unique and is entirely made of items that the Library does not own. These items will be loaned from all around the country and mostly from the Center for Puppetry Arts in Atlanta, GA. With this comes additional costs for loan agreements and fabrication of vitrines and other support structures for these delicate puppets. This exhibit will have a global theme.

In response to Ms. Butts' inquiry, Mr. Mason stated that the intent is for the exhibit to open in mid-February, 2019.

Resolution Approving Guaranteed Maximum Price Amendment to Agreement with Albert M. Higley Co. for South Branch Renovation Project

RESOLUTION
APPROVING
GUARANTEED
MAXIMUM PRICE
AMENDMENT TO
AGREEMENT
WITH ALBERT M.
HIGLEY CO. FOR
SOUTH BRANCH
RENOVATION
PROJECT
Approved

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

WHEREAS, On October 20, 2016, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into an agreement with Albert M. Higley Co., LLC ("Higley") in the amount of \$368,353.75 to perform construction management services for the South Branch Renovation Project (the "Project"), and the Library executed the agreement on November 11, 2016 ("Agreement"); and

WHEREAS, On January 16, 2018, this Board approved an amendment to the Agreement with Higley establishing a Guaranteed Maximum Price ("GMP") of \$3,768,400.63 for the South Branch Renovation Project; and

WHEREAS, As of September 10, 2018, there have been four change orders approved, totaling \$106,927.28, which increased the GMP to \$3,875,327.91; and

WHEREAS, The GMP included a \$75,000 allowance for low voltage wiring and equipment; and

WHEREAS, The scope of the low voltage wiring and equipment has been devised, initial bids from contractors have been received, and the cost of the low voltage wiring and equipment will not exceed \$55,000; and

WHEREAS, The Library desires to reduce the low voltage wiring and equipment allowance by \$20,000, thus reducing Higley's GMP by \$20,000, which would then be allocated to the Owner's Contingency and Permit fund to cover unanticipated costs that may arise during the remainder of the project; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or his designee to enter

into and execute an amendment to the Agreement between the Cleveland Public Library and the Albert M. Higley Co. reducing the current Guaranteed Maximum Price from \$3,875,327.91 to \$3,855,327.91, effective upon signing change order 4 on September 10, 2018, which amendment shall be subject to the approval of the Chief Legal Officer; and be it further

RESOLVED, That the Executive Director, CEO or his designee is further authorized to increase the Owner's Contingency and Permit Fund by \$20,000.00 from \$156,131.37 to \$176,131.37, effective upon signing change order 4 on September 10, 2018, to pay the costs resulting from changes and additions to the Project which may be made in the future by the Library, and which are not included in the GMP; and be it further

RESOLVED, That the CM Fee, SDI, and any other sums affected by this deduction will be tracked and resolved as part of final calculations and project closeout.

Mr. Corrigan stated that the change orders on this project in the two years is still less than 2.5%.

Resolution Authorizing the Executive Director to Settle Claims and Litigation up to the Amount of \$40,000

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

WHEREAS, From time to time, claims and lawsuits, including administrative claims, are filed or lodged against the Cleveland Public Library and its officers and employees; and

WHEREAS, In some cases it is in the best interests of the Library to settle a lawsuit or claim for a small or modest monetary sum rather than incur the costs of litigation and subject the Library to the possibility of a large judgment for damages; and

WHEREAS, Certain courts and administrative agencies require that the Library have full settlement authority at mediations, arbitrations, and pretrials when settlement negotiations are likely to take place; and

RESOLUTION
AUTHORIZING
THE EXECUTIVE
DIRECTOR TO
SETTLE CLAIMS
AND LITIGATION
UP TO THE
AMOUNT OF
\$40,000
Approved

WHEREAS, Because the Board of Trustees of the Cleveland Public Library only meets regularly once a month it is not always possible to obtain Board authorization prior to a settlement negotiation; and

WHEREAS, Therefore, this Board desires to grant the Executive Director standing authority to settle claims and litigation up to an amount not-to exceed \$40,000; now therefore be it

RESOLVED That the Board of Trustees of the Cleveland Public Library hereby grants the Executive Director, CEO, the authority to settle any claim or lawsuit, including any administrative claim, presented to or filed against the Library, its officers and/or employees, provided the settlement does not exceed Forty Thousand Dollars (\$40,000), and further provided sufficient monies are available for the payment of the settlement amount. Said settlement must be approved by the Chief Legal Officer, who will notify the Board of Trustees as soon as possible after a settlement is reached.

FISCAL OFFICER'S
REPORT, JUNE,
JULY, AUGUST
Submitted

Fiscal Officer's Reports, June, July, August

(See pages 1152-1210)

REPORT ON
INVESTMENTS,
JUNE, JULY,
AUGUST
Submitted

Reports on Investments, June, July, August

(See pages 1211-1213)

REPORT ON
CONFER. &
TRAVEL
EXPENDITURES,
JUNE, JULY,
AUGUST
Submitted

Reports on Conference and Travel Expenditures, June,
July, August

(See pages 1214-1220)

PURCHASES FROM
\$5,000-\$25,000,
4/1/18-6/30/18
Submitted

Purchases from \$5,000-\$25,000, 4/1/18-6/30/18

(See page 1221)

PRUCHASES
EXCEEDING
\$25,000, 4/1/18-
6/30/18
Submitted

Purchases Exceeding \$25,000, 4/1/18-6/30/18

(See page 1222)

FEES PAID FOR
LEGAL ADVICE
AND SERVICES TO
OGLETREE, 4/1/18-
6/30/18
Submitted

Fees Paid for Legal Advice and Services to Ogletree,
4/1/18-6/30/18

(See page 1223)

Report on Expenditures Made from the Owner's Contingency Fund for Safe, Warm and Dry Construction Project, June, July, August

(See pages 1224-1230)

Report on Expenditures Made from the Owner's Contingency Fund for South Branch Renovation Project, June, July, August

(See pages 1231-1233)

Report on Expenditures Made from the Owner's Contingency Fund for Lakeshore Facility Roof Replacement Project,

(See pages 1234-1236)

HUMAN RESOURCES COMMITTEE REPORT

Before Mr. Hairston presented the following report, Director Thomas asked Harriette Parks, Assistant Director of Public Services - Branches, to introduce the following new branch managers: Lisa Krok, Harvard-Lee Branch Manager, who comes from Akron-Summit County Public Library and Diane Briggs, Addison Branch Manager, who is comes for Delaware County Community College. Mr. Parks noted that Addison Branch is scheduled to open to the public on September 24, 2018.

After Director Thomas welcomed the new managers, he asked Shenise Johnson Thomas to introduce Ethan Barham.

Ms. Johnson Thomas introduced Ethan Barham, Cleveland Foundation Public Service Fellow, Office of External Relations and Development.

Mr. Barham thanked the Board for the opportunity and stated that during his tenure in the Office of External Relations and Development, he will help navigate and strengthen connections with community partners and determine ways on how to better serve them. Mr. Barham will conduct research in the community from our branches.

After welcoming Mr. Barham, Director Thomas shared Mr. Barham's aspirations of becoming President of the United States.

REPORT ON EXPENDITURES MADE FROM THE OWNER'S CONTINGENCY FUND FOR SAFE, WARM & DRY CONSTRUCTION PROJECT
Submitted

REPORT ON EXPENDITURES MADE FROM THE OWNER'S CONTINGENCY FUND FOR SOUTH BRANCH RENOVATION PROJECT
Submitted

REPORT ON EXPENDITURES MADE FROM THE OWNER'S CONTINGENCY FUND FOR LACKSHORE FACILITY ROOF REPLACEMENT PROJECT
Submitted

Mr. Hairston recommended to Tena Wilson, Deputy Director/Chief of Staff, that items be brought to the Human Resources Committee in advance of the full Board. It is important that we examine the skills required to move forward the objectives of the Library's Strategic Plan.

Mr. Hairston requested that prior to each Regular Board Meeting he be updated on new hires.

REGULAR
EMPLOYMENT
REPORT,
JUNE, JULY,
AUGUST
Approved

Regular Employment Reports, June, July, August

(See pages 1237-1243)

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

RETIREMENT
RECOGNITION
CITATION
Approved

Retirement Recognition Citation

Mr. Hairston moved approval of the following resolution. Mr. Corrigan 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:

Timothy Murdock (13 years of service); Director of Property Management; Grade N - Property Management; retired 07/06/2018

Karima Ward (30 years of service); Technical Service Associate; Grade D - Lakeshore; retired 08/27/2018

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.

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

Reports on Paid Sick Time, June, July, August

(See pages 1244-1246)

Employee Demographics (EEO-4) Reports, June, July, August

(See pages 1247-1249)

Insurance Summary Reports, June, July, August

(See pages 1250-1252)

COMMUNITY SERVICES

Mr. Corrigan submitted the following report.

Amendment to Fines and Fees Schedule

(See page 1253)

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

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

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

WHEREAS, The introduction of the internet hotspot lending program requires adding additional fees to Part A of the Schedule; now therefore be it

RESOLVED, That the Board of Library Trustees approves the revised Fines and Fees Schedule, as attached, to be effective October 1, 2018.

Mr. Corrigan stated that stated that the introduction of the Mobile Hotspot Lending Program requires adding replacement prices for mobile hotspot devices, cases and cables. These replacement prices can be found on the Fines and Fees Schedule: Part A.

EMPLOYEE
DEMOGRAPHICS
(EEO-4)
REPORTS, JUNE,
JULY, AUGUST
Submitted

INSURANCE
SUMMARY
REPORTS, JUNE,
JULY, AUGUST
Submitted

AMENDMENT TO
FINES AND FEES
SCHEDULE
Approved

MONTHLY
ACTIVITY
REPORTS, JUNE,
JULY, AUGUST
Submitted

Monthly Activity Reports, June, July, August

(See pages 1254-1272)

Mr. Corrigan stated that these reports reflects the increase in electronic media circulation; slight decrease in computer usage; wireless sessions increase to almost 50% for the year; walk in counts decrease which are typical when the economy rebounds.

Building Status Update

BUILDING STATUS
UPDATE
Presented

Mr. Corrigan stated that the Library has survived the wet summer without major issues.

SAFE, WARM &
DRY UPDATE
Presented

Safe, Warm and Dry Update

Eric Herman, Capital Projects Manager, reported that the following branches are closed for Safe, Warm and Dry: Collinwood, Langston Hughes, Fulton and Carnegie West. Addison reopens on September 24, 2018. Carnegie West completion is mid-October to late-November.

ADVOCACY
TASKFORCE
UPDATE
Presented

Advocacy Taskforce Update

Shenise Johnson Thomas, Chief of External Relations and Development, stated that her update focuses on the "Libraries Educate Today's Workforce for Tomorrow's Careers" event with the American Library Association at OverDrive Headquarters on September 14, 2018. Congresswoman Marcia Fudge and Senator Rob Portman participated in this event.

Various Trustees and Director Thomas thanked and congratulated Ms. Johnson Thomas and her team for a wonderful event.

FOUNDATION
UPDATE
Presented

Foundation Update

Shenise Johnson Thomas, Chief of External Relations and Development, stated that the Foundation is moving forward specifically focusing on its Annual Fund. The Foundation has just done its mid-year appeal for the Annual Fund. In addition, there is a slate of stewardship events for members with the first event taking place on September 22 following Writers & Readers. Membership events will be taking place between now and December 2018.

Ms. Johnson Thomas stated that CPL150 fundraising efforts have begun specifically around our signature Writers & Readers event.

DIRECTOR'S REPORT

Before presenting his report, Director Thomas commended Ms. Krenicky and her staff for receiving the Auditor of State Award with Distinction for FY 2017.

Mr. Corrigan stated that the great tradition of the Library is to be very good stewards over the tax payers' money. The Library has been fortunate to have had wonderful financial leadership that the Director and the Board has supported with high standards.

Director Thomas thanked Mr. Mason and his staff for their hard work on the Barrington Irving program and asked Mr. Mason to give an update.

Aaron Mason, Assistant Director, Outreach and Programming Services, stated that this is a magnificent opportunity for CMSD students. With the help of a lead engineer, students are refurbishing and building a high performance race car with a goal of it reaching 120 mph. This project involves students from 5 different schools and is coordinated by the staff at CMSD and a lead engineer from Experience Aviation.

In response to Ms. Butts' inquiry, Mr. Mason stated that the race car is being built at Max Hayes and there are 50 students working on the project on rotating shifts on different days. Mr. Mason invited the Board to meet some of the students who will be at Maker Faire on November 3. The race car will be on display as well.

Mr. Hairston acknowledged the Board for its leadership and being an example of partnership. The Library was first to join the project followed by CMSD who provided food, transportation, teachers and students from different schools; and Tri-C that provided tools and expertise.

Mr. Hairston stated that Tri-C will host a boot camp for the students so that they can continue to develop their skills and those credits will go towards a 2 year

DIRECTOR'S
REPORT
Presented

associates degree. As a major partner, the Library is a catalyst for that.

Mr. Hairston stated that there is about 40% female participation on this project.

Director Thomas gave a PowerPoint Presentation and gave an overview of the following:

Major Initiatives

- Strategic Planning
- Master Facilities Planning
 - Safe, Warm & Dry
 - Renovated South Branch - Grand Opening Dec 1
- 150th Anniversary 2019 Year Planning
- Innovative customer service model
- New MLK Branch Planning
- Jefferson Branch Incubator Planning
- Education & Learning: Programs/Events/Exhibits
(*Outreach & Programming Services, Education & Literacy, Mobile*)
- Collections: Main Library / Popular libraries
- Special Improvement Projects

Strategic Areas of Focus

- Form communities of learning
- Fight community deficits
 - EDUCATION
 - JOBS
 - SUSTAINABLE FOOD
 - HEALTHCARE
- Ready for the future: CPL 150
- Cultivate a global perspective
- Innovate for efficient & sustainable operations

Director Thomas noted the Library leadership and staff who participated in the Strategic Plan process.

Ms. Butts requested additional information on Jefferson Branch Incubator Planning.

Ms. Wilson stated that Jeremiah Swetel, Chief Operations Officer, and his group who are working on Master Planning, and Sonya Pryor Jones are gathering ideas from

staff, the community and the Advisory Group. All of these ideas are what people think that future libraries should look like. Then we decide, of all of the things that we do now, on our "service model", what is it that we would like to try as a possible service model of the future.

Ms. Wilson stated that Mr. Swetel will devise a Master Plan that will touch all of our buildings. Before we spend large amounts of money, we want to test the service model.

Ms. Wilson stated that by working together we will come up with a list of things that we will try at Jefferson or even Main Library.

Director Thomas stated that Jefferson Branch is good location to test things. The building is small and the staff is every excited about the idea. It is more feasible to test ideas out in one branch instead of 27 branches; especially if the idea does not prove to be a good one.

Ms. Wilson stated that this is a staff driven incubation.

Director Thomas reviewed the plans for the 150th Anniversary. In February for Chinese New Year, the Chinese Beijing Dance Theater will come to the Library to do classes for young people and also a performance at Playhouse Square. Also in February, Director Thomas will give his "State of the Library Address" at the City Club. We are preparing to submit an application for Michelle Obama to come to Cleveland and keynote our Writers & Readers Series. Finally, near the end of July, we would like to host a "Party for the People" and close off streets surrounding the Library, close all of our facilities and send staff to Main Library for a day of festivities around libraries, authors, children and entertainment. In the fall of 2019 would be our Gala. Throughout the year would be our special puppet exhibit. We will end our year with a grand speaker for our annual Martin Luther King, Jr. Commemoration at a larger venue perhaps in University Circle.

Director Thomas stated that as plans are solidified, the Board will be updated.

Mr. Corrigan asked for an update on MLK especially on what the developers are doing.

Mr. Swetel stated that Steve Rubin, Midwest Development, are still in discussion with their engineering team and some of the University Circle stakeholders. We hope to hear by next week an update on the structural assessments and some of their other program needs so that we can merge the two together and develop a great proposal with the design team. At the kick off meeting a couple of weeks ago, they demonstrated a desire to break ground in August, 2019. They would like to resolve issues that they had with the use of the apartment structure and get us the information that we need so that we can move forward.

Mr. Seifullah asked if the work that the Sewer District is doing would have any impact on the MLK Construction project.

Ms. Swetel stated that he was not aware of any conflict. The Sewer District is doing a tunneling project in a number of different neighborhoods. The only notice that the Library has received is regarding the Langston Hughes Branch. They are surveying and tunneling underneath that area. No other notice has been received.

Director Thomas stated that he has participated in meetings where discussions have been held about plans for that area in University Circle. They are creating a park area. The City and University Circle are seeing this as an opportunity to be driven by the money given for the project while beautifying and updating that space. Ultimately, traffic will be slowed down considerably throughout all of that area. There is a concern regarding how people will come into the area from the Heights as Chester will be slowed down. They must take Carnegie and Cedar Avenues. Because they are trying to make this a neighborhood, people will be able to walk to the library over to the Museum of Art and the lagoon.

Ms. Rodriguez thanked Director Thomas for his presentation.

FIGHTING COMMUNITY DEFICITS

On July 10th, OLBPD hosted its annual Family Fun and Learning Day in Cleveland at the Lake Shore Facility.

OLBPD hosted 85 registered patrons who enjoyed tours of the Sensory Garden and OLBPD, as well as guest speakers Tracy Grimm from the SLO Talking Book Program, and Beverly Cain, State Librarian of Ohio. OLBPD patrons also enjoyed listening to keynote speaker Romona Robinson, WOIO-TV evening news anchor and author of "A Dirt Road to Somewhere," and Pam Davenport, Network Consultant from the National Library Service. Exhibitors were also on hand from the Cleveland Sight Center, Guiding Eyes for the Blind, Magnifiers and More, and others offering products and services of interest to our patrons.

FORMING COMMUNITIES OF LEARNING**Summer Reading Club**

The 2018 Summer Lit League (SLL), formerly known as Summer Reading Club provided reading and engagement activities that were thematically aligned with Yinka Shonibare's art installation The American Library. The exhibit in Brett Hall was a part of FRONT International: Cleveland Triennial for Contemporary Art, a regional art show held in Cleveland, Oberlin and Akron. Key aspects of the collaborative exhibition include international cultural diversity, immigration and the ever-changing political climate of an American City. As it relates to summer programming, the key aspects FRONT built the programmatic foundation of the SLL programmatic experience.

Programming content focused on world art and culture activities. Throughout the summer program, participants participated in a variety of enrichment activities that promoted the arts, inclusion, community building, reading, writing and other forms of creative expression.

Summer Lit League registration began Monday, June 4 with the associated programming continuing for 8 weeks (June 4th - July 28th). At the conclusion of this year's SLL, 13,530 students with 6,484 completing. The 2018 completion rate continued its trend upward with a 22%

increase from 2017, in addition to a 33% registration increase.

The Cleveland Public Library received generous financial and in-kind support from the Cleveland Public Library Foundation, The Cleveland Metroparks Zoo, The Children's Museum of Cleveland, Cleveland Book Bank, Greater Cleveland Food Bank, Radio One, Chipotle Mexican Grill, The Cleveland Cavaliers, and The Cleveland Monsters.

The 2018 SLL culminated with a free event on Saturday, August 4, at the Cleveland Metroparks Zoo. As a completion prize, all eligible SLL participants were given a voucher for two people, which granted free access to all attractions at the main Zoo complex, including the SLL celebration. Eligible patrons were entered into a raffle for Southwest Airline gift cards, Beats Headphones and Kindle Fires. On the day of the event, 612 vouchers were redeemed in exchange for 1225 Zoo tickets; a 27% attendance increase from 2017.

Ohio Center for the Book Scholar-in-Residence Whitney Porter

The Ohio Center for the Book selected Kent State University PhD student Whitney Porter 2018-2019 residency. She was selected by Manager of the Literature Department and OCBF Amy Dawson, Assistant Director of Public Services, Main Library, Robin Wood, and Janet Ingraham Dwyer, Library Consultant and Choose to Read Ohio Director at the State Library of Ohio.

Cleveland Law Library Book Club

Public Administration Library (PAL) Library Assistant David Furies hosted a book discussion with the author on August 3rd in collaboration with the Cleveland Law Library Association. The book *Eyes like mine* was written by Lauren Cecile. Ms. Cecile is also known by her professional name The Honorable Lauren C. Moore, Cleveland Municipal Court Judge.

Exhibits and Displays

FRONT: *The American Library*

In July of 2019 Cleveland, Akron, and Oberlin hosted the first FRONT International: Cleveland Triennial for Contemporary Art, an exhibition comprised of artist commissions, performances, films, and public programs. *An American City: Eleven Cultural Exercises*, in

collaboration with museums, civic institutions, and alternative spaces across Cleveland, Akron and Oberlin, showcased various projects, including performance and theater throughout the landscape and built environment. National, international and area-based artists examined the ever-changing and politically urgent conditions of an American city.

As a part of FRONT the Cleveland Public Library hosted *The American Library*, an installation created by artist Yinka Shonibare MBE (RA), that featured thousands of books wrapped in African wax cloth, their spines emblazoned with the names of first- or second-generation U.S. immigrants and African Americans affected by the Great Migration from the American South. Artists, athletes, scientists, musicians, writers, physicians, inventors, architects, and other cultural icons. are represented in this exhibit.

While Shonibare's studio made the final decisions regarding the installation's list of immigrants, Cleveland Public Library staff played a significant role in researching and suggesting many of the names that will appear in *The American Library*.

One of CPL's signature event for *The American Library* occurred on August 23. Approximately 40 people visited Brett Hall to see the installation and hear "*Tightly Bound: The Story of Dutch Wax Textiles.*" This presentation by Jane Hammond, Textile Conservator at ICA, described the origins, manufacture, and conservation of wax cloth, the fabric used in the Shonibare exhibit.

Also as a part of FRONT programming the Library in partnership with the Cleveland Museum of Art hosted a musical performance on August 15th on Mall C in downtown Cleveland. Cheick Hamala Diabate a Ghanaian artist who explores West African rhythms in the griot tradition. Diabate is considered a master of the n'goni, a stringed lute and ancestor of the banjo.

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In conjunction with FRONT's *Kerry James Marshall: Works on Paper* at the Cleveland Museum of Art, a selection of works from Marshall's comic series *Rythm Mastr* series was on view at the Cleveland Public Library, Main building in the lower-level exhibit cases. In these

works, Marshall animates the history and mythology represented by traditional African sculpture, developing an array of black protagonists that populate his narrative frames. This collaborative presentation was designed in part as recognition of the role that public libraries played in Marshall's early development as an artist.

Cleveland Division of Air Quality, *CDAQ Visual Timeline*
 The Cleveland Division of Air Quality, *CDAQ Visual Timeline* is a traveling exhibit showing how the air quality in Cleveland has improved over the years. Historical photographs and text show the history of industry, facilities, and areas of Cleveland as well as a history of air pollution control in Cleveland and how the Division of Air Quality evolved throughout the years. The 4-panel exhibit and related pamphlets were installed at West Park Branch in August, and are moving to other CPL locations in the future.

Research that's Possible Only at Main Library

- Staff assisted a patron identify the blacksmith shop that their grandfather owned using the City Directories and Sanborn Fire Insurance maps.
- Staff assisted a baseball researcher with finding and obtaining an image of the Cleveland Spiders from 1892. The image will be used in a SABR presentation to be given at the Library later in the year.
- Staff assisted the Managing Producer at Ideastream with locating images of Blossom Music Hall for possible use on a video documenting the Hall's 50th Anniversary.
- Staff has been helping a family from Texas acquire newspaper articles and photographs of their great grandfather who was an amateur boxer in Cleveland. Staff is using in the Plain Dealer, Cleveland Press, and Cleveland News for amateur boxer Al Jackson.
- Staff worked with a patron who sponsors the grave of a fallen American World War II soldier in Belgium. The patron was searching for autobiographical information, photographs, and other articles relating to the soldier.
- Staff members supplied a photograph of Cleveland millionaire, James Corrigan, to an out of state

historical society for a book on Great Lakes maritime history.

- Mayor Frank G. Jackson's Summer Youth Employment Program came into the Map Collection to conduct property research using the Sanborn Fire Insurance maps.
- A representative of the Hungarian Cultural Garden visited Map Collection and digitized 4 historical plans of the garden for a presentation he will be conducting.
- Staff helped a researcher from Texas find articles about a sit-in that took place in March of 1930 at a downtown Cleveland restaurant.
- Staff assisted an employee & researcher from the Cleveland Natural History Museum to locate a book & map for geological studies of Northeast Ohio. CPL is the only location with the materials they sought.
- Staff assisted a writer with historical images of Cleveland ice hockey teams from the 1930s - 1980s for a publication.
- Staff assisted a local writer with finding and obtaining an image of the Henry Kitchen mansion at 3134 Euclid Avenue. An image of the residence was found in the newly described Charles S. Hackett Collection.
- Staff helped a patron from the Brick Collectors association identify the company that produced the "Shield Brick". This patron has been researching the brick for about twenty-years, and staff were able to use the City Directories and other research sources to identify the company.
- Staff assisted researcher and writer obtain historical images of the Stillman Theatre for an article on the Cleveland Historical website. The images were pulled from the Charles S. Hackett Collection.
- Staff assisted a researcher with finding and obtaining images of boxer and gambler Tommy McGinty, and of Tommy McGinty's Place, the subject of a raid by Eliot Ness in 1936. One of the photographs found in the Subject Cleveland Collection was taken during the time of the raid.
- Staff assisted a patron find information about his relative who served in the Civil War. Using "The Roster of Union Soldiers" for Ohio, staff found the correct soldier listings.

- Staff helped a patron clarify a family mystery. The patron's grandfather disappeared from Boston in the 1950s but died in Cleveland in 1968. Using the Criss-Cross directories, staff were able to verify the missing relative lived at the Colonial Hotel at 523 Prospect Ave.
- Research Fellow from Case Western Reserve and the Director of the Flora Stone Mather Center for Women requested information of the items that Edith Anisfield-Wolf donated to CPL before she passed in 1963. This included her poetry, artwork, and a manuscript leaf from a medieval Bible.
- Request for permission to use historical chess portrait photographs from a researcher and founder of the sole chess publishing house in Turkey for a publication.
- Conductor & Historian of the Ted Lewis Museum in Circleville Ohio requested some music from the Eyman Dance Collection
- Ph.D. candidate from Limerick Ireland requested a scan of selected articles from the *Citizen Newspaper* (NY: 1854-1857)
- Chess research request to see a copy of *El torneo de ajedrez para el campeonato de la República Mexicana; desarrollo de la habilidad en el ajedrez (1926)*
- Chess research request for scans from 1913 issue of *Deutsches Wochenschach* on a biography on Johannes Zukertort (1842-88).
- Chess research request for an 1862 article in chess journal called *The Dial*.
- Patron request to view the signed copy of Salvador Dali's publication of *Alice in Wonderland* in Special Collections.
- Chess research request for scans from the 1878 edition of the chess column from *The Glasgow Weekly*.
- Chess research request to view the 1926 chess tournament booklet held in Mexico called *El Torneo de ajedrez para el Campeonato de le Republica Mexicana*.
- Fine Arts staff assisted the Cleveland Print Club identify Andy Warhol prints donated to the Cleveland Zoo in 1983.
- Request for the score *Tom-Tom* that was performed at the Municipal Stadium Cleveland, Ohio, June 30th, 1932.

- Request for scans from the Howell & Thomas architectural drawings of the Rufus Burton home built in Zanesville, OH (1911-12).
- Chess research request from Italy of a 1739 chess manuscript by Giulio Volpe Borsello, titled '*Traduzione della scacheide del Vida*', which is described as "autograph" of Volpe Borsello.
- Research request to confirm that Special Collections owned a 1665 copy of *Tom Thumb: His Life and Death* which was confirmed.
- Request for scans from 1913 publication about Islamic legends entitled *Majmū'ah-'i nūr nāmah*.
- Request from Harvard for scans from the East India Manuscript collection called *Letters to Samuel Peach on the capture of Seringapatam and on trigonometrical surveying., 1799-1802*.
- Request from the Butler Library in New York a 1949 article about a Hebrew Letter written in 1768 from the *Journal of the Rama Varma Archaeological Society*.
- Assisted Professor from George Washington University researching artist Patrick Henry Ranson who moved to Cleveland in 1867 and painted portraits.
- Assisted a researcher working on a book about the relationship between chess master George Koltanowski and artist Marcel Duchamp. They requested permission to use some of the chess portrait photographs.
- Professor from Grinnell College in Iowa requested information about Cleveland pianist and composer Isabella Beaton (1870-1929) from the Johann Beck archive in Fine Arts. Articles were found in the *Plain Dealer* and various local papers.
- Librarian from Medina County Library requested assistance in identifying a book written on vellum written in a foreign script. Special Collections identified the language as Ge'ez, the language of the Ethiopian Orthodox Church. Staff recommended to contact The Manuscripts Division of the Princeton Library due to their large collection of Ethiopic manuscripts.
- An Italian researcher requested scans from a 1920 book about Graziella Pareto, a soprano (wife of Gabriele Sibella).
- Ph.D. Architectural candidate from the U. of Cincinnati requested to view microfilm of the *History of the Supervising Architect of the*

Treasure Dept. (1886) that the Schweinfurth Committee purchased.

- Architect from Midland Architectural Hardware inquired about plans for the Rockefeller Building on Superior and the Perry-Payne Building. Plans were found in a book by the National Park Service. They also inquired about trade catalogs for the Yale Lock Co.; some were found in the Trade Catalog collection (part of the Schweinfurth Collection).
- Assisted visiting academic researcher from Vanderbilt doing research from the East India Collection, of the *Diary of Mr. Hastie, Government Agent in Madagascar, 1823 to 1 January 1824*.
- Request for Sam Lloyd's puzzle column from *Woman's Home Companion* from 1911 and 1914.
- Staff gathered Cleveland Chamber of Commerce records from the Business Department's clipping file for a patron.
- A patron sought information about an earthquake in Cleveland around mid-1930's when a stairway collapsed downtown after a school dance. The event was chronicled in an article entitled "8-Minute Tremor Felt in Nine States; Canada Reports Slight Shock" in the *Historical Plain Dealer* database.
- A WCPN Ideastream radio host has been working with staff on Census statistics and specialized reports for her podcast, *The Downtowner*. Government Documents has supplied crucial data to them from CPL's census data collection.

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

CLEVNET

CPL has over 12,000 followers on Twitter and the Facebook page currently has over 8,000

GRANTS & DEVELOPMENT**Best Buy Teen Tech Center at Rockport Branch**

- o Work continued on furniture, painting, equipment, etc.
- o Coordinating soft opening for September 12
- o Planning Grand Opening, currently scheduled for November 14.

Early Literacy Training Initiative (Bruening Foundation grant)

- o Submitted Year I progress report
- o Met with program officer to review progress and discuss budget and Year II work
- o Working with OSU on new agreement for a second year of work.

CPL Foundation

- o Assisted in creation and mailing of a mid-year appeal to donors.
- o Assisted in planning of Board of Directors Meeting.
- o Explored venues for CPL150 celebration event
- o Created new brochure.

Progress Reports

- o Submitted Cleveland Foundation marketing grant mid-term report for CPL Foundation.
- o Submitted LSTA progress report for BookBox at Edgewater Beach.
- o Submitted PNC progress report on Kindergarten Clubs.

Applications/Grants

- o Submitted ULC Innovations nomination for eSports @ CPL. *Received notice that we did not receive the award.*
- o Submitted request to Ohio Transformation Fund to support the Prison Nation exhibit at the MLK Branch.

- o Submitted Letter of Inquiry to the Fowler Family Foundation for out-of-school and after-school programming.
- o Submitted grant application to Norfolk Southern for funds to purchase giveaway books.

Letters of Support submitted to the following individuals/organizations:

- o Ideastream
- o LAND Studio
- o Cleveland Seedbank
- o BorderLight: Festival of International Theatre Cleveland
- o Eugene Lang College - for Charles Chestnutt collection
- o Literary Cleveland
- o LylesArt

PUBLIC SERVICES

Programs and Services

Summer Reading Club

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As a part of this year's SLL, three special events were held at various locations including the Cleveland Metroparks Edgewater Beach, Brett Hall of the Main Library, Fulton and Langston Hughes Branches. Summer Lit League featured presenters include Tiffany D. Jackson, New York Times bestselling author Roshani Chokshi, and Pratt Institute Graduate and illustrator, Ellen Weinstein.

Tiffany D. Jackson is a TV professional turned novelist, building a national reputation as an outstanding contributor to the genre of Young Adult literature. Jackson's critically acclaimed debut novel received rave reviews, as *Allegedly* was named one of the Best YA Books of 2017 by Kirkus Review, School Library Journal, NY Public Library, Chicago Public Library and the Texas Library Association. *Allegedly* was also nominated for an NAACP Award.

Roshani Chokshi is the New York Times bestselling author of *The Star-Touched* series and *Aru Shah and the End of Time*, book one in the *Pandava* series. Paramount Pictures won the movie rights to *Aru Shah and the End of Time*. In Chokshi's middle grade debut, *Aru Shah* tends to tell over the top stories in an attempt to gain friendship at school. As *Aru* tries to escape her mess after claiming the museum's *Lamp of Bharata* is cursed, she embarks on an unimaginable journey. Karen Rosenfelt, producer of the *Twilight* Saga and *Percy Jackson* is producing.

Ellen Weinstein was born and raised in New York City. As an award-winning illustrator, Weinstein has a list of

high-end clientele, including but not limited to the New York Times, Times Magazine, The Wall Street Journal, GQ Magazine and the Modern Museum of Art. Weinstein's first illustrated picture book, *Yayoi Kusama, From Here to Infinity*, unfolds Kusama's journey from Matsumoto, Japan to New York City and her rise to success as a world renowned artist. The Cleveland Museum of Art is exhibiting *Yayoi Kusama: Infinity Mirrors* from July 7 - September 30, 2018.

The audience differed for each special event. Students from Cleveland YoungLives, a local organization community to reaching pregnant teenage girls or those who have already entered motherhood, and the Police Athletic League (PAL) were guests at Edgewater Beach for Tiffany D. Jackson, in addition to various Northeast Ohio library professionals and book lovers alike. North Collinwood Salvation Army Summer Camp students visited Main Library to attend Roshani Chokshi's author event. Outreach to each of these groups has strengthened our relationship with communities unfamiliar with library services and programs and afforded them the opportunity to have direct interactions with nationally-renowned authors. As part of the programs, each participant received a signed copy of *Allegedly*, *Monday's Not Coming* and *Aru Shah and the End of Time*. Community members from Fulton and Langston Hughes Branches explored art and enjoyed a reading of *Yayoi Kusama: From Here to Infinity*, with illustrator Ellen Weinstein.

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works, Marshall animates the history and mythology represented by traditional African sculpture, developing an array of black protagonists that populate his narrative frames. This collaborative presentation was designed in part as recognition of the role that public libraries played in Marshall's early development as an artist.

Cleveland Division of Air Quality, *CDAQ Visual Timeline*
The Cleveland Division of Air Quality, CDAQ Visual Timeline is a traveling exhibit showing how the air quality in Cleveland has improved over the years. Historical photographs and text show the history of industry, facilities, and areas of Cleveland as well as a history of air pollution control in Cleveland and how the Division of Air Quality evolved throughout the years. The 4-panel exhibit and related pamphlets were installed at West Park Branch in August, and are moving to other CPL locations in the future.

Early Childhood Services

On the Road to Reading staff focused primarily on Kindergarten Clubs, a kindergarten readiness program funded by Starting Point and PNC Bank. In total 45 clubs will be held from May 30th and ending on October 1st. Sandy Nosse, Family Engagement Specialist, Mobile Services, lead all the sessions held this summer. Average attendance per session was approximately 10 families. In June, Allison Kennedy joined the team as a part-time Library Assistant, a position that had been vacant since May 2017. She has an early childhood degree and several years of experience in early childcare services, from teacher to administrator.

In July, the collection was evaluated and new kits were created in August to service the OTRR centers in Fall 2018. In August, it was decided that the OTRR service would also include an expanded book delivery service. In August, OTRR recruited 12 new sites for the fall 2018 session, which will start on September 10th.

STAFF

On June 11, Alison Kennedy, Library Assistant, Part-Time Regular, Youth Emphasis, began working at Mobile Services.

On July 9th, Mobile Services Manager, Rhonda Pai assumed the role of Early Childhood Literacy Coordinator (Part-Time).

On the same date, Adult Programming and Outreach Coordinator, Shayna Muckerheide became temporary Manager of Mobile Services. Mrs. Muckerheide was tasked with assessing Mobile Services operations delivering data informed recommendations to Administrators by the end of 2018.

On July 18th, Danielle Konkoly, Branch Clerk, Mobile Services (PTR), was promoted to Library Assistant, PTR, Computer Emphasis, Rockport Branch.

Cleveland Downtown History by Bike

Center for Local & Global History Librarian Terry Metter conducted three bike tours of Downtown Cleveland. Using the UH Bike share, patrons rented a bike or brought their own to use while Mr. Metter gave a tour of downtown's historic sites.

CLE Heritage Tour

To Celebrate Cleveland's 222nd birthday, Center for Local & Global History Manager Olivia Hoge organized the CLE Heritage Tour, a Lolly the Trolley tour of near east neighborhoods. Cleveland author Alan Dutka hosted the tour of Asia Town, St. Clair Superior, and Slavic Village.

Cleveland in the 1950s

Photograph Collection Librarian Brian Meggitt presented "Cleveland in the 1950s: Photographs from the Charles S. Hackett Collection" on August 11th. The talk focused on changes to transportation and city infrastructure, using images of the end of the streetcar lines and demolition of multiple Millionaires' Row mansions. In conjunction, Mr. Meggitt completed a new display, "Cleveland in the 1950s".

City of Cleveland Birthday Party

Government Documents Supervisor led a Cleveland Public Library Birthday party for the city of Cleveland in July. Over 100 people came to celebrate Cleveland's 222nd birthday.

When the News was New

Center for Local & Global History Manager Olivia Hoge worked with Literature Department staff, independent historian John Vacha, and Head of Special Collections at Cleveland State University's Michael Schwartz Library, William Barrow on an exhibit on Main Library's second floor. "When the News was New," celebrates the 100th anniversary of Cleveland's first newspaper, the *Cleveland Gazette & Commercial Register*, published July 31st, 1818. The opening reception on July 31st was introduced by Mr. Vacha in the Ohio Center for the Book.

Getting Your Business Online

Cleveland Public Library became an official partner with Google for the *Get Your Business Online* initiative. Government Documents Supervisor Sarah Dobransky and General Research Manager Don Boozer signed up in August to gain access to online materials. Thus, Google chose Cleveland Public Library to be the location for Google's Content Partnership breakfast during *Content Marketing World 2018* conference held downtown in early September. Ms. Dobransky has been coordinating with Outreach and Programming Services to facilitate these events.

Hoops for Hunger

Business, Economics, and Labor Library Assistant Joseph Parnell was co-chair of the Harvest for Hunger Hoops for Hunger fundraiser for the Cleveland Food Bank, which raised both money and awareness of the community needs and CPL's involvement in the fight to end hunger.

Music at Main

The Singers Club of Cleveland performed themes from Lewis Carroll's novel *Alice in Wonderland*. There were 27 attendees on June 2nd. The Cleveland Clinic Band performed patriotic music in the Eastman Garden to celebrate Independence Day. There were 80 attendees on June 30th. And on August 4th, The Cleveland Opera Theater performed a mix of opera classics and Broadway musicals for 44 attendees.

Ohio Center for the Book Scholar-in-Residence Whitney Porter

The Ohio Center for the Book selected Kent State University PhD student Whitney Porter 2018-2019 residency. She was selected by Manager of the Literature Department and OCBF Amy Dawson, Assistant Director of Public Services, Main Library, Robin Wood, and Janet

Ingraham Dwyer, Library Consultant and Choose to Read Ohio Director at the State Library of Ohio.

International Languages Programming

International Languages staff hosted 10 programs and served a total of 126 individuals both on-site and off-site. The largest program, supervised by Librarian Caroline Han, was the annual Chinese Summer Camp in partnership with Cleveland Chapter of the Confucius

Institute and Jubilee Academy. 25 students participated in the five-day program. Librarian Victoria Kabo continued Russian language programs at Memorial-Nottingham Branch.

Youth Services Programing

Children's Librarian Eric Henshaw provided a Dungeons & Dragons program for tweens and teens called Afternoon Adventures throughout the month of August with 17 participants across all four programs. In addition, Mr. Henshaw hosted a video game program on Saturday, August 11th, for tweens and teens called Smash Saturdays.

Children's Librarians, Eric Henshaw and Julie Gabb conducted the Read Aboard storytime, and provided songs for 46 attendees on August 16th.

Sponsored by the Cleveland Food Bank, lunches were served to children ages 1-18 in the Youth Services Department. A total of 500 children received lunches. Children were also engaged with a literacy-based activity during the program.

Main Library Summer Lit League June 4th-July 28th

Main Library Summer Lit League programs were conducted for eight weeks with each program involving stories, learning activities, and a craft or activity related to the theme. A total of 374 children and families enjoyed a variety of entertaining, hands-on interactive programming.

Knitting at PAL

Knitting circles continued at PAL with regular and new members participating. Hats and scarves are being made for Warm Up Cleveland. Popular Library Manager Sarah Flinn led the gatherings. PAL's patrons contributed to a summer toiletry drive for the homeless. PAL Library

Assistant Monica Musser created a crocheted leaves attached to a giving tree to assist with donations.

Sports Icon Interview

Social Sciences Library Assistant Pete Elwell coordinated a Sports Icon Interview of Al Drews, a city handball champion, conducted by Cleveland sports reporter Dan Coughlin.

Main Library Book Clubs

Brew Pub Book Clubs

The Brew Pub Book Club's *Broads, Books, and Beer* continued at Masthead Brewery over the summer.

Participants discussed *American Girls in Red Russia: Chasing the Soviet Dream* by Julia L. Mickenberg; *First They Killed My Father: A Daughter of Cambodia Remembers* by Loung Ung; and *The Latehomecomer: A Hmong Family Memoir* by Kao Kalia Yang.

The Brew Pub Book Club's *Books on Tap* also had three discussions at Masthead Brewing Co. Hosted by General Research Collections Manager Don Boozer and Science and Technology Library Assistant Peter London, participants discussed *I Contain Multitudes* by Ed Young, *Waiter Rant* by Steve Dublanica, and *Astrophysics for People in a Hurry* by Neil deGrasse Tyson. Discussions were attended by regular and several new participants.

Brown Bag Book and Movie Club

History Librarian Terry Metter continued his Brown Bag Book and Movie series with the club discussing books and movies for *The Saboteur: The Aristocrat Who Became France's Most Daring Anti-Nazi Commando* by Paul Kix; *In the Heart of the Sea: The Tragedy of the Whaleship Essex* by Nathaniel Philbrick; and *Into the Wild* by Jon Krakauer.

Non-fiction Book Club

Social Sciences Librarian Helena Travka welcomed Barbara Bisantz Raymond, the author of *Baby Thief* as discussion leader for the Social Science Non-Fiction Book Club meeting along with 14 attendees. On June 22nd, Ms. Raymond shared insights about writing the book. *Baby Thief* has been optioned for a movie by Octavia Spencer.

It's Time to Talk

Literature Librarian Evone Jeffries hosted the *It's Time to Talk* book club discussion of the poetry title *Citizen: An American Lyric* by Claudia Rankine on July 9th & 30th. The *It's Time to Talk* discussion groups offer a unique experience for those willing to engage in conversations around the complex issues of race and social justice.

Literary Frolic Fridays

Literature Department Librarian Tim Phillips hosted the Literary Frolic Friday book and film discussions. The books and films discussed were Charles Frazier's *Cold Mountain* and the 2003 movie adaptation on August 10th, and John Updike's *The Witches of Eastwick* and the 1985 movie on August 31st. Displays were created to promote the events and related literature.

Get Graphic! With Ohio Center for the Book

Literature Library Assistant Nick Durda ran the bi-weekly book club Get Graphic! The titles featured were: *Punisher Max* by Garth Ennis on June 7th, *Batman: The Dark Knight Returns* by Frank Miller on June 21st, *Scalped: Indian Country* by Jason Aaron and R.M. Guera on July 5th, *Blacksad* by Juan Diaz Canales and Juanjo Guarnido on July 19th, *Wolverine: Old Man Logan* by Mark Millar and Steve McNiven on August 2nd, *The Sheriff of Babylon 1: Bang. Bang. Bang.* by Tom King and Mitch Gerads on August 16th.

Literature Library Assistant Nick Durda and Literature Librarian Jean Collins hosted two Coffee and Comics programs at the Rising Star Roastery on Walton Ave on July 14th and July 28th. Cleveland comic artists for the programs were John G. and Mike Sangiacomo.

Literature Library Assistant Nick Durda and Valentino Zullo continue to promote comics and related topics with their newly minted podcast of Get Graphic! with three hour-long podcasts available to date.

Cleveland Law Library Book Club

Public Administration Library (PAL) Library Assistant David Furyes hosted a book discussion with the author on August 3rd in collaboration with the Cleveland Law Library Association. The book *Eyes like mine* was

written by Lauren Cecile. Ms. Cecile is also known by her professional name The Honorable Lauren C. Moore, Cleveland Municipal Court Judge.

Main Library Tours and School Visits

Business, Economics, and Labor Library Assistant Joseph Parnell participated in the Cleveland History Days by providing three one-hour tours of the library on June 26th and June 28th.

Youth Services staff hosted tours for about 200 students from St. Mary's Byzantine Catholic Elementary School, Martin Luther King, Jr. Career Campus, Oberlin College, and Campus International.

Photograph Collection Librarian Brian Meggitt arranged a tour of the Center for Local & Global History by 39 students and 5 faculty from Shaker Heights High School on June 22nd. CLGH staff introduced students to research methods and materials in the History department, Map Collection, and Photograph Collection.

A seminar class from Case Western Reserve took place in the Treasure Room to utilize the Anisfield-Wolf collection for the week of June 25th. The class was taught by the Director of the Flora Stone Mather center for Woman and the SAGES program at Case.

In the Fine Arts and Special Collections department, staff welcomed nearly 500 visitors in tour groups over the summer. Schools and groups visiting the Special Collections included: 60 children from the Julio de Burgos Cultural Arts Center Summer Camp, staff from the DeKalb Public Library in Georgia, Auction winners of Cleveland Kids Book Bank, seniors from Camp Anna Maria of Aurora, students from Hathaway Brown School, students from Puritas-Bellaire Day Camp, Esperanza Day Camp, MLK High School, Cleveland Institute of Music, Key Bank Employees, Deputy Director Tena Wilson and a guest, students from Cary Academy in North Carolina, among many others.

In addition, 300 after hours visitors toured Special Collections for Gateway's "Walk & Dine" event.

Main Library Outreach

The Center for Local & Global History Library Assistant Lisa Sanchez and Manager Olivia Hoge went to the

Collinwood Branch for their program *Putting Collinwood on the Map* on July 26th. Children worked together to draw what they want their neighborhood to look like while Ms. Sanchez used the Digital Gallery to display historic photographs of the neighborhood. Collinwood Children's Librarian Adam Tully helped setting up and encouraging children to participate.

Special Collections loaned a collection of Cleveland related Communist broadsides to the Zygote Gallery as part of the FRONT Triennial exhibition program.

Fine Arts & Special Collections Manager Pam Eyerdam and Cleveland Digital Public Library Manager Chatham Ewing met with architects who formed a consortium called The Cleveland Architecture Foundation (CAF). Their goal is to preserve historic Cleveland architectural plans and build a partnership with CPL.

General Research Collections Manager Don Boozer and Government Documents Supervisor Sarah Dobransky participated in the 2018 Public Safety Career Pipeline Summer Program held at Martin Luther King, Jr. High School. Mr. Boozer and Ms. Dobransky taught the students to research, to recognize authoritative sources, and to correctly cite those sources in their capstone projects. They also provided one-on-one feedback to the students. On July 27th, they attended the Pipeline graduation ceremony at Cleveland City Hall.

Children's Librarians, Julie Gabb and Eric Henshaw were on the move with the Book Bike to promote CPL at many events this summer. The Summer Splash at Public Square: Pop up Storytimes were every Monday from 1:00 - 1:30 p.m.

Youth Services hosted a table at the Cuyahoga County Family Fun Day at Public Square. Staff provided library information and a craft. More than 110 people visited the table.

Children's Librarian Julie Gabb conducted story times at Rainbow Babies and Children's Hospital on Mondays at 10:00 a.m.

Children's Librarian Eric Henshaw assisted with the Be My Neighbor Day on August 13th. The event was organized by Children's Librarian Julie Gabb and Melanie McCarter

from Outreach and Programming Services. Over 300 caregivers, educators, preschoolers, and families attended the event sponsored by Ideastream and PNC Bank.

Popular Library Manager Sarah Flinn participated in the discussion *Traveling Outside our Community and How it Changes Us* at the Jerry Sue Thornton Center on Sunday, June 24th.

Popular Library Assistants Doug Westerbeke and April Lancaster worked the First-Year Students Information Fair at Kelvin Smith Library. They discussed CPL resources and signed new students up for library cards.

Main Library Displays

Special Collections staff Stacie Brisker, Bill Chase, and Pam Eyerdam installed the exhibit, *Cleveland's Sacred Spaces* in the John G. White Exhibit Corridor. The exhibit features the diversity of faiths in Cleveland, past and present.

Fine Arts staff Andy Kaplan and Mark Fox Morgan displayed books for LGBTQ Pride Month.

Government Documents Library Assistant Alea Lytle created a display focused on seniors. From various federal government agencies, Ms. Lytle ordered free handouts, bookmarks, full books on exercise, pamphlets on safety and security, pamphlets on health topics, and large posters. Due to the displays immense popularity with patrons, staff decided to maintain the display through summer.

The book displays in Social Sciences continued to attract attention from patrons. Departmental Clerk Lakitha Tolbert maintained a small display on freemasonry books, and Librarian Helena Travka had a small display on dance books and a large display of bookmark/hot book titles.

Using a poster brought back from Book Expo 2018, Social Sciences Librarian Helena Travka created a book display based on James Mustich's *1000 Books to Read Before You Die: A Life-Changing List*. Helena Travka ordered more posters for other interested departments.

The Public Administration Library had book displays highlighting the outdoors, allergy prevention, event

planning, adoption, public spaces, and other topics. PAL also had displays promoting the mental health awareness discussion and the *Turning Your Art into Business* series.

Literature Senior Librarian Jean Collins maintained the tabletop theater display, with works related to the first show, Susan Hill's *The Woman in Black*, at Cleveland Play House September 15th through October 17th.

Collection Development

The Center for Local & Global History accepted a small collection of photographs and related materials for the African-American Families Photograph Collection. The items were donated by Shirley Gambrell DeLaine Fitch and depict her ancestors, the George Hayes Washington and Lucy Ann Barber Washington family. The photographs cover the late 19th century through mid-20th century as the family moved from Kentucky, to Cincinnati, to Cleveland.

CLGH also digitized and compiled items in several collections including 586 images for the Cleveland Picture Collection, 200 photographs in the Charles S. Hackett collection, a small collection from the City of Cleveland's 1956 Downtown Plan, the first five volumes of the 1912-1913 Sanborn Fire Insurance maps, and 433 images for the Ohio Digital Gallery.

CLGH Library Assistant Lisa Sanchez also completed the scanning and inventory of about 200 images in the Longwood Collection. This important addition to the Photograph Collection offers a historical record for a neighborhood in transition and a neighborhood that no longer exists. The collection depicts the slum clearance in the 1950s and the effects of redlining in Cleveland.

Special Collections Librarian Ray Rozman is working with a Cleveland State University professor and the CDPL to digitize the *Smith Agama Collection* of Hindu manuscripts. The collection, donated by Dr. H. Daniel Smith in 1978, consists of Sanskrit books and manuscripts relating to Pancaratra Studies. Agamas are a special class of Hindu religious-philosophical literature handed down through a succession of teachers from ancient times. The Smith collection has over eighty samhitas (original texts), secondary documents and studies - mainly written in English. This is the largest

collection outside India and is only second to Kendriya Sanskrit Vidyapeetha in Tirupati, India.

Special Collections Librarian Stacie Brisker worked with Catalog to develop a collection record for photographs related to Dr. Zelma George that includes her work with Karamu House and the Zelma George Shelter for Homeless women.

An anonymous donor donated about a dozen documents from and by architect John Eisenmann from the 1880s.

Eisenmann designed the Old Arcade across the street from Main Library.

Summer on the Cuyahoga Intern

Manager of the Literature Department and OCFB Amy Dawson in partnership with the Cleveland Digital Public Library hosted a *Summer on the Cuyahoga* intern over the summer. The intern began working on a project to inventory and partially process a selection of the *W. Ward Marsh Cinema Archives*.

Government Publishing Office Inspection

The Government Publishing Office (GPO) inspected Cleveland Public Library's Federal Depository Library Program (FDLP) collection and services for compliance with federal regulations of the program on August 20th. GPO Outreach Librarian Jaime Hays, accompanied by Kirstin Krumsee (Ohio Regional FDLP Coordinator and Government Information Library Consultant at the State Library of Ohio), performed visits to the Government Documents Department and the Public Administration Library.

CPL Designated Digital Access Partner of the U.S. Government Publishing Office

The Cleveland Public Library was officially designated a Digital Access Partner of the U.S. Government Publishing Office (GPO) in August. The announcement was made via a press release by GPO email and posted to the Federal Depository Library Program website. Cleveland Public Library is officially the first public library to have this particular partnership with GPO.

CPL Wikipedia Support Group

Throughout the summer, General Research Collections Manager Don Boozer hosted meetings of the CPL Wikipedia Support Group to discuss how to leverage Wikipedia to highlight resources of Cleveland Public Library and promote the history of the library and the city.

Research that's Possible Only at Main Library

- Staff assisted a patron identify the blacksmith shop that their grandfather owned using the City Directories and Sanborn Fire Insurance maps.
- Staff assisted a baseball researcher with finding and obtaining an image of the Cleveland Spiders from 1892. The image will be used in a SABR presentation to be given at the Library later in the year.
- Staff assisted the Managing Producer at Ideastream with locating images of Blossom Music Hall for possible use on a video documenting the Hall's 50th Anniversary.
- Staff has been helping a family from Texas acquire newspaper articles and photographs of their great grandfather who was an amateur boxer in Cleveland. Staff is using in the Plain Dealer, Cleveland Press, and Cleveland News for amateur boxer Al Jackson.
- Staff worked with a patron who sponsors the grave of a fallen American World War II soldier in Belgium. The patron was searching for autobiographical information, photographs, and other articles relating to the soldier.
- Staff members supplied a photograph of Cleveland millionaire, James Corrigan, to an out of state historical society for a book on Great Lakes maritime history.
- Mayor Frank G. Jackson's Summer Youth Employment Program came into the Map Collection to conduct property research using the Sanborn Fire Insurance maps.
- A representative of the Hungarian Cultural Garden visited Map Collection and digitized 4 historical plans of the garden for a presentation he will be conducting.

- Staff helped a researcher from Texas find articles about a sit-in that took place in March of 1930 at a downtown Cleveland restaurant.
- Staff assisted an employee & researcher from the Cleveland Natural History Museum to locate a book & map for geological studies of Northeast Ohio. CPL is the only location with the materials they sought.
- Staff assisted a writer with historical images of Cleveland ice hockey teams from the 1930s - 1980s for a publication.
- Staff assisted a local writer with finding and obtaining an image of the Henry Kitchen mansion at 3134 Euclid Avenue. An image of the residence was found in the newly described Charles S. Hackett Collection.
- Staff helped a patron from the Brick Collectors association identify the company that produced the "Shield Brick". This patron has been researching the brick for about twenty-years, and staff were able to use the City Directories and other research sources to identify the company.
- Staff assisted researcher and writer obtain historical images of the Stillman Theatre for an article on the Cleveland Historical website. The images were pulled from the Charles S. Hackett Collection.
- Staff assisted a researcher with finding and obtaining images of boxer and gambler Tommy McGinty, and of Tommy McGinty's Place, the subject of a raid by Eliot Ness in 1936. One of the photographs found in the Subject Cleveland Collection was taken during the time of the raid.
- Staff assisted a patron find information about his relative who served in the Civil War. Using "The Roster of Union Soldiers" for Ohio, staff found the correct soldier listings.
- Staff helped a patron clarify a family mystery. The patron's grandfather disappeared from Boston in the 1950s but died in Cleveland in 1968. Using the Criss-Cross directories, staff were able to verify the missing relative lived at the Colonial Hotel at 523 Prospect Ave.

- Research Fellow from Case Western Reserve and the Director of the Flora Stone Mather Center for Women requested information of the items that Edith Anisfield-Wolf donated to CPL before she passed in 1963. This included her poetry, artwork, and a manuscript leaf from a medieval Bible.
- Request for permission to use historical chess portrait photographs from a researcher and founder of the sole chess publishing house in Turkey for a publication.
- Conductor & Historian of the Ted Lewis Museum in Circleville Ohio requested some music from the Eyman Dance Collection
- Ph.D. candidate from Limerick Ireland requested a scan of selected articles from the *Citizen Newspaper* (NY: 1854-1857)
- Chess research request to see a copy of *El torneo de ajedrez para el campeonato de la República Mexicana; desarrollo de la habilidad en el ajedrez* (1926)
- Chess research request for scans from 1913 issue of *Deutsches Wochensach* on a biography on Johannes Zukertort (1842-88).
- Chess research request for an 1862 article in chess journal called *The Dial*.
- Patron request to view the signed copy of Salvador Dali's publication of *Alice in Wonderland* in Special Collections.
- Chess research request for scans from the 1878 edition of the chess column from *The Glasgow Weekly*.
- Chess research request to view the 1926 chess tournament booklet held in Mexico called *El Torneo de ajedrez para el Campeonato de le Republica Mexicana*.
- Fine Arts staff assisted the Cleveland Print Club identify Andy Warhol prints donated to the Cleveland Zoo in 1983.
- Request for the score *Tom-Tom* that was performed at the Municipal Stadium Cleveland, Ohio, June 30th, 1932.
- Request for scans from the Howell & Thomas architectural drawings of the Rufus Burton home built in Zanesville, OH (1911-12).

- Chess research request from Italy of a 1739 chess manuscript by Giulio Volpe Borsello, titled '*Traduzione della scacheide del Vida*', which is described as "autograph" of Volpe Borsello.
- Research request to confirm that Special Collections owned a 1665 copy of *Tom Thumb: His Life and Death* which was confirmed.
- Request for scans from 1913 publication about Islamic legends entitled *Majmū'ah-'i nūr nāmah*.
- Request from Harvard for scans from the East India Manuscript collection called *Letters to Samuel Peach on the capture of Seringapatam and on trigonometrical surveying., 1799-1802*.
- Request from the Butler Library in New York a 1949 article about a Hebrew Letter written in 1768 from the *Journal of the Rama Varma Archaeological Society*.
- Assisted Professor from George Washington University researching artist Patrick Henry Ranson who moved to Cleveland in 1867 and painted portraits.
- Assisted a researcher working on a book about the relationship between chess master George Koltanowski and artist Marcel Duchamp. They requested permission to use some of the chess portrait photographs.
- Professor from Grinnell College in Iowa requested information about Cleveland pianist and composer Isabella Beaton (1870-1929) from the Johann Beck archive in Fine Arts. Articles were found in the *Plain Dealer* and various local papers.
- Librarian from Medina County Library requested assistance in identifying a book written on vellum written in a foreign script. Special Collections identified the language as Ge'ez, the language of the Ethiopian Orthodox Church. Staff recommended to contact The Manuscripts Division of the Princeton Library due to their large collection of Ethiopic manuscripts.
- An Italian researcher requested scans from a 1920 book about Graziella Pareto, a soprano (wife of Gabriele Sibella).
- Ph.D. Architectural candidate from the U. of Cincinnati requested to view microfilm of the

History of the Supervising Architect of the Treasure Dept. (1886) that the Schweinfurth Committee purchased.

- Architect from Midland Architectural Hardware inquired about plans for the Rockefeller Building on Superior and the Perry-Payne Building. Plans were found in a book by the National Park Service. They also inquired about trade catalogs for the Yale Lock Co.; some were found in the Trade Catalog collection (part of the Schweinfurth Collection).
- Assisted visiting academic researcher from Vanderbilt doing research from the East India Collection, of the *Diary of Mr. Hastie, Government Agent in Madagascar, 1823 to 1 January 1824*.
- Request for Sam Lloyd's puzzle column from *Woman's Home Companion* from 1911 and 1914.
- Staff gathered Cleveland Chamber of Commerce records from the Business Department's clipping file for a patron.
- A patron sought information about an earthquake in Cleveland around mid-1930's when a stairway collapsed downtown after a school dance. The event was chronicled in an article entitled "8-Minute Tremor Felt in Nine States; Canada Reports Slight Shock" in the *Historical Plain Dealer* database.
- A WCPN Ideastream radio host has been working with staff on Census statistics and specialized reports for her podcast, *The Downtowner*. Government Documents has supplied crucial data to them from CPL's census data collection.

Staff Development

Center for Local and Global History Manager Olivia Hoge participated in Community Planning Meeting for Smithsonian Learning Lab at the Western Reserve Historical Society on July 20th. She is involved in a professional development for teachers concerning Asian American history resources.

Photograph Collection Librarian Brian Meggitt, Library Assistant Adam Jaenke, and Library Assistant Lisa Sanchez were subject of a video *Meet the Staff: Photograph Collection*. The video was shot and edited by Library Assistant Catherine Young from Cleveland Digital Public Library, with sound by Michael Young from

Marketing & Communications. The concept of the video was devised by Ms. Sanchez.

Book Expo America 2018 took place in New York City. Staff in attendance were International Languages Librarian Victoria Kabo and Social Sciences Librarian Helena Travka.

Special Collections Librarian Ray Rozman was a guest to the Interconservation tour of The Hanger owned by the Blossom Family. The Hangar was built in 1930 as part of the Dudley S. Blossom estate, in Beachwood. He also had an opportunity to tour one of the Howell & Thomas homes designed by the firm in Columbus, Ohio which is now owned by an architect. Mr. Rozman assisted the architect with providing scans of the home.

Lending Manager Stephen Wohl, with Lending Assistant Supervisors Reginald Rudolph & Tracy Isaac, continued to work alongside the Book Ends training team. Together they completed the curriculum for and began offering training classes for CPL staff titled "Operations 101" and "Mental Health Awareness." They continued to facilitate Book Ends training modules SIRSI & Circulation, all of which have been attended by many public services staff.

Assistant Director of Public Services Robin Wood and Center for Local & Global History Manager Olivia Hoge attended the American Library Association's annual conference in New Orleans, June 23rd-25th.

History Librarian Terry Metter completed Federal Mediation and Conciliation Services (FMCS) training which took place in July and August at the FMCS offices in Independence.

Terry Metter also attended Library Leadership Ohio conference from July 17th-20th.

CLGH staff Olivia Hoge, Terry Metter, and Lisa Sanchez attended oral history training provided by Donna M. DeBlasio of Youngstown State University on July 10th.

Social Sciences Senior Librarian Mark Moore attended a webinar on homelessness in the United States.

Business, Economics, and Labor Senior Librarian Sandy Witmer attended a webinar sponsored by OLC and the Ohio Secretary of State titled "Libraries Mean Business: Online Resources for Entrepreneurs and Small Businesses"

Business, Economics, and Labor Librarian Susan Mullee took the Consumer Financial Protection Bureau's *Virtual Currency Basics* webinar to better assist patrons to find resources that enable them to research the legitimacy of virtual currency web sites.

On August 9, Social Sciences Clerk Lakitha Tolbert attended the NEO-RLS *Opioids in Communities/Libraries in Response Conference* in Twinsburg.

On August 1st and 9th, Social Sciences Clerk Lisa Malone successfully completed her Federal Mediation and Conciliation Service training. Ms. Malone also attended the Strategic Areas of Focus workshop on August 30th.

Government Documents Library Assistant Alea Lytle attended the following webinars: *FDLP 101* and *We're Here, We're Queer, and We're in the Public Record: Federal Government Documents on the LGBT Movement*.

Government Documents Supervisor Sarah Dobransky attended the following webinars over the summer: *American Community Survey: Comparing Estimates* and *Beginning Genealogical Research at the National Archives*.

Tracy Isaac attended training titled "New Supervisor Toolkit", which was held at the Twinsburg library.

Literature Department and the OCFB Manager Amy Dawson attended the Marantz Picture Book Symposium hosted by the Kent State University iSchool on August 5th to 7th. *Comics and the Graphic Narrative: The Future of the Movement* was the theme of the event. Amy Dawson prepared an exhibit of the *Mike Curtis Superman Memorabilia Collection* for the event and was hosted as a VIP guest by the symposium organizers who were pleased to have an extension of the *Superman: From Cleveland to Krypton* exhibit available to symposium attendees.

Literature and OCFB Manager Amy Dawson presented a paper at the *Mind the Gaps! The Futures of the Field*, 1st Annual Conference of the Comics Studies Society on

August 9th-11th at the University of Illinois at Urbana-Champaign iSchool.

Popular Librarian Judy Daniels attended a workshop on the opioid crisis. There was a panel discussion where librarians discussed how the crisis has touched their lives in professional and personal ways.

Youth Services Senior Librarian Lan Gao served as Acting Chair and hosted two Standing Committee meetings for IFLA Library Services to Multicultural Populations (MCULTP) Section during 2018 IFLA World Library and Information Congress (WLIC) in Kuala Lumpur, Malaysia. Lan also served as Session Chair for IFLA MCULTP's public session during 2018 IFLA WLIC.

Youth Services Senior Librarian Lan Gao visited Nashville Public Library with Melanie McCarter from OPS. During the three-day visit, they met with Wish Chair Productions staff, observed their weekly puppet story times and puppet shows; shadowed Puppet Truck outreach activities, and were introduced to Bringing Books to Life program.

Assistant Director of Public Services Robin Wood attend three Cleveland Clinic Ideas for Tomorrow Speaker Series events over the summer featuring Mindy Grossman, President and Chief Executive Officer, Director of Weight Watchers International, Inc., General Stan McCrystal, Former Commander of U.S. and International Forces in Afghanistan; Author of Best-Sellers *Team of Teams* and *My Share of the Task*; Co-Founder of the McCrystal Group, and John Doerr Chairman, Kleiner Perkins.

Cleveland Digital Public Library

Programs, Services & Exhibits

Learning Commons

Cleveland Digital Public Library regularly hosts classes. During June, July, and August we regularly hosted CPL Fit Yoga, Meditation Mondays, and CPL Chess Club. We hosted the Wikipedia editing group. Our Digital Hub area laptops have been used by the public and used by library staff, and we will continue to offer 3D scanning as a service using a new HP Sprout Scanner.

Programs

Coordinating with CPL FIT, we host Yoga and Meditation offerings MWF at 1:00 and have an average of 10 or so regular attenders at all three classes, about a third of whom are from downtown offices, for an approximate total of 350 patrons attending our yoga and meditation classes over the summer. Our chess offerings, done in collaboration with Special Collections, not only include regular Thursday lunch-time meetings, but also USCF rated Quick Chess tournaments one Saturday a month.

Exhibits

We have provided input on the Sacred Spaces exhibit being put on display on level 3 and the White gallery. We scanned and provided preservation advice on the CPL History exhibit also on display on level 3. We have provided instruction and assistance for book-cradle making for exhibits.

Kiosk

ClevDPL has created content for the touch screen kiosk located in a central position in the John G. White Gallery. We have refreshed content several times, focusing, as appropriate, on chess, antiquities, Dr. Zelma George, and new material for the Sacred Spaces exhibit.

Magic Box

Cleveland Digital Public Library continues to maintain the Magic Box exhibit case on display in in the second floor atrium. We have continued to maintain digital content for the Magic Box related to the Superman, including a video done by and for children, a video on the significance of Action #1, and a facsimile of Action #1 that customers can flip through. We refresh content in the Magic Box when necessary.

Digital Exhibition Tools

ClevDPL continues to investigate using augmented reality and/or QR codes for the upcoming exhibits. Multimedia can be provided through the Magic Box, the kiosk, and a/v tools such iPads (such as those used for the Front exhibit). Over the summer we met with CleVR - a local association of virtual reality developers. We have been invited to join the Cleveland VR/AR Association.

Audio

Working with patrons and musicians in the community, ClevDPL continues to develop a project, the 'One-Way' archive, to present and share performances from the local music scene on the Internet and through the digital gallery. This project is still in the developmental stages.

Videography and Photography

ClevDPL has continued collaborating with Sports Research Center by creating interview videos. We have ongoing projects to upload the Andrew Venable Oral History Project, and the Cleveland Growing Strong project to Internet Archive, YouTube, and access them through ContentDM. Working with Archives, we have produced an interview for the CPL Oral History project.

During the summer, ClevDPL produced the following 27 multimedia projects: Kids Kite Program (photos), Singers Club of Cleveland Music at Main (video), Singers Club of Cleveland Music at Main (photos), Murals in Brett hall (video), Norwegian Students and CPL (video), What Would You Do? PR (video), Home Libraries (video), Stations (video), OPS (photos), Using Interlibrary Loan (video), Interlibrary Loan Service Desk (video), Happy Birthday Cleveland (photos), Creating Super Heros part 2 (video), Books for Twitter (photos), Books for Twitter (gifs), Music at Main Cleveland Clinic (video), Music at Main Cleveland Clinic (photos), Front International Exhibit (photos), Glass Plates (Photos / Scanning), 19 Oral History videos had to be edited together (Editing), Superhero Class (editing), Sports Interview (editing), Book Exhibit (video), Mike Bruckman (video), Mike Bruckman (photos), Photo Collection (video), W.O.W. winner (photos)

Scanning Assistance

Over the summer, Cleveland Digital Public Library staff assisted 80 reservations and drop in sessions of two hours (or more) in length. There was scanning of both large personal and library collections in the Digital Hub. Patrons used the Epson 11000XL flatbed, ATIZ book scanner, and I2S oversized flatbed scanner to accomplish their projects for personal and publication use.

Public Services Statistics

Patron Visits: Between June 1 and August 25nd the Cleveland Digital Public Library had 1178 patron

interactions. We estimate several hundred KIC Scanner sessions (due to software issues we have been unable to tally KIC uses). Over three hundred twenty visitors attended over 50 programs.

Digital Gallery: The Digital Gallery continues to grow, and we have gotten numerous positive remarks on the responsive interface.

For the ninety day period before August 28th 2018, Google Analytics (GA) reports 14,933 sessions for 9,890 users and 254,876 page views. Nearly half of our digital visitors utilized chrome, a little less than a quarter used Safari, 10% used Internet Explorer, and 10% used Firefox. Per **GA**, our user base skews toward males, our users remain steady at 54% Male and 46% female. Per **GA**, our age breakdown skews towards youth. The age numbers are: 18-24 is 27.50%, 25-34 is 33.50%, 35-44 is 15.50%, 45-54 is 12.50%, 55-64 is 5.50%, and over 65 is 5.50%. Per **GA**, the bulk (92%) of our users have English set as their language preference; however, we have numbers of Spanish, French, Italian, German, and Chinese speaking users. Additionally, **GA** user statistics related to location indicate that we have users from the US (90%), France, Canada, UK, India, Germany, Croatia, India, and many others.

Finally, **GA** shows that we have a diverse group of pages that deliver users to CPL's ContentDM. Organic Search channels 38% of our accesses, and 37% of our total accesses come through a Google search. For this time period during the summer, direct access through CDM search accounted for 34% of our accesses. Referrals through other websites were about 24% of our sessions, and this is an increase of 2%. Of the referrals, 20% of the referrals were from Wikipedia, a huge gain, 11% from Cleveland State, and a solid 8% of our referrals from the library web-site. Also, during the summer, social media accounted for 5% of our referrals (of that Facebook accounts for 70%, Twitter for 18%, Pinterest for 8%)

About 32%, of our users access our site through mobile (22%) or tablet (10%). We have seen slightly increasing mobile numbers over time after we converted the Digital Gallery to a responsive site last year.

Outreach

Cleveland Digital Public Library continues as partner on an IMLS grant working with the Internet Archives ArchiveIT project to document local web-content and local digital resources. Staff have completed demonstration projects continue to work with Cleveland Orchestra and the South Brooklyn Historical Society.

ClevDPL staff went to a meeting at Painesville Public Library to advise on establishing a digitization program. Follow-up will include information sharing regarding our start-up.

ClevDPL staff have been in communication with Karamu regarding next steps in the partnership with Karamu and the Art Museum for collections management, arrangement, description, preservation, display, and programming. ClevDPL has worked extensively with Karamu house to assess and survey their collections and make them ready for arrangement, description, access and digitization, and we will be meeting in September to follow up on our Joint Application for a Save Americas Treasures grant as well as to plan further steps in the collaboration.

Twitter continues to be a successful tool for promoting the Digital Gallery. ClevDPL did 20 tweets, and has 20 new followers for a total of 472. We have had 748 profile views. Our top Tweet was: "Today in @Cleveland_PL history: The Library introduced an open air reading room dedicated to Linda Eastman in 1937. This still exists today, with a lovely fountain and seats just waiting for you to visit on your lunch break!' pic.twitter.com/yYbRAU2XLI

Collection Development

Library Staff Does Digitization

Cleveland Digital Public Library staff has scanned 323 items (11,078 files) and post-processed 338 items (11,449). ClevDPL reviewed 47,507 records for description, pages numbers, and passage entries. ClevDPL uploaded 252 items (569 files) into the Digital Gallery.

Preservation

Preservation staff did the following:

Paper treatments: 43 items, 289 pages (255 simple, 34 complex)

Book treatments: 242 items (35 simple, 131 complex, 76 digicovers)
Enclosures: 292
Labels printed: 164
Books received: 258
Books returned: 208

Environmental Monitoring

Working with Property Management, ClevDPL continues to monitor from 22 placements around Main and LSW using PEM II environmental monitoring devices. We have added an additional five placements at the Lakeshore Facility and have continued to monitor all five of them. We are also monitoring the collections processing room at Lakeshore. We are regularly collecting and uploading data into E-Climate Notebook for sharing and analysis. We will be renewing our subscription with IPI.

Stacks and Collections

Working with History, ClevDPL has finalized a plan for storing oversized maps. Housing of oversized maps using oversized storage tubes continues, and the maps await appropriate storage.

IPM monitoring

ClevDPL has installed insect traps appropriate for establishing the detection portion of an integrated pest management (IPM) program in Main, LSW, and Lakeshore Facility. These traps have been ordered, installed, and the monitoring zones and tracking mechanisms have been established.

Metadata Revision

ClevDPL staff members continue to revise and enhance the metadata about our digital collections. We now have over 13,000 records in DPLA and in WorldCat for our digital collections. We would like to open discussions regarding placing the records in Sirsi with automation.

Planning Activities

DPLA Ohio

Cleveland Digital Public Library continues to strongly participate the Ohio Digital Network, Ohio's group for the Digital Public Library of American. We continue to add to and improve our metadata for DPLA.

CMSD and Cleveland Restoration Society Engagement
ClevDPL continues to collaborate with Cleveland
Restoration Society on digitization days, scanning
projects, and programs.

Internet Archive

ClevDPL will be sending a group of microfilms for
digitization and the Internet Archive in September. We
continue to participate in the ArchiveIT program.

Digital Storage

The department continues to work to develop library wide
management of, and long-term storage for, high
resolution digital files. The content on Lakeshore08 has
been backed up on DuraCloud and ClevDPL met with IT in
August to vet and source cost-effective approaches for
doing long term back of digital resources within the new
IT environment in Columbus and the cloud.

TechCentral

Summer Robotics Camps

During June and July, and August, TechCentral offered
week-long Robotics Summer Camps at six locations: Main
Library, Garden Valley, Collinwood, South Brooklyn,
Rice, and Rockport. This year's summer camp topic
focused on the use of Sphero Robots to create space-
themed programs. Each camp consisted of four 2-hours
sessions with hands-on instruction, design and coding of
robots.

Youth Opportunities Unlimited

TechCentral hosted its first Youth Opportunities
Unlimited student working this year from June 19 through
July 27. The student worker assisted Library staff in
presenting the Summer Robotics camps at various branches
throughout the system.

Edgewater Book Box Demonstration

The TechCentral Mobile MakerSpace visited the Edgewater
Book Box on August 2 to give visitors to Edgewater Beach
an opportunity to learn about 3D printing, Laser
Engraving, and other maker services offered in the
TechCentral MakerSpace.

Nation of Makers Conference and MakerSpace Visits

On June 9 and 10, TechCentral Manager, CJ Lynce,
attended the first-ever Nation of Makers Conference in

Santa Fe, NM. The focus of the Conference was Intentional Inclusion and Working Inclusion particularly of makers with disabilities and makers in the LGBTQ community into the maker movement.

Additionally, as part of travel to and from Santa Fe, Mr. Lynce was able to visit a total of ten Public Library and free-access non-profit maker spaces in seven states, learning about the variety of offerings and sharing experiences with operators of those space.

Staffing Changes

Library Assistant, Computer Emphasis, Paolo Balboa, resigned his position with the library effective June 8. Hannah Kohr was hired as a Library Assistant, Computer Emphasis, PTR, TechCentral effective August 5, 2018. Library Assistant, Computer Emphasis, Karen Kelly Grasso, was promoted to Children's Library, Jefferson Branch. Her last day in TechCentral was August 31, 2018.

Community Engagement: Visits and Outreach

TechCentral hosted a tour of 35 students from the Julia de Burgos Art Center on June 8. TechCentral hosted a group of students from St. Martin de Porres High School for a tour of the MakerSpace on June 12. TechCentral hosted a group of students from Life Skills High School for a tour of the department and MakerSpace on June 13. TechCentral Coordinator, Melissa Canan, attended a NEOSTREAM Advisory Committee meeting on June 19. A tour of the TechCentral department and MakerSpace was held for a leadership group from Esperanza on June 21. TechCentral assisted the Outreach and Programming department in hosting the Collinwood Seniors group on June 22. The seniors had the opportunity to learn about and try Virtual Reality. TechCentral hosted a tour on June 29 from a group from a NASA Summer Camp. TechCentral Manager, CJ Lynce, attended a Computer Science Meet-up at the Keybank complex off Tiedeman Rd. on July 12. Mr. Lynce and Ms. Canan attended a NEOSTREAM Advisory Committee meeting at Cleveland State University on August 21st.

Professional Development and Meetings

Library Assistant, Computer Emphasis, Michael Credico attended the *Mental Health Awareness* training on June 5. Library Assistant, Computer Emphasis, Jorge Arganza attended the NEO-RLS Emerging Technologies Symposium on June 5. TechCentral Coordinators, Melissa Canan and

Suzi Perez attended the *Performance Management Leadership* training on June 14. Ms. Perez attended the CPL-FIT Wellness Ambassadors meeting on June 19. Library Assistant, Computer Emphasis, Karen Kelly Grasso attended the Book-Ends *Sirsi* training on June 19. TechCentral Manager, CJ Lynce, met with staff from the Outreach and Programming Department and External Relations and Grants Development department on June 27 to discuss a possible grant opportunity. Mr. Lynce met with staff from IT/CLEVNET to go through an overview of the LibCal events management system on June 28. Mr. Lynce, Ms. Canan, and Ms. Perez attended the Book-Ends *Operations 101* managers training on July 11. Ms. Canan and Ms. Perez attended the *Leading and Managing Change* leadership seminar on July 12. Mr. Lynce attended a meeting regarding Events Managements systems on July 16. Mr. Credico attended Federal Mediation and Conciliation Service trainings on July 17, August 1, and August 9. Mr. Lynce, Ms. Canan, and Ms. Perez attended a meeting with Grants and Developments Coordinator, Tracey Martin, on July 18 to discuss the upcoming hotspot grant. Library Assistant, Computer Emphasis, Alison Guerin attended the Book-Ends *Operations 101* training on July 19. Ms. Canan and Ms. Perez attended the *Leading Effective Teams* leadership training on July 26. Library Assistant, Computer Emphasis, Kalie Boshara attended *Customer Service* training on July 31. Ms. Canan and Ms. Perez attended meetings regarding the hotspot grant initiative on July 31 and August 15. Library Assistant, Computer Emphasis, Denise Williams-Riseng attend *Mental Health Awareness* training on August 16.

Public Services Technology

Service Calls and Tickets Summary

Service Calls and Tickets Received: 75

Service Calls and Tickets Resolved: 73

Resolved Main Library Service Calls and Tickets: 33

Resolved Branches Services Calls and Tickets 40

Service Ticket Detail

- Began routine maintenance program of Tech Central 3D printers.
- Bi-weekly Transport of Mobile Makerspace for Branch Demos.

- Branch wide cell phone charging station maintenance.
- Cell phone charger maintenance.
- Connecting iPad to TV using adapter cables
- Continued development of MDT images.
- Continued development of MDT images.
- CPL wide cell phone charging station maintenance and repair - 4 tickets
- Imaging and preparation of 50 Ops laptops
- Installed multiple new programs on the TC staff laptops
- iPad setup for Property Management.
- Ongoing equipment setup and computer imaging for Rockport Best Buy Teen Tech Center.
- Ordering glass plates for the broken 3D printer
- Paystation repair (unjamming, unclogging, and replenishing cards) started this month CPL wide - 5 tickets
- Preparation for the Rockport Teen Tech Center
- Printer pay station maintenance.
- Repair and investigation of cold pause issues with various 3D printers
- Repair of conference room D laptops
- Repair of Lorain and Fleet 3D Printers.
- Repair of the grounding plug for the laser engraver
- Repaired 3d printer extruder at Fleet
- Repaired 3D printer nozzle at Fulton
- Repairing and replacing parts for multiple 3D printers
- Repairing connection to domain for the iMacs in TC
- Repairing the boot order for the iMacs in TC
- Repairing vinyl cutter and printer
- Replaced several manager keys for the cell phone charging stations
- Replaced several manager keys for the cell phone charging stations
- Set up 9 iPads for the immigrant art installation in the Main Building
- Started a project ticket for replacing consumables for the MFDs branch wide - 5 branches

- TC laptop case 14 maintenance and repair
- Transported Mobile Makerspace equipment for Mobile Maker Labs.
- Transported Mobile Makerspace equipment for Mobile Maker Labs.
- Updated Adobe products on TC Macs
- Updating software for the 3d Scanner

DISTRICT ONE

Eastman

- Summer Lit League at the Eastman Library started off with the kickoff party on June 7, 2018 with special guest Mama Fasi from the Center of Arts Inspired Learning. A one hour African drumming workshop entitled "The Sound Of My Own Drum" was held. Through exploration of African percussion and rhythms, students practiced discipline and collaboration. By playing rhythms alone and with others they became responsible for their own behavior while also recognizing their importance to the larger group. Over twenty-five youth participated in drumming. Throughout the remainder of the summer, SLL participants participated in craft programs designed specifically for the theme of Summer Lit League: Make the Most of Your World. Some crafts were Guatemalan Worry Dolls, Painting Japanese Paper Fans, flowered Pajaki Chandeliers, and Gris Gris Good Luck Charms just to name a few.
- On June 14, 2018, the Westtown Community Development Corporation held a Library Appreciation Day on the plaza outside the Lorain Avenue entrance. A great time was had by the community.
- On August 2, 2018, Eastman Branch held the SLL finale party where Mickey Mouse and Minnie Mouse paid a visit. Children were able to take pictures with them, win prizes from the raffle, and enjoy refreshments. Eastman had 244 signups for all age groups with 89 total completions for SLL.
- Adult GED classes were held this summer for the first time.

Lorain

- After closing for approximately two months for Safe, Warm, and Dry repairs, and reopening in April, it is joyful seeing our 'regular' patrons returning to the branch! Repairs and improvements continued to be made throughout the branch during the summer including trimming of bushes, patchwork of walls, removal of unused furniture, repairs made to the front steps and side gate, painting of the front steps, and weeding and shifting of library materials. Staff is continuously looking for new ways to enhance the user experience for patrons.
- The most significant program this summer at the Lorain Branch was the Summer Lit League. On June 5, 2018, thirty-five children and teens were in attendance to learn about African Drumming. The next highest attended program was made possible thanks to a partnership with Cleveland Inner City Ballet with twenty-nine youth and their parents enjoying a story time with a ballerina and a community tea party on June 27, 2018. Captain Sulzer from the Cleveland Police Department visited the branch and spoke to sixteen children on July 10, 2018 about safety and the danger of speaking to strangers. On July 23, 2018, thirteen patrons enjoyed a bilingual story time with author Raquel Ortiz as they traveled with Sofi and El Vejigante to Old San Juan, Puerto Rico in the children's book Sofi and the Magic, Musical Mural or Sofi y el Magico, Mural Musical. The summer concluded with the Summer Lit League finale which involved twenty-four youth enjoying snow cones, cupcakes, juice, games, and a movie.
- On July 14, 2018 twenty-one patrons were provided free legal advice and referral clinics by twenty-two volunteers from the Legal Aid Society of Cleveland at the Lorain Branch. On Tuesday, August 28, 2018 the branch hosted a Community Open House to discuss branch improvements and asked patrons for their feedback concerning how they envisioned the future of the library.
- Crystal Tancak attended the Cleveland Division of Police Community Meeting on June 25, 2018 to learn about and discuss the recruitment plan, staffing

plan and community and problem oriented policing. Tancak attended monthly Lorain Avenue Merchant meetings to meet with the Cleveland Police Department and community business partners to discuss community safety and upcoming events.

- Tancak and Charles Vaughn participated in West Side Community House's Family Night in July to promote the Summer Lit League and other library programs and services to sixty children and their parents while also exposing them to the Snap Circuits, K'Nex, Legos, and 3D printing services made available at the Lorain Branch. Charles Vaughn attended the Recruitment Resource Event at Willard Head Start on August 2, 2018 where he spoke to twenty families about library programs and promoted the ConnectEd library cards to children.

Rockport

- Rockport Branch's Summer Lit League programs consistently drew over 30 participants each week, with approximately 65 attending the finale. TechCentral lead a full cohort (15) of Summer Robotics Camp using Sphero robots. We had a packed room for our Friday Flicks programs throughout July. Over a dozen gamers gathered for each of our three Wii-U gaming days. Jill Pappenhagen held a variety of programming to promote the upcoming Best Buy Teen Tech Center: upcycling clothing, LEGO challenges, Cricut vinyl projects, jewelry and magnet-making, button-making, duct tape crafts, and TinkerCad classes. Jill also visited the Edgewater Beach Book Box, Jefferson Rocks programs, the BPDC school resource fair, and Gunning Recreation to promote the library and BBTC. Garfield Elementary School teachers visited the branch and met with Forrest Lykins and Jill Pappenhagen to hear how the library can support their mission. Rockport also held a Community Open House on August 27, 2018 to discuss the future of the library. Construction has been ongoing in preparation for the opening of the BBTC in September.

Walz

- Summer of 2018 was the Summer of Food. Walz became a mobile pantry site distributing food from the Cleveland Food Bank to more than 100 families each 4th Friday (representing about 450 individuals). Many of the participants were recent immigrants, making our mobile pantry a very colorful, international market. Walz also continued to be part of the Summer Feeding Program distributing 25 to 30 free lunches daily to children under 18.
- The Summer Lit League kicked off with Curious George who appeared with Ms. Gielty at each public, parochial and charter school in our area and then making an appearance at the Branch. Summer Camps and pre-schools accounted for most of Walz's completed participants.
- Our new teen room was home to C.I.T.Y (Courage Integrity Talent Youth) boys a club led by Master Teacher, Mr. Adams, and dedicated to supporting boys through their elementary and teen years. Walz hopes to continue the club into the fall.

West Park

- This summer West Park staff has made a concerted effort to offer patrons a wide selection of activities while visiting the branch. Apart from the canned programming of the Lit League and the summer lunch program, staff came up with several activities to entertain and enhance the patron's visit. A weekly craft matching the Lit League theme was offered by the branch LAYA Jeanna Sauls. Our branch LACEs Katie Power and Nina Rivera engaged visitors with our Virtual Reality device and PS4. They also played board games, read stories, did outside sidewalk chalk art, and conducted a couple of maker labs. We also staffed the neighborhood Hooley Festival and all three Asphalt Cinema events, handing out Library literature, playing games and offering giveaways, promoting the Lit League, and giving away free books courtesy of the Cleveland Kids' Book Bank.
- In terms of internal projects, West Park completed its weeding list of children's and adult fiction, along with our consistent weeding of other genres. We worked with other agencies to clean up the

branch a bit with painting and removing old fixtures. Much of this clean-up work came from a District 1-wide effort we spent as branch managers on a tour of each branch in D1. We will continuously look at reducing clutter and providing better service on a district-wide scale.

- Other outreach this summer by the West Park staff included monthly book discussions at the Gunning Recreation Center led by Victoria Beggiani, summer care group tours of the branch, and meetings attended with the Lakewood Area Collaborative and Kamm's Corners Development Corporation. Staff also continues to attend Book Ends training as well as outside workshops including Neo-RLS and online training. Manager Michael Dalby also attended Federal Mediation training and completed a 9 session Leadership Training course.

DISTRICT TWO

Brooklyn

- Summer began with the Great Cleveland Food Bank's Summer Feeding and Summer Lit League, and Y.O.U. volunteer. Brooklyn Branch also maintained an increasing amount of activity in the Meeting Room with three ongoing classes new to the branch: ESOL, Aspire Basic Skills, and Citizenship Class. The Summer Feeding was exceptionally well-attended. The Summer Lit League brought in children for a variety of programs: a celebration of Central and South American music and dance, virtual tours of Southeast Asia, Germany and Ireland, and a number of exciting craft projects. The branch also welcomed CPL staff members from Jefferson and Carnegie-West Branches while those locations underwent Safe Warm and Dry repairs. The Brooklyn Branch moved forward with the Fresh Eyes Initiative and disposed of a few old fixtures, cleared some clutter, and rearranged accordingly. The branch has also gone through a period of transition with the loss of staff members due to resignation: Clerk Brandon Johnson and Clerk Will Arce Mantilla.

Carnegie West

- Carnegie West's impending closing was the topic of many conversations with patrons this summer; however patrons were heartened by the investment in the building and appreciated that work ultimately began while the building was still open. Branch Manager Angela Guinther attended several community-based meetings this summer: five block clubs to discuss the construction closing; a safety session held for the Ohio City Dialogues group; an education summit at Garrett Morgan School of Science hosted by Ohio City Inc.; and a Green City, Blue Lake/Year of Vital Neighborhoods planning committee meeting with representatives from Holden Arboretum, Tree Corps, and the city to discuss future tree identification walks Holden Arboretum would like to lead for the Ohio City neighborhood with Carnegie West as a starting point and programming location. Ms. Guinther was invited to participate in a market research retail plan focus group conducted by Ohio City Inc., and was interviewed and photographed by Herb Anchorman, a writer for the Northern Ohio Bibliophilic Society, on July 23rd; the interview was about the Carnegie West building and collections, and is due to be published in January 2019. The busiest SLL week had 231 children attending programming, most of which were Urban Community School (UCS) summer camp participation, which doubled their usual program attendance. Children Librarian Helen Zaluckyj and Page Mario Banks participated in the first annual Providence House Family Fun Day on July 21st; they provided crafts and free books for the five to ten year olds. The branch staff has observed a high level of interest from non-profit leaders in partnering with Carnegie West; Ms. Guinther met with three different representatives just one week in August. The leaders are eager for the library to reopen so they can begin using the excellent space, have their students and clients take advantage of library programming, and use the library and Novak Park as launch pads for fun neighborhood events.

Fulton

- During the summer months at the Fulton Branch, numerous organizations utilized the meeting room: NEOMED held CPR demonstrations for children, job fairs (Preferred Meals Inc., TemPersonnel Staffing & Metroparks), Sahaja Yoga classes, Sewing Club, Burning River Collective had a writing workshop, Aspire ESOL orientation, City of Cleveland Youth Division Diversion Program, City Dogs Cleveland, SIC Fashion recruiting, STNA classes, Cuyahoga County Progressive Caucus training, and Restora health meeting. Other organizations that utilized the branch space for social services, meetings and outreach tables: Ohio Guidestone, Applewood Center, El Barrio, Murtis Taylor, NAMI Greater Cleveland, and Board of Elections. In partnership with Mobile Services, the branch continued to host Kindergarten Club to prep young children for school.

Jefferson

- The Jefferson Branch staff returned to the branch after three and a half months. As the branch was closed due to Safe, Warm & Dry, the staff continued offering programs at the Merrick House: story times by Children Librarian Cori Messenger, the Cleveland Inner City Ballet, and Infant Massage classes. Staff continued their outreach when the branch was closed: hosted a table at the Tremont Farmer's Market twice; Ms. Messenger and Library Assistant Alex Story visited the St. Augustine summer camp. Dyad Branch Manager Jaime Declet and Assistant Manager Steven Capuozzo attended an oral history training presented by Donna DeBlasio at Louis Stokes Wing, and Night Out Against Crime at Steelyard Commons. Once reopened, Mr. Capuozzo conducted Tremont Think & Drink, which discussed the book *Furnishing Eternity: A Father, a Son, a Coffin, and a Measure of Life*, held an Open House presented by the Cleveland Urban Design Collaborative designed to gather information that will guide the future of the branch, and on August 25th had its welcome back celebration, in which participants enjoyed Music, balloon twisting and

much more. The branch bid farewell to Ms. Messenger as she rendered her resignation effective July 20.

South

- The summer months brought a variety of partnership programs: The Boys and Girls Club of the Luis Munoz Marin Dual Language Academy were able to go on a field trip to the Morgan Paper Conservatory with South Branch Children's Staff, the Ohio Search Dogs Association gave an informative presentation to over 70 patrons, and the Ghostbusters of Cleveland put on a performance. Dyad Branch Manager Jaime Declet and Children Librarian Jennifer Moncayo hosted an informational table at La Placita on separate occasions, as well as both hosted a table at the 10th Esperanza's Back to School event, in which 180 participants stopped by. Youth staff held the Summer Lit League Finale Party: children enjoyed a coloring station, played Mario Kart while Super Mario Bros projected on the wall, and reminisced about all the places they visited through books. Youth staff also prepared for the upcoming school year by delivering teacher letters to schools and daycares letting them know of all the library's resources, and set up story times. The branch staff had the opportunity to visit the old South Branch to see the progress in the construction and get an early glimpse at what the Branch is going to look like. The South Branch bid farewell to Y.O.U. workers Katherine Rivera and Queen Young, who both helped with the Summer Feeding, story times and class visits; to temporary Jefferson staff; and to page Maya Shaw, who left to attend Kent State University.

South Brooklyn

- For the summer months, South Brooklyn Branch ended the Summer Feeding, but began the Kid's Café; both programs are in partnership with the Greater Cleveland Food Bank. Numerous organizations/patrons utilized the meeting room: Old Brooklyn CDC held a staff meeting; William Rainey Harper School had a staff meeting and a "Meet the Principal" event;

Legal Aid provided free legal advice; MetroHealth provided free health screening; TechCentral held Robotics Camp and taught computer classes; tutoring; Spanish language conversations; art therapy; and youth coaching. The South Brooklyn Coffee Cart, in partnership with Recovery Resources served coffee and snacks M-F from 10AM-1PM. St. Mary Byzantine, Mary Queen of Peace, Young Achievers Day Care and Horizon Education Center visited the branch. Children Librarian Tammy Houghton visited Benjamin Franklin for Back-to-School event and met with staff from Benjamin Franklin to discuss a partnership. District Manager Luigi Russo participated in the Fulton & Jefferson Community Open Houses, and Ward 14 Community Meeting.

DISTRICT THREE

Garden Valley

- As a part of CMSD Art Education Workshop, students from Anton Grdina School, grades 6th-8th, created a profound 8-foot mural representing how they see the world. Project was facilitated by art teacher, Mr. Hall and local artist, September Shy. A special unveiling of the mural was hosted by LylesArt at the Garden Valley Branch, and mural remained on display until August 2018.
- Summer Lit League Program was a success at the Garden Valley Branch! A total of 359 enrolled, 235 completed, and several attended the weekly canned programs. The Garden Valley also welcomed Bilingual Author, Raquel Ortiz. Ms. Ortiz conducted an interactive story time and shared her picture book titled *Sofi and the Magic, Musical Mural / Sofi y el Magico Mural Musical* with the North Central-Kinsman neighborhood youth.
- Leonard Burks (LAYE) promoted the Library and its services by hosting an information table during the Garden Valley Neighborhood House Hike 4 Hope. Interchangeably, Andrea Csia (YS Librarian) and Leonard Burks (LAYE) conducted story time outreach at the Rainbow Terrace Daycare and Harvest Day Care. Branch Manager, Maria Estrella also attended

the Garden Valley Neighborhood Ice Cream Social. Ms. Estrella promoted the Garden Valley upcoming library events and services. Andria Csia (YS Librarian) participated in the Anton Grdina Back to School Fair, and also represented the Library by creating an attractive table display with books to support the schools new Inquiry Based model.

Hough

- The focus of summer here at Hough was the Summer Lit League! Registering the local youth was done at the branch and off site at local community events. Hough completed the program with 305 kids registered and 105 kids completing the summer reading program. Weekly crafts and programs were conducted which included; a live broadcast from Radio One with prize giveaways.
- K-club was hosted bi-weekly at the branch and was a great resource for families with children entering Kindergarten. It provided valuable information for families and included a meal. During a portion of the program the adults and youth were separated and the adults were given more information while Storytime was provided for the children.
- The Fresh eyes initiative was taken very seriously; which included Collection Development, weeding materials, and removal of book shelves and furniture.
- The branch partnered with the *Hough Reads* initiative led by WKYC's Margaret Bernstein. The *Hough Reads* initiative has been aligned with the Summer Lit League program and featured a weekly reading event at the branch, crafts, and a meal afterwards. Ms. Bernstein and other local activists came together with a local celebrity to read to the community. The event kicked off with councilman, Basheer Jones who drew a crowd of 50 people! Chris Matthews of Literacy in the Hood did the parent engagement piece every week. The final *Hough Reads* event had WKYC anchor Ray Strickland as the celebrity reader and WKYC brought someone from their camera crew to cover the event.

Martin L. King Jr.

- There was a multitude of programming and outreach this summer. St. James summer camp visited the branch for weekly canned programs as well as special performers including Stephen Gallant who entertained patrons with a magic show. Nature Works in conjunction with Cleveland Metro parks visited the branch for a small live animal show.
- Martin Luther King Jr. hosted its second Annual Front Porch series "Jazz Under the Stars" featuring Councilmen Kevin Conwell and the Footprints. Due to the weather, the program repeated on August 30, 2018. Patrons also enjoyed weekly line dancing and instruction provided by Eric Eubanks (LAYE).
- For seniors in the community, a representative from ESOP and Benjamin Rose visited the branch and held financial literacy courses to discuss elder financial scams and preparing for the future.
- Outreach was extended to the various community partners. Visits were made to the Juvenile Justice Center to replenish books for the deposit collection. Book club meetings were held at Fenway Manor with the areas senior citizens. Shanell Jones (Assistant Manager) attended both Case and Bolton Elementary schools to learn of Cleveland Metropolitan Schools District master building plan. Discussion was held on each facility and the phase each school is currently in.
- Toni Parker (Branch/District Manager), and Shanell Jones (Assistant Manager), completed the leadership series; techniques on evaluating and managing staff were discussed as well as working with multiple generations in the workplace.
- There were also some new developments at Martin Luther King Jr. Branch which included Eric Eubanks (LAYE) joining the MLK Team; Book sale cart compliments of the Cleveland Public Library Foundation. The ongoing book sale cart allows patrons to browse and purchase materials from a variety of genres. Additionally, plans to resume the Teen Time Book Club are in the works for both the MLK Branch and Juvenile Justice Center. Teens will discuss titles that include movie tie-ins, hot topics and current events.

Sterling

- Summer at Sterling was an exciting time for our Central neighbors, residents and friends. Charles Bailey (LAYE), Monica Rudzinski (Branch Manager) and Pastor Julius Warfield took a group of 31 students to the Morgan Paper Conservatory. In addition to touring the facility, the children made paper and learned letterpress printing techniques. Tony Williams, practicing artist and Morgan Board member, presented Making Doll Books, the June Oktoberfest in Central. Bette Bonder and Art Books Cleveland artists led the July puppet making program. The Morgan Board member returned to Sterling for a papermaking workshop. Art created by the children including Suminagashi paper marbling, scroll books, doll books and handmade paper was on exhibit at the Morgan's Farm to Table Benefit.
- KPMG returned for a third year of summer reading at Sterling. Twenty-five KPMG employees volunteered over seven weeks and gave rave reviews to their experience. Additionally, KPMG increased their financial support and expressed interest in expanding the program beyond the summer.
- The Center for Arts Inspired Learning held three residencies at Sterling. Dancing Sprouts combined nutrition education, dance and music. Linda Zolton Wood presented Operations Vegetables. During Michael Geletka's Digital Storytelling residency students combined visual arts with digital arts. The executive director and staff from Center for Arts Inspired Learning attended the culminating events and receptions.
- Charles Bailey (LAYE) and Sonja McCord (YS Librarian) presented semi-monthly story times at ELC at Arbor Park, William Bingham Early Learning Center, William Patrick Day and the YWCA. All classes registered for and completed the SLL. The weekly SLL programs were well-attended. The "pasta stained glass" craft was particularly successful as the children expanded the program to create mosaics.
- The Bridging the Gap program funded by a friend of Sterling provided 288 after school lunches to children in August.

Woodland

- Summer Lit League Program was a success! A total of 235 enrolled, 185 completed, and several attended the weekly canned programs. The Woodland Branch also hosted several arts, S.T.E.M and bilingual Programs, such as Punch and Paint, 4-H Stomp Rocket, and the Bilingual Storytime with Author Raquel Ortiz. The Woodland Wonderland Summer Hub was also set-up by the Youth Services Team and Maria Estrella (Branch Manager) in the Children's Area. During the months of June, July and August the branch showcased various early literacy toys.
- Branch Manager, Maria Estrella, attended the 2018 American Library Association Annual Conference in New Orleans, LA. The primary purpose for attending ALA annual was to continue her service in the ALSC Excellence for Early Learning Digital Media. In addition, Dovie Lacy and Mack Thomas, from NASA Glenn Research Center, asked the Woodland Branch to participate in the First Beulah Baptist Church's STEM Community Festival. NASA had an outreach presence at the event and partnered with the branch in order to execute the NASA Golden Astronaut activity. The Cleveland Community Police Commission hosted their Monthly Community Meeting.
- The Cleveland Central Promise Neighborhood Organization hosted a series of financial literacy workshops at the Woodland Branch for the Central Neighborhood teens. Interchangeably, the youth services team began story time outreach at the Catholic Charities King Kennedy Head Start. Storytime outreach will be every 3rd Tuesday, at 10:30 AM. Ayesha Drake El (YS Librarian) also attended the Cleveland Division of Fire Ice Cream Social.

DISTRICT FOUR

East 131st Street

- E 131's Summer Reading Club kick-off and finale party had special guest, Klumsy Klown. Over 100 children in attendance participated in a hula hoop contest, face painting and received various balloon animal creations.

- The branch offered various summer programs (i.e. making bookmarks, pajaki party, a good luck charm, stained pasta glass & the Father's Day program, sticky note pixel, worry dolls). Branch Clerk, Cathy Jennings hosted a Book Character Party. Children dressed as their favorite character, artist or star. Mrs. Jennings dressed as One Fish, Two Fish, Red Fish, Blue Fish and Ms. Minter dressed as Black Panther. Canvases were provided at the craft table where the children were able to do tissue decoupage. Goodie bags and snacks were provided to those who attended. The circulation desk area plexiglass is decorated with pictures from the Book Character Party for all to enjoy.
- Additional programming at E 131 consisted of Photography class every Thursday afternoon through a partnership with Sharp Shooters. TechCentral offered free computer classes for the month of June. The Music Settlement offered Read to the Beat for six weeks at the East 131st branch. Chapelside Cleveland Academy faithfully brought their children to the branch for Read to the Beat. To round out the summer staff held a Back to School Giveaway and a very successful Tie-Dye T-shirt program for ages all ages.
- Finally, a beautification project, spearheaded by community activist Tahia Herd of the East 131st Street Coalition, enabled a bench to be added in front of the branch by the RTA bus stop. They also cut some trees in front of the library, placed pieces of wood around the flowerbeds to make a flower box(s) in front of the branch and fixed the broken concrete on the flowerbox in front of the branch.

Fleet

- The summer of 2018 has been an eventful season at Fleet Branch. Fleet Branch began the summer with a highly publicized Summer Lit League Kick-Off held on June 6. The Kick-Off consisted of Bill Cotter, author of Don't Push the Button, Don't Touch This Book, and more presenting a story time to the delight of numerous children and adults. Z107.9 broadcasted live from the branch and gave away

promotional items, Cuyahoga County Waste Department, St. Martin de Porres' high school drum line and more. Over 250 participants attended the event. Food and refreshments were served. The Youth Services Team conducted one to two weekly programs for youth. Fleet Branch ranked third in number of participants and second in the number of youth who completed the program. Mrs. Parks threw a well-deserved recognition party for the staff for their hard work.

- Mrs. Robinson, Branch Manager, attended a health fair hosted by the Gospel Light Church to promote the programs and services offered at Fleet Branch. She also spoke to community partners at the August Broadway/Slavic Village P-16 meeting about the Drug and Violence Program for youth that was held at the Fleet Branch. Furthermore she partnered with Allison Woods, Adult Services Coordinator, to implement a library for seniors who enjoy reading books at University Settlement.
- Ohio Means Jobs assisted over thirty patrons seek jobs job, upskilling skills, resumes and cover letters. Over fifteen children graduated from the Pastor Lewis and Sis. Lewis's Drug and Violence Awareness Program held at Fleet Branch. Carl Cook, Director of the Metanoia Project, assisted over seventy-five with obtaining birth certificates and state ID's.

Harvard Lee

- Harvard Lee accomplished several exciting endeavors in the summer months of June, July, and August. The branch re-opened after Safe, Warm, and Dry with a reopening celebration. Harvard- Lee staff welcomed back their community with a combined Summer Lit League Kick Off and reopening celebration.
- Ms. Morales visited B Buzz Baseball's opening day games to promote Summer Lit League Mr. Moore and Ms. Morales conducted Summer Lit League programming and outreach which resulted in Harvard lee being number one in Summer Lit League registrations and completions. Mrs. Parks threw a well-deserved recognition party for the staff for their hard work.

- In addition Team Harvard Lee worked together to perform a cleaning, sorting, and re-organizing of the staff workspace. Ms. Hutson, Ms. Morales, and Ms. Jackson all participated in this project.
- The Summer Lit League Finale was a success in the Harvard-Lee branch as well - our final program was a visit from Jungle Terry and was attended by 65 patrons.
- Mr. Hay worked in collaboration with CHN Housing Partners to schedule multiple branch visits to Harvard-Lee to help provide patrons with housing assistance information. All team members completed the monthly safety training video.
- A community open house was held at the Harvard-Lee Branch as part of the Facilities Master Plan. Many teens and adults participated in the four stationed experience to voice their wishes for their community branch.

Mount Pleasant

- During the summer, Mount Pleasant's focus for the neighborhood children was to have them "Make the Most of Their World." Mt. Pleasant had 183 registrations for SLL with 68 completions. Mount Pleasant youth were introduced to different cultures that took them on an imaginary eight-week trip around the world through arts and crafts. They made such crafts as African drums and Jamaican Rain sticks.
- The Eco-Explorers, from the Cleveland Metro parks visited the library and introduced the children to the secret world of small animals that live in the Metro Parks.
- Mrs. Kathleen Rocco, from the Cuyahoga County Waste Management Department, conducted a recycling program that taught 22 children how to make post cards out of magazines.
- The Mt. Pleasant Branch hosted Read to the Beat programming during which 150 children learned about rhythm through the art of singing, clapping, playing small instruments, and rhyming to the beat of music.

- Author Sharon Draper made a surprise visit at the branch while visiting her old neighborhood. Ms. Draper paid off one of our teenager's book fines so that she could check out library materials. Ms. Draper also personally signed all of her books that were owned by MTP.
- During the final week in August, The A-1 Bond Service Company passed out 50 book bags filled with school supplies with the assistance of Ms. Latrisha Robinson and community volunteer Renee Duncan.

Rice

- Rice Branch was host to one of the Common Ground conversations held throughout the city by the Cleveland Foundation. Additionally, Rice Branch was the host for Councilwoman Conwell's monthly board meetings after hours. Rice Branch also continued to host Neighbor Up's monthly Network Night after hours. Rice hosted a series of poetry programs with DL Ware for our partnership with Lit Cleveland to coincide with the Cleveland Inkubator Literary Arts Festival at Main. Ms. Hutson facilitated the Rice Branch's new and continuing community partnerships by meeting with leaders of Neighbor Up! Network Night, Harvey Rice Wraparound School, Great Lakes Science Center, the Rice Branch Knitting Group, Habitat for Humanity, Woodhill homes, Cleveland Police Department and more.
- Ms. Schmidt participated in CMHA's Splash Park opening event at Woodhill Homes; Ms. Hutson tabled at the Shaker Square/District Four Safety Fair as well as the Habitat for Humanity Open House on Buckingham, a close neighbor. Ms. Schmidt gave two tours and a Rice overview to over 100 conference attendees on how the CMSD school-library partnership dovetails with the Wraparound strategy at Harvey Rice School. Ms. Schmidt and Ms. Hutson were invited to join the Shaker Square Advisory group. Ms. Schmidt attended the first SSAG meeting.
- TechCentral ran a successful week of Robotics Camp. Rice Community member Ms. Rome held Math Skills practice sessions with students, two days a week all summer long that ended in a well-attended "Math off". Ms. Schmidt presented at the Harvey Rice

Expectations Assemblies sharing Rice Library's behavioral expectations and upcoming programming.

- The Rice team was third place in Summer Lit League registrations. District 4 had the first, second and third place winners in SLL. Way to go District 4! Rice branch held a week long welcome back and SLL thank you party for the youth in celebration of a new academic year and all they did to assist Rice to reach their goal of being top 3. Pizza and cake was served with youth staff completing crafts and and playing games with the youth.

Union

- The summer started off with the Summer Lit League Kickoff. Youth enjoyed games, giveaways and cake. We completed 8 weeks of activities for Summer Lit League and ended with the Summer Lit League finale. Union branch has served over 1100 youth meals during the Summer Feeding program in partnership with the Cleveland Food Bank. In addition, young boys were taught how to tie ties and bow ties for Father's Day. Children learned about the origins of Juneteenth with a read aloud. Children watched "Black Panther" while enjoying popcorn for a "Movie and Popcorn". Tech Central brought several Makerlabs to the branch which included Drum Machine, Sketchbook Drawing, Button Making, Laser Cut Puzzles, Tinkercad and Mobile Demo. In July and August, the Music Settlement presented the Read to the Beat program which provided reading readiness activities for neighborhood preschoolers. The Kindergarten Club continued to provide educational resources for incoming kindergarteners and their caregivers. Club Create, which is a creative writing program began during the latter part of August.
- Youth staff, Tamara Steward and Gregory Parker continued to provide story time out reach to Oakfield Child Development Center and Kati Daycare throughout the summer. Mr. Parker set up an information/giveaway table during the Family Dollar Community Day Fair. Marcie Williams attended the 2018 American Library Association Annual (ALA) Conference which was held in New Orleans. Ms.

Williams attended a work study supervisor's breakfast hosted by St. Martin de Porres High School. Ms. Williams represented the Library at the All in the Family Conference hosted by Phillippi Missionary Baptist Church. Ms. Williams also participated in the Speed Networking program presented by St. Martin de Porres High School.

DISTRICT FIVE

Addison

- During the closure for Safe, Warm, and Dry, Ms. Landskroener and Mr. Clark continued outreach to the local schools of the community. The Addison staff also continued in assisting the locations they were temporarily housed with various summer programming and outreach activities.
- Staff of the Addison Branch received a visit at their temporary locations from the new Branch manager, Tonya Briggs, who joined the District 5 team in August.

Collinwood Branch

- Highlights of the summer included a kickoff event of the Girls STEM Camp in partnership with the National Council of Black Women on June 18th with 35 young ladies signed up and an average of 25 attending. CPL's Tech Central staff facilitated a Robotics Camp for 3rd through 6th graders. Two additional programs presented were, Punch and Sew featuring local fashion designer and entrepreneur, Dru Christine, and Punch and Paint.
- Manager, Caroline Peak partnered with the Collinwood/Nottingham Development Corporation, the Kiwanis Club, Got Knack and the Hero Within to present our annual CCYA (Collinwood Community Youth Academy) event and gave away 24 bags of supplies and books to Collinwood Community kids. A community open house was held at the Collinwood Branch as part of the Facilities Master Plan. Many teens and adults participated in the four station experience to voice their wishes for their community branch.

Glenville

- Summer Lit programs started with the Kick-Off for both the youth and adults with a performance by Les De'Lices that included music and dance. Participants were given the opportunity to play woodwind instruments such as the Vielle, recorder and a Doucaine.
- Adult patrons were engaged with the startup of the Crochet Club, which continued through the summer. Senior Forum Book Club restarted, reading titles by Walter Mosley and Victoria Christopher Murray during the summer. Adult Education through Aspire transferred to the branch and classes were held during the summer.
- Summer Lit programs consisted of several programs for the summer months. Radio One's station 107.9 hosted their live broadcast at the branch to promote the Summer Lit program with giveaways and refreshments provided.
- The completion of the Rain Garden at the branch provides an outdoor reading area, which was used for the Summer Lit Finale.
- Special partnership program included Medworks, which was scheduled at the Branch for a week to pass out Health Screening kits and determine the need for patient advocacy in the branch. Breathe Free Project thru CWRU was set up to conduct across-sectional survey.

Langston Hughes

- The summer months were highlighted by Summer Lit league programs and community partnership programming.
- The Summer Lit League weekly programs were highlighted by a visit from illustrator Ellie Weinstein which included a special craft time. Envisioning the Dots of Yayoi Kusama was another special program that allowed for fun and creative expression by youth participants. The journey around the world with each week of the program allowed for expansion of the passport program created by youth librarian Christopher Busta-Peck with each youth signing up receiving a handmade passport, with a faux reptile skin cover.

- Community partners continued to provide needed opportunities to library patrons and the community. Medworks continued with its health education and awareness program. Aspire continued with its services to help with adult education and literacy needs. The branch also hosted interviews done by Bon Appetit, a management company that provides food service at Case Western Reserve University. Over thirty applicants were interviewed.
- A community open house was held at the Langston Hughes Branch as part of the Facilities Master Plan. Many teens and adults participated in the four station experience to voice their wishes for their community branch.
- Future planning was completed in collaboration with Cleveland Museum of Art for a program that will be held during the fall at the branch to help youth learn and aspire to opportunities in the field.
- Mr. Bradford and Mr. Roberts completed the Leadership Certification program.

Memorial Nottingham

- This year's summer reading club, "Lit League" concluded with **307** enrolled and **75** completions. During the program, youth enjoyed crafts, games, and a special workshop on local wildlife presented by the Cleveland Metroparks.
- The Branch hosted an open house as a part of the Master Plan Initiative. The event was facilitated by Kent State University's Cleveland Urban Design Collaborative. Patrons were given the opportunity to express their desires for their community branch as it relates to services, the building and its grounds. In addition, patrons were free to share the challenges of their community and potential improvements.
- A major weeding and refreshing of the Adult Collection took place with special attention being given to Black World and A/V Materials. The branch continues to host Staff from Addison, due to Safe, Warm, and Dry repairs.

OLBPD

For summer 2018, OLBPD circulated 125,923 books and magazines directly to patrons. OLBPD also circulated an additional 13,007 Dimensions Newsletters to readers. OLBPD registered 476 new readers to the service. Approximately 659 BARD patrons among 1,521 active users downloaded 39,262 items.

OLBPD Manager Will Reed attended the 2018 National Conference of Librarians Serving Blind and Physically Handicapped Individuals hosted by the National Library Service in Nashville, TN. NLS announced that it is initiating the process to officially change its name - new name to be determined later. Other conference takeaways included the announcement that braille eReaders (refreshable braille displays) will be coming soon (2019); NLS expects readership to expand due to ongoing outreach efforts and simplified eligibility requirements; regulations will change to ease access for people with dyslexia and other reading disabilities once NLS has the capacity to serve them; and NLS expects to have a new, next generation talking book player available within five years, while investigating at the same time extending compatibility of service to more off-the-shelf personal devices.

From July 9-11th, OLBPD hosted NLS Network Consultant Pam Davenport as part of a biennial visit. Every two years, NLS sends a consultant to evaluate OLBPD on how well it provides service according to the Revised Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped. During her visit, Ms. Davenport met with OLBPD staff to discuss the provisions of NLS service.

On July 10th, OLBPD hosted its annual Family Fun and Learning Day in Cleveland at the Lake Shore Facility. OLBPD hosted 85 registered patrons who enjoyed tours of the Sensory Garden and OLBPD, as well as guest speakers Tracy Grimm from the SLO Talking Book Program, and Beverly Cain, State Librarian of Ohio. OLBPD patrons also enjoyed listening to keynote speaker Romona Robinson, WOIO-TV evening news anchor and author of "A Dirt Road to Somewhere," and Pam Davenport, Network Consultant from the National Library Service. Exhibitors were also on hand from the Cleveland Sight Center,

Guiding Eyes for the Blind, Magnifiers and More, and others offering products and services of interest to our patrons.

OLBPD Manager Will Reed attended the Ohio Braille and Talking Book Program Consumer Advisor Meeting on July 26th at the State Library of Ohio. Consumers were provided updates on library services announced during the 2018 NLS Biennial Conference in Nashville.

In August, OLBPD was awarded funds from the State Library of Ohio to purchase two braille embossers, equipment and supplies to use toward a duplication-on-demand workstation, and new microphones to record audio content for locally produced materials.

On August 29th, OLBPD Manager Will Reed and John Skrtic, Director of Public Services, met with IMLS Program Officer, Madison Bolls, State Library of Ohio Associate State Librarian for Library Development, Missy Lodge, and State Library of Ohio LSTA Coordinator Cindy Boyden. As part of the Grants to States (LSTA) program, IMLS conducts site visits to all State Libraries once every five years. Cleveland Public Library receives LSTA grant funds to support the statewide services of the Ohio Library for the Blind and Physically Disabled. The purpose of these visits is two-fold: to review State Library processes and use of LSTA funds and visit grant-funded sub-grantees, highlighting the good work libraries are offering their citizens. Visits also allow sub-grantees an opportunity to discuss how their patrons, staff, and communities have benefited from IMLS funded projects.

OLBPD Library Assistant Ken Redd provided information and talks about the service at White Cane Walk on June 2nd; Cleveland Veterans Administration meeting on June 7th; NFB Akron Vision Fair on June 9th; Parma Veterans Administration Meeting on June 14th; UH Geauga Medical Center Family Health & Safety Day on June 23rd; Central Collaborative Meeting at Friendly Inn on June 26th; Sight Center Career Exploration Presentation and Tour on July 25th; Grandparents Festival at Luke Easter Park on July 28th; Westerville Public Library Presentation and Tour on July 31st; Eliza Bryant Staff Presentation on August 3rd; Rainbow Place & Koinonia Village Resident Presentation on August 9th; ACB-Ohio on August 11th; Be My Neighbor

Day at CPL-Main on August 13th; Brookdale Medina Resident Presentation on August 16th; Collinwood Resource Fair on August 25th.

The OLBPD adult book club met on June 8th to discuss "A Man Called Ove" by Fredrik Backman; July 13th to discuss "Going Postal: A novel of Discworld" by Terry Pratchett; August 10th to discuss "Faith Bass Darling's Last Garage Sale" by Lynda Rutledge.

ADVOCACY & COMMUNITY AND GOVERNMENT RELATIONS

ADVOCACY & EXTERNAL RELATIONS UPDATES:

- **"Libraries Educate Today's Workforce for Tomorrow's Careers" Event:** This event led by the American Library Association, Cleveland Public Library, Ohio Library Council, Cuyahoga County Public Library, and hosted by OverDrive took place in August with more than 100 attendees. Attendees ranged from corporate sector representatives to elected officials at the state and local level. The event's goal was to raise the profile of libraries on matters such as workforce development. Conversations with CPL and entities such as RITE (an organization that attracts, prepares, and places IT talent to enhance the region's economic vitality and competitiveness) are scheduled to take place as a result of the event. ALA will replicate this inaugural event across the country with other library systems.
- **Hough Reads with Councilman Basheer Jones:** CPL's Summer Lit League program partnered with Councilman Basheer Jones' Hough Reads program. The goal of both programs was to increase reading literacy among youth in the city of Cleveland. More than 100 children completed the Hough Branch Summer Lit League program.
- **Community of Practice:** This summer CPL hosted the Community of Practice group for their summer meeting. Community of Practice, led by Anne Felepelle of United Way of Greater Cleveland, is a

group of government relations and advocacy professionals who meet to discuss major issues around poverty in the City of Cleveland. The crux of the group is to collectively work on mutually beneficial policy and legislative issues that mitigate the effects of poverty and other poverty determinants on Clevelanders.

- **NEO STREAM** (North East Ohio Science Technology Recreation Engineering Arts and Mathematics): As Director Thomas serves on the steering committee for Congresswoman Fudge's NEO STREAM event; CPL staff have been working over the past five months on the conference. Sherri Jones, CJ Lynce, and Dan Boozer, will lead breakout sessions in the areas of art, technology, and research (respectively) for the October event.
- **Cleveland Foundation Public Service Fellow:** The Cleveland Foundation Public Service Fellow Ethan Barham began his year-long appointment with CPL's Office of External Relations and Development in August. Ethan will be working on core community engagement and advocacy initiatives, the Mayor's Sustainability 2019 initiative on CPL's behalf, and other special projects. Please welcome Ethan to CPL.

DEVELOPMENT AND FOUNDATION UPDATES:

- ***CPL Development Updates:***
 - The fundraising plan was finalized for the April - December 2018 time period (i.e. actual timeframe to fundraise under new organizational structure).
 - Leadership support and participation was provided for the planning and strategy-development for a significant gift to the Library.

- **CPL Foundation Updates:**
 - **Board Meeting(s):** The first Foundation board meeting under the new organizational structure took place in July.
 - **Defining Success:** The chief of external relations and development collectively with staff and the board to define success for the Foundation in year 1 with the new organizational structure:
 - Secure new relationships for the foundation during CPL150 anniversary year that lead to:
 - New funding opportunities
 - New CPL Foundation board members
 - Raise the Foundation's profile through enhanced understanding of its purpose and role to a wider audience using the CPL150 anniversary as a platform to do so
 - Secure funding for the Foundation and for CPL programming throughout the 150th anniversary year
 - **Fundraising:**
 - **Annual Fund:** Provided leadership and oversight for the first of three fundraising appeals to go out in 2018. The overall strategy for the annual fund is to increase the donor solicitation pool and ask donors for a specific increase in giving.
 - **CPL150 Anniversary Fundraising:**
 - Finalized the fundraising plan and strategy for anniversary year
 - Finalized the CPL150 fundraising volunteer structure
 - Provided leadership and oversight for the development of CPL150 anniversary sponsorship collateral
 - Conducted 3 CPL150 site tours to select venue for gala

- Secured CPL150 funding meeting(s) with corporate partners such as Fifth Third Bank and Huntington Bank
- o **2017 Financial Audit:** Provided leadership support for the 2017 CPL Foundation audit; revamped the segregation of duties and reconciliation process to mitigate risk.

TECHNICAL SERVICES

Director of Technical Services and Acquisitions Manager Sandy Jelar Elwell visited the Medina County District Library (MCDL) to meet with Circulation Supervisor Tina Forhan, Technology Manager Sue Schuld, and Collection Resources Manager Chris Weaver-Pieh to learn about their library's workflow for self-service holds and how they handle and process hotspots, video games, and other formats of materials not currently owned by the Cleveland Public Library.

Ms. Jelar Elwell was interviewed by Ideastream Managing Producer of Arts & Culture Carrie Wise to learn about what books and materials are currently popular at the Cleveland Public Library. Ms. Wise was collecting this information and data about the most requested books and checked out items at the Cleveland Public Library to coincide with the PBS series "The Great American Read."

Ms. Jelar Elwell, Collections Manager Pam Matthews, and Collection Management Librarian Laura Mommers visited the under construction South Branch location along with Public Services Dyad Manager Jaime Declet to view the space available for the branch collection and to determine how to proceed with selecting materials for the opening day collection.

Ms. Jelar Elwell, Ms. Matthews, Ms. Mommers, Mr. Declet, and Assistant Branch Manager Steve Capuzzo met with Findaway Senior Key Account Northeast Manager Donna Destefano and Findaway Representatives Cassy Baskin and Kate Schwanke to learn more about their Bookpacks and Launchpads. Ms. Jelar Elwell, Ms. Matthews, Ms. Mommers, and Acquisitions Coordinator Alicia Naab met with Midwest Tapes Account Executive Nick Anderson to

discuss audio-visual trends for both physical and electronic formats and the possibility of transitioning to locking cases for Blu-rays & DVDs.

Ms. Jelar Elwell met with Ms. Matthews and Technical Services Associate Nathaniel Infante to discuss the 2019 periodical subscription renewals and to determine the timeline for the renewal process for the Main Subject Departments and Branch subscriptions.

Ms. Jelar Elwell attended the Leadership Certification module entitled "Performance Management & Coaching," the "Book Ends: Operations 101" training pilot, the panel discussion entitled "Libraries Educate Today's Workforce for Tomorrow's Careers" held at the corporate headquarters of Rakuten OverDrive, Inc., and meetings on implementing a new service module at the Jefferson Branch, the Every Child Library Card pilot, and purchasing hotspots for circulation.

Ms. Jelar Elwell, Catalog Manager Andrea Johnson, and Technical Services Librarians Michael Gabe, Perry Huang, and Lisa Kowalczyk attended three all day sessions of Federal Mediation and Conciliation Service ("FMCS") joint labor-management training.

Technical Services staff continued to volunteer to assist with the work in the Lake Shore Shelf/Shipping Department while Receiving/Distribution Technician Amber Alexander is on a leave of absence.

Acquisitions: During June, July, and August, the Acquisitions Department ordered 14,247 titles and 20,773 items (including periodical subscriptions and serial standing orders); received 47,812 items, 4,003 periodicals, and 1,320 serials; added 1,549 periodical items, 392 serial items, 3,587 paperbacks, and 2,977 comics; and processed 6,352 invoices.

Acquisitions Coordinator Alicia Naab assisted Medina County District Library's (MCDL) Collection Resources Manager Chris Weaver-Pieh in setting up EDI invoicing for their library. Ms. Naab worked with Collections Manager Pam Matthews and Baker & Taylor's Senior Collection Development Librarian Valerie Doran to add graphic novels to the Cleveland Public Library's workflow for patron driven acquisitions.

Ms. Naab worked with the Literature Department's Senior Subject Department Librarian Jean Collins to review the ordering procedures for OverDrive's Marketplace website and resolve issues with OverDrive showing items as weeded. Ms. Naab assisted Fine Arts & Special Collections Manager Pamela Eyerdam in determining that a piece of artwork Ms. Eyerdam was trying to locate was not at the Lake Shore Facility using the art database.

Technical Services Senior Clerk Paula Stout attended the Mental Health Awareness and Bullying Prevention training. Acquisitions Librarian Leslie Pultorak continued to assist with the unpacking and verifying of foreign language materials for the Lake Shore Shelf/Shipping Department and Technical Services Associate Nathaniel Infante continued to volunteer in the Lake Shore Shelf/Shipping Department when needed.

Catalog: Librarians cataloged 8,792 titles and added 12,375 items for Cleveland Public Library.

Catalog Manager Andrea Johnson invited the Information Technology & CLEVNET Library Systems & Applications staff to meet with the Catalog Department staff for information sharing. During the June 7th meeting, Technical Services Librarians Celia Halkovich, Barbara Satow, and Erin Valentine demonstrated cataloging procedures. In August, Ms. Johnson and Technical Services Librarian Yeshe Dugarova-Montgomery met with Government Documents Supervisor Sarah Dobransky, General Research Collections Manager Donald Boozer, and Government Printing Office staff who visited the Lake Shore Facility.

Ms. Valentine began cataloging the White Pine series of architectural catalogs. Ms. Halkovich was introduced to handling the monthly report of volume descriptions that do and do not conform to CLEVNET guidelines. Ms. Satow resumed responsibility for handling email requests from CLEVNET staff and other CPL.Newcat tasks while Senior Catalog Librarian Dawn Grattino was out on leave. Ms. Satow created her first original record for a classical music CD under the direction of Ms. Valentine.

Catalog Librarian Perry Huang, Ms. Satow, and Ms. Valentine attended the Mental Health Awareness and Bullying Prevention training. Ms. Johnson completed the Leadership Certification training by attending the

modules entitled "Leading & Managing Change" and "Leading Effective Teams."

Ms. Satow attended the Ohio Library Council's (OLC) Technical Services Action Council meeting at the Public Library of Mt. Vernon and Knox County. Ms. Satow will continue her role as secretary for the Action Council into 2019. Ms. Johnson, Ms. Valentine, and Technical Services Librarian Amei Hu attended the Northern Ohio Technical Services Librarians (NOTSL) Board Meeting at the Lake Shore Facility on July 6th.

Collection Management: During June, July, and August, Collection Management selected 3603 titles and 31,391 copies and spent \$572,043.

Collection Management Librarian Laura Mommers attended the webinar entitled "New Releases, Trends and Bestsellers" sponsored by the graphic novel publisher VIZ, a webinar interview with Author/Actor John Amos about his children's book *World Without Color*, and a day long SLJ (School Library Journal) Live webinar featuring talks by children's and young adult authors as well sessions on selecting for and providing services to children and young adults. Ms. Mommers also attended the CPL FIT luncheon and meeting as part of her membership on the CPL FIT committee.

Collections Manager Pam Matthews met with Recorded Books National Account Manager Bryan Messersmith, and spoke with Cliff Guren, the project lead on the Rakuten OverDrive sponsored Panorama Project, which looks to gain "insights on libraries and their impact on book discovery, author brand development, and sales."

Ms. Matthews attended the Ohio Library Council's (OLC) Technical Services Action Council meeting at the Public Library of Mt. Vernon and Knox County. Ms. Matthews published a post on her views of the future of physical vs streaming audio-visual resources in public libraries on the "Blog of the Ohio Library Council Technical Services Division."

High Demand: During June, July, and August, the High Demand Department ordered 3,157 titles and 25,350 items; received and added 26,837 items; and processed 795 invoices.

High Demand Librarian Dale Dickerson continued to handle and process circulating maps belonging to the Center for Local and Global History. Mr. Dickerson also handled the cataloging and processing of the VOX Books titles and assisted the Catalog Department with the handling of the CLEVNET overlay requests. Mr. Dickerson continued to volunteer in the Lake Shore Shelf/Shipping Department when needed.

Technical Services Associate Rosalyn Easley attended Mental Health Awareness and Bullying Prevention training. Ms. Easley and Technical Services Associate Summer Salem assisted the Materials Processing Department with the cataloging and processing of materials from their Department when needed.

Materials Processing: During June, July, and August the Technical Services Associates cataloged 2,531 new titles for the Cleveland Public Library and added 2,500 new records for the CLEVNET libraries. The Technical Services Associates and Senior Clerks added 11,659 items. The Materials Processing Technicians worked on 59,846 items.

Materials Processing Manager Elizabeth Hegstrom completed the Leadership Certification training by attending the modules entitled "Performance Management & Coaching," "Leading & Managing Change," and "Leading Effective Teams." Ms. Hegstrom also attended the Ohio Library Council's (OLC) "Leading Libraries: Strategies for All Levels of Management" conference in Columbus. Materials Processing Technician Marsha Draeger and Technical Services Associate Dwayne Jones attended Mental Health Awareness and Bullying Prevention training.

Technical Services Associate Karima Ward began a leave of absence on July 11th and retired from the Cleveland Public Library on August 27th after 30 years of service. The Catalog Department has assumed the responsibility for handling the CLEVNET overlay requests since Ms. Ward's leave and eventual retirement decreased staffing and created a vacant position in the Materials Processing Department. Ms. Draeger continued to volunteer in the Lake Shore Shelf/Shipping Department when needed.

Shelf/Shipping: This summer the Lake Shore Shelf/Shipping Department staff sent 117 items to the Main Library for requests and 278 items to fill holds. Main Library received 723 telescopes, the Branches received 1,561 telescopes, CLEVNET received 126 telescopes, CASE received 17 telescopes, CSU received 10 telescopes, and Tri-C received 5 telescopes. A total of 2,442 telescopes were shipped out. The Receiving/Distribution Technicians sent out 703 items of foreign material and in total 37,118 new items were sent to the Acquisitions and High Demand Departments.

Receiving and Distribution Supervisor James Clardy participated in a second and third recruitment for Page positions for this year along with the rest of the members of the Page committee. There were 25 successful candidates in the second recruitment and 26 successful candidates in the third recruitment that were selected to be interviewed.

MARKETING & COMMUNICATIONS

Media coverage for the months of June, July, and August included 63 print publications and 120 online, TV and radio stories. The full report, available in the Marketing & Communications Department, shows the top print publications and non-print platforms by reach. The articles about FRONT International and Yinka Shonibare's *The American Library* installation had the greatest reach, particularly those that appeared in *The New York Times* and on Smithsonian.com. Stories related to the architectural competition for the new Martin Luther King, Jr. Branch also got good traction.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 982 times on average per day, with an average of 138 clicks to the website per day resulting in a 14.11% click-through rate for the month. Over 74% of the click-through's were from some combination of the keywords *library, libraries, public, and cleveland oh.*

Facebook

| | 2018 | 2017 | YoY |
|--------------------|-------------|-------------|------------|
| Net Page Likes | 890 | 424 | 109% |
| | 24,79 | 10,82 | |
| Avg Post Reach | 6 | 8 | 129% |
| | 27,74 | | |
| Avg Total Reach | 6 | 8,398 | 230% |
| Average engagement | 356 | 256 | 39% |

Twitter

| | 2018 | 2017 | YoY |
|-----------------|-------------|-------------|------------|
| Top Tweet | 32,07 | 28,27 | |
| (Impressions) | 6 | 5 | 13% |
| Top Mention | 24,78 | | |
| (Engagements) | 4 | 2,609 | 849% |
| Top Media Tweet | 18,61 | 24,47 | |
| (Impressions) | 1 | 6 | -25% |
| Summary | | | |
| Tweets | 150 | 469 | -68% |
| New Followers | 258 | 328 | -21% |

Graphics

Graphics staff filled the regular requisitions for design, printing, and distribution, in addition to designing graphics for ads; the library website; digital signage; social media; staff newsletters; *Off the Shelf* e-newsletter; and weekly postings to the website home page. Work on the fall edition of *UpNext* was completed and sent to the printer. Ryan Jaenke designed a mural that will cover the back of the Edgewater Beach Book Box.

PROPERTY MANAGEMENTPainters

- Lakeshore- removed fencing.
- Rockport- painted teen tech center, stripped and repainted teen tech center.
- Lorain- painted front stairs and landing, repaired walls and touched up paint in meeting room and side door entrance.
- Rice- painted parking lot lines.

- E.131- painted handrails.
- LSW- painted LSW back hallway and Main's new office spaces.

Carpenters

- LSW- removed deteriorated thresholds, repaired concrete and installed new thresholds, removed carpeting from LSW wall painted and installed baseboards and wall molding.
- P.A.L- relocated shelving.
- Addison- built garden boxes around tree lawn.
- Rockport- put sound proof module together for teen tech center.
- Foundation Office- built wall with door.
- Fleet- repaired front door.
- Main- repaired concrete and replaced damaged floor tiles.
- Fulton- repaired concrete around sewer drains.
- E. 131- built planter boxes for tree lawns.
- Garden Valley- built new book box cart and hung Mural.

Mechanic

- Serviced vehicles 1, 3, 10, 17 and 18.
- Repaired lawn equipment on daily.

Maintenance Mechanics

- Lakeshore - coordinated duct cleaning with Delta industrial for meeting rooms and administration offices, also cut-in access panels and cleaned VAV re-heat coils.
- installed bank of replacement batteries for emergency lighting system
- Harvard Lee - re-lamped and replaced bad ballasts in meeting room and main area of branch for re-opening ceremony. *All Seasons Roofing repaired leaking section of roof above staff lunch room.
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- Langston Hughes - trenched and ran temporary power for Front/Land Studio art installation at old church behind the branch.
 - Repaired condensing water line leak on geothermal system for heat pumps.
- Rockport - removed and repainted ceiling supply air diffusers for Teen Tech Center.
- Walz - continued with branch HVAC control upgrade project.
- Worked on branch work orders and responded to emergency calls.
- Contractors:
 - Kone - installed replacement main cables for LSW large staff elevator.
 - Siemens - 1st monthly site visit under new service agreement.
 - Davey Tree - cut down two large cottonwood trees by new rooftop HVAC units, general clean-up and pruning of trees all the way around the branch.
 - Mid-State - repaired concrete for Water Department meter vault.

- Westpark - installed rain catcher/diverter above ceiling in staff area, notified All Seasons Roofing of leaks above the children's and behind the staff work room.
- Brooklyn - installed rain catcher/diverter above ceiling behind circulation desk, notified roofing contractor of recurring leaks.
- Main - power run for floor outlets and supplemental accent lighting above arched entry ways into Brett Hall (Front exhibit).
- Rice - started Siemens & aux panel installation/branch lighting upgrade.
- Langston Hughes - replaced bad compressor on heat pump #2, replaced main circuit boards for heat pump #1 and #3.
- LSW - replaced temperature, humidity sensor and belts and filters on I.T. office area AHU #6.

- Replaced leaking toilet seal on 1st floor staff restroom toilet.
- Removed old drinking fountain and started wall mounted sink and Insta-hot installation on 1st floor SPS area.
- Lakeshore - install pressure differential switch for fire/pre-action system in LBPH.
 - Set-up scaffolding and replaced auditorium lights with LED bulbs.
- Carnegie West - moved power and data for branch manager's desk relocation.
- Lorain - troubleshoot and repaired staff lunchroom VAV box and controller.
- Rice - continued with Siemens lighting upgrade project.
- Worked on branch work orders and responded to emergency calls.
- Main - Cat6 and power run for Eric Herman and Sherry Parker's new office.
 - Re-lamped and replaced bad ballasts in shipping.
- LSW - replaced leaking diaphragms on both toilets in women's public restroom on the 2nd floor.
 - Replaced basement hallway lighting by elevators with LED fixtures.
 - Replaced auditorium lights.
- Walz - replaced leaking backflow preventer (small) behind boilers for hydronic system.
- Collinwood - secured/ repaired sagging hydronic lines in the basement by the boiler room.
- Brooklyn - installed protective shroud on lunchroom PTAC per manufacturer's safety recall.
- Harvard Lee - repaired leaking flanges and bearing assemblies on boiler pumps.
- Rockport - started mini HVAC split system for Teen Tech Center office.
- Lakeshore - recovered refrigerant from #2 circuits on chiller for AHU#10 in preparation for compressor replacement.

- E.131 - repaired basement sump pump/serviced RTU.

SAFETY & PROTECTIVE SERVICES

Safety Services

- SPS Branch Patrol officers dropped off books at the Boys & Girls Club of Cleveland, Broadway area to drop off books and assess their need for more books.
- SPS Branch Patrol officers also stopped at Cleveland Police Fourth District to drop off books for the Derrick Owens Memorial book shelf.
- SPS participated in a CPL 4th district manager meeting with CPD 4th district Commander and his community relations officers.
- SPS will produce vault report and rear dock access report for Robin Wood to review.

PROTECTIVE SERVICES

Activity

| Month | Total Dispatch Activity | Ave per day | Total Alarms | Branch Emer-gency | Branch Visits | Downtown Campus Incidents | Incident Reports Gen. | CPL access activities |
|-------------------|-------------------------|-------------|--------------|-------------------|---------------|---------------------------|-----------------------|-----------------------|
| Aug 2018 | 4594 | 177 | 51 | 62 | 696 | 81 | 35 | 106 |
| July 2018 | 3785 | 159 | 68 | 54 | 710 | 69 | 22 | 42 |
| June 2018 | 5913 | 227 | 44 | 60 | 701 | 73 | 29 | 33 |
| May 2018 | 4172 | 160 | 55 | 56 | 679 | 93 | 80 | 53 |
| April 2018 | 4271 | 171 | 55 | 66 | 692 | 147 | 78 | 79 |
| March 2018 | 4109 | 152 | 79 | 75 | 655 | 34 | 78 | 63 |
| Feb 2018 | 3386 | 154 | 41 | 67 | 537 | 71 | 56 | 98 |
| Jan 2018 | 4098 | 164 | 41 | 55 | 588 | 93 | 85 | 44 |
| Dec 2017 | 3743 | 156 | 61 | 77 | 704 | 109 | 73 | 34 |
| Nov 2017 | 3929 | 163 | 68 | 78 | 706 | 93 | 70 | 119 |
| Oct 2017 | 4092 | 157 | 62 | 65 | 676 | 66 | 65 | 68 |
| Sept 2017 | 3900 | 156 | 79 | 55 | 742 | 56 | 65 | 54 |
| Aug 2017 | 4173 | 155 | 91 | 59 | 827 | 55 | 58 | 46 |

Special Attention, Special Events, and Significant Incidents

- SPS management is working with Sherry Parker and Jasmine Sims to complete the template for new the incident report writing software. The roll out date TBD.
- SPS filled the following overtime requests: South Brooklyn carpet install, College Now, Kindergarten Club, Rice branch Community Network Night, Common Ground Convention at Rice branch, Cleveland Orchestra Star Spangled Spectacular, Gateway District event, Brett Hall Author event, Jazz Under the Stars MLK, Cleveland Incubator LSW 2nd floor

Protective and Fire Systems

- SPS officers were posted at Collinwood branch for fire watch in August. The system's keypad was out of service. Guardian Alarm was used to correct an issue with the alarm keypad at the branch.
- There was one day of fire watch at South Brooklyn.
- Third quarter fire drills are complete.
- SPS is ordered a new camera for the parking lot at Glenville.
- A meeting was held with IPS representatives to introduce them to the Chief Operations Officer Jeremiah Swetel.
- SPS is working with Eric Herman on the placement of access card readers and motion detectors at the new South branch.

Contract Security

- Royce Security is disarming Carnegie West, Fulton, and Addison branches during Safe, Warm, and Dry.
- SPS and Jeremiah Swetel met with Royce Security management to discuss their background check procedures for guards. Royce Security is now required to submit a quarterly background check report to SPS.
- Royce Security will soon be offering their staff direct deposit. This will help avoid paper check issues.

Administration

- SPS is looking into carrying NARCAN in patrol vehicles.
- SPS will have Officer Teddy Reed teach an Active Shooter class to staff at Calfee, Halter, and Griswold this fall. CPL legal department created a contract that Calfee representatives accepted.
- SPS had preliminary meetings with Outreach and Program Services staff regarding Makers Faire this November. A meeting with the steering committee is in September.

INFORMATION TECHNOLOGY & CLEVNETCLEVNET Quarterly Meeting

The CLEVNET Directors held their third quarterly meeting of 2018 on Friday, July 27, 2018, in Elyria, at Lorain County Community College's Spitzer Conference Center. The meeting was held at LCCC so the CLEVNET directors would have the opportunity to tour the college's 5,000 square foot Fab Lab after the meeting. The Fab Lab, based on the concepts of Dr. Neil Gershenfeld, the director of the Massachusetts Institute of Technology's Center for Bits and Atoms, was the second Fab Lab in the world to open outside of MIT. The lab has been inspiring and educating the making community since 2007.

James Tolbert, Chair of the Directors Panel and Director of Milan-Berlin District Library, welcomed Aurora Martinez, Director of Morley Library in Painesville, to CLEVNET. Morley Library will become CLEVNET newest member in September. Director Tolbert bid farewell to Benjamin Reid, Director of Huron Public Library, who has accepted a position at Columbus Metropolitan Library. He also congratulated Julianne Bedel, Director of Barberton Public Library, on her new job as assistant director at Medina County District Library.

Tim Diamond, CPL's Chief Knowledge Officer and liaison to CLEVNET, provided an update on CLEVNET's strategic plan with a focus on governance and technology. The amended CLEVNET agreement with revised bylaws/procedures, a revised pricing model, and a revised term has been approved by nearly all member libraries. The few remaining libraries which have yet to return a signed agreement have plans to do so soon.

Mr. Diamond reported that after the CLEVNET staffing model was adopted following the strategic planning process, 12 positions have been posted and 11 have been filled. The only position remaining to be filled is the second Library Systems and Applications Specialist position.

The Directors Panel continues to think strategically and focus on three priorities: new members, the new data center in Columbus, and the core CLEVNET services, defined as the ILS (SirsiDynix); the network (including VoIP); technical support; and emedia/databases. Ancillary CLEVNET services are also valuable, but are not mission critical. These secondary services currently include public computer and print management from Cassie; mass notification of staff by InformaCast; and group purchasing with TechSoup. As for new members, the migration of Morley Library is scheduled for September of 2018. CLEVNET's services to member libraries are listed in detail on the members site.

Mr. Diamond discussed CLEVNET's 2018 priorities and goals (distributed at the meeting as a handout) and how, any suggested changes or additions to this list must be brought to the Directors Panel for vetting. A strategic framework for the Panel to use when evaluating proposed projects and initiatives is described in the new operating procedures. Mr. Diamond explained that the list is being used to report back to the membership, in a systematic and consistent fashion, on the status of the many projects underway.

The next part of the meeting focused on the work of the Library Systems Team headed by Hilary Prisbylla, Director of CLEVNET. Ms. Prisbylla updated the CLEVNET directors on the upcoming Morley Library migration, the mobile app, automatic renewals, credit card transactions, OverDrive Advantage Plus accounts, the new periodical offerings from OverDrive, the Voicent Call Center, standardized policies, reducing the circulation map, and plans for a "go green" campaign to reduce paper notices.

Ms. Prisbylla also announced that CLEVNET would be making event management and room booking software available as a service to all members in August. The directors were pleased that this new ancillary service was now available. They were also pleased to learn from

Ms. Prisbylla that OverDrive has a new education app called Sora that may bridge the gap between a student's school library and the public library. CLEVNET wants to help drive the development of the app to improve the user experience for students and get more of them registered for a card at a CLEVNET-member library.

Larry Finnegan, Director of IT, updated the CLEVNET directors on special projects and initiatives, including: the move of the data center to Columbus; network infrastructure; SharePoint Office 365; work at Morley Library; VoIP installations; purchasing licenses through TechSoup; the remote monitoring and management solution from ConnectWise Automate now used by all member libraries; computer and print management currently used by 31 member libraries; Rubrik backup and recovery services; InformaCast mass notification of staff now used by 18 member libraries; and ConnectWise Manage, the new help desk software product.

Brian Leszcz, Database Administrator, gave a demonstration of Who's on My WiFi, a tool that will track how many patrons take advantage of wifi in the public library. This service from the State Library of Ohio will replace what CLEVNET had developed in house and make measurement of wifi use standard throughout the state. Although provided by the State Library, the product still has to be installed and configured by IT/CLEVNET staff at every facility used by CLEVNET member library patrons.

Mr. Leszcz also introduced the directors to CLEVNET's new member site that will debut on August 6. He recognized two of his colleagues in the department, John Paz and Megan Trifiletti, for all their work on the project.

Andy Busch, Solutions Architect, gave a demonstration of ConnectWise Manage, the new ticketing system for members to enter a case that tracks and documents every step until the case is complete. Service dashboards and reporting options provide data on ticket details, issue resolution times, and service team performance, allowing staff to make strategic decisions about service management.

While they waited for their tour of the Fab Lab, the group was glad to have the chance to network and enjoy

refreshments courtesy of the Cleveland Public Library Foundation. The next quarterly meeting of the CLEVNET Directors will be held on Friday, October 26, 2018, at Cleveland Public Library, in the Louis Stokes Wing Learning Commons at 9:30am.

Ms. Rodriguez adjourned the Regular Board Meeting at 1:15 p.m.

Maritza Rodriguez
President

Thomas D. Corrigan
Secretary

GIFT REPORT FOR JUNE 2018

LIBRARY SERVICE MATERIALS

| DESCRIPTION | QUANTITY | |
|--|--------------|--------------|
| | Month | Year to date |
| Books | 999 | 3,393 |
| Periodicals | 7 | 45 |
| Publishers Gifts | 0 | 7 |
| Non-Print Materials | 24 | 677 |
| TOTAL LIBRARY SERVICE MATERIALS | 1,030 | 4,122 |

MONEY GIFTS

| FUND | PURPOSE | AMOUNT | |
|--------------------------|--------------|------------------|-------------------|
| | | Month | Year to date |
| General Fund | Unrestricted | \$ 0 | \$ 1,422 |
| Library Fund | Restricted | 228 | 1,286 |
| Young Fund | Restricted | 0 | 13,044 |
| Founders Fund | Restricted | 82 | 220,784 |
| Ohio Center for the Book | Restricted | 0 | 2,100 |
| Judd Fund | Restricted | 58,702 | 118,913 |
| Lockwood Thompson Fund | Restricted | 0 | 92,214 |
| TOTAL MONEY GIFTS | | \$ 59,012 | \$ 449,763 |

SUMMARY

| CATEGORY | DONORS | | QUANTITY | |
|---------------------------|-----------|--------------|--------------|--------------|
| | Month | Year to date | Month | Year to date |
| Library Service Materials | 30 | 133 | 1,030 | 4,122 |
| Money Gifts | 4 | 34 | 4 | 35 |
| TOTAL GIFTS | 34 | 167 | 1,034 | 4,157 |

GIFT REPORT FOR JULY 2018

LIBRARY SERVICE MATERIALS

| DESCRIPTION | QUANTITY | |
|--|------------|--------------|
| | Month | Year to date |
| Books | 438 | 3,831 |
| Periodicals | 63 | 108 |
| Publishers Gifts | 0 | 7 |
| Non-Print Materials | 60 | 737 |
| TOTAL LIBRARY SERVICE MATERIALS | 561 | 4,683 |

MONEY GIFTS

| FUND | PURPOSE | AMOUNT | |
|--------------------------|--------------|-------------------|-------------------|
| | | Month | Year to date |
| General Fund | Unrestricted | \$ 20 | \$ 1,442 |
| Library Fund | Restricted | 25 | 1,311 |
| Young Fund | Restricted | 13,044 | 26,088 |
| Founders Fund | Restricted | 25,000 | 245,784 |
| Ohio Center for the Book | Restricted | 0 | 2,100 |
| Judd Fund | Restricted | 0 | 118,913 |
| Lockwood Thompson Fund | Restricted | 0 | 92,214 |
| Learning Centers | Restricted | 82,500 | 82,500 |
| TOTAL MONEY GIFTS | | \$ 120,589 | \$ 570,352 |

SUMMARY

| CATEGORY | DONORS | | QUANTITY | |
|---------------------------|-----------|--------------|------------|--------------|
| | Month | Year to date | Month | Year to date |
| Library Service Materials | 22 | 155 | 561 | 4,683 |
| Money Gifts | 4 | 38 | 5 | 40 |
| TOTAL GIFTS | 26 | 193 | 566 | 4,723 |

GIFT REPORT FOR AUGUST 2018**LIBRARY SERVICE MATERIALS**

| DESCRIPTION | QUANTITY | |
|--|------------|--------------|
| | Month | Year to date |
| Books | 584 | 4,415 |
| Periodicals | 73 | 181 |
| Publishers Gifts | 1 | 8 |
| Non-Print Materials | 137 | 874 |
| TOTAL LIBRARY SERVICE MATERIALS | 795 | 5,478 |

MONEY GIFTS

| FUND | PURPOSE | AMOUNT | |
|--------------------------|--------------|------------------|-------------------|
| | | Month | Year to date |
| General Fund | Unrestricted | \$ 35,000 | \$ 36,442 |
| Library Fund | Restricted | 3,620 | 4,931 |
| Young Fund | Restricted | 0 | 26,088 |
| Founders Fund | Restricted | 6,946 | 252,730 |
| Ohio Center for the Book | Restricted | 0 | 2,100 |
| Judd Fund | Restricted | 0 | 118,913 |
| Lockwood Thompson Fund | Restricted | 0 | 92,214 |
| Learning Centers | Restricted | 0 | 82,500 |
| TOTAL MONEY GIFTS | | \$ 45,566 | \$ 615,918 |

SUMMARY

| CATEGORY | DONORS | | QUANTITY | |
|---------------------------|-----------|--------------|------------|--------------|
| | Month | Year to date | Month | Year to date |
| Library Service Materials | 31 | 186 | 795 | 5,478 |
| Money Gifts | 7 | 45 | 7 | 47 |
| TOTAL GIFTS | 38 | 231 | 802 | 5,525 |

Cleveland Public Library
2018

September 11, 2018

Cuyahoga County Budget Commission
Attention: Bryan Dunn
1219 Ontario Street
Cleveland, Ohio 44113

Dear Bryan,

Cleveland Public Library requests a Certificate of Estimated Resources as noted below for the following funds:

| Fund Number | Fund Description | Actual Unencumbered Balance as of 1-Jan-18 | "Taxes/PLF" from: | Requested "Taxes/PLF" to | "Other Sources" from: | Requested "Other Sources" to | Overall Increase/ (Decrease) |
|-------------------------------|--------------------------|--|-------------------|--------------------------|-----------------------|------------------------------|------------------------------|
| General Fund | | | | | | | |
| 101 | General Fund | \$ 19,023,254.07 | \$ 27,314,507.45 | \$ 27,314,507.45 | \$ 1,512,918.87 | \$ 1,547,918.87 | \$ 527,349.37 |
| | | | \$ 21,528,119.75 | \$ 22,020,469.12 | | | |
| Special Revenue Funds | | | | | | | |
| 201 | Anderson | \$ 325,589.18 | | | \$ 20,000.00 | \$ 20,000.00 | \$ - |
| 202 | Endowment for the Blind | \$ 2,532,943.39 | | | \$ 170,000.00 | \$ 170,000.00 | \$ - |
| 203 | Founders | \$ 6,838,452.10 | | | \$ 616,701.90 | \$ 654,701.90 | \$ 38,000.00 |
| 204 | Kaiser | \$ 69,460.47 | | | \$ 4,500.00 | \$ 4,500.00 | \$ - |
| 205 | Kraley | \$ 196,944.48 | | | \$ 11,000.00 | \$ 11,000.00 | \$ - |
| 206 | Library | \$ 167,563.38 | | | \$ 15,275.00 | \$ 19,275.00 | \$ 4,000.00 |
| 207 | Pepke | \$ 148,118.99 | | | \$ 8,000.00 | \$ 8,000.00 | \$ - |
| 208 | Wickwire | \$ 1,554,863.99 | | | \$ 109,000.00 | \$ 109,000.00 | \$ - |
| 209 | Wittke | \$ 102,130.38 | | | \$ 6,000.00 | \$ 6,000.00 | \$ - |
| 210 | Young | \$ 4,724,548.65 | | | \$ 370,000.00 | \$ 370,000.00 | \$ - |
| 225 | Friends | \$ - | | | \$ 57,000.00 | \$ 57,000.00 | \$ - |
| 226 | Judd | \$ - | | | \$ 236,316.00 | \$ 236,316.00 | \$ - |
| 228 | Lockwood Thompson | \$ 44,368.84 | | | \$ 184,428.00 | \$ 184,428.00 | \$ - |
| 229 | Ohio Center for the Book | \$ 25.00 | | | \$ 2,100.00 | \$ 2,100.00 | \$ - |
| 230 | Schweinfurth | \$ 121,674.75 | | | \$ 50,000.00 | \$ 50,000.00 | \$ - |
| 231 | CLEVNET | \$ 375,851.74 | | | \$ 5,264,913.67 | \$ 5,264,913.67 | \$ - |
| 251 | OLBPD | \$ 6,347.99 | | | \$ 1,508,194.00 | \$ 1,524,003.00 | \$ 15,809.00 |
| 254 | MyCom | \$ (68,950.00) | | | \$ 218,607.75 | \$ 218,607.75 | \$ - |
| 256 | Learning Centers | \$ 82,500.00 | | | \$ 82,500.00 | \$ 82,500.00 | \$ - |
| 257 | Tech Centers | \$ - | | | \$ 410,000.00 | \$ 410,000.00 | \$ - |
| 258 | Early Literacy | \$ 148,827.50 | | | \$ - | \$ - | \$ - |
| | | \$ 17,371,260.83 | | | \$ 8,034,536.32 | \$ 9,402,345.32 | \$ 57,809.00 |
| Capital Projects Funds | | | | | | | |
| 401 | Building and Repair | \$ 5,529,927.24 | | | \$ 2,050,000.00 | \$ 2,050,000.00 | \$ - |
| Permanent Funds | | | | | | | |
| 501 | Abel | \$ 248,034.08 | | | \$ 17,000.00 | \$ 17,000.00 | \$ - |
| 502 | Ambler | \$ 2,415.85 | | | \$ 175.00 | \$ 175.00 | \$ - |
| 503 | Beard | \$ 137,945.62 | | | \$ 5,000.00 | \$ 5,000.00 | \$ - |
| 504 | Klein | \$ 5,687.98 | | | \$ 420.00 | \$ 420.00 | \$ - |
| 505 | Malon/Schroeder | \$ 205,793.75 | | | \$ 19,000.00 | \$ 19,000.00 | \$ - |
| 506 | McDonald | \$ 206,056.35 | | | \$ 13,000.00 | \$ 13,000.00 | \$ - |
| 507 | Ratner | \$ 100,560.62 | | | \$ 6,000.00 | \$ 6,000.00 | \$ - |
| 508 | Root | \$ 39,288.56 | | | \$ 3,000.00 | \$ 3,000.00 | \$ - |
| 509 | Sugarman | \$ 69,475.98 | | | \$ 12,000.00 | \$ 12,000.00 | \$ - |
| 510 | Thompson | \$ 129,107.03 | | | \$ 11,000.00 | \$ 11,000.00 | \$ - |
| 511 | Weldenthal | \$ 7,168.86 | | | \$ 520.00 | \$ 520.00 | \$ - |
| 512 | White | \$ 2,017,277.05 | | | \$ 150,000.00 | \$ 150,000.00 | \$ - |
| 513 | Beard Anna Young | \$ 24,788.92 | | | \$ 5,000.00 | \$ 5,000.00 | \$ - |
| | | \$ 3,193,600.65 | | | \$ 242,115.00 | \$ 242,115.00 | \$ - |
| Agency Funds | | | | | | | |
| 901 | Unclaimed Funds | \$ 6,372.39 | | | \$ - | \$ - | \$ - |
| 905 | CLEVNET Fines & Fees | \$ 9,395.76 | | | \$ - | \$ - | \$ - |

The reason for the increase/decrease in Estimated Resources:

An Increase of PLF-General Fund by \$492,349.37 as was certified on July 13, 2108; an increase in Other Sources-General Fund by \$35,000 relating to the Cleveland Foundation grant for hotspot lending; an increase in Other Sources-Special Revenue by \$57,809 relating to an increase in the Founders fund -\$5,000 - OACPoetry Out Loud grant; \$8,000 - Ohio Transformation Fund Grant for Prison Nation Exhibit at MLK, and \$25,000 - Cleveland Foundation grant for the public service fellow; the Library fund-\$4,000 for Schubert Center contribution and Anisfield-Wolf Book Awards contributions; and the OLBPD fund \$15,809 for LSTA grants.

Thank You,
Carnie Kvenichy
Treasurer/CFO
Cleveland Public Library

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 88.86% current collection of current levy for previous tax year.
Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio



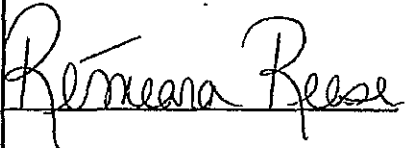
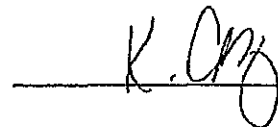
September 12, 2018

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, 2018, as revised by the Budget Commission of said County, which shall govern the total of appropriations made at any time during such fiscal year:

| Fund | Unencumbered Balace | General Property Tax | P.L.F. | Other Sources | Total |
|-------------------------|------------------------|------------------------|------------------------|------------------------|-------------------------|
| General Fund | \$19,023,254.07 | \$27,314,507.45 | \$22,020,469.12 | \$1,547,918.87 | \$69,906,149.51 |
| Special Revenue | \$17,371,260.83 | | | \$9,402,345.32 | \$26,773,606.15 |
| Capital | \$5,529,927.24 | | | \$2,050,000.00 | \$7,579,927.24 |
| Permanent | \$3,193,600.65 | | | \$242,115.00 | \$3,435,715.65 |
| Agency | \$15,768.15 | | | \$0.00 | \$15,768.15 |
| Totals/Subtotals | \$45,133,810.94 | \$27,314,507.45 | \$22,020,469.12 | \$13,242,379.19 | \$107,711,166.70 |

| | | |
|---|-------------------|--|
|  | Budget |  |
|  | Commission |  |

**CLEVELAND PUBLIC LIBRARY
2018 APPROPRIATION: SIXTH AMENDMENT
SEPTEMBER 20, 2018**

GENERAL FUND

| CERTIFIED REVENUE | Prior Certificate (1) | Increase/ Decrease | Amended Certificate (2) |
|-----------------------------------|----------------------------------|-------------------------------|------------------------------------|
| Cash January 1 | 19,023,254.07 | 0.00 | 19,023,254.07 (3) |
| Taxes - General Property | 24,914,507.45 | 0.00 | 24,914,507.45 |
| Public Library Fund (PLF) | 21,528,119.75 | 492,349.37 | 22,020,469.12 |
| State Rollbacks/CAT | 2,400,000.00 | 0.00 | 2,400,000.00 |
| Fines and Fees | 381,033.86 | 0.00 | 381,033.86 |
| Earned Interest | 524,913.00 | 0.00 | 524,913.00 |
| Restricted Gifts | 0.00 | 35,000.00 | 35,000.00 |
| Unrestricted Gifts | 0.00 | 0.00 | 0.00 |
| Miscellaneous | 890,487.01 | 0.00 | 890,487.01 |
| Return of Advances/(Advances Out) | (283,515.00) | 0.00 | (283,515.00) |
| TOTAL RESOURCES | 69,378,800.14 | 527,349.37 | 69,906,149.51 |

| APPROPRIATION | Prior Appropriation | Increase/ Decrease | Amended Appropriation |
|-----------------------------------|--------------------------------|-------------------------------|----------------------------------|
| Salaries/Benefits | 36,631,162.50 | 0.00 | 36,631,162.50 |
| Supplies | 1,001,537.75 | 0.00 | 1,001,537.75 |
| Purchased/Contracted Services | 11,752,186.41 | 0.00 | 11,752,186.41 |
| Library Materials/ Information | 6,734,347.09 | 0.00 | 6,734,347.09 |
| Capital Outlay | 1,090,467.00 | 0.00 | 1,090,467.00 |
| Other Objects | 155,408.01 | 0.00 | 155,408.01 |
| SUBTOTAL OPERATING | 57,365,108.76 | 0.00 | 57,365,108.76 |
| Transfers | 2,050,000.00 | 0.00 | 2,050,000.00 |
| TOTAL APPROPRIATION | 59,415,108.76 | 0.00 | 59,415,108.76 |

**CLEVELAND PUBLIC LIBRARY
2018 APPROPRIATION: SIXTH AMENDMENT
SEPTEMBER 20, 2018**

SPECIAL REVENUE FUNDS

| CERTIFIED REVENUE | Prior Certificate (1) | Increase/ Decrease | Amended Certificate (2) |
|----------------------------|---|-----------------------|---|
| | 26,715,797.15 | 57,809.00 | 26,773,606.15 |
| APPROPRIATION | Prior Fund Balance/ Appropriation | Increase/ Decrease | Amended Fund Balance/ Appropriation |
| Anderson | 325,446.67 | 0.00 | 325,446.67 |
| Endowment for the Blind | 2,702,943.39 | 0.00 | 2,702,943.39 |
| Founders | 4,980,491.64 | 38,000.00 | 5,018,491.64 |
| Kaiser | 73,960.47 | 0.00 | 73,960.47 |
| Kraley | 207,944.48 | 0.00 | 207,944.48 |
| Library | 182,838.38 | 4,000.00 | 186,838.38 |
| Pepke | 156,118.99 | 0.00 | 156,118.99 |
| Wickwire | 1,656,611.36 | 0.00 | 1,656,611.36 |
| Wittke | 108,130.38 | 0.00 | 108,130.38 |
| Young | 5,094,548.65 | 0.00 | 5,094,548.65 |
| Friends | 28,500.00 | 0.00 | 28,500.00 |
| Judd | 236,316.00 | 0.00 | 236,316.00 |
| Lockwood Thompson | 228,796.84 | 0.00 | 228,796.84 |
| Ohio Center for the Book | 2,125.00 | 0.00 | 2,125.00 |
| Schweinfurth | 171,674.75 | 0.00 | 171,674.75 |
| CLEVNET | 5,640,765.41 | 0.00 | 5,640,765.41 |
| LSTA-OLBPD | 1,514,541.99 | 15,809.00 | 1,530,350.99 |
| MyCom | 74,642.75 | 0.00 | 74,642.75 |
| Learning Centers | 165,000.00 | 0.00 | 165,000.00 |
| Tech Centers | 230,000.00 | 0.00 | 230,000.00 |
| Early Literacy | 148,827.50 | 0.00 | 148,827.50 |
| TOTAL APPROPRIATION | 23,930,224.65 | 57,809.00 | 23,988,033.65 (4) |

CAPITAL PROJECTS FUND

| CERTIFIED REVENUE | Prior Certificate (1) | Increase/ Decrease | Amended Certificate (2) |
|------------------------------|---|-----------------------|---|
| | 7,579,927.24 | 0.00 | 7,579,927.24 |
| APPROPRIATION | Prior Fund Balance/ Appropriation | Increase/ Decrease | Amended Fund Balance/ Appropriation |
| BUILDING & REPAIR | 7,579,927.24 | 0.00 | 7,579,927.24 (5) |

**CLEVELAND PUBLIC LIBRARY
2018 APPROPRIATION: SIXTH AMENDMENT
SEPTEMBER 20, 2018**

PERMANENT FUNDS

| CERTIFIED REVENUE | Prior Certificate (1) | Increase/ Decrease | Amended Certificate (2) |
|----------------------------|---|-----------------------|---|
| | 3,435,715.65 | 0.00 | 3,435,715.65 |
| APPROPRIATION | Prior Fund Balance/ Appropriation | Increase/ Decrease | Amended Fund Balance/ Appropriation |
| Abel | 265,034.08 | 0.00 | 265,034.08 |
| Ambler | 2,590.85 | 0.00 | 2,590.85 |
| Beard | 142,945.82 | 0.00 | 142,945.62 |
| Klein | 6,107.98 | 0.00 | 6,107.98 |
| Malon/Schroeder | 224,793.75 | 0.00 | 224,793.75 |
| McDonald | 219,056.35 | 0.00 | 219,056.35 |
| Ratner | 106,560.62 | 0.00 | 106,560.62 |
| Root | 42,288.56 | 0.00 | 42,288.56 |
| Sugarman | 81,475.98 | 0.00 | 81,475.98 |
| Thompson | 140,107.03 | 0.00 | 140,107.03 |
| Weidenthal | 7,688.86 | 0.00 | 7,688.86 |
| White | 2,167,277.05 | 0.00 | 2,167,277.05 |
| Beard Anna Young | 29,788.92 | 0.00 | 29,788.92 |
| TOTAL APPROPRIATION | 3,435,715.65 | 0.00 | 3,435,715.65 (6) |

AGENCY FUND

| CERTIFIED REVENUE | Prior Certificate (1) | Increase/ Decrease | Amended Certificate (2) |
|----------------------------|---|-----------------------|---|
| | 15,768.15 | 0.00 | 15,768.15 |
| APPROPRIATION | Prior Fund Balance/ Appropriation | Increase/ Decrease | Amended Fund Balance/ Appropriation |
| Unclaimed Funds | 6,372.39 | 0.00 | 6,372.39 |
| CLEVNET Fines & Fees | 9,395.76 | 0.00 | 9,395.76 |
| TOTAL APPROPRIATION | 15,768.15 | 0.00 | 15,768.15 |

**CLEVELAND PUBLIC LIBRARY
2018 APPROPRIATION: SIXTH AMENDMENT
SEPTEMBER 20, 2018**

- (1) Certificate dated June 13, 2018
- (2) Certificate dated September 12, 2018
- (3) \$18,948,254.07 unencumbered cash carried forward plus the repayment of advances to be made from MyCom of \$75,000 to produce the carryover balance available for appropriation in 2018 (plus \$6,023,344.28 encumbered cash).
- (4) \$17,446,260.83 unencumbered cash carried forward less the repayment of advance to be made from MyCom of \$75,000 less non-expendable principal amounts of \$2,492,057.50 to produce the carryover balance available for appropriation in 2018 (plus \$652,342.87 encumbered cash). \$9,108,830.32 additional revenue. (Non-expendable principal amounts of \$2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the certified fund balances but are not included in appropriated amounts.)
 $(\$17,446,260.83 - \$75,000 - \$2,492,057.50 + \$9,108,830.32 = \$23,988,033.65)$
- (5) \$5,529,927.24 unencumbered cash carried forward to produce the carryover balance available for appropriation in 2018 (plus \$5,119,525.82 encumbered cash). \$2,000,000.00 transfer from General Fund. \$50,000 additional revenue.
 $(\$5,529,927.24 + \$2,000,000 + \$50,000 = \$7,579,927.24)$
- (6) \$3,977,917.01 unencumbered cash carried forward less non-expendable principal amounts of \$784,316.36 to produce the carryover balance available for appropriation in 2018 (plus \$12,790.52 encumbered cash). \$242,115 additional revenue. (Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts.)
 $(\$3,977,917.01 - \$784,316.36 + \$242,115 = \$3,435,715.65)$

| |
|--|
| <p>Siemens Industry, Inc. Building Automation 5350 Transportation Blvd, Suite #9 Garfield Hts., Ohio 44125</p> |
|--|



June 10, 2018

Attention: Oliver Reyes - CPL

Project: CPL Collinwood – Controls Upgrade

Base Price: \$ 16,400.00
 Option #1: \$ 2,350.00
 Option #2: \$ 2,650.00
 Option #3: \$ 12,600.00
 Option #4: \$ 5,600.00

39,602

Base

This proposal is based on the existence of the Warm, Safe and Dry Project and should be considered as additional work for a more complete Collinwood controls system.

- A. **Building Automation System:** Siemens to provide and install a New DDC control panel to be connect the Building Automation system via the CPL Ethernet network. BAS work to include graphics creation, scheduling, trending and alarming. *(Ethernet network drop by customer)*
- B. **Air handlers #1:** Siemens will provide and install all hardware devices and programming for DDC control. Including, SAT, RAT, MAT, LTD, FIL, DMP Actuator, Valve and Actuator, Fan SS/PRF, DX Enable *(Siemens to provided HW valve to mechanical for installation, Existing Damper to be reused with new actuators – The cost of the damper actuators and Heating valve have been adjusted from funds already included in the Warm, Safe and Dry project)*

Option #1

- C. **Exhaust Fan(2):** Siemens will provide and install start stop control and current sensor proof. *(Exhaust fan starters located in mezzanine control cabinet) Seperate (Bathroom Exhaust fan to be wired by EC to Motion sensor located in the bathroom)*

Option #2

- D. **Lighting Control (2):** Siemens will provide lighting enable to the new lighting circuits. The scope is to enable at the 2 separate locations provided by the Warm, Safe & Dry Project. *(Electrical connections shown on the first floor)*

Option #3

The Warm Safe and Dry Projects will provide stand-alone boilers and self-contained control with no option for BACNet. This option is for field mounted Siemens controls

- E. **Boiler (2):** Siemens will provide and install all hardware devices and programming for DDC control. Material to include surface mounted temperature sensors for RWT and SWT,. Pumps and Boilers will be enables and proofed by the BAS. Additional programming to include lead, lag, fail rotation of pumps and boilers. An additional water bug will be added to the system to detect leakage near the boilers. *(A New DDC panel will be installed in the Basement for these Boiler controls)*

Option #4

If the Safe Warm and Dry project will provide a boiler package with package controls and BACNet interface – Siemens will provide this option.

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 Building Automation
 5350 Transportation Blvd, Suite #9
 Garfield Hts., Ohio 44125

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- F. Boiler (2): Siemens will provide BACNet mstp interface to the Package controlled Boiler system. Communication will come from the new panel in the Base of this proposal. This control is limited to the BACNet interface allowed by the package unit. Command ability will likely be limited to System Enable and Temperature Set point

All

- G. Control Wiring: Siemens to provide all field specified temperature control wiring. All control wiring in exposed dry areas will be enclosed in conduit (EMT). All control wiring installed in concealed accessible areas i.e. drop ceilings, will be installed in open plenum rated cable.
- H. Working Hours – Monday – Friday 7am – 4pm

Items not included in this proposal:

- Fire, Smoke & Fire/Smoke dampers or any associated wiring.
- Duct Mounted smoke detectors or power wiring to detectors.
- Patching or Painting of existing walls.
- Access Panels.
- Sales Tax

Please contact the writer should you have any questions.

Sincerely,

Jake Grasso

Jake Grasso
 Senior Sales Executive
 Siemens Industry Inc.
 216-905-8342 Cell phone
 844-237-4472 fax
 Jacob.Grasso@siemens.com

Siemens Industry, Inc.
 Building Automation
 5350 Transportation Blvd, Suite #9
 Garfield Hts., Ohio 44125

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May 31, 2018

Attention: Oliver Reyes

Project: CPL Harvard Lee – Controls Upgrade

Base Price: \$ 34,500.00

-
- A. **Building Automation System:** Siemens to New DDC control panel top connect the Building Automation system via the CPL Ethernet network. BAS work to include graphics creation, scheduling, trending and alarming. (*Ethernet network drop by customer*)
- B. **Air handlers #1:** Siemens will provide and install all hardware devices and programming for DDC control. Including RMT, SAT, RAT, MAT, LTD, FIL, DMP Actuator, Valve and Actuator, Fan SS/PRF, DX Enable (*Siemens to provided HW valve to mechanical for installation, Existing Damper to be reused with new actuator*)
- C. **Air handlers #2:** Siemens will provide and install all hardware devices and programming for DDC control. Including RMT, SAT, RAT, MAT, LTD, FIL, DMP Actuator, Valve and Actuator, Fan SS/PRF, DX Enable (*Siemens to provided HW valve to mechanical for Installation, Existing Damper to be reused with new actuator*)
- D. **Exhaust Fan(2) :** Siemens will provide and install start stop control and current sensor proof. (*Exhaust fan starters located in basement*)
- E. **Boiler (2):** Siemens will provide and install all hardware devices and programming for DDC control. Material to include surface mounted temperature sensors for RWT and SWT,. Pumps and Boilers will be enables and proofed by the BAS. Additional programming to include lead, lag, fail rotation of pumps and boilers. An additional water bug will be added to the system to detect leakage near the boilers.
- F. **Control Wiring:** Siemens to provide all field specified temperature control wiring. All control wiring in exposed dry areas will be enclosed in conduit (EMT). All control wiring installed in concealed accessible areas i.e. drop ceilings, will be installed in open plenum rated cable.
- G. **Working Hours – Monday – Friday 7am – 4pm**

Items not included in this proposal:

- Fire, Smoke & Fire/Smoke dampers or any associated wiring.
- Duct Mounted smoke detectors or power wiring to detectors.
- Patching or Painting of existing walls.
- Access Panels.
- Sales Tax

Please contact the writer should you have any questions.

Sincerely,

Jake Grasso

Jake Grasso
 Senior Sales Executive
 Siemens Industry Inc.

Siemens Industry, Inc.
Building Automation
5350 Transportation Blvd, Suite #9
Garfield Hts., Ohio 44125

SIEMENS
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216-905-8342 Cell phone
844-237-4472 fax
Jacob.Grasso@siemens.com

Siemens Industry, Inc.
 Building Automation
 5350 Transportation Blvd, Suite #9
 Garfield Hts., Ohio 44125

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June 13, 2018

Attention: Oliver Reyes - CPL

Project: CPL Langston Hughes – Controls Upgrade

Base Price: \$ 32,000.00

Option #1: \$ 3,000.00

\$35,000

Base

This Warm Safe and Dry Project contained no new controls. The controls scope was to disconnect T-stat wires and reconnect to New Heat Pumps. No Connection the BAS included. This Proposal is for BAS controls and connection to the CPL BAS.

- A. **Building Automation System:** Siemens to provide and install a New DDC control panel to be connect the Building Automation system via the CPL Ethernet network. BAS work to include graphics creation, scheduling, trending and alarming. *(Ethernet network drop by customer)*
- B. **Ground Source Water System:** Siemens will provide and install a new DDC panel for the control of the existing GSHP loop water system including : 2 pumps with VFD's, supply and return water sensors, Differential pressure sensors, Outdoor Air Temperature sensor. **NEW** Leak sensor under the existing pumps.
- C. **Supply Fan with EHC (1):** Siemens to install control for the supply fan and electric heating coil.
- D. **Exhaust Fan #3 and #4:** Siemens to install start stop control and proof of the exhaust fans tied to the BAS.
- E. **Heat Pumps (4) :** Siemens will provide and install a heat pump controller TEC and T-Stat. Controls will be wired to the BAS BACNet mstp.

Option #1

- F. **Lighting Control (3) :** Siemens will provide lighting enable to the new lighting circuits. The scope is to enable at the 3 separate locations provided by the Warm, Safe & Dry Project. *(Electrical connections shown on the first floor)*
- All**
- G. **Control Wiring:** Siemens will reuse the existing wiring as customer has requested. If new wire is needed due to deficiency in the existing wire there will be an added cost.
- H. **Working Hours -- Monday – Friday 7am – 4pm**

Items not included in this proposal:

- Fire, Smoke & Fire/Smoke dampers or any associated wiring.
- Duct Mounted smoke detectors or power wiring to detectors.
- Patching or Painting of existing walls.
- Access Panels.
- Sales Tax

Please contact the writer should you have any questions.

Sincerely,

Jake Grasso

Senior Sales Executive
 Siemens Industry Inc.
 216-905-6342 Cell phone

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PROPOSAL
CPL Desigo CC Migration Full

PREPARED BY
Building Technologies Division of Siemens Industry Inc.

PREPARED FOR
CLEVELAND PUBLIC LIBRARY

DELIVERED ON
September 06, 2018





Table of Contents

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Contact Information

Proposal #: 2593045
Date: September 06, 2018

Sales Executive: Brandon Steinberger
Branch Address: 5350 Transportation Blvd.
Suite 9
Ohio, 44125
Telephone:
Email Address: brandon.steinberger@siemens.com

Attn: Tim Murdock
Customer: CLEVELAND PUBLIC LIBRARY
Address: 325 SUPERIOR AVE E
CLEVELAND OH 44114-1271
Phone: (216) 623-2800

Project Name: CPL Desigo CC Migration Full
Project Location: Cleveland Ohio, 44114



Scope of Work

Scope Summary

Siemens will upgrade two obsolete MBC panels to the newest hardware, PXCM. Siemens will provide all labor and materials to ensure a complete working system. Siemens will perform a system check out upon completion to ensure a fully functional system. Siemens will upgrade the current Insight ALN software to the new Desigo CC format. Siemens will recreate up to 250 graphics and all associated reports in the new Desigo CC front end. Siemens will provide a day of training to ensure that Cleveland Public Library staff is prepared to utilize the new functionality of the Desigo CC system. Siemens will perform a full system check out to ensure proper operations of the new front end.



Inclusions

1. Siemens engineering team will create a point map list for the two new panels being installed.
2. Siemens will provide all labor and materials necessary to make a complete working system.
3. Siemens will provide all labor, software, and panel firmware flashes to install the new Desigo CC ALN.
4. Siemens will provide 8 hours of training included in this proposal to ensure adequate comfort levels of use for the new Desigo CC system with the Cleveland Public Library staff.
5. Siemens will perform a full system check out to ensure a fully functional system upon completion of project.

Exclusions

1. All proposed work is to be completed during normal business hours (Mon - Fri 7:30 am to 4:30 pm).
2. Cleveland Public Library's IT department will be responsible for all hardware associated to the new server and to provide network drops where necessary for Desigo CC installation.
3. All end devices are to be assumed in good working order any deficiencies will be noted and brought to the attention of the Cleveland Public Library staff for quotation outside of this proposal.
4. Included is 8 hours of training any more training will be quoted outside the scope of this proposal.

Clarifications

Cleveland Public Library will be responsible for all server, network drops, and IT requirements for initial set up. IT support will be required throughout the process of installation to ensure a smooth transition.

Pricing Summary

Pricing Summary State Term

Material List:

| | |
|------------------------------|------------|
| • 8 x TXM1.8X-ML..... | \$5,789.44 |
| • 2 x TXM1.16D..... | \$578.32 |
| • 4 x TXM1.6 R-M..... | \$1,780.80 |
| • 2 x PXX-485.3..... | \$694.14 |
| • 2 x PXC100-PE96.A..... | \$5,784.34 |
| • 2 x PXA-SB115V192VA..... | \$529.02 |
| • 2 x PXA-MBC34KIT..... | \$687.84 |
| • 1 x P55802-Y158-E412..... | \$271.03 |
| • 1 x P55802-Y157-E453..... | \$6,293.75 |
| • 4 x P55802-Y157-E452..... | \$3,547.80 |
| • 1 x P55802-Y157-E414..... | \$8,391.68 |
| • 1 x P55802-Y133-E300..... | \$168.32 |
| • 1 x P55802-Y114-E100..... | \$1,655.64 |
| • 1 x LSM-SNMP..... | \$2,366.64 |
| • SHIPPING AND WARRANTY..... | \$3,694.47 |

LABOR:

| | |
|--|-------------|
| SPECIALIST: 267 HOURS X \$115.00..... | \$30,640.00 |
| PROJECT MANAGEMENT: 53 X \$120.00..... | \$6,360.00 |
| ENGINEERING: 46 X \$110.00..... | \$5,060.00 |
| TECHNOLOGY FEE..... | \$394.63 |

| | |
|-------------------------------------|---------------------|
| TOTAL PARTS, SHIPPING/WARRANTY..... | \$ 42,233.46 |
| TOTAL LABOR..... | \$ 42,454.63 |
| <u>TOTAL PROJECT</u> | \$ 84,688.09 |



Payment Terms

Payment Terms Acceptance Agreement

The total price of: \$84,688.09 and the estimated return on investment are based on the items outlined in this proposal. ANY statements made herein regarding savings that may be achieved by implementing the services offered in this proposal are estimates only. No warranty, either expressed or implied, shall be construed to arise from such statements, nor shall such statements be construed as constituting a guarantee by Siemens that such savings will occur if the services are implemented.

Terms and Conditions Disclaimer

The Customer acknowledges that when approved by the Customer and accepted by Siemens Industry, Inc.: (i) the Proposal and the Contract Terms and Conditions, (together with any other documents incorporated into the forgoing) shall constitute the entire agreement of the parties with respect to its subject matter (collectively, hereinafter referred to as the "Agreement") and (ii) in the event of any conflict between the terms and conditions of the Proposal and the terms and conditions of The Contract Terms and Conditions, the Contract Terms and Conditions shall control.

BY EXECUTION HEREOF, THE SIGNER CERTIFIES THAT (S)HE HAS READ ALL OF THE TERMS AND CONDITIONS AND DOCUMENTS, THAT SIEMENS OR ITS REPRESENTATIVES HAVE MADE NO AGREEMENTS OR REPRESENTATIONS EXCEPT AS SET FORTH THEREIN, AND THAT (S)HE IS DULY AUTHORIZED TO EXECUTE THE SIGNATURE PAGE ON BEHALF OF THE CUSTOMER.

This Proposal is based on the Siemens Industry, Inc. Standard Terms and Conditions and the "Scope of Work" and are to be considered part of this proposal. Proposal is valid for thirty (30) days from the delivery date of September 06, 2018. Payment is due within 30 days of invoice date.

**Payment Terms: 25% mobilization in advance, progress payments
Total: \$84,688.09**



Terms & Conditions Link(s)

Terms and Conditions (Click to download)

Terms & Conditions

(http://w3.usa.siemens.com/buildingtechnologies/us/en/legal_information/Documents/Siemens-Projects-Business-Standard-Terms-and-Conditions-FINAL-US.pdf)

Attachment A

Riders (Click on rider below to download)

BT Monitoring Rider

(http://w3.usa.siemens.com/buildingtechnologies/us/en/legal_information/Documents/Siemens Standard Terms - BT Monitoring Rider Final.pdf)

BT Online Backup and Data Protection

(http://w3.usa.siemens.com/buildingtechnologies/us/en/legal_information/Documents/Siemens Standard Terms - IT Online Data Backup and Protection Rider.pdf)

BT UBM or Utility Procurement

(http://w3.usa.siemens.com/buildingtechnologies/us/en/legal_information/Documents/Siemens Standard Terms - BT UBM or Utility Procurement Rider Final.pdf)

BT Software License Warranty

(http://w3.usa.siemens.com/buildingtechnologies/us/en/legal_information/Documents/Siemens Standard Terms - SOFTWARE LICENSE-WARRANTY RIDER Final.pdf)

BT Consulting Rider

(http://w3.usa.siemens.com/buildingtechnologies/us/en/legal_information/Documents/Consulting_Rider.pdf)



Signature Page

Proposed by:

Siemens Industry Inc.

Company

Brandon Steinberger

Name

2593045

Proposal #

\$84,688.09

Proposal Amount

September 06, 2018

Date

Accepted by:

CLEVELAND PUBLIC LIBRARY

Company

Name (Printed)

Signature

Title

Date

Purchase Order #

Siemens Industry, Inc.
Building Automation
5350 Transportation Blvd, Suite #9
Garfield Hts., Ohio 44125

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September 13, 2018

Attention: Eric Herman

Subject: Cleveland Public Library BAS

Building Automation / Energy Management System:

Cleveland Public Library utilizes the existing System 600 Apogee Building Automation System currently in operation throughout the Cleveland Public Library system. All extension / addition will be a fully integrated to the building automation system. Siemens Building Technologies, Inc and branch offices are the only authorized service and material provider of the proprietary System 600 Apogee Building Automation System.

Please contact your Siemens Account Executive should you have any questions.

Sincerely,

Jake Grasso

Jake Grasso
Senior Sales Executive
Siemens Industry Inc.
216-905-8342 Cell phone
844-237-4472 fax
Jacob.Grasso@siemens.com

DIX & EATON**Cleveland Public Library 150th Anniversary
STATEMENT OF WORK – BRANDING ELEMENTS
September 13, 2018****Overview**

We are pleased to help the Cleveland Public Library celebrate its 150th anniversary in 2019. The following outlines activity, timing, deliverables and costs to create branding elements for the anniversary.

BRANDING ELEMENTS

During this phase of the 150th anniversary project, we will develop branding elements that will support all communications and marketing outreach around the anniversary. This includes:

- Developing a logo or mark specific to the anniversary
- Developing a tagline that would be accompanied by the logo and used on all materials
- Drafting general and audience-specific messaging that will guide the creation of all communications. Audiences would include associates, media and potential funders among others.

Timing

We anticipate that it would take six to eight weeks to develop a mark, tagline and messaging.

Estimate

We estimate the cost for the branding elements will be \$22,000-\$28,000 delivered over six to eight weeks.

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD JUNE 1 – JUNE 30, 2018

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending June 30, 2018

| | <u>General Fund</u> | <u>Special Revenue</u> | <u>Capital Projects</u> | <u>Permanent</u> | <u>Agency</u> | <u>Total</u> |
|---|-------------------------|-------------------------|-------------------------|------------------------|---------------------|-------------------------|
| 41 Taxes | 15,320,913.15 | 0.00 | 0.00 | 0.00 | \$ 0.00 | 15,320,913.15 |
| 42 Intergovernmental | 12,135,335.13 | 822,675.75 | 50,000.00 | 0.00 | \$ 0.00 | 13,008,010.88 |
| 43 Fines & Fees | 173,365.87 | 0.00 | 0.00 | 0.00 | \$ 0.00 | 173,365.87 |
| 44 Investment Earnings | 297,642.59 | 96,209.83 | 0.00 | 45,177.38 | \$ 0.00 | 439,029.80 |
| 45 Charges for Services | 0.00 | 3,414,847.59 | 0.00 | 0.00 | \$ 0.00 | 3,414,847.59 |
| 46 Contributions & Donations | 1,422.10 | 448,340.80 | 0.00 | 0.00 | \$ 0.00 | 449,762.90 |
| 48 Miscellaneous Revenue | 541,042.61 | 0.00 | 0.00 | 0.00 | \$ 61,920.91 | 602,963.52 |
| Total Revenues | \$ 28,469,721.45 | \$ 4,782,073.97 | \$ 50,000.00 | \$ 45,177.38 | \$ 61,920.91 | \$ 33,408,893.71 |
| 51 Salaries/Benefits | 18,022,842.68 | 1,635,937.00 | 0.00 | 0.00 | \$ 0.00 | 19,658,779.68 |
| 52 Supplies | 364,721.17 | 70,674.08 | 0.00 | 2,415.69 | \$ 0.00 | 437,810.94 |
| 53 Purchased/Contracted Services | 5,334,108.94 | 1,506,257.53 | 35,216.95 | 3,794.00 | \$ 0.00 | 6,879,377.42 |
| 54 Library Materials | 3,692,958.17 | 360,615.03 | 0.00 | 12,607.13 | \$ 0.00 | 4,066,180.33 |
| 55 Capital Outlay | 392,139.22 | 274,781.93 | 1,530,404.32 | 0.00 | \$ 0.00 | 2,197,325.47 |
| 57 Miscellaneous Expenses | 69,838.50 | 15,462.78 | 0.00 | 0.00 | \$ 63,889.51 | 149,190.79 |
| Total Expenditures | \$ 27,876,608.68 | \$ 3,863,728.35 | \$ 1,565,621.27 | \$ 18,816.82 | \$ 63,889.51 | \$ 33,388,664.63 |
| Revenue Over/(Under) Expenditures | \$ 593,112.77 | \$ 918,345.62 | \$(1,515,621.27) | \$ 26,360.56 | \$(1,968.60) | \$ 20,229.08 |
| 91 Sale of Capital Assets | 0.00 | 0.00 | 0.00 | 0.00 | \$ 0.00 | 0.00 |
| 98 Advances | (208,515.00) | 208,515.00 | 0.00 | 0.00 | \$ 0.00 | 0.00 |
| 99 Transfers | (2,050,000.00) | 50,000.00 | 2,000,000.00 | 0.00 | \$ 0.00 | 0.00 |
| Total Other Sources / Uses | \$(2,258,515.00) | \$ 258,515.00 | \$ 2,000,000.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Revenue & Other Sources Over/(Under) Expenditures & Other Uses | \$(1,665,402.23) | \$ 1,176,860.62 | \$ 484,378.73 | \$ 26,360.56 | \$(1,968.60) | \$ 20,229.08 |
| Beginning Year Cash Balance | \$ 24,971,598.35 | \$ 18,098,603.70 | \$ 10,649,453.06 | \$ 3,990,707.53 | \$ 15,768.15 | \$ 57,726,130.79 |
| Current Cash Balance | \$ 23,306,196.12 | \$ 19,275,464.32 | \$ 11,133,831.79 | \$ 4,017,068.09 | \$ 13,799.55 | \$ 57,746,359.87 |

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending June 30, 2018

| | <u>Certified Revenue (1)</u> | <u>Income To Date</u> | <u>Balance</u> | <u>Percent To Date</u> | <u>Percent Prior Year</u> |
|------------------------|----------------------------------|---------------------------|----------------------|----------------------------|-----------------------------------|
| PLF State Income Tax | 21,528,120 | 10,933,979 | 10,594,141 | 51% | 48% |
| General Property Tax | 24,914,507 | 15,320,913 | 9,593,594 | 61% | 62% |
| Rollback, Homestead | 2,400,000 | 1,201,356 | 1,198,644 | 50% | 51% |
| Fines & Fees | 381,034 | 173,366 | 207,668 | 45% | 47% |
| Investment Earnings | 524,913 | 297,643 | 227,270 | 57% | 75% |
| Contributions | 0 | 1,422 | (1,422) | 100% | 100% |
| Miscellaneous | 890,487 | 541,043 | 349,444 | 61% | 22% |
| Return of Advances Out | 0 | 75,000 | (75,000) | 0% | 0% |
| Total | \$ 50,639,061 | \$ 28,544,721 | \$ 22,094,340 | 56% | 54% |

| | <u>Appropriation(2)</u> | <u>Expended/ Encumbered</u> | <u>Balance</u> | <u>Percent To Date (3)</u> | <u>Percent Prior Year</u> |
|--------------------|-------------------------|---------------------------------|----------------------|--------------------------------|-----------------------------------|
| Salaries/Benefits | 36,777,430 | 18,050,744 | 18,726,686 | 49% | 47% |
| Supplies | 1,140,652 | 575,351 | 565,301 | 50% | 66% |
| Purchased Services | 13,215,264 | 8,958,652 | 4,256,611 | 68% | 80% |
| Library Materials | 10,625,923 | 6,235,999 | 4,389,923 | 59% | 57% |
| Capital Outlay | 1,459,422 | 454,835 | 1,004,586 | 31% | 42% |
| Other | 169,764 | 104,481 | 65,282 | 62% | 74% |
| Sub Total | \$ 63,388,453 | \$ 34,380,063 | \$ 29,008,390 | 54% | 55% |
| Advances Out | 0 | 283,515 | (283,515) | | |
| Transfers Out | 2,050,000 | 2,050,000 | 0 | 100% | 100% |
| Total | \$ 65,438,453 | \$ 36,713,578 | \$ 28,724,875 | 56% | 56% |

Note (1): Certificate from Cuyahoga County Budget Commission dated June 13, 2018 (includes Advances Out).

Note (2): Subtotal Amended Appropriation of \$59,415,109 plus carried forward encumbrance of \$6,023,344.

Note (3): Subtotal includes 44% expended and 10% encumbered.

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending June 30, 2018

| | | <u>Current Year Appropriation</u> | <u>Total Appropriated Funds</u> | <u>Current Year Expenditures</u> | <u>Encumbered and Unpaid</u> | <u>Unencumbered Balance</u> |
|-------|---------------------------------|---|---|--|--------------------------------------|---------------------------------|
| 51110 | Professional Salaries | 10,852,312.86 | 10,842,712.86 | 5,352,678.17 | 0.00 | 5,490,034.69 |
| 51120 | Clerical Salaries | 10,562,757.75 | 10,562,757.75 | 5,215,162.51 | 0.00 | 5,347,595.24 |
| 51130 | Non-Clerical Salaries | 1,181,064.81 | 1,181,064.81 | 547,377.87 | 0.00 | 633,686.94 |
| 51140 | Buildings Salaries | 4,382,653.86 | 4,382,653.86 | 2,075,357.52 | 0.00 | 2,307,296.34 |
| 51150 | Other Salaries | 616,852.08 | 616,852.08 | 286,932.97 | 0.00 | 329,919.11 |
| 51180 | Severance Pay | 0.00 | 125,681.06 | 145,124.72 | 0.00 | (19,443.66) |
| 51190 | Non-Base Pay | 210,581.61 | 210,581.61 | 196,655.18 | 0.00 | 13,926.43 |
| 51400 | OPERS | 3,931,874.91 | 3,931,874.91 | 1,919,526.86 | 0.00 | 2,012,348.05 |
| 51610 | Health Insurance | 4,000,682.88 | 4,000,682.88 | 1,945,027.41 | 0.00 | 2,055,655.47 |
| 51611 | Dental Insurance | 212,132.16 | 212,132.16 | 104,890.10 | 0.00 | 107,242.06 |
| 51612 | Vision Insurance | 15,736.44 | 15,736.44 | 7,843.75 | 0.00 | 7,892.69 |
| 51620 | Life Insurance | 12,852.00 | 12,852.00 | 6,886.71 | 0.00 | 5,965.29 |
| 51625 | Short Term Disability Insurance | 27,952.56 | 27,952.56 | 14,041.22 | 0.00 | 13,911.34 |
| 51630 | Workers Compensation | 198,828.78 | 198,828.78 | (2,135.85) | 0.00 | 200,964.63 |
| 51640 | Unemployment Compensation | 10,000.00 | 28,613.57 | 512.08 | 9,818.61 | 18,282.88 |
| 51650 | Medicare - ER | 377,834.60 | 379,807.23 | 185,269.42 | 68.64 | 194,469.17 |
| 51900 | Other Benefits | 37,045.20 | 46,645.20 | 21,692.04 | 18,013.85 | 6,939.31 |
| | Salaries/Benefits | \$36,631,162.50 | \$ 36,777,429.76 | \$ 18,022,842.68 | \$ 27,901.10 | \$ 18,726,685.98 |
| 52110 | Office Supplies | 53,220.00 | 53,740.66 | 18,152.19 | 2,632.88 | 32,955.59 |
| 52120 | Stationery | 35,022.75 | 38,531.27 | 16,226.67 | 160.38 | 22,144.22 |
| 52130 | Duplication Supplies | 34,950.00 | 35,456.36 | 11,489.45 | 12.00 | 23,954.91 |
| 52140 | Hand Tools | 7,100.00 | 7,662.91 | 997.90 | 0.00 | 6,665.01 |
| 52150 | Book Repair Supplies | 71,000.00 | 71,015.99 | 27,177.33 | 9,660.12 | 34,178.54 |
| 52210 | Janitorial Supplies | 94,500.00 | 98,048.43 | 53,118.57 | 11,650.43 | 33,279.43 |

**Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending June 30, 2018**

| | | <u>Current Year Appropriation</u> | <u>Total Appropriated Funds</u> | <u>Current Year Expenditures</u> | <u>Encumbered and Unpaid</u> | <u>Unencumbered Balance</u> |
|-------|-----------------------------|---|---|--|--------------------------------------|---------------------------------|
| 52220 | Electrical Supplies | 63,909.00 | 83,299.16 | 35,402.02 | 17,330.82 | 30,566.32 |
| 52230 | Maintenance Supplies | 401,336.00 | 421,065.12 | 96,502.85 | 107,178.10 | 217,384.17 |
| 52240 | Uniforms | 26,000.00 | 27,476.55 | 4,600.28 | 1,351.64 | 21,524.63 |
| 52300 | Motor Vehicle Supplies | 5,200.00 | 54,116.92 | 22,338.60 | 31,778.32 | 0.00 |
| 52900 | Other Supplies | 209,300.00 | 250,238.33 | 78,715.31 | 28,875.32 | 142,647.70 |
| | Supplies | \$1,001,537.75 | \$ 1,140,651.70 | \$ 364,721.17 | \$ 210,630.01 | \$ 565,300.52 |
| 53100 | Travel/Meetings | 100,000.00 | 78,511.43 | 41,785.15 | 20,762.02 | 15,964.26 |
| 53210 | Telecommunications | 271,836.00 | 286,838.52 | 116,748.00 | 151,503.95 | 18,586.57 |
| 53230 | Postage/Freight | 79,500.00 | 92,179.68 | 40,487.33 | 50,916.20 | 776.15 |
| 53240 | PR/Other Communications | 222,000.00 | 252,614.59 | 62,171.45 | 95,312.03 | 95,131.11 |
| 53310 | Building Repairs | 93,000.00 | 211,169.78 | 35,524.34 | 95,276.95 | 80,368.49 |
| 53320 | Machine Repairs | 10,000.00 | 11,250.53 | 5,775.89 | 995.15 | 4,479.49 |
| 53340 | Building Maintenance | 679,918.00 | 789,451.74 | 210,925.06 | 81,918.32 | 496,608.36 |
| 53350 | Machine Maintenance | 382,861.80 | 478,202.56 | 122,499.14 | 84,681.09 | 271,022.33 |
| 53360 | Computer Maintenance | 305,759.79 | 308,583.00 | 186,463.27 | 8,356.84 | 113,762.89 |
| 53370 | Motor Vehicle Repairs/Maint | 13,000.00 | 27,420.00 | 13,810.65 | 13,609.35 | 0.00 |
| 53380 | Contract Security | 1,045,000.00 | 1,093,085.72 | 534,548.59 | 555,204.85 | 3,332.28 |
| 53390 | Landscaping | 87,200.00 | 90,042.00 | 3,750.00 | 25,422.00 | 60,870.00 |
| 53400 | Insurance | 475,299.00 | 475,299.00 | 1,546.00 | 0.00 | 473,753.00 |
| 53510 | Rent/Leases | 183,008.68 | 195,004.09 | 99,123.33 | 88,021.89 | 7,858.87 |
| 53520 | Equipment Rental | 54,022.12 | 66,888.12 | 9,418.05 | 9,906.02 | 47,564.05 |
| 53610 | Electricity | 1,903,400.00 | 2,023,736.08 | 948,481.52 | 1,010,268.15 | 64,986.41 |
| 53620 | Gas | 130,500.00 | 149,754.79 | 109,291.65 | 29,423.14 | 11,040.00 |
| 53630 | Chilled Water | 845,000.00 | 893,924.16 | 189,129.32 | 700,555.10 | 4,239.74 |

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending June 30, 2018

| | | <u>Current Year Appropriation</u> | <u>Total Appropriated Funds</u> | <u>Current Year Expenditures</u> | <u>Encumbered and Unpaid</u> | <u>Unencumbered Balance</u> |
|-------|--------------------------------------|---|---|--|--------------------------------------|---------------------------------|
| 53640 | Water/Sewer | 126,000.00 | 137,313.12 | 52,345.53 | 78,504.17 | 6,463.42 |
| 53710 | Professional Services | 1,135,755.00 | 2,697,464.28 | 363,164.62 | 429,635.57 | 1,904,664.09 |
| 53720 | Auditors Fees | 622,046.87 | 694,971.37 | 373,232.16 | 71,649.50 | 250,089.71 |
| 53730 | Bank Service Charges | 11,000.00 | 11,000.00 | 5,566.92 | 0.00 | 5,433.08 |
| 53800 | Library Material Control | 265,000.00 | 408,426.14 | 123,386.79 | 20,039.35 | 265,000.00 |
| 53900 | Other Purchased Services | 1,711,079.15 | 1,742,132.90 | 1,684,934.18 | 2,581.75 | 54,616.97 |
| | Purchased/Contracted Services | \$10,752,186.41 | \$ 13,215,263.60 | \$ 5,334,108.94 | \$ 3,624,543.39 | \$ 4,256,611.27 |
| 54110 | Books | 2,084,000.00 | 2,905,389.65 | 922,391.86 | 653,646.45 | 1,329,351.34 |
| 54120 | Continuations | 316,584.01 | 584,708.44 | 169,962.34 | 236,795.78 | 177,950.32 |
| 54210 | Periodicals | 785,013.08 | 1,688,015.32 | 674,856.26 | 192,425.95 | 820,733.11 |
| 54220 | Microforms | 30,625.00 | 218,768.26 | 40,543.30 | 145,419.45 | 32,805.51 |
| 54310 | Video Media | 1,585,000.00 | 2,012,703.47 | 719,500.50 | 325,781.47 | 967,421.50 |
| 54320 | Audio Media - Spoken | 125,625.00 | 170,607.03 | 55,674.25 | 15,823.32 | 99,109.46 |
| 54325 | Audio Media - Music | 280,500.00 | 488,266.53 | 93,591.66 | 199,045.68 | 195,629.19 |
| 54500 | Database Services | 570,000.00 | 1,186,415.04 | 548,694.28 | 195,121.52 | 442,599.24 |
| 54530 | eMedia | 851,000.00 | 1,214,981.32 | 456,109.69 | 536,745.49 | 222,126.14 |
| 54600 | Interlibrary Loan | 5,000.00 | 7,079.00 | 1,023.00 | 3,092.00 | 2,964.00 |
| 54710 | Bookbinding | 20,000.00 | 51,422.00 | 6,943.09 | 24,478.91 | 20,000.00 |
| 54720 | Preservation Services | 45,000.00 | 49,800.00 | 1,276.57 | 4,800.00 | 43,723.43 |
| 54730 | Preservation Boxing | 6,000.00 | 6,229.45 | 247.37 | 414.88 | 5,567.20 |
| 54790 | Preservation Reformatting | 30,000.00 | 41,537.00 | 2,144.00 | 9,450.00 | 29,943.00 |
| | Library Materials | \$6,734,347.09 | \$ 10,625,922.51 | \$ 3,692,958.17 | \$ 2,543,040.90 | \$ 4,389,923.44 |
| 55300 | Construction/Improvements | 24,512.00 | 29,361.49 | 4,849.49 | 0.00 | 24,512.00 |
| 55510 | Furniture | 307,075.00 | 324,140.17 | 31,202.31 | 3,105.17 | 289,832.69 |

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending June 30, 2018

| | Current Year Appropriation | Total Appropriated Funds | Current Year Expenditures | Encumbered and Unpaid | Unencumbered Balance |
|----------------------------------|---|---|--|--------------------------------------|---------------------------------|
| 55520 Equipment | 222,880.00 | 269,342.37 | 66,650.68 | 13,210.42 | 189,481.27 |
| 55530 Computer Hardware | 392,000.00 | 658,273.34 | 285,385.68 | 15,868.52 | 357,019.14 |
| 55540 Software | 144,000.00 | 178,304.22 | 4,051.06 | 30,511.88 | 143,741.28 |
| Capital Outlay | \$1,090,467.00 | \$ 1,459,421.59 | \$ 392,139.22 | \$ 62,695.99 | \$ 1,004,586.38 |
| 57100 Memberships | 84,974.70 | 84,974.70 | 49,534.30 | 20,977.40 | 14,463.00 |
| 57200 Taxes | 15,000.00 | 15,286.43 | 6,536.87 | 6,973.13 | 1,776.43 |
| 57500 Refunds/Reimbursements | 55,433.31 | 69,502.75 | 13,767.33 | 6,692.45 | 49,042.97 |
| Miscellaneous Expenses | \$155,408.01 | \$ 169,763.88 | \$ 69,838.50 | \$ 34,642.98 | \$ 65,282.40 |
| 59810 Advances Out | 0.00 | 0.00 | 283,515.00 | 0.00 | (283,515.00) |
| Advances | \$0.00 | \$ 0.00 | \$ 283,515.00 | \$ 0.00 | \$(283,515.00) |
| 59900 Transfers Out | 0.00 | 2,050,000.00 | 2,050,000.00 | 0.00 | 0.00 |
| Transfers | \$0.00 | \$ 2,050,000.00 | \$ 2,050,000.00 | \$ 0.00 | \$ 0.00 |
| TOTAL | <u>\$56,365,108.76</u> | <u>\$ 65,438,453.04</u> | <u>\$ 30,210,123.68</u> | <u>\$ 6,503,454.37</u> | <u>\$ 28,724,874.99</u> |

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending June 30, 2018

| | <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 | 24,971,598.35 | 28,544,721.45 | 30,210,123.68 | 6,503,454.37 | 16,802,741.75 |
| Total General Fund | \$ 24,971,598.35 | \$ 28,544,721.45 | \$ 30,210,123.68 | \$ 6,503,454.37 | \$ 16,802,741.75 |
| 201 Anderson | 325,589.18 | 3,547.40 | 72.00 | 0.00 | 329,064.58 |
| 202 Endowment for the Blind | 2,532,943.39 | (3,776.13) | 10,000.00 | 0.00 | 2,519,167.26 |
| 203 Founders | 7,008,252.77 | 311,673.59 | 332,116.68 | 169,548.98 | 6,818,260.70 |
| 204 Kaiser | 69,460.47 | 0.00 | 0.00 | 0.00 | 69,460.47 |
| 205 Kraiey | 197,874.90 | 2,016.47 | 1,490.06 | 205.72 | 198,195.59 |
| 206 Library | 167,680.20 | 5,853.65 | 2,665.26 | 924.76 | 169,943.83 |
| 207 Pepke | 148,118.99 | 2,316.97 | 0.00 | 0.00 | 150,435.96 |
| 208 Wickwire | 1,554,880.44 | 3,754.59 | 5,552.16 | 6,776.45 | 1,546,306.42 |
| 209 Wittke | 102,130.38 | 2,368.33 | 4,075.00 | 5,925.00 | 94,498.71 |
| 210 Young | 4,724,548.65 | 3,568.76 | 10,000.00 | 0.00 | 4,718,117.41 |
| 225 Friends | 4,269.44 | 28,500.00 | 5,534.64 | 2,489.18 | 24,745.62 |
| 226 Judd | 13,363.98 | 118,913.00 | 71,532.03 | 43,617.32 | 17,127.63 |
| 228 Lockwood Thompson Memorial | 157,078.11 | 92,214.00 | 77,263.07 | 106,682.71 | 65,346.33 |
| 229 Ohio Center for the Book | 25.00 | 2,100.00 | 1,466.70 | 0.00 | 658.30 |
| 230 Schweinfurth | 141,254.75 | 0.00 | 46,773.63 | 0.00 | 94,481.12 |
| 231 CLEVNET | 695,202.80 | 3,414,847.59 | 2,460,277.49 | 1,002,987.69 | 646,785.21 |
| 251 OLBPD-Library for the Blind | 14,843.90 | 754,098.00 | 727,405.26 | 251,524.09 | (209,987.45) |
| 254 MyCom | 6,050.00 | 143,592.75 | 101,841.41 | 30,875.79 | 16,925.55 |
| 256 Learning Centers | 86,208.85 | 0.00 | 46,289.49 | 54,260.01 | (14,340.65) |
| 257 Tech Centers | 0.00 | 230,000.00 | 34,373.47 | 110,911.96 | 84,714.57 |
| 258 Early Literacy | 148,827.50 | 0.00 | 0.00 | 0.00 | 148,827.50 |
| Total Special Revenue Funds | \$ 18,098,603.70 | \$ 5,115,588.97 | \$ 3,938,728.35 | \$ 1,786,729.66 | \$ 17,488,734.66 |

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending June 30, 2018

| | Beginning Year Balance | Year to Date Receipts | Year to Date Expenditures | Year to Date Encumbrances | Unencumbered Balance |
|------------------------------------|---------------------------|--------------------------|------------------------------|------------------------------|-------------------------|
| 401 Building & Repair | 10,649,453.06 | 2,050,000.00 | 1,565,621.27 | 7,778,123.57 | 3,355,708.22 |
| Total Capital Project Funds | \$ 10,649,453.06 | \$ 2,050,000.00 | \$ 1,565,621.27 | \$ 7,778,123.57 | \$ 3,355,708.22 |
| 501 Abel | 258,034.08 | (971.53) | 0.00 | 0.00 | 257,062.55 |
| 502 Ambler | 2,615.85 | 0.00 | 0.00 | 0.00 | 2,615.85 |
| 503 Beard | 150,457.55 | 13,611.14 | 1,500.00 | 5,126.00 | 157,442.69 |
| 504 Klein | 6,187.98 | 0.00 | 0.00 | 0.00 | 6,187.98 |
| 505 Malon/Schroeder | 316,064.52 | 1,681.14 | 3,362.43 | 120.77 | 314,262.46 |
| 506 McDonald | 214,987.95 | 2,351.61 | 0.00 | 0.00 | 217,339.56 |
| 507 Ratner | 105,560.62 | 1,221.57 | 0.00 | 5,000.00 | 101,782.19 |
| 508 Root | 45,288.56 | 0.00 | 0.00 | 0.00 | 45,288.56 |
| 509 Sugarman | 217,853.42 | 1,695.26 | 0.00 | 0.00 | 219,548.68 |
| 510 Thompson | 175,569.78 | 2,129.23 | 2,374.99 | 5,724.25 | 169,599.77 |
| 511 Weidenthal | 7,668.86 | 0.00 | 0.00 | 0.00 | 7,668.86 |
| 512 White | 2,398,348.43 | 23,683.30 | 10,232.14 | 0.00 | 2,411,799.59 |
| 513 Beard Anna Young | 92,069.93 | (224.34) | 1,347.26 | 2,101.74 | 88,396.59 |
| Total Permanent Funds | \$ 3,990,707.53 | \$ 45,177.38 | \$ 18,816.82 | \$ 18,072.76 | \$ 3,998,995.33 |
| 901 Unclaimed Funds | 6,372.39 | 85.98 | 0.00 | 0.00 | 6,458.37 |
| 905 CLEVNET Fines & Fees | 9,395.76 | 61,834.93 | 63,889.51 | 0.00 | 7,341.18 |
| Others | \$ 15,768.15 | \$ 61,920.91 | \$ 63,889.51 | \$ 0.00 | \$ 13,799.55 |
| Total All Funds | \$ 57,726,130.79 | \$ 35,817,408.71 | \$ 35,797,179.63 | \$ 16,086,380.36 | \$ 41,659,979.51 |

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending June 30, 2018

| | |
|----------------------------------|-------------------------|
| Balance of All Funds | \$ 57,746,359.87 |
| KeyBank - Concentration Acct | 0.00 |
| KeyBank - Checking (ZBA) | (72,212.37) |
| KeyBank - FSA Account | 5,207.19 |
| Petty Cash | 320.00 |
| Change Fund | 1,585.00 |
| KeyBank-Payroll Account (ZBA) | 255.52 |
| Cash in Library Treasury | \$(64,844.66) |
| PNC - Money Market | 10,097.54 |
| PNC - Investments | 37,983,329.19 |
| PNC - Investments Money Market | 19,492.19 |
| STAR Ohio Investment | 846,380.90 |
| STAR Plus Program | 0.00 |
| Investments | \$ 38,859,299.82 |
| PNC- Endowment Account | 18,951,904.71 |
| Endowment Account | \$ 18,951,904.71 |
| Cash in Banks and On Hand | \$ 57,746,359.87 |

Summary

Portfolio value

| Income | | Principal | | Total | |
|-------------------|--------------|----------------------|-----------------|----------------------------------|-----------------|
| Income on June 29 | \$764,185.72 | Principal on June 29 | \$23,436,781.45 | Total portfolio value on June 29 | \$24,200,967.17 |
| Income on April 1 | 708,190.52 | Principal on April 1 | 23,359,449.27 | Total portfolio value on April 1 | 24,067,639.79 |
| Change in value | \$55,995.20 | Change in value | \$77,332.18 | Total change in value | \$133,327.38 |

Portfolio value by asset class

| Income | Value Jun. 29 | Value Apr. 1 | Change in value | Tax cost* |
|---------------------------|------------------------|------------------------|---------------------|------------------------|
| Cash and cash equivalents | \$764,185.72 | \$708,190.52 | \$55,995.20 | \$764,185.72 |
| Principal | Value Jun. 29 | Value Apr. 1 | Change in value | Tax cost* |
| Cash and cash equivalents | -\$217,315.80 | -\$207,138.61 | -\$10,177.19 | -\$217,315.80 |
| Fixed income | 5,362,889.05 | 5,157,933.99 | 204,955.06 | 5,486,474.19 |
| Equities | 16,693,485.18 | 17,226,793.44 | - 533,308.26 | 11,555,447.99 |
| Alternative investments | 1,597,723.02 | 1,181,860.45 | 415,862.57 | 1,639,531.00 |
| Total | \$24,200,967.17 | \$24,067,639.79 | \$133,327.38 | \$19,228,323.10 |

* 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 Leah Fisher your Account Advisor.

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Summary

Change in account value

| | This period | From Jan. 1, 2018 |
|--------------------------------|------------------------|------------------------|
| Beginning account value | \$24,092,241.70 | \$24,900,898.01 |
| Additions | | |
| Investment income | \$78,980.62 | \$179,317.93 |
| Other receipts | 321.67 | 321.67 |
| Disbursements | | |
| Fees and charges | -\$22,985.42 | -\$45,894.31 |
| Other disbursements | - 25.00 | - 666,425.00 |
| Change in value of investments | 77,035.51 | - 134,864.47 |
| Net accrued in come | 24,592.88 | 16,808.13 |
| Ending account value | \$24,250,161.96 | \$24,250,161.96 |

Gain/loss summary

| | Net realized gain/loss | | Net unrealized gain/loss* |
|-----------------|------------------------|---------------------|---------------------------|
| | This period | From Jan. 1, 2018 | Since acquisition |
| Fixed in come | -\$10,182.70 | -\$16,087.67 | -\$123,585.14 |
| Equities | 238,065.05 | 300,172.98 | 5,138,037.19 |
| Alternative inv | - | - | - 41,807.98 |
| Total | \$227,882.35 | \$284,085.31 | \$4,972,644.07 |

* 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 Leah Fisher your Account Advisor.

Accrued income summary

| | |
|----------------------------|--------------------|
| Accrued income on June 29 | \$49,194.79 |
| Accrued income on April 01 | 24,601.91 |
| Net accrued income | \$24,592.88 |

Investment income summary

| | This period | From Jan. 1, 2018 | Estimated annual income | Accrued income this period |
|----------------------------------|--------------------|---------------------|-------------------------|----------------------------|
| Income-cash and cash equivalents | \$1,916.91 | \$3,666.61 | \$9,016.27 | \$746.17 |
| Interest-fixed income | 39,612.57 | 79,175.28 | 156,533.01 | 23,311.94 |
| Dividends-equities | 36,937.38 | 92,272.38 | 274,951.89 | 25,136.68 |
| Income-alternative investments | 513.76 | 4,203.66 | 44,771.93 | - |
| Total | \$78,980.62 | \$179,317.93 | \$485,273.10 | \$49,194.79 |

Summary

Transaction summary - measured by cash balance

| | Income | | Principal | |
|----------------------------|---------------------|---------------------|---------------------|----------------------|
| | This period | From Jan. 1, 2018 | This period | From Jan. 1, 2018 |
| Beginning cash balance | \$235,540.98 | \$0.00 | -\$235,540.98 | \$0.00 |
| Additions | | | | |
| Investment income | \$78,980.62 | \$179,317.93 | - | - |
| Sales and maturities | 2,745.16 | 222,115.91 | 1,622,109.34 | 2,775,143.35 |
| Other receipts | - | - | 321.67 | 321.67 |
| Disbursements | | | | |
| Purchases | -\$59,090.27 | -\$120,348.46 | -\$1,622,056.10 | -\$2,344,231.09 |
| Fees and charges | -22,985.42 | -45,894.31 | - | - |
| Other disbursements | - | - | -25.00 | -666,425.00 |
| Ending cash balance | \$235,191.07 | \$235,191.07 | \$235,191.07 | \$235,191.07 |
| Change in cash | -\$349.91 | \$235,191.07 | \$349.91 | -\$235,191.07 |

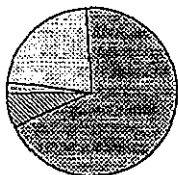
Transaction summary - measured by tax cost

| | This period | From Jan. 1, 2018 |
|------------------------|------------------------|------------------------|
| Beginning tax cost | \$18,944,148.88 | \$19,476,917.50 |
| Additions | | |
| Purchases | \$1,681,146.37 | \$2,464,579.55 |
| Disbursements | | |
| Sales | -\$1,396,972.15 | -\$2,713,173.95 |
| Change in cash | | |
| Ending tax cost | \$19,228,323.10 | \$19,228,323.10 |

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Analysis

Asset allocation



| | Jun. 29, 2018 |
|---------------------------|---------------|
| Cash and cash equivalents | 2.26 % |
| Mutual funds | 2.26 % |
| Fixed income | 22.16 % |
| Corporate | 3.72 % |
| US treasury | 6.83 % |
| Agency | 1.89 % |
| Mutual funds | 9.45 % |
| Mortgages | 0.20 % |
| Other | 0.06 % |
| Equities | 68.98 % |
| Stock | 15.91 % |
| Etf's | 36.91 % |
| Mutual funds | 16.17 % |
| Alternative investments | 6.60 % |
| Mutual funds | 6.60 % |

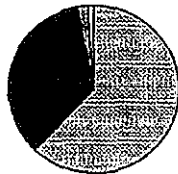
Equity sectors

| | Market value | % of equities | % of total portfolio |
|----------------------------|-----------------------|-----------------|----------------------|
| Industrials | \$443,912.70 | 11.53 % | 1.83 % |
| Consumer discretionary | 556,486.10 | 14.46 % | 2.30 % |
| Consumer staples | 245,106.30 | 6.37 % | 1.01 % |
| Energy | 237,635.60 | 6.17 % | 0.98 % |
| Financial | 596,344.94 | 15.49 % | 2.47 % |
| Materials | 134,485.60 | 3.49 % | 0.56 % |
| Information technology | 953,897.05 | 24.78 % | 3.94 % |
| Real estate | 65,881.20 | 1.71 % | 0.27 % |
| Utilities | 95,337.60 | 2.48 % | 0.39 % |
| Health care | 483,666.00 | 12.56 % | 2.00 % |
| Telecommunication services | 37,045.00 | 0.96 % | 0.15 % |
| Total | \$3,849,798.09 | 100.00 % | 15.90 % |

Analysis

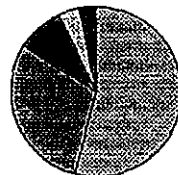
Bond analysis

Bond rating



| | Market Value | % of bonds | % of total portfolio |
|-------------|----------------|------------|----------------------|
| Moody's Aaa | \$1,937,104.01 | 62.98 % | 8.00 % |
| Moody's Aa1 | 24,325.75 | 0.79 % | 0.10 % |
| Moody's Aa2 | 54,492.05 | 1.77 % | 0.23 % |
| Moody's Aa3 | 145,193.25 | 4.72 % | 0.60 % |
| Other | 914,815.45 | 29.74 % | 3.78 % |

Maturity schedule



| Market value (% of bonds maturing in) | % of bonds | Corporate | US treasury and agency | Municipal | Other |
|---------------------------------------|------------|-----------------------|------------------------|-----------|--------------------|
| Less than 1 year | 3.93 % | \$81,113.40 (67.17 %) | \$39,646.00 (32.83 %) | - (-) | - (-) |
| 1 - 5 years | 54.42 % | 592,594.50 (35.40 %) | 1,066,393.26 (63.71 %) | - (-) | 14,773.05 (0.88 %) |
| 6 - 10 years | 30.19 % | 212,536.55 (22.88 %) | 667,045.71 (71.82 %) | - (-) | 49,179.50 (5.30 %) |
| 11 - 15 years | 8.83 % | 15,081.30 (5.56 %) | 256,358.65 (94.44 %) | - (-) | - (-) |
| 16 or more years | 2.64 % | - (-) | 81,208.59 (100.00 %) | - (-) | - (-) |

Detail

Portfolio - income

Cash and cash equivalents

Uninvested cash

| Description | Market value last period | Current market value | % of total portfolio | Total tax cost Avg. tax cost per unit | Unrealized gain/loss | Current yield | Estimated annual income | Accrued income |
|-----------------|--------------------------|--------------------------|----------------------|--|----------------------|---------------|-------------------------|----------------|
| | Quantity | Current price per unit | | | | | | |
| UNINVESTED CASH | 235,191.070 | \$235,191.07 \$1.0000 | 0.98 % | \$235,191.07 \$1.00 | | | | |

Mutual funds - money market

| Description | 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 | | | | | | |
| PNC TREASURY MONEY MARKET FUND #431 | \$451,254.04 497,317.980 | \$497,317.98 \$1.0000 | 2.06 % | \$497,317.98 \$1.00 | | 1.65 % | \$8,199.31 | \$630.69 |
| 21-75-073-4453885 | | | | | | | | |
| PNC TREASURY MONEY MARKET FUND #431 | 21,395.50 31,676.670 | 31,676.67 1.0000 | 0.14 % | 31,676.67 1.00 | | 1.65 % | 522.25 | 47.08 |
| PNC CAPITAL ADVISORS | | | | | | | | |
| PNCTREASURY MONEY MARKET FUND #431 | | 1.0000 | 0.01 % | | | | | 6.61 |
| PCA LCC ADVANTAGE | | | | | | | | |
| Total mutual funds - money market | | \$528,994.65 | 2.19 % | \$528,994.65 | | 1.65 % | \$8,721.56 | \$684.38 |
| Total cash and cash equivalents | | \$764,185.72 | 3.16 % | \$764,185.72 | | 1.14 % | \$8,721.56 | \$684.38 |

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Detail

Portfolio - principal

Cash and cash equivalents

Uninvested cash

| Description | 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 | | | | | | |
| UNINVESTED CASH | - 235,191.070 | \$1.0000 | - 0.98 % | -\$235,191.07 \$1.00 | | | | |

Mutual funds - money market

| Description | 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 | | | | | | |
| PNC TREASURY MONEY MARKET FUND #431 | \$2,237.23 | \$1.0000 | 0.01 % | | | | | \$34.28 |
| PNC CAPITAL ADVISORS | | | | | | | | |
| PNC TREASURY MONEY MARKET FUND #431 | 26,165.14 | 17,875.27 | 0.08 % | 17,875.27 | | 1.65 % | 294.71 | 27.51 |
| PCA LCC ADVANTAGE | 17,875.270 | 1.0000 | | 1.00 | | | | |
| Total mutual funds - money market | | \$17,875.27 | 0.07 % | \$17,875.27 | | 1.65 % | \$294.71 | \$61.79 |
| Total cash and cash equivalents | | - \$217,315.80 | - 0.90 % | - \$217,315.80 | | - 0.14 % | \$294.71 | \$61.79 |

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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 | | | | | | |
| AMERICAN EXPRESS CREDIT SER MTN CALL 04/03/2027 03.300% DUE 05/03/2027 RATING: A2 (0258M0EL9) PNC CAPITAL ADVISORS | \$19,380.60 20,000 | \$19,272.60 \$96.3630 | 0.08 % | \$19,754.80 \$98.77 | -\$482.20 | 3.43 % | \$660.00 | \$106.33 |
| AMERIPRISE FINANCIAL INC SR UNSEC 05.300% DUE 03/15/2020 RATING: A3 (03076CAE6) PNC CAPITAL ADVISORS | 10,422.30 20,000 | 20,684.40 103.4220 | 0.09 % | 20,998.70 104.99 | -314.30 | 5.13 % | 1,060.00 | 312.11 |
| ANHEUSER-BUSCH INBEV FIN COGT 03.700% DUE 02/01/2024 RATING: A3 (03524BAE6) PNC CAPITAL ADVISORS | 25,419.75 25,000 | 24,965.75 99.8630 | 0.11 % | 25,291.00 101.16 | -325.25 | 3.71 % | 925.00 | 385.42 |
| APPLE INC UNSC 02.400% DUE 05/03/2023 RATING: AA1 (037833AK6) PNC CAPITAL ADVISORS | 33,855.85 10,000 | 9,634.30 96.3430 | 0.04 % | 9,071.90 90.72 | 562.40 | 2.50 % | 240.00 | 38.67 |
| APPLE INC CALL 12/09/2023 UNSC 03.000% DUE 02/09/2024 RATING: AA1 (037833CG3) PNC CAPITAL ADVISORS | 14,830.80 15,000 | 14,691.45 97.9430 | 0.07 % | 14,993.40 99.96 | -301.95 | 3.07 % | 450.00 | 177.50 |

Detail

Fixed income
 Corporate bonds

| Description (Cusip) | Market value last period | Current market value | % of total portfolio | Total tax cost Avg. tax cost per unit | Unrealized gain/loss | Current yield | Estimated annual income | Accrued income |
|--|--------------------------|------------------------|----------------------|--|----------------------|---------------|-------------------------|----------------|
| | Quantity | Current price per unit | | | | | | |
| AVALONBAY COMMUNITIES IN SR UNSECD CALL 07/01/20 @100 03.625% DUE 10/01/2020 RATING: A3 (05348EAS8) PNC CAPITAL ADVISORS | 25,329.50 25,000 | 25,191.75 100.7670 | 0.11 % | 26,572.00 106.29 | - 1,380.25 | 3.60 % | 906.25 | 226.56 |
| BB&T CORPORATION SR UNSEC 06.850% DUE 04/30/2019 RATING: A2 (05531FAB9) PNC CAPITAL ADVISORS | 20,846.00 20,000 | 20,681.20 103.4060 | 0.09 % | 24,791.00 123.96 | - 4,109.80 | 6.63 % | 1,370.00 | 232.14 |
| BP CAPITAL MARKETS PLC ISIN US05565QBZ00 SEDOL B87XBL5 03.245% DUE 05/06/2022 RATING: A1 (05565QBZ0) PNC CAPITAL ADVISORS | 30,056.43 30,000 | 29,905.50 99.6850 | 0.13 % | 29,540.20 98.47 | 365.30 | 3.26 % | 973.50 | 148.73 |
| BNP PARIBAS SEDOL ISIN US05574LPT97 02.700% DUE 08/20/2018 RATING: AA3 (05574LPT9) PNC CAPITAL ADVISORS | 15,007.64 15,000 | 15,004.95 100.0330 | 0.07 % | 14,972.10 99.81 | 32.85 | 2.70 % | 405.00 | 147.38 |
| BANK OF AMERICA CORP SR UNSEC CALL 01/23/25 @ 100 VAR% DUE 01/23/2026 RATING: A3 (06051GGZ6) PNC CAPITAL ADVISORS | 24,320.00 25,000 | 24,053.00 96.2120 | 0.10 % | 25,000.00 100.00 | - 947.00 | 3.50 % | 841.50 | 369.33 |

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Detail

Fixed income
Corporate bonds

| Description (Cusip) | Market value last period | Current market value | | % of total portfolio | Total tax cost | | Current yield | Estimated annual income | Accrued income |
|---|--------------------------|----------------------|------------------------|----------------------|------------------------|----------------------|---------------|-------------------------|----------------|
| | | Quantity | Current price per unit | | Avg. tax cost per unit | Unrealized gain/loss | | | |
| BANKAMER CORP VAR% DUE 05/17/2022 RATING: A3 (06051GHH5) PNC CAPITAL ADVISORS | | 10,000 | 99.9660 | 0.05% | 10,000.00 100.00 | - 3.40 | 3.51 % | 349.90 | 45.68 |
| BANK OF NY MELLON CORP SER MTN CALL 02/04/26 100 UNSC 02.800% DUE 05/04/2026 RATING: A1 (06406FAC7) PNC CAPITAL ADVISORS | 9,417.90 | 10,000 | 94.0440 | 0.04 % | 9,778.30 97.78 | - 373.90 | 2.98 % | 280.00 | 44.33 |
| BANK OF NOVA SCOTIA SEDDL BQRYVD 61SIN US06416CAA62 02.125% DUE 09/11/2019 RATING: AAA (06416CAA6) PNC CAPITAL ADVISORS | 49,665.40 | 50,000 | 99.2210 | 0.21 % | 50,754.95 101.51 | - 1,144.45 | 2.15 % | 1,062.50 | 324.65 |
| PROGRESS ENERGY CAROLINA 1ST MTG 05.300% DUE 01/15/2019 RATING: AA3 (144141CZ9) PNC CAPITAL ADVISORS | 20,357.40 | 20,000 | 101.8100 | 0.09 % | 19,981.60 99.91 | 380.40 | 5.21 % | 1,060.00 | 488.78 |
| JOHN DEERE CAPITAL CORP UNSC VAR% DUE 01/08/2019 RATING: A2 (24422ETD1) PNC CAPITAL ADVISORS | 25,092.00 | 25,000 | 100.2610 | 0.11 % | 25,000.00 100.00 | 65.25 | 1.90 % | 476.15 | 111.10 |

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Detail

Fixed income
Corporate bonds

| Description [Cusip] | Market value last period | Current market value | | % of total portfolio | Total tax cost Avg. tax cost per unit | Unrealized gain/loss | Current yield | Estimated annual income | Accrued income |
|--|--------------------------|----------------------|------------------------|----------------------|--|----------------------|---------------|-------------------------|----------------|
| | | Quantity | Current price per unit | | | | | | |
| E.I. DU PONT DE NEMOURS UNSC 02.200% DUE 05/01/2020 RATING: A3 [263534CL1] PNC CAPITAL ADVISORS | 14,792.70 | 14,785.20 | 98.5680 | 0.07 % | 14,814.30 98.76 | -29.10 | 2.24 % | 330.00 | 55.00 |
| DUKE ENERGY INDIANA INC 1ST MORTGAGE 03.750% DUE 07/15/2020 RATING: AA3 [263901AC4] PNC CAPITAL ADVISORS | 10,191.00 | 10,131.70 | 101.3170 | 0.05 % | 10,900.90 109.01 | -769.20 | 3.71 % | 375.00 | 172.92 |
| DUKE ENERGY FLORIDA LLC CALL 04/15/2028 MORT 03.800% DUE 07/15/2028 RATING: A1 [26444HAE1] PNC CAPITAL ADVISORS | 15,000 | 15,081.30 | 100.5420 | 0.07 % | 15,031.80 100.21 | 49.50 | 3.78 % | 570.00 | 15.83 |
| HSBC HOLDINGS PLC SR UNSEC ISIN US404280AK50 SEDOL B61GQ88 05.100% DUE 04/05/2021 RATING: A2 [404280AK5] PNC CAPITAL ADVISORS | 20,000 | 20,906.00 | 104.5300 | 0.09 % | 20,930.60 104.65 | -24.60 | 4.88 % | 1,020.00 | 243.67 |
| INTEL CORP CALL 03/11/2024 UNSC 02.875% DUE 05/11/2024 RATING: A1 [458140BD1] PNC CAPITAL ADVISORS | 29,328.30 | 29,054.40 | 96.8480 | 0.13 % | 30,018.75 100.06 | -964.35 | 2.97 % | 862.50 | 119.79 |

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Detail

Fixed income
Corporate bonds

| Description (Cusip) | Market value last period | Current market value | % of total portfolio | Total tax cost Avg. tax cost per unit | Unrealized gain/loss | Current yield | Estimated annual income | Accrued income |
|--|--------------------------|------------------------|----------------------|--|----------------------|---------------|-------------------------|----------------|
| | Quantity | Current price per unit | | | | | | |
| JPMORGAN CHASE & CO CALL 05/07/2021 @ 100.000 UNSC 02.400% DUE 06/07/2021 RATING: A3 (46625HRT9) PNC CAPITAL ADVISORS | 43,925.40 | 43,841.70 | 0.19% | 45,042.30 100.09 | - 1,200.60 | 2.47% | 1,080.00 | 72.00 |
| JOHNSON & JOHNSON CALL 12/01/2025 @ 100.000 UNSC 02.450% DUE 03/01/2026 RATING: AAA (478160BY9) PNC CAPITAL ADVISORS | 18,846.00 | 18,764.60 | 0.08% | 19,971.80 99.86 | - 1,207.20 | 2.62% | 490.00 | 163.33 |
| KFW SEDOL ISIN US500769HR85 02.375% DUE 12/29/2022 RATING: AAA (500769HR8) PNC CAPITAL ADVISORS | 29,457.68 | 29,329.20 | 0.13% | 29,850.30 99.50 | - 521.10 | 2.43% | 712.50 | 3.96 |
| LOWE'S COS INC UNSC VAR % DUE 09/10/2019 RATING: A3 (548661DB0) PNC CAPITAL ADVISORS | 30,132.60 | 30,114.60 | 0.13% | 29,844.90 99.48 | 269.70 | 2.00% | 601.56 | 35.09 |
| METLIFE INC SER D UNSC 04.368% DUE 09/15/2023 RATING: A3 (59156RBB3) PNC CAPITAL ADVISORS | 15,610.65 | 15,542.85 | 0.07% | 16,198.95 107.99 | - 656.10 | 4.22% | 655.20 | 29.12 |

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Detail

Fixed income
Corporate bonds

| Description (Cusip) | Market value last period | | Current market value | | % of total portfolio | Total tax cost | | Current yield | Estimated annual income | Accrued income |
|---|--------------------------|--|------------------------|--|----------------------|------------------------|----------------------|---------------|-------------------------|----------------|
| | Quantity | | Current price per unit | | | Avg. tax cost per unit | Unrealized gain/loss | | | |
| MORGAN STANLEY UNSC 02.650% DUE 01/27/2020 RATING: A3 (61747YDW2) PNC CAPITAL ADVISORS | 29,815.20 | | 29,782.20 | | 0.13 % | 30,284.10 | - 501.90 | 2.67 % | 795.00 | 340.08 |
| | 30,000 | | 99.2740 | | | 100.95 | | | | |
| NEXEN INC ISIN US65334HAK86 06.200% DUE 07/30/2019 RATING: A1 (65334HAK8) PNC CAPITAL ADVISORS | 15,562.35 | | 15,481.05 | | 0.07 % | 18,672.75 | - 3,191.70 | 6.01 % | 930.00 | 390.08 |
| | 15,000 | | 103.2070 | | | 124.49 | | | | |
| ORACLE CORP CALL 04/15/2026 @ 100.000 UNSC 02.650% DUE 07/15/2026 RATING: A1 (68389XBM6) PNC CAPITAL ADVISORS | 28,050.30 | | 27,666.90 | | 0.12 % | 29,887.20 | - 2,220.30 | 2.88 % | 795.00 | 366.58 |
| | 30,000 | | 92.2230 | | | 99.62 | | | | |
| PROCTER & GAMBLE CO/THE UNSC VAR% DUE 11/01/2019 RATING: AA3 (742718EH8) PNC CAPITAL ADVISORS | 45,150.30 | | 45,153.90 | | 0.19 % | 44,910.63 | 243.27 | 1.67 % | 751.32 | 127.31 |
| | 45,000 | | 100.3420 | | | 99.80 | | | | |
| ROYAL BANK OF CANADA SEDOL ISIN US780082AA14 01.875% DUE 02/05/2020 RATING: AAA (780082AA1) PNC CAPITAL ADVISORS | 19,686.97 | | 19,685.00 | | 0.09 % | 19,924.30 | - 239.30 | 1.91 % | 375.00 | 152.08 |
| | 20,000 | | 98.4250 | | | 99.62 | | | | |

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Detail

Fixed income
Corporate bonds

| Description (Cusip) | Market value last period | | Current market value | % of total portfolio | Total tax cost | | Current yield | Estimated annual income | Accrued income |
|--|--------------------------|----------------|----------------------|----------------------|------------------------|----------------------|---------------|-------------------------|----------------|
| | Quantity | price per unit | Current | | Avg. tax cost per unit | Unrealized gain/loss | | | |
| ROYAL BANK OF CANADA SER GMTN UNSC VAR% DUE 07/29/2019 RATING: A1 (78012KRL3) PNC CAPITAL ADVISORS | 20,057.68 | 20,063.60 | 20,063.60 | 0.09 % | 20,000.20 | 63.40 | 2.32 % | 464.48 | 79.99 |
| SANTANDER UK PLC SEDOL BYVGB67 ISIN US80283LAH69 02.350% DUE 09/10/2019 RATING: AA3 (80283LAH6) PNC CAPITAL ADVISORS | 29,749.50 | 29,768.10 | 29,768.10 | 0.13 % | 30,180.30 | - 412.20 | 2.37 % | 705.00 | 217.37 |
| SHELL INTERNATIONAL FIN SEDOL ISIN US822582BG61 02.125% DUE 05/11/2020 RATING: AA2 (822582BG6) PNC CAPITAL ADVISORS | 29,542.49 | 29,640.30 | 29,640.30 | 0.13 % | 29,936.40 | - 296.10 | 2.16 % | 637.50 | 88.54 |
| SOUTHERN CAL EDISON SER D CALL 05/01/2023 03.400% DUE 06/01/2023 RATING: AA3 (842400GL1) PNC CAPITAL ADVISORS | 10,000 | 9,964.00 | 9,964.00 | 0.05 % | 9,989.60 | - 25.60 | 3.42 % | 340.00 | 25.50 |
| SUMITOMO MITSUI FINL GRP SEDOL BZ1H048 ISIN US86562MAU45 02.778% DUE 10/18/2022 RATING: A1 (86562MAU4) PNC CAPITAL ADVISORS | 14,541.51 | 14,476.80 | 14,476.80 | 0.06 % | 14,890.05 | - 413.25 | 2.88 % | 416.70 | 84.50 |

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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 | | | | | | |
| TORONTO-DOMINION BANK SEDOL ISIN US89114QAS75 02.125% DUE 07/02/2019 RATING: AA2 (89114QAS7) PNC CAPITAL ADVISORS | 24,827.64 | 24,851.75 | 0.11 % | 24,969.25 | - 117.50 | 2.14 % | 531.25 | 264.15 |
| UNIONBANCAL CORP SR UNSEC 03.500% DUE 06/18/2022 RATING: A2 (908906AC4) PNC CAPITAL ADVISORS | 29,966.10 | 29,920.20 | 0.13 % | 30,614.40 | - 694.20 | 3.51 % | 1,050.00 | 37.92 |
| WELLS FARGO & COMPANY SER MTN SUB 04.100% DUE 06/03/2026 RATING: A3 (94974BFY1) PNC CAPITAL ADVISORS | 29,814.90 | 9,799.00 | 0.05 % | 10,120.65 | - 321.65 | 4.19 % | 410.00 | 31.89 |
| WELLS FARGO & COMPANY SER MTN UNSC 03.300% DUE 09/09/2024 RATING: A2 (94974BGA2) PNC CAPITAL ADVISORS | 19,514.00 | 19,321.60 | 0.08 % | 20,026.15 | - 704.55 | 3.42 % | 660.00 | 205.33 |
| WESTPAC BANKING CORP SEDOL ISIN US961214DU48 02.650% DUE 01/25/2021 RATING: AA3 (961214DU4) PNC CAPITAL ADVISORS | 14,828.13 | 14,808.60 | 0.07 % | 14,989.65 | - 181.05 | 2.69 % | 397.50 | 172.25 |

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Detail

Fixed income

Corporate bonds

| Description (Cusip) | Market value last period | Current market value | | % of total portfolio | Total tax cost Avg. tax cost per unit | Unrealized gain/loss | Current yield | Estimated annual income | Accrued income |
|---|--------------------------|----------------------|------------------------|----------------------|--|----------------------|---------------|-------------------------|-------------------|
| | | Quantity | Current price per unit | | | | | | |
| XILINX INC | | 14,941.95 | 14,867.55 | 0.07% | 15,016.05 | - 148.50 | 3.03% | 450.00 | 132.50 |
| UNSC | | 15,000 | 99.1170 | | 100.11 | | | | |
| 03.000% DUE 03/15/2021 RATING: A3 (983919AH4) PNC CAPITAL ADVISORS | | | | | | | | | |
| Total corporate bonds | | | \$901,325.75 | 3.72% | \$923,516.23 | - \$22,190.48 | 3.05% | \$27,465.31 | \$6,785.49 |

Treasury bonds

| Description (Cusip) | Market value last period | Current market value | | % of total portfolio | Total tax cost Avg. tax cost per unit | Unrealized gain/loss | Current yield | Estimated annual income | Accrued income |
|--|--------------------------|----------------------|------------------------|----------------------|--|----------------------|---------------|-------------------------|----------------|
| | | Quantity | Current price per unit | | | | | | |
| USA TREASURY NOTES | | \$143,386.15 | \$187,037.90 | 0.78% | \$189,950.00 | - \$2,912.10 | 2.04% | \$3,800.00 | \$1,280.55 |
| 02.000% DUE 02/28/2021 RATING: AAA (912828B90) PNC CAPITAL ADVISORS | | | | | | | | | |
| USA TREASURY NOTES | | 348,996.95 | 346,554.55 | 1.44% | 355,636.67 | - 9,082.12 | 2.44% | 8,431.25 | 3,141.51 |
| 02.375% DUE 08/15/2024 RATING: AAA (912828D56) PNC CAPITAL ADVISORS | | 355,000 | 97.6210 | | 100.18 | | | | |
| USA TREASURY NOTE | | 187,921.40 | 133,323.30 | 0.56% | 134,173.24 | - 849.94 | 1.65% | 2,193.75 | 1,093.87 |
| 01.625% DUE 12/31/2019 RATING: AAA (912828G95) PNC CAPITAL ADVISORS | | 135,000 | 98.7580 | | 99.39 | | | | |
| USA TREASURY NOTES | | 38,717.20 | 38,470.40 | 0.16% | 39,258.40 | - 788.00 | 2.34% | 900.00 | 115.89 |
| 02.250% DUE 11/15/2025 RATING: AAA (912828M56) PNC CAPITAL ADVISORS | | 40,000 | 96.1760 | | 98.15 | | | | |

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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 01.625% DUE 05/15/2026 RATING: AAA (912828R36) PNC CAPITAL ADVISORS | 59,787.65 85,000 | 77,752.05 91.4730 | 0.33 % | 79,797.26 93.88 | - 2,045.21 | 1.78 % | 1,381.25 | 177.86 |
| USA TREASURY NOTES TREASURY INFLATION PROTECTN SECS 00.125% DUE 01/15/2022 RATING: AAA (912828SA9) PNC CAPITAL ADVISORS | 86,673.41 80,000 | 87,033.46 108.7918 | 0.36 % | 86,755.62 108.45 | 277.84 | 0.13 % | 108.08 | 49.86 |
| USA TREASURY NOTES 01.625% DUE 08/15/2022 RATING: AAA (912828TJ9) PNC CAPITAL ADVISORS | 341,868.55 355,000 | 340,079.35 95.7970 | 1.41 % | 347,456.23 97.88 | - 7,376.88 | 1.70 % | 5,768.75 | 2,167.27 |
| USA TREASURY NOTES 02.500% DUE 08/15/2023 RATING: AAA (912828VS6) PNC CAPITAL ADVISORS | 44,788.95 115,000 | 113,647.60 98.8240 | 0.47 % | 114,568.57 99.63 | - 920.97 | 2.53 % | 2,875.00 | 1,071.23 |
| USA TREASURY NOTES 01.750% DUE 10/31/2020 RATING: AAA (912828WC0) PNC CAPITAL ADVISORS | 324,908.10 325,000 | 318,919.25 98.1290 | 1.32 % | 324,416.98 99.82 | - 5,497.73 | 1.79 % | 5,687.50 | 966.10 |
| USA TREASURY BOND TREASURY INFLAT PROTECTN SECS 00.125% DUE 07/15/2024 NOT RATED (912828WU0) PNC CAPITAL ADVISORS | 5,000 | 5,128.58 102.5716 | 0.03 % | 5,101.89 102.04 | 26.69 | 0.13 % | 6.44 | 2.97 |

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Detail

Treasury bonds

| Description (Cusip) | Market value last period | Current market value | | % of total portfolio | Total tax cost | | Current yield | Estimated annual income | Accrued income | |
|--|--------------------------|-----------------------|------------------------|----------------------|------------------------|----------------------|---------------------|-------------------------|--------------------|--------------------|
| | | Quantity | Current price per unit | | Avg. tax cost per unit | Unrealized gain/loss | | | | |
| USA TREASURY NOTES 02.375% DUE 05/15/2027 RATING: AAA (912828X88) PNC CAPITAL ADVISORS | 24,255.00 | 4,815.05 | 96.3010 | 0.02% | 4,773.44 | 95.47 | 41.61 | 2.47% | 118.75 | 15.17 |
| Total treasury bonds | | \$1,652,761.49 | | 6.83% | \$1,681,888.30 | | -\$29,126.81 | 1.89% | \$31,270.77 | \$10,082.28 |

Agency bonds

| Description (Cusip) | Market value last period | Current market value | | % of total portfolio | Total tax cost | | Current yield | Estimated annual income | Accrued income | |
|---|--------------------------|----------------------|------------------------|----------------------|------------------------|----------------------|---------------|-------------------------|----------------|---------|
| | | Quantity | Current price per unit | | Avg. tax cost per unit | Unrealized gain/loss | | | | |
| FEDERAL HOME LOAN BANK BNDS 01.375% DUE 05/28/2019 RATING: AAA (3130ABF92) PNC CAPITAL ADVISORS | \$39,632.00 | \$39,646.00 | \$99.1150 | 0.17% | \$39,924.40 | \$99.81 | -\$278.40 | 1.39% | \$550.00 | \$50.42 |
| FEDERAL NATL MTG ASSN UNSC 01.875% DUE 09/24/2026 RATING: AAA (3135G0Q22) PNC CAPITAL ADVISORS | 69,123.75 | 68,483.25 | 91.3110 | 0.29% | 70,862.85 | 94.48 | -2,379.60 | 2.06% | 1,406.25 | 378.91 |
| FEDERAL NATL MTG ASSN POOL #AH3765 04.000% DUE 01/01/2041 RATING: N/A (3138A5FF4) PNC CAPITAL ADVISORS | 21,185.72 | 20,298.60 | 102.7080 | 0.09% | 21,168.42 | 107.11 | -869.82 | 3.90% | 790.54 | 68.07 |

Detail

Agency bonds

| Description (Cusip) | Market value last period | Current market value | | % of total portfolio | Total tax cost Avg. tax cost per unit | Unrealized gain/loss | Current yield | Estimated annual income | Accrued income |
|---|--------------------------|----------------------|------------------------|----------------------|--|----------------------|---------------|-------------------------|----------------|
| | | Quantity | Current price per unit | | | | | | |
| FEDERAL NATL MTG ASSN POOL #AL0578 03.500% DUE 08/01/2026 RATING: N/A (3138EGUC6) PNC CAPITAL ADVISORS | 12,042.491 | 12,194.23 | 101.2600 | 0.06% | 12,827.02 106.52 | - 632.79 | 3.46% | 421.49 | 36.29 |
| FEDERAL NATL MTG ASSN POOLAS5327 03.000% DUE 07/01/2030 RATING: N/A (3138WE4M8) PNC CAPITAL ADVISORS | 49,875.355 | 49,760.14 | 99.7690 | 0.21% | 51,529.43 103.32 | - 1,769.29 | 3.01% | 1,496.26 | 128.84 |
| FEDERAL NATL MTG ASSN POOLAS8018 03.000% DUE 09/01/2031 RATING: N/A (3138WH4C3) PNC CAPITAL ADVISORS | 39,588.440 | 39,386.93 | 99.4910 | 0.17% | 40,899.81 103.31 | - 1,512.88 | 3.02% | 1,187.65 | 102.27 |
| FEDERAL NATL MTG ASSN POOL BC4777 02.500% DUE 10/01/2031 RATING: N/A (3140F0JX3) PNC CAPITAL ADVISORS | 45,032.728 | 43,857.82 | 97.3910 | 0.19% | 46,074.11 102.31 | - 2,216.29 | 2.57% | 1,125.82 | 96.95 |
| FEDERAL NATL MTG ASSN POOL BM3954 02.500% DUE 12/01/2028 RATING: N/A (3140J8MC4) PNC CAPITAL ADVISORS | 64,080.508 | 62,794.41 | 97.9930 | 0.26% | 62,758.85 97.94 | 35.56 | 2.56% | 1,602.01 | 133.50 |
| FEDERAL NATL MTG ASSN POOL #AB2077 04.000% DUE 01/01/2041 RATING: N/A (31416XJX9) PNC CAPITAL ADVISORS | 59,181.304 | 60,909.99 | 102.9210 | 0.26% | 58,427.66 98.73 | 2,482.33 | 3.89% | 2,367.25 | 203.85 |

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Detail

Agency bonds

| Description (Cusip) | Market value last period Quantity | Current market value | | % of total portfolio | Total tax cost Avg. tax cost per unit | Unrealized gain/loss | Current yield | Estimated annual income | Accrued income |
|--|--------------------------------------|----------------------|----------------------|----------------------|--|----------------------|---------------|-------------------------|-------------------|
| | | Current | price per unit | | | | | | |
| FEDERAL NATL MTG ASSN PODL MA2803 02.500% DUE 11/01/2031 RATING: N/A (31418CDH4) PNC CAPITAL ADVISOR5 | 63,225.46 62,279.510 | | 60,559.35 97.2380 | 0.26 % | 62,622.53 100.55 | - 2,063.18 | 2.58 % | 1,556.99 | 134.07 |
| Total agency bonds | | \$457,890.72 | | 1.89 % | \$467,095.08 | - \$9,204.36 | 2.73 % | \$12,504.26 | \$1,333.17 |

Mutual funds - fixed income

| Description (Symbol) | Market value last period Quantity | Current market value | | % of total portfolio | Total tax cost Avg. tax cost per unit | Unrealized gain/loss | Current yield | Estimated annual income | Accrued income |
|---|--------------------------------------|-----------------------|---------------------------|----------------------|--|----------------------|---------------|-------------------------|-------------------|
| | | Current | price per unit | | | | | | |
| DODGE & COX INCOME FUND (DODIX) FD #147 21-75-073-4453885 | 18,087.565 | | \$241,830.74 \$13.3700 | 1.00 % | \$244,363.00 \$13.51 | - \$2,532.26 | 2.81 % | \$6,782.84 | |
| METROPOLITAN WEST UNCONSTRAINED (MWCIX) BOND FUND CLASS I FUND #0518 21-75-073-4453885 | 931,395.47 78,798.263 | | 925,879.59 11.7500 | 3.83 % | 942,461.00 11.96 | - 16,581.41 | 3.09 % | 28,603.77 | 2,588.29 |
| T ROWE PRICE INSTITUTIONAL (PPFRX) FLOATING RATE FUND FD #430 21-75-073-4453885 | 580,053.42 57,947.395 | | 575,997.11 9.9400 | 2.39 % | 580,873.00 10.02 | - 4,875.89 | 4.39 % | 25,265.06 | 2,323.28 |
| TEMPLETON GLOBAL BOND FUND AD (TGBAX) FUND #616 21-75-073-4453885 | 564,564.35 47,362.781 | | 543,251.10 11.4700 | 2.25 % | 580,873.00 12.26 | - 37,621.90 | 4.20 % | 22,781.50 | |
| Total mutual funds - fixed income | | \$2,286,958.54 | | 9.45 % | \$2,348,570.00 | - \$61,611.46 | 3.65 % | \$83,433.17 | \$4,911.57 |

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Detail

Mortgages

| Description (Cusip) | Market value last period | Current market value | | % of total portfolio | Total tax cost Avg. tax cost per unit | Unrealized gain/loss | Current yield | Estimated annual income | Accrued income |
|--|--------------------------|----------------------|--------------------------|----------------------|--|----------------------|---------------|-------------------------|----------------|
| | | Quantity | Current price per unit | | | | | | |
| FHLMC MULTIFAMILY STRUCTURED P SERIES K067 CLASS A2 03.194% DUE 07/25/2027 RATING: AAA (3137FAWS3) PNC CAPITAL ADVISORS | \$29,953.20 | 50,000 | \$49,179.50 \$98.3590 | 0.21 % | \$50,413.28 \$100.83 | -\$1,233.78 | 3.25 % | \$1,597.00 | \$133.08 |

Other fixed income assets

| Description (Cusip) | Market value last period | Current market value | | % of total portfolio | Total tax cost Avg. tax cost per unit | Unrealized gain/loss | Current yield | Estimated annual income | Accrued income |
|--|--------------------------|----------------------|--------------------------|----------------------|--|----------------------|---------------|-------------------------|----------------|
| | | Quantity | Current price per unit | | | | | | |
| INTL FINANCE CORP SER GMTN UNSC 01.750% DUE 03/30/2020 RATING: AAA (45950KCL2) PNC CAPITAL ADVISORS | \$14,796.84 | 15,000 | \$14,773.05 \$98.4870 | 0.07 % | \$14,991.30 \$99.94 | -\$218.25 | 1.78 % | \$262.50 | \$66.35 |

| | | | | | | | | | |
|---------------------------|--|--|-----------------------|----------------|-----------------------|----------------------|---------------|---------------------|--------------------|
| Total fixed income | | | \$5,362,889.05 | 22.16 % | \$5,486,474.19 | -\$123,585.14 | 2.92 % | \$156,533.01 | \$23,311.94 |
|---------------------------|--|--|-----------------------|----------------|-----------------------|----------------------|---------------|---------------------|--------------------|

Equities

Stocks

Consumer discretionary

| 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 | | | | | | |
| ROYAL CARRIBEAN CRUISES LTD (RCL) SEDOL 2754907 ISIN LR0008862868 PCA LCC ADVANTAGE | \$51,805.60 | 350 | \$36,260.00 \$103.6000 | 0.15 % | \$34,136.20 \$97.53 | \$2,123.80 | 2.32 % | \$840.00 | \$210.00 |
| AMAZON COM INC (AMZN) PCA LCC ADVANTAGE | 57,893.60 | 77 | 130,884.60 1,699.8000 | 0.55 % | 117,001.22 1,519.50 | 13,893.38 | | | |
| BORG WARNER INC. (BWA) PCA LCC ADVANTAGE | 55,253.00 | 1,100 | 47,476.00 43.1600 | 0.20 % | 50,970.77 46.34 | -3,494.77 | 1.58 % | 748.00 | |

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Detail

Equities

Stocks

Consumer discretionary

| 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 | | | | | | |
| BURLINGTON STORES INC (BURL) | 61,249.00 | 69,243.80 | 0.29 % | 37,250.71 | 31,993.09 | | | |
| PCA LCC ADVANTAGE | 460 | 150.5300 | | 80.98 | | | | |
| COMCAST CORPORATION CL A (CMCSA) | 66,289.80 | 47,246.40 | 0.20 % | 17,053.42 | 30,192.98 | 2.32 % | 1,094.40 | |
| PCA LCC ADVANTAGE | 1,440 | 32.8100 | | 11.84 | | | | |
| HOME DEPOT INC (HD) | 69,513.60 | 76,089.00 | 0.32 % | 16,848.35 | 59,240.65 | 2.12 % | 1,606.80 | |
| PCA LCC ADVANTAGE | 390 | 195.1000 | | 43.20 | | | | |
| KOHL'S CORP (KSS) | | 44,469.00 | 0.19 % | 40,238.69 | 4,230.31 | 3.35 % | 1,488.40 | |
| PCA LCC ADVANTAGE | 610 | 72.9000 | | 65.97 | | | | |
| MARRIOTT INTERNATIONAL INC (MAR) | 50,312.60 | 46,842.00 | 0.20 % | 50,400.40 | -3,558.40 | 1.30 % | 606.80 | |
| CLA | 370 | 126.6000 | | 136.22 | | | | |
| PCA LCC ADVANTAGE | | | | | | | | |
| MCDONALD'S CORP (MCD) | 57,860.60 | 57,975.30 | 0.24 % | 56,804.81 | 1,170.49 | 2.58 % | 1,494.80 | |
| PCA LCC ADVANTAGE | 370 | 156.6900 | | 153.53 | | | | |
| Total consumer discretionary | | \$556,486.10 | 2.30 % | \$420,704.57 | \$135,781.53 | 1.42 % | \$7,879.20 | \$210.00 |

Consumer staples

| 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 | | | | | | |
| CONSTELLATION BRANDS INC (STZ) | \$88,888.80 | \$85,359.30 | 0.36 % | \$31,040.18 | \$54,319.12 | 1.36 % | \$1,154.40 | |
| CLA | 390 | \$218.8700 | | \$79.59 | | | | |
| PCA LCC ADVANTAGE | | | | | | | | |
| LAUDER ESTEE COS INC (EL) | 76,357.20 | 72,771.90 | 0.31 % | 54,997.75 | 17,774.15 | 1.07 % | 775.20 | |
| CLA | 510 | 142.6900 | | 107.84 | | | | |
| PCA LCC ADVANTAGE | | | | | | | | |
| TYSON FOODS INC (TSN) | 49,037.30 | 46,129.50 | 0.20 % | 45,941.38 | 188.12 | 1.75 % | 804.00 | |
| CLASS A | 670 | 68.8500 | | 68.57 | | | | |
| PCA LCC ADVANTAGE | | | | | | | | |
| US FOODS HOLDING CORP (USFD) | | 40,845.60 | 0.17 % | 40,309.10 | 536.50 | | | |
| PCA LCC ADVANTAGE | 1,080 | 37.8200 | | 37.32 | | | | |
| Total consumer staples | | \$245,106.30 | 1.01 % | \$172,288.41 | \$72,817.89 | 1.12 % | \$2,733.60 | |

Detail

| 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 | | | | | | |
| Energy | | | | | | | | |
| CHEVRON CORPORATION (CVX) | | \$46,779.10 | 0.20% | \$47,059.82 | - \$280.72 | 3.55% | \$1,657.60 | |
| PCALCC ADVANTAGE | 370 | \$126.4300 | | \$127.19 | | | | |
| CONOCOPHILLIPS (COP) | 41,503.00 | 48,734.00 | 0.21% | 37,213.08 | 11,520.92 | 1.64% | 798.00 | |
| PCALCC ADVANTAGE | 700 | 69.6200 | | 53.16 | | | | |
| OCCIDENTAL PETROLEUM CORP (OXY) | 34,428.80 | 44,350.40 | 0.19% | 39,990.69 | 4,359.71 | 3.69% | 1,632.40 | 408.10 |
| PCALCC ADVANTAGE | 530 | 83.6800 | | 75.45 | | | | |
| ROYAL DUTCH SHELL PLC (RDSA) | 37,647.90 | 40,845.70 | 0.17% | 36,095.82 | 4,749.88 | 4.62% | 1,885.64 | |
| ADRA | 590 | 69.2300 | | 61.18 | | | | |
| PCALCC ADVANTAGE | | | | | | | | |
| TOTAL S A (TOT) | 54,228.60 | 56,926.40 | 0.24% | 45,725.64 | 11,200.76 | 4.11% | 2,336.84 | 686.39 |
| PCALCC ADVANTAGE | 940 | 60.5600 | | 48.64 | | | | |
| Total energy | | \$237,635.60 | 0.98% | \$206,085.05 | \$31,550.55 | 3.50% | \$8,310.48 | \$1,094.49 |

| 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 | | | | | | |
| Financial | | | | | | | | |
| BANK NEW YORK MELLON CORP COM (BK) | \$35,555.70 | \$37,211.70 | 0.16% | \$27,680.38 | \$9,531.32 | 1.79% | \$662.40 | |
| PCALCC ADVANTAGE | 690 | \$53.9300 | | \$40.12 | | | | |
| CITIGROUP INC (C) | 41,175.00 | 40,821.20 | 0.17% | 41,209.13 | - 387.93 | 1.92% | 780.80 | |
| PCALCC ADVANTAGE | 610 | 66.9200 | | 67.56 | | | | |
| CITIZENS FINANCIAL GROUP (CFG) | 63,809.60 | 59,128.00 | 0.25% | 45,268.33 | 13,859.67 | 2.27% | 1,337.60 | |
| PCALCC ADVANTAGE | 1,520 | 38.9000 | | 29.78 | | | | |
| JPMORGAN CHASE & CO (JPM) | 140,211.75 | 132,855.00 | 0.55% | 26,609.25 | 106,245.75 | 2.15% | 2,856.00 | |
| PCALCC ADVANTAGE | 1,275 | 104.2000 | | 20.87 | | | | |
| MORGAN STANLEY (MS) | 58,276.80 | 51,192.00 | 0.22% | 36,092.84 | 15,099.16 | 2.11% | 1,080.00 | |
| PCALCC ADVANTAGE | 1,080 | 47.4000 | | 33.42 | | | | |
| PRICE T ROWE GROUP INC (TROW) | 58,303.80 | 62,688.60 | 0.26% | 45,378.76 | 17,309.84 | 2.42% | 1,512.00 | |
| PCALCC ADVANTAGE | 540 | 116.0900 | | 84.04 | | | | |
| S&P GLOBAL INC (SPGI) | 76,424.00 | 81,556.00 | 0.34% | 43,301.84 | 38,254.16 | 0.99% | 800.00 | |
| PCALCC ADVANTAGE | 400 | 203.8900 | | 108.26 | | | | |

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Detail

| <i>Financial</i> | | Current market value | % | Total tax cost | Current | Estimated | Accrued |
|------------------------------------|--------------------------|------------------------|--------------------|------------------------|----------------------|--------------------|-----------------|
| Description (Symbol) | Market value last period | Current price per unit | of total portfolio | Avg. tax cost per unit | Unrealized gain/loss | annual income | income |
| | Quantity | | | | | | |
| STATE STR CORP (STT) | 65,821.80 | 61,439.40 | 0.26 % | 46,448.11 | 14,991.29 | 1,108.80 | 277.20 |
| PCA LCC ADVANTAGE | 660 | 93,0900 | | 70.38 | | | |
| SUNTRUST BANKS INC (STI) | 71,578.08 | 69,453.04 | 0.29 % | 43,017.86 | 26,435.18 | 1,683.20 | |
| PCA LCC ADVANTAGE | 1,052 | 66,0200 | | 40.89 | | | |
| Total financial | | \$596,344.94 | 2.46 % | \$355,006.50 | \$241,338.44 | \$11,820.80 | \$277.20 |
| <i>Health care</i> | | Current market value | % | Total tax cost | Current | Estimated | Accrued |
| Description (Symbol) | Market value last period | Current price per unit | of total portfolio | Avg. tax cost per unit | Unrealized gain/loss | annual income | income |
| | Quantity | | | | | | |
| ABBVIE INC (ABBV) | \$39,753.00 | \$38,913.00 | 0.17 % | \$40,318.87 | -\$1,405.87 | \$1,612.80 | |
| PCA LCC ADVANTAGE | 420 | \$92.6500 | | \$96.00 | | | |
| AMGEN INC (AMGN) | 64,782.40 | 70,144.20 | 0.29 % | 43,861.50 | 26,282.70 | 2,006.40 | |
| PCA LCC ADVANTAGE | 380 | 184,5900 | | 115.43 | | | |
| BAXTER INTERNATIONAL INC (BAX) | 37,072.80 | 42,088.80 | 0.18 % | 38,995.30 | 3,093.50 | 433.20 | 108.30 |
| PCA LCC ADVANTAGE | 570 | 73,8400 | | 68.41 | | | |
| BIOSGEN INC (BIIB) | 52,025.80 | 55,145.60 | 0.23 % | 53,610.19 | 1,535.41 | | |
| PCA LCC ADVANTAGE | 190 | 290,2400 | | 282.16 | | | |
| CENTENE CORP (CNC) | | 41,891.40 | 0.18 % | 37,125.36 | 4,766.04 | | |
| PCA LCC ADVANTAGE | 340 | 123,2100 | | 109.19 | | | |
| JOHNSON & JOHNSON (JNJ) | 35,882.00 | 33,975.20 | 0.15 % | 14,786.38 | 19,188.82 | 1,008.00 | |
| PCA LCC ADVANTAGE | 280 | 121,3400 | | 52.81 | | | |
| PFIZER INC (PFE) | 52,525.20 | 53,694.40 | 0.23 % | 51,862.31 | 1,832.09 | 2,012.80 | |
| PCA LCC ADVANTAGE | 1,480 | 36,2800 | | 35.04 | | | |
| STRYKER CORP (SYK) | 40,230.00 | 42,215.00 | 0.18 % | 32,790.68 | 9,424.32 | 470.00 | 117.50 |
| PCA LCC ADVANTAGE | 250 | 168,8600 | | 131.16 | | | |
| THERMO FISHER SCIENTIFIC INC (TMO) | 39,227.40 | 39,356.60 | 0.17 % | 25,264.66 | 14,091.94 | 129.20 | 32.30 |
| PCA LCC ADVANTAGE | 190 | 207,1400 | | 132.97 | | | |
| UNITEDHEALTH GROUP INC (UNH) | 57,780.00 | 66,241.80 | 0.28 % | 38,368.67 | 27,873.13 | 972.00 | |
| PCA LCC ADVANTAGE | 270 | 245,3400 | | 142.11 | | | |
| Total health care | | \$483,666.00 | 2.00 % | \$376,983.92 | \$106,682.08 | \$8,644.40 | \$258.10 |

Detail

| Description (Symbol) | Market value last period | | Current market value | % of total portfolio | Total tax cost Avg. tax cost per unit | Unrealized gain/loss | Current yield | Estimated annual income | Accrued income |
|------------------------------------|--------------------------|----------------|------------------------|----------------------|--|----------------------|---------------|-------------------------|-----------------|
| | Quantity | price per unit | Current price per unit | | | | | | |
| Industrials | | | | | | | | | |
| BOEING CO (BA) | | \$55,739.60 | \$57,036.70 | 0.24 % | \$44,901.60 | \$12,135.10 | 2.04 % | \$1,162.80 | |
| PCALCC ADVANTAGE | 170 | | \$335.5100 | | \$264.13 | | | | |
| CUMMINS INC (CMI) | | 35,659.80 | 29,260.00 | 0.13 % | 33,751.29 | - 4,491.29 | 3.25 % | 950.40 | |
| PCALCC ADVANTAGE | 220 | | 133.0000 | | 153.42 | | | | |
| DANAHER CORP (DHR) | | | 39,472.00 | 0.17 % | 40,832.96 | - 1,360.96 | 0.65 % | 256.00 | 64.00 |
| PCALCC ADVANTAGE | 400 | | 98.6800 | | 102.08 | | | | |
| FEDEX CORPORATION (FDX) | | | 38,600.20 | 0.16 % | 42,045.83 | - 3,445.63 | 1.15 % | 442.00 | 110.50 |
| PCALCC ADVANTAGE | 170 | | 227.0600 | | 247.33 | | | | |
| GENERAL DYNAMICS CORP (GD) | | 48,598.00 | 41,010.20 | 0.17 % | 30,892.43 | 10,117.77 | 2.00 % | 818.40 | |
| PCALCC ADVANTAGE | 220 | | 186.4100 | | 140.42 | | | | |
| NORTHROP GRUMMAN CORPORATION (NOC) | | 52,368.00 | 46,155.00 | 0.20 % | 24,050.60 | 22,104.40 | 1.56 % | 720.00 | |
| PCALCC ADVANTAGE | 150 | | 307.7000 | | 160.34 | | | | |
| PARKER HANNIFIN CORP (PH) | | 44,467.80 | 40,521.00 | 0.17 % | 41,894.19 | - 1,373.19 | 1.96 % | 790.40 | |
| PCALCC ADVANTAGE | 260 | | 155.8500 | | 161.13 | | | | |
| RAYTHEON COMPANY (RTN) | | 47,480.40 | 42,499.60 | 0.18 % | 27,999.24 | 14,500.36 | 1.80 % | 763.40 | |
| PCALCC ADVANTAGE | 220 | | 193.1800 | | 127.27 | | | | |
| UNITED RENTALS INC (URI) | | 51,819.00 | 44,286.00 | 0.19 % | 33,730.98 | 10,555.02 | | | |
| PCALCC ADVANTAGE | 300 | | 147.6200 | | 112.44 | | | | |
| WASTE MANAGEMENT INC (WM) | | 38,695.20 | 65,072.00 | 0.27 % | 67,690.34 | - 2,618.34 | 2.29 % | 1,488.00 | |
| PCALCC ADVANTAGE | 800 | | 81.3400 | | 84.61 | | | | |
| Total industrials | | | \$443,912.70 | 1.83 % | \$387,789.46 | \$56,123.24 | 1.67 % | \$7,391.40 | \$174.50 |

| Description (Symbol) | Market value last period | | Current market value | % of total portfolio | Total tax cost Avg. tax cost per unit | Unrealized gain/loss | Current yield | Estimated annual income | Accrued income |
|---------------------------------|--------------------------|----------------|------------------------|----------------------|--|----------------------|---------------|-------------------------|----------------|
| | Quantity | price per unit | Current price per unit | | | | | | |
| Information technology | | | | | | | | | |
| TE CONNECTIVITY LTD (TEL) | | \$69,930.00 | \$63,042.00 | 0.27 % | \$54,839.71 | \$8,202.29 | 1.96 % | \$1,232.00 | |
| SEDOL B42B7C3 ISIN CH0102993182 | 700 | | \$90.0600 | | \$78.34 | | | | |
| PCALCC ADVANTAGE | | | | | | | | | |
| ALPHABET INC/CA-CL A (GOOGL) | | 124,456.80 | 135,502.80 | 0.56 % | 23,381.25 | 112,121.55 | | | |
| PCALCC ADVANTAGE | 120 | | 1,129.1900 | | 194.84 | | | | |
| APPLE INC (AAPL) | | 174,491.20 | 192,514.40 | 0.80 % | 32,747.73 | 159,766.67 | 1.58 % | 3,036.80 | |
| PCALCC ADVANTAGE | 1,040 | | 185.1100 | | 31.49 | | | | |

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Detail

| <i>Information technology</i> | | Current market value | % | Total tax cost | Current | Estimated | Accrued | |
|-------------------------------------|--------------------------|------------------------|--------------------|------------------------|---------------------|---------------|--------------------|-----------------|
| Description (Symbol) | Market value last period | Current price per unit | of total portfolio | Avg. tax cost per unit | yield | annual income | income | |
| | Quantity | | | | | | | |
| APPLIED MATERIALS INC (AMAT) | 44,488.00 | 36,952.00 | 0.16% | 20,713.20 | 16,238.80 | 640.00 | | |
| PCA LCC ADVANTAGE | 800 | 46.1900 | | 25.89 | | | | |
| AUTOMATIC DATA PROCESSING INC (ADP) | | 60,363.00 | 0.25% | 58,307.05 | 2,055.95 | 1,242.00 | 310.50 | |
| PCALCC ADVANTAGE | 450 | 134.1400 | | 129.57 | | | | |
| CISCO SYSTEMS INC (CSCO) | 35,169.80 | 61,963.20 | 0.26% | 42,747.38 | 19,215.82 | 1,900.80 | | |
| PCALCC ADVANTAGE | 1,440 | 43.0300 | | 29.69 | | | | |
| FACEBOOK INC (FB) | 102,265.60 | 124,364.80 | 0.52% | 70,120.52 | 54,244.28 | | | |
| PCA LCC ADVANTAGE | 640 | 194.3200 | | 109.56 | | | | |
| INTEL CORP (INTC) | 44,268.00 | 42,253.50 | 0.18% | 29,969.04 | 12,284.46 | 1,020.00 | | |
| PCALCC ADVANTAGE | 850 | 49.7100 | | 35.26 | | | | |
| LAM RESEARCH CORP (LRCX) | 42,663.60 | 36,298.50 | 0.15% | 16,284.21 | 20,014.29 | 924.00 | | |
| PCALCC ADVANTAGE | 210 | 172.8500 | | 77.54 | | | | |
| MICROSOFT CORP (MSFT) | 53,392.95 | 57,686.85 | 0.24% | 5,022.77 | 52,664.08 | 982.30 | | |
| PCA LCC ADVANTAGE | 585 | 98.6100 | | 8.59 | | | | |
| TEXAS INSTRUMENTS INC (TXN) | 74,800.80 | 79,380.00 | 0.33% | 40,210.44 | 39,169.56 | 1,785.60 | | |
| PCA LCC ADVANTAGE | 720 | 110.2500 | | 55.85 | | | | |
| VISA INC (V) | 57,417.60 | 63,576.00 | 0.27% | 18,907.58 | 44,668.42 | 403.20 | | |
| CLASS A SHARES | 480 | 132.4500 | | 39.39 | | | | |
| PCA LCC ADVANTAGE | | | | | | | | |
| Total information technology | | \$953,897.05 | 3.94% | \$413,250.88 | \$540,646.17 | 1.38% | \$13,167.20 | \$310.50 |
| <i>Materials</i> | | Current market value | % | Total tax cost | Current | Estimated | Accrued | |
| Description (Symbol) | Market value last period | Current price per unit | of total portfolio | Avg. tax cost per unit | yield | annual income | income | |
| | Quantity | | | | | | | |
| CELANESE CORP - SERIES A (CE) | | \$44,424.00 | 0.19% | \$43,944.87 | \$479.13 | \$864.00 | | |
| PCA LCC ADVANTAGE | 400 | \$111.0600 | | \$109.86 | | | | |
| DOWDUPONT INC (DWDP) | 50,330.90 | 52,076.80 | 0.22% | 40,713.91 | 11,362.89 | 1,200.80 | | |
| PCA LCC ADVANTAGE | 790 | 65.9200 | | 51.54 | | | | |
| EASTMAN CHEM CO (EMN) | 40,120.40 | 37,984.80 | 0.16% | 39,336.25 | -1,351.45 | 851.20 | 212.80 | |
| PCA LCC ADVANTAGE | 380 | 99.9600 | | 103.52 | | | | |
| Total materials | | \$134,485.60 | 0.56% | \$123,995.03 | \$10,490.57 | 2.17% | \$2,916.00 | \$212.80 |

Detail

| Real estate | | Current market value | % | Total tax cost | Unrealized gain/loss | Current yield | Estimated annual income | Accrued income |
|-----------------------------------|--------------------------------------|---|--------------------|------------------------|-----------------------|---------------|-------------------------|-------------------|
| Description (Symbol) | Market value last period Quantity | Current price per unit | of total portfolio | Avg. tax cost per unit | | | | |
| CBRE GROUP INC (CBRE) | \$65,163.60 1,380 | \$65,881.20 | 0.28 % | \$64,600.61 | \$1,280.59 | | | |
| PCA LCC ADVANTAGE | | \$47.7400 | | \$46.81 | | | | |
| Telecommunication services | | Current market value | % | Total tax cost | Unrealized gain/loss | Current yield | Estimated annual income | Accrued income |
| Description (Symbol) | Market value last period Quantity | Current price per unit | of total portfolio | Avg. tax cost per unit | | | | |
| T-MOBILE US INC (TMUS) | \$37,844.80 620 | \$37,045.00 | 0.16 % | \$41,968.89 | -\$4,923.89 | | | |
| PCALCC ADVANTAGE | | \$59.7500 | | \$67.69 | | | | |
| Utilities | | Current market value <th>%</th> <th>Total tax cost</th> <th>Unrealized gain/loss</th> <th>Current yield</th> <th>Estimated annual income</th> <th>Accrued income</th> | % | Total tax cost | Unrealized gain/loss | Current yield | Estimated annual income | Accrued income |
| Description (Symbol) | Market value last period Quantity | Current price per unit | of total portfolio | Avg. tax cost per unit | | | | |
| AMERICAN WATER WORKS CO INC (AWK) | \$34,494.60 420 | \$35,859.60 | 0.15 % | \$26,731.28 | \$9,128.32 | 2.14 % | \$764.40 | |
| PCA LCC ADVANTAGE | | \$85.3800 | | \$63.65 | | | | |
| WEC ENERGY GROUP INC (WEC) | 57,684.00 920 | 59,478.00 | 0.25 % | 18,534.98 | 40,943.02 | 3.42 % | 2,033.20 | |
| PCALCC ADVANTAGE | | 64.6500 | | 20.15 | | | | |
| Total utilities | | \$95,337.60 | 0.39 % | \$45,266.26 | \$50,071.34 | 2.93 % | \$2,797.60 | |
| Total stocks | | \$3,849,798.09 | 15.91 % | \$2,607,939.58 | \$1,241,858.51 | 1.71 % | \$65,660.68 | \$2,537.59 |
| Etf - equity | | Current market value <th>%</th> <th>Total tax cost</th> <th>Unrealized gain/loss</th> <th>Current yield</th> <th>Estimated annual income</th> <th>Accrued income</th> | % | Total tax cost | Unrealized gain/loss | Current yield | Estimated annual income | Accrued income |
| Description (Symbol) | Market value last period Quantity | Current price per unit | of total portfolio | Avg. tax cost per unit | | | | |
| ISHARES CORE S&P 500 (IVV) ETF | \$4,680,861.43 17,639 | \$4,816,328.95 | 19.91 % | \$3,902,626.99 | \$913,701.96 | 1.86 % | \$89,359.17 | \$22,599.09 |
| 21-75-073-4453885 | | \$273.0500 | | \$221.25 | | | | |
| ISHARES RUSSELL MID-CAP (IWR) ETF | 2,477,073.56 10,799 | 2,290,899.86 | 9.47 % | 1,325,511.66 | 965,388.20 | 1.59 % | 36,230.65 | |
| 21-75-073-4453885 | | 212.1400 | | 122.74 | | | | |

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Detail

Etf - equity

| Description (Symbol) | Market value last period | Current market value | % of total portfolio | Total tax cost | Unrealized gain/loss | Current yield | Estimated annual income | Accrued income |
|--|--------------------------|------------------------|----------------------|-----------------------|-----------------------|---------------|-------------------------|--------------------|
| | Quantity | Current price per unit | | | | | | |
| VANGUARD FTSE ALL WORLD EX-US (VEU) INDEX FUND ETF | 871,931.69 | 831,358.08 | 3.44 % | 807,461.19 | 23,896.89 | 2.96 % | 24,536.61 | |
| 21-75-073-4453885 | | | | | | | | |
| VANGUARD SMALL CAP (VB) ETF | 1,134,810.08 | 992,707.59 | 4.11 % | 859,107.52 | 133,600.07 | 1.38 % | 13,678.67 | |
| 21-75-073-4453885 | 6,377 | 155.6700 | | 134.72 | | | | |
| Total etf - equity | | \$8,931,294.48 | 36.91 % | \$6,894,707.36 | \$2,036,587.12 | 1.83 % | \$163,805.10 | \$22,599.09 |

Mutual funds - equity

| Description (Symbol) | Market value last period | Current market value | % of total portfolio | Total tax cost | Unrealized gain/loss | Current yield | Estimated annual income | Accrued income |
|--|--------------------------|------------------------|----------------------|-----------------------|-----------------------|---------------|-------------------------|----------------|
| | Quantity | Current price per unit | | | | | | |
| SEAFARER OVERSEAS GROWTH & (SIGIX) INCOME INSTL CLASS FD # 11602 | \$788,067.76 | \$700,569.06 | 2.90 % | \$668,688.00 | \$31,881.06 | 3.21 % | \$22,483.11 | |
| 21-75-073-4453885 | 57,946.159 | \$12.0900 | | \$11.54 | | | | |
| PNC INTERNATIONAL EQUITY FUND (PIUX) CLASS I FUND 409 | 1,990,472.78 | 1,980,833.69 | 8.19 % | 948,138.46 | 1,032,695.23 | 0.76 % | 15,020.92 | |
| 21-75-073-4453885 | 80,325.778 | 24.6600 | | 11.80 | | | | |
| PNC SMALL CAP FUND (PPCIX) CLASS I FUND #426 | 1,001,114.14 | 991,687.75 | 4.10 % | 231,946.06 | 759,741.69 | 0.13 % | 1,214.96 | |
| 21-75-073-4453885 | 39,446.609 | 25.1400 | | 5.88 | | | | |
| T ROWE PRICE REAL ESTATE FUND (TRREX) FD #122 | 468,269.92 | 239,302.11 | 0.99 % | 204,028.53 | 35,273.58 | 2.83 % | 6,767.12 | |
| 21-75-073-4453885 | 8,458.894 | 28.2900 | | 24.12 | | | | |
| Total mutual funds - equity | | \$3,912,392.61 | 16.17 % | \$2,052,801.05 | \$1,859,591.56 | 1.16 % | \$45,486.11 | |

| | | | | | | | | |
|-----------------------|--|------------------------|----------------|------------------------|-----------------------|---------------|---------------------|--------------------|
| Total equities | | \$16,693,485.18 | 68.98 % | \$11,555,447.99 | \$5,138,037.19 | 1.65 % | \$274,951.89 | \$25,136.68 |
|-----------------------|--|------------------------|----------------|------------------------|-----------------------|---------------|---------------------|--------------------|

Detail

Alternative investments

Mutual funds - alternative invest

| Description (Symbol) | Market value last period Quantity | Current market value | | % of total portfolio | Total tax cost | | Current yield | Estimated annual income | Accrued income |
|--|--------------------------------------|---------------------------|---------|----------------------|-------------------------|-----------------------|---------------|-------------------------|--------------------|
| | | Current price per unit | Current | | Avg. tax cost per unit | Unrealized gain/loss | | | |
| AQR LONG-SHORT EQUITY-1 (QLEIX) 21-75-073-4453885 | \$696,650.12 69,456.772 | \$884,879.28 \$12.7400 | | 3.66% | \$937,487.00 \$13.50 | - \$52,607.72 | 4.40% | \$38,895.79 | |
| ASG GLOBAL ALTERNATIVES FUND (GAFYX) CLY 21-75-073-4453885 | 485,210.33 64,220.157 | 712,843.74 11.1000 | | 2.95% | 702,044.00 10.93 | 10,799.74 | 0.83% | 5,876.14 | |
| Total mutual funds - alternative invest | | \$1,597,723.02 | | 6.60% | \$1,639,531.00 | - \$41,807.98 | 2.80% | \$44,771.93 | |
| Total alternative investments | | \$1,597,723.02 | | 6.60% | \$1,639,531.00 | - \$41,807.98 | 2.80% | \$44,771.93 | |
| Total portfolio | | \$24,200,967.17 | | 100.00% | \$19,228,323.10 | \$4,972,644.07 | 2.01% | \$485,273.10 | \$49,194.79 |

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CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD JULY 1 – JULY 31, 2018

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending July 31, 2018

| | <u>General Fund</u> | <u>Special Revenue</u> | <u>Capital Projects</u> | <u>Permanent</u> | <u>Agency</u> | <u>Total</u> |
|---|-------------------------|-------------------------|-------------------------|------------------------|---------------------|-------------------------|
| 41 Taxes | 20,762,913.15 | 0.00 | 0.00 | 0.00 | \$ 0.00 | 20,762,913.15 |
| 42 Intergovernmental | 14,274,807.68 | 948,357.75 | 50,000.00 | 0.00 | \$ 0.00 | 15,273,165.43 |
| 43 Fines & Fees | 200,816.82 | 0.00 | 0.00 | 0.00 | \$ 0.00 | 200,816.82 |
| 44 Investment Earnings | 336,347.19 | 96,209.83 | 0.00 | 45,177.38 | \$ 0.00 | 477,734.40 |
| 45 Charges for Services | 0.00 | 3,731,783.89 | 0.00 | 0.00 | \$ 0.00 | 3,731,783.89 |
| 46 Contributions & Donations | 1,442.10 | 568,909.61 | 0.00 | 0.00 | \$ 0.00 | 570,351.71 |
| 48 Miscellaneous Revenue | 703,906.13 | 0.00 | 0.00 | 0.00 | \$ 70,603.91 | 774,510.04 |
| Total Revenues | \$ 36,280,233.07 | \$ 5,345,261.08 | \$ 50,000.00 | \$ 45,177.38 | \$ 70,603.91 | \$ 41,791,275.44 |
| 51 Salaries/Benefits | 20,780,821.03 | 1,876,490.95 | 0.00 | 0.00 | \$ 0.00 | 22,657,311.98 |
| 52 Supplies | 435,493.76 | 105,437.30 | 0.00 | 2,415.69 | \$ 0.00 | 543,346.75 |
| 53 Purchased/Contracted Services | 5,844,770.53 | 1,606,265.02 | 65,827.08 | 4,343.00 | \$ 0.00 | 7,521,205.63 |
| 54 Library Materials | 4,115,696.50 | 501,975.57 | 0.00 | 14,667.73 | \$ 0.00 | 4,632,339.80 |
| 55 Capital Outlay | 399,792.76 | 289,123.00 | 1,838,319.48 | 0.00 | \$ 0.00 | 2,527,235.24 |
| 57 Miscellaneous Expenses | 89,267.86 | 16,672.34 | 0.00 | 0.00 | \$ 71,230.69 | 177,170.89 |
| Total Expenditures | \$ 31,665,842.44 | \$ 4,395,964.18 | \$ 1,904,146.56 | \$ 21,426.42 | \$ 71,230.69 | \$ 38,058,610.29 |
| Revenue Over/(Under) Expenditures | \$ 4,614,390.63 | \$ 949,296.90 | \$(1,854,146.56) | \$ 23,750.96 | \$(626.78) | \$ 3,732,665.15 |
| 91 Sale of Capital Assets | 0.00 | 0.00 | 0.00 | 0.00 | \$ 0.00 | 0.00 |
| 98 Advances | (208,515.00) | 208,515.00 | 0.00 | 0.00 | \$ 0.00 | 0.00 |
| 99 Transfers | (2,050,000.00) | 50,000.00 | 2,000,000.00 | 0.00 | \$ 0.00 | 0.00 |
| Total Other Sources / Uses | \$(2,258,515.00) | \$ 258,515.00 | \$ 2,000,000.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Revenue & Other Sources Over/(Under) Expenditures & Other Uses | \$ 2,355,875.63 | \$ 1,207,811.90 | \$ 145,853.44 | \$ 23,750.96 | \$(626.78) | \$ 3,732,665.15 |
| Beginning Year Cash Balance | \$ 24,971,598.35 | \$ 18,098,603.70 | \$ 10,649,453.06 | \$ 3,990,707.53 | \$ 15,768.15 | \$ 57,726,130.79 |
| Current Cash Balance | \$ 27,327,642.07 | \$ 19,306,415.60 | \$ 10,795,306.50 | \$ 4,014,458.49 | \$ 15,141.37 | \$ 61,458,964.03 |

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending July 31, 2018

| | <u>Certified Revenue (1)</u> | <u>Income To Date</u> | <u>Balance</u> | <u>Percent To Date</u> | <u>Percent Prior Year</u> |
|------------------------|----------------------------------|---------------------------|----------------------|----------------------------|-----------------------------------|
| PLF State Income Tax | 21,528,120 | 13,073,452 | 8,454,668 | 61% | 58% |
| General Property Tax | 24,914,507 | 20,762,913 | 4,151,594 | 83% | 75% |
| Rollback, Homestead | 2,400,000 | 1,201,356 | 1,198,644 | 50% | 51% |
| Fines & Fees | 381,034 | 200,817 | 180,217 | 53% | 56% |
| Investment Earnings | 524,913 | 336,347 | 188,566 | 64% | 84% |
| Contributions | 0 | 1,442 | (1,442) | 100% | 100% |
| Miscellaneous | 890,487 | 703,906 | 186,581 | 79% | 36% |
| Return of Advances Out | 0 | 75,000 | (75,000) | 0% | 0% |
| Total | \$ 50,639,061 | \$ 36,355,233 | \$ 14,283,828 | 72% | 65% |

| | <u>Appropriation(2)</u> | <u>Expended/ Encumbered</u> | <u>Balance</u> | <u>Percent To Date (3)</u> | <u>Percent Prior Year</u> |
|--------------------|-------------------------|---------------------------------|----------------------|--------------------------------|-----------------------------------|
| Salaries/Benefits | 36,777,430 | 20,807,589 | 15,969,841 | 57% | 54% |
| Supplies | 1,140,652 | 607,733 | 532,919 | 53% | 69% |
| Purchased Services | 13,215,264 | 9,013,956 | 4,201,308 | 68% | 81% |
| Library Materials | 10,625,923 | 6,598,446 | 4,027,477 | 62% | 60% |
| Capital Outlay | 1,459,422 | 471,141 | 988,280 | 32% | 45% |
| Other | 169,764 | 110,704 | 59,060 | 65% | 68% |
| Sub Total | \$ 63,388,453 | \$ 37,609,569 | \$ 25,778,884 | 59% | 60% |
| Advances Out | 0 | 283,515 | (283,515) | | |
| Transfers Out | 2,050,000 | 2,050,000 | 0 | 100% | 100% |
| Total | \$ 65,438,453 | \$ 39,943,084 | \$ 25,495,369 | 61% | 61% |

Note (1): Certificate from Cuyahoga County Budget Commission dated June 13, 2018 (includes Advances Out).

Note (2): Subtotal Amended Appropriation of \$59,415,109 plus carried forward encumbrance of \$6,023,344.

Note (3): Subtotal includes 50% expended and 9% encumbered.

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending July 31, 2018

| | | Current Year Appropriation | Total Appropriated Funds | Current Year Expenditures | Encumbered and Unpaid | Unencumbered Balance |
|-------|---------------------------------|----------------------------------|--------------------------------|---------------------------------|-----------------------------|-------------------------|
| 51110 | Professional Salaries | 10,852,312.86 | 10,842,712.86 | 6,182,220.83 | 0.00 | 4,660,492.03 |
| 51120 | Clerical Salaries | 10,562,757.75 | 10,562,757.75 | 6,010,325.46 | 0.00 | 4,552,432.29 |
| 51130 | Non-Clerical Salaries | 1,181,064.81 | 1,181,064.81 | 634,664.00 | 0.00 | 546,380.81 |
| 51140 | Buildings Salaries | 4,382,653.86 | 4,382,653.86 | 2,383,155.05 | 0.00 | 1,999,498.81 |
| 51150 | Other Salaries | 616,852.08 | 616,852.08 | 330,306.31 | 0.00 | 286,545.77 |
| 51180 | Severance Pay | 0.00 | 125,681.06 | 149,998.38 | 0.00 | (24,317.32) |
| 51190 | Non-Base Pay | 210,581.61 | 210,581.61 | 216,882.12 | 0.00 | (6,300.51) |
| 51400 | OPERS | 3,931,874.91 | 3,931,874.91 | 2,212,719.41 | 0.00 | 1,719,155.50 |
| 51610 | Health Insurance | 4,000,682.88 | 4,000,682.88 | 2,269,336.37 | 0.00 | 1,731,346.51 |
| 51611 | Dental Insurance | 212,132.16 | 212,132.16 | 122,409.80 | 0.00 | 89,722.36 |
| 51612 | Vision Insurance | 15,736.44 | 15,736.44 | 9,164.72 | 0.00 | 6,571.72 |
| 51620 | Life Insurance | 12,852.00 | 12,852.00 | 8,050.71 | 0.00 | 4,801.29 |
| 51625 | Short Term Disability Insurance | 27,952.56 | 27,952.56 | 16,403.79 | 0.00 | 11,548.77 |
| 51630 | Workers Compensation | 198,828.78 | 198,828.78 | (2,135.85) | 0.00 | 200,964.63 |
| 51640 | Unemployment Compensation | 10,000.00 | 28,613.57 | 660.91 | 9,669.78 | 18,282.88 |
| 51650 | Medicare - ER | 377,834.60 | 379,807.23 | 213,214.35 | 16.79 | 166,576.09 |
| 51900 | Other Benefits | 37,045.20 | 46,645.20 | 23,424.67 | 17,081.22 | 6,139.31 |
| | Salaries/Benefits | \$36,631,162.50 | \$ 36,777,429.76 | \$ 20,780,821.03 | \$ 26,767.79 | \$ 15,969,840.94 |
| 52110 | Office Supplies | 53,220.00 | 53,522.97 | 20,635.45 | 1,939.95 | 30,947.57 |
| 52120 | Stationery | 35,022.75 | 38,531.27 | 16,391.06 | 213.13 | 21,927.08 |
| 52130 | Duplication Supplies | 34,950.00 | 35,456.36 | 11,501.45 | 127.98 | 23,826.93 |
| 52140 | Hand Tools | 7,100.00 | 7,662.91 | 997.90 | 0.00 | 6,665.01 |
| 52150 | Book Repair Supplies | 71,000.00 | 71,015.99 | 37,021.19 | 11,966.03 | 22,028.77 |
| 52210 | Janitorial Supplies | 94,500.00 | 98,496.03 | 66,282.78 | 5,250.94 | 26,962.31 |

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending July 31, 2018

| | | <u>Current Year Appropriation</u> | <u>Total Appropriated Funds</u> | <u>Current Year Expenditures</u> | <u>Encumbered and Unpaid</u> | <u>Unencumbered Balance</u> |
|-------|-----------------------------|---|---|--|--------------------------------------|---------------------------------|
| 52220 | Electrical Supplies | 63,909.00 | 82,851.56 | 42,719.99 | 10,012.85 | 30,118.72 |
| 52230 | Maintenance Supplies | 401,336.00 | 421,065.12 | 110,457.31 | 100,101.96 | 210,505.85 |
| 52240 | Uniforms | 26,000.00 | 27,476.55 | 4,600.28 | 1,351.64 | 21,524.63 |
| 52300 | Motor Vehicle Supplies | 5,200.00 | 54,116.92 | 28,840.91 | 24,545.74 | 730.27 |
| 52900 | Other Supplies | 209,300.00 | 250,456.02 | 96,045.44 | 16,728.87 | 137,681.71 |
| | Supplies | \$1,001,537.75 | \$ 1,140,651.70 | \$ 435,493.76 | \$ 172,239.09 | \$ 532,918.85 |
| 53100 | Travel/Meetings | 100,000.00 | 78,511.43 | 53,808.28 | 14,971.47 | 9,731.68 |
| 53210 | Telecommunications | 271,836.00 | 286,838.52 | 144,068.97 | 129,982.98 | 12,786.57 |
| 53230 | Postage/Freight | 79,500.00 | 92,179.68 | 43,329.27 | 50,394.83 | (1,544.42) |
| 53240 | PR/Other Communications | 222,000.00 | 252,614.59 | 73,502.34 | 84,475.13 | 94,637.12 |
| 53310 | Building Repairs | 93,000.00 | 211,169.78 | 89,572.40 | 56,464.71 | 65,132.67 |
| 53320 | Machine Repairs | 10,000.00 | 16,548.06 | 7,056.39 | 1,621.93 | 7,869.74 |
| 53340 | Building Maintenance | 679,918.00 | 787,778.64 | 225,643.68 | 72,649.70 | 489,485.26 |
| 53350 | Machine Maintenance | 382,861.80 | 477,524.38 | 124,403.75 | 82,961.48 | 270,159.15 |
| 53360 | Computer Maintenance | 305,759.79 | 308,583.00 | 186,512.27 | 9,640.84 | 112,429.89 |
| 53370 | Motor Vehicle Repairs/Maint | 13,000.00 | 29,093.10 | 17,423.11 | 11,669.99 | 0.00 |
| 53380 | Contract Security | 1,045,000.00 | 1,093,085.72 | 594,043.65 | 495,709.79 | 3,332.28 |
| 53390 | Landscaping | 87,200.00 | 90,042.00 | 14,980.00 | 14,192.00 | 60,870.00 |
| 53400 | Insurance | 475,299.00 | 475,299.00 | 1,546.00 | 0.00 | 473,753.00 |
| 53510 | Rent/Leases | 183,008.68 | 195,004.09 | 104,743.08 | 82,402.14 | 7,858.87 |
| 53520 | Equipment Rental | 54,022.12 | 66,888.12 | 11,824.00 | 12,219.81 | 42,844.31 |
| 53610 | Electricity | 1,903,400.00 | 2,023,736.08 | 1,053,977.49 | 904,772.18 | 64,986.41 |
| 53620 | Gas | 130,500.00 | 149,754.79 | 110,180.83 | 28,981.26 | 10,592.70 |
| 53630 | Chilled Water | 845,000.00 | 893,924.16 | 297,968.18 | 591,716.24 | 4,239.74 |

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending July 31, 2018

| | | <u>Current Year Appropriation</u> | <u>Total Appropriated Funds</u> | <u>Current Year Expenditures</u> | <u>Encumbered and Unpaid</u> | <u>Unencumbered Balance</u> |
|-------|--------------------------------------|---|---|--|--------------------------------------|---------------------------------|
| 53640 | Water/Sewer | 126,000.00 | 137,313.12 | 56,536.21 | 74,313.49 | 6,463.42 |
| 53710 | Professional Services | 1,135,755.00 | 2,692,844.93 | 404,574.65 | 395,614.09 | 1,892,656.19 |
| 53720 | Auditors Fees | 622,046.87 | 694,971.37 | 393,032.16 | 51,849.50 | 250,089.71 |
| 53730 | Bank Service Charges | 11,000.00 | 11,000.00 | 6,343.00 | 0.00 | 4,657.00 |
| 53800 | Library Material Control | 265,000.00 | 408,426.14 | 143,856.64 | 0.00 | 264,569.50 |
| 53900 | Other Purchased Services | 1,711,079.15 | 1,742,132.90 | 1,685,844.18 | 2,581.75 | 53,706.97 |
| | Purchased/Contracted Services | \$10,752,186.41 | \$ 13,215,263.60 | \$ 5,844,770.53 | \$ 3,169,185.31 | \$ 4,201,307.76 |
| 54110 | Books | 2,084,000.00 | 2,905,389.65 | 1,057,229.40 | 704,919.38 | 1,143,240.87 |
| 54120 | Continuations | 316,584.01 | 584,708.44 | 205,213.31 | 223,619.86 | 155,875.27 |
| 54210 | Periodicals | 785,013.08 | 1,688,015.32 | 683,583.87 | 188,527.81 | 815,903.64 |
| 54220 | Microforms | 30,625.00 | 218,768.26 | 40,831.70 | 145,138.65 | 32,797.91 |
| 54310 | Video Media | 1,585,000.00 | 2,012,703.47 | 814,963.49 | 347,417.32 | 850,322.66 |
| 54320 | Audio Media - Spoken | 125,625.00 | 170,607.03 | 60,397.28 | 15,156.52 | 95,053.23 |
| 54325 | Audio Media - Music | 280,500.00 | 488,266.53 | 104,832.47 | 206,538.20 | 176,895.86 |
| 54500 | Database Services | 570,000.00 | 1,186,415.04 | 610,236.06 | 142,518.52 | 433,660.46 |
| 54530 | eMedia | 851,000.00 | 1,214,981.32 | 520,913.05 | 468,960.40 | 225,107.87 |
| 54600 | Interlibrary Loan | 5,000.00 | 7,079.00 | 1,384.00 | 2,731.00 | 2,964.00 |
| 54710 | Bookbinding | 20,000.00 | 51,422.00 | 8,537.23 | 22,884.77 | 20,000.00 |
| 54720 | Preservation Services | 45,000.00 | 49,800.00 | 4,876.57 | 4,189.10 | 40,734.33 |
| 54730 | Preservation Boxing | 6,000.00 | 6,229.45 | 554.07 | 697.79 | 4,977.59 |
| 54790 | Preservation Reformatting | 30,000.00 | 41,537.00 | 2,144.00 | 9,450.00 | 29,943.00 |
| | Library Materials | \$6,734,347.09 | \$ 10,625,922.51 | \$ 4,115,696.50 | \$ 2,482,749.32 | \$ 4,027,476.69 |
| 55300 | Construction/Improvements | 24,512.00 | 29,361.49 | 4,849.49 | 0.00 | 24,512.00 |
| 55510 | Furniture | 307,075.00 | 324,140.17 | 31,202.31 | 8,460.92 | 284,476.94 |

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending July 31, 2018

| | Current Year Appropriation | Total Appropriated Funds | Current Year Expenditures | Encumbered and Unpaid | Unencumbered Balance |
|-------------------------------|----------------------------------|--------------------------------|---------------------------------|-------------------------------|--------------------------------|
| 55520 Equipment | 222,880.00 | 263,692.57 | 71,294.64 | 13,937.31 | 178,460.62 |
| 55530 Computer Hardware | 392,000.00 | 663,923.14 | 288,125.28 | 18,708.43 | 357,089.43 |
| 55540 Software | 144,000.00 | 178,304.22 | 4,321.04 | 30,241.90 | 143,741.28 |
| Capital Outlay | \$1,090,467.00 | \$ 1,459,421.59 | \$ 399,792.76 | \$ 71,348.56 | \$ 988,280.27 |
| 57100 Memberships | 84,974.70 | 85,374.70 | 62,537.34 | 8,982.36 | 13,855.00 |
| 57200 Taxes | 15,000.00 | 15,286.43 | 7,618.16 | 5,891.84 | 1,776.43 |
| 57500 Refunds/Reimbursements | 55,433.31 | 69,102.75 | 19,112.36 | 6,561.97 | 43,428.42 |
| Miscellaneous Expenses | \$155,408.01 | \$ 169,763.88 | \$ 89,267.86 | \$ 21,436.17 | \$ 59,059.85 |
| 59810 Advances Out | 0.00 | 0.00 | 283,515.00 | 0.00 | (283,515.00) |
| Advances | \$0.00 | \$ 0.00 | \$ 283,515.00 | \$ 0.00 | \$(283,515.00) |
| 59900 Transfers Out | 0.00 | 2,050,000.00 | 2,050,000.00 | 0.00 | 0.00 |
| Transfers | \$0.00 | \$ 2,050,000.00 | \$ 2,050,000.00 | \$ 0.00 | \$ 0.00 |
| TOTAL | <u>\$56,365,108.76</u> | <u>\$ 65,438,453.04</u> | <u>\$ 33,999,357.44</u> | <u>\$ 5,943,726.24</u> | <u>\$ 25,495,369.36</u> |

**Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2018**

| | <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 | 24,971,598.35 | 36,355,233.07 | 33,999,357.44 | 5,943,726.24 | 21,383,747.74 |
| Total General Fund | \$ 24,971,598.35 | \$ 36,355,233.07 | \$ 33,999,357.44 | \$ 5,943,726.24 | \$ 21,383,747.74 |
| 201 Anderson | 325,589.18 | 3,547.40 | 72.00 | 0.00 | 329,064.58 |
| 202 Endowment for the Blind | 2,532,943.39 | (3,776.13) | 10,000.00 | 0.00 | 2,519,167.26 |
| 203 Founders | 7,008,252.77 | 336,673.59 | 367,429.96 | 168,433.21 | 6,809,063.19 |
| 204 Kaiser | 69,460.47 | 0.00 | 0.00 | 0.00 | 69,460.47 |
| 205 Kralej | 197,874.90 | 2,016.47 | 1,542.82 | 137.97 | 198,210.58 |
| 206 Library | 167,680.20 | 5,878.65 | 2,683.95 | 906.07 | 169,968.83 |
| 207 Pepke | 148,118.99 | 2,316.97 | 0.00 | 0.00 | 150,435.96 |
| 208 Wickwire | 1,554,880.44 | 3,754.59 | 10,552.16 | 1,776.45 | 1,546,306.42 |
| 209 Wittke | 102,130.38 | 2,368.33 | 4,075.00 | 5,925.00 | 94,498.71 |
| 210 Young | 4,724,548.65 | 16,612.57 | 10,000.00 | 0.00 | 4,731,161.22 |
| 225 Friends | 4,269.44 | 28,500.00 | 6,709.80 | 2,489.18 | 23,570.46 |
| 226 Judd | 13,363.98 | 118,913.00 | 81,707.39 | 41,918.54 | 8,651.05 |
| 228 Lockwood Thompson Memorial | 157,078.11 | 92,214.00 | 98,882.40 | 94,063.38 | 56,346.33 |
| 229 Ohio Center for the Book | 25.00 | 2,100.00 | 1,466.70 | 0.00 | 658.30 |
| 230 Schweinfurth | 141,254.75 | 0.00 | 46,773.63 | 6,950.00 | 87,531.12 |
| 231 CLEVNET | 695,202.80 | 3,731,783.89 | 2,757,922.82 | 951,189.15 | 717,874.72 |
| 251 OLBPD-Library for the Blind | 14,843.90 | 879,780.00 | 849,883.23 | 119,396.21 | (74,655.54) |
| 254 MyCom | 6,050.00 | 143,592.75 | 109,879.00 | 22,909.76 | 16,853.99 |
| 256 Learning Centers | 86,208.85 | 82,500.00 | 62,860.97 | 37,688.53 | 68,159.35 |
| 257 Tech Centers | 0.00 | 230,000.00 | 45,433.10 | 107,759.17 | 76,807.73 |
| 258 Early Literacy | 148,827.50 | 0.00 | 3,089.25 | 0.00 | 145,738.25 |
| Total Special Revenue Funds | \$ 18,098,603.70 | \$ 5,678,776.08 | \$ 4,470,964.18 | \$ 1,561,542.62 | \$ 17,744,872.98 |

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2018

| | <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> |
|------------------------------------|-----------------------------------|----------------------------------|--------------------------------------|--------------------------------------|---------------------------------|
| 401 Building & Repair | 10,649,453.06 | 2,050,000.00 | 1,904,146.56 | 7,507,977.33 | 3,287,329.17 |
| Total Capital Project Funds | \$ 10,649,453.06 | \$ 2,050,000.00 | \$ 1,904,146.56 | \$ 7,507,977.33 | \$ 3,287,329.17 |
| 501 Abel | 258,034.08 | (971.53) | 0.00 | 0.00 | 257,062.55 |
| 502 Ambler | 2,615.85 | 0.00 | 0.00 | 0.00 | 2,615.85 |
| 503 Beard | 150,457.55 | 13,611.14 | 1,750.00 | 4,876.00 | 157,442.69 |
| 504 Klein | 6,187.98 | 0.00 | 0.00 | 0.00 | 6,187.98 |
| 505 Malon/Schroeder | 316,064.52 | 1,681.14 | 3,462.43 | 770.77 | 313,512.46 |
| 506 McDonald | 214,987.95 | 2,351.61 | 0.00 | 0.00 | 217,339.56 |
| 507 Ratner | 105,560.62 | 1,221.57 | 0.00 | 5,000.00 | 101,782.19 |
| 508 Root | 45,288.56 | 0.00 | 0.00 | 0.00 | 45,288.56 |
| 509 Sugarman | 217,853.42 | 1,695.26 | 0.00 | 0.00 | 219,548.68 |
| 510 Thompson | 175,569.78 | 2,129.23 | 2,374.99 | 5,724.25 | 169,599.77 |
| 511 Weidenthal | 7,668.86 | 0.00 | 0.00 | 0.00 | 7,668.86 |
| 512 White | 2,398,348.43 | 23,683.30 | 12,292.74 | 10,254.25 | 2,399,484.74 |
| 513 Beard Anna Young | 92,069.93 | (224.34) | 1,546.26 | 1,902.74 | 88,396.59 |
| Total Permanent Funds | \$ 3,990,707.53 | \$ 45,177.38 | \$ 21,426.42 | \$ 28,528.01 | \$ 3,985,930.48 |
| 901 Unclaimed Funds | 6,372.39 | 1,884.88 | 0.00 | 0.00 | 8,257.27 |
| 905 CLEVNET Fines & Fees | 9,395.76 | 68,719.03 | 71,230.69 | 0.00 | 6,884.10 |
| Others | \$ 15,768.15 | \$ 70,603.91 | \$ 71,230.69 | \$ 0.00 | \$ 15,141.37 |
| Total All Funds | \$ 57,726,130.79 | \$ 44,199,790.44 | \$ 40,467,125.29 | \$ 15,041,774.20 | \$ 46,417,021.74 |

**Cleveland Public Library
 Depository Balance Detail
 For the Period Ending July 31, 2018**

| | |
|----------------------------------|-------------------------|
| Balance of All Funds | \$ 61,458,964.03 |
| KeyBank - Concentration Acct | 0.00 |
| KeyBank - Checking (ZBA) | (148,312.81) |
| KeyBank - FSAAccount | 5,207.19 |
| Petty Cash | 320.00 |
| Change Fund | 1,585.00 |
| KeyBank-Payroll Account (ZBA) | 255.52 |
| Cash in Library Treasury | \$(140,945.10) |
| PNC - Money Market | 10,105.51 |
| PNC - Investments | 0.00 |
| PNC - Investments Money Market | 30,350.30 |
| U.S. Bank - Investments | 37,997,748.43 |
| U.S. Bank - Inv - Money Market | 10,606.25 |
| STAR Ohio Investment | 2,099,193.93 |
| STAR Plus Program | 2,500,000.00 |
| Investments | \$ 42,648,004.42 |
| PNC- Endowment Account | 18,951,904.71 |
| Endowment Account | \$ 18,951,904.71 |
| Cash in Banks and On Hand | \$ 61,458,964.03 |

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD AUGUST 1 – AUGUST 31, 2018

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending August 31, 2018

| | <u>General Fund</u> | <u>Special Revenue</u> | <u>Capital Projects</u> | <u>Permanent</u> | <u>Agency</u> | <u>Total</u> |
|---|-------------------------|-------------------------|-------------------------|------------------------|---------------------|-------------------------|
| 41 Taxes | 26,945,560.55 | 0.00 | 0.00 | 0.00 | \$ 0.00 | 26,945,560.55 |
| 42 Intergovernmental | 15,923,455.37 | 1,109,208.75 | 50,000.00 | 0.00 | \$ 0.00 | 17,082,664.12 |
| 43 Fines & Fees | 228,914.05 | 0.00 | 0.00 | 0.00 | \$ 0.00 | 228,914.05 |
| 44 Investment Earnings | 374,920.33 | 96,209.83 | 0.00 | 45,177.38 | \$ 0.00 | 516,307.54 |
| 45 Charges for Services | 0.00 | 4,044,147.63 | 0.00 | 0.00 | \$ 0.00 | 4,044,147.63 |
| 46 Contributions & Donations | 36,442.10 | 579,475.95 | 0.00 | 0.00 | \$ 0.00 | 615,918.05 |
| 48 Miscellaneous Revenue | 1,144,353.55 | 0.00 | 0.00 | 0.00 | \$ 77,354.57 | 1,221,708.12 |
| Total Revenues | \$ 44,653,645.95 | \$ 5,829,042.16 | \$ 50,000.00 | \$ 45,177.38 | \$ 77,354.57 | \$ 50,655,220.06 |
| 51 Salaries/Benefits | 23,537,840.94 | 2,130,892.54 | 0.00 | 0.00 | \$ 0.00 | 25,668,733.48 |
| 52 Supplies | 481,773.81 | 121,502.32 | 0.00 | 2,415.69 | \$ 0.00 | 605,691.82 |
| 53 Purchased/Contracted Services | 7,228,979.30 | 1,802,853.55 | 92,428.23 | 6,385.68 | \$ 0.00 | 9,130,646.76 |
| 54 Library Materials | 4,647,434.53 | 770,896.31 | 0.00 | 24,300.76 | \$ 0.00 | 5,442,631.60 |
| 55 Capital Outlay | 414,181.94 | 407,630.64 | 2,478,117.88 | 0.00 | \$ 0.00 | 3,299,930.46 |
| 57 Miscellaneous Expenses | 101,030.34 | 454,131.33 | 0.00 | 0.00 | \$ 79,913.69 | 635,075.36 |
| Total Expenditures | \$ 36,411,240.86 | \$ 5,687,906.69 | \$ 2,570,546.11 | \$ 33,102.13 | \$ 79,913.69 | \$ 44,782,709.48 |
| Revenue Over/(Under) Expenditures | \$ 8,242,405.09 | \$ 141,135.47 | \$(2,520,546.11) | \$ 12,075.25 | \$(2,559.12) | \$ 5,872,510.58 |
| 91 Sale of Capital Assets | 0.00 | 0.00 | 0.00 | 0.00 | \$ 0.00 | 0.00 |
| 98 Advances | (208,515.00) | 208,515.00 | 0.00 | 0.00 | \$ 0.00 | 0.00 |
| 99 Transfers | (2,050,000.00) | 50,000.00 | 2,000,000.00 | 0.00 | \$ 0.00 | 0.00 |
| Total Other Sources / Uses | \$(2,258,515.00) | \$ 258,515.00 | \$ 2,000,000.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Revenue & Other Sources Over/(Under) Expenditures & Other Uses | \$ 5,983,890.09 | \$ 399,650.47 | \$(520,546.11) | \$ 12,075.25 | \$(2,559.12) | \$ 5,872,510.58 |
| Beginning Year Cash Balance | \$ 24,971,598.35 | \$ 18,098,603.70 | \$ 10,649,453.06 | \$ 3,990,707.53 | \$ 15,768.15 | \$ 57,726,130.79 |
| Current Cash Balance | \$ 30,955,488.44 | \$ 18,498,254.17 | \$ 10,128,906.95 | \$ 4,002,782.78 | \$ 13,209.03 | \$ 63,598,641.37 |

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending August 31, 2018

| | Certified Revenue (1) | Income To Date | Balance | Percent To Date | Percent Prior Year |
|------------------------|--------------------------|----------------------|---------------------|--------------------|--------------------------|
| PLF State Income Tax | 21,528,120 | 14,722,099 | 6,806,020 | 68% | 65% |
| General Property Tax | 24,914,507 | 26,945,561 | (2,031,053) | 108% | 110% |
| Rollback, Homestead | 2,400,000 | 1,201,356 | 1,198,644 | 50% | 51% |
| Fines & Fees | 381,034 | 228,914 | 152,120 | 60% | 64% |
| Investment Earnings | 524,913 | 374,920 | 149,993 | 71% | 95% |
| Contributions | 0 | 36,442 | (36,442) | 100% | 100% |
| Miscellaneous | 890,487 | 1,144,354 | (253,867) | 129% | 37% |
| Return of Advances Out | 0 | 75,000 | (75,000) | 0% | 0% |
| Total | \$ 50,639,061 | \$ 44,728,646 | \$ 5,910,415 | 88% | 85% |

| | Appropriation(2) | Expended/ Encumbered | Balance | Percent To Date (3) | Percent Prior Year |
|--------------------|----------------------|-------------------------|----------------------|------------------------|--------------------------|
| Salaries/Benefits | 36,777,430 | 23,561,618 | 13,215,812 | 64% | 62% |
| Supplies | 1,140,652 | 679,940 | 460,712 | 60% | 73% |
| Purchased Services | 13,215,264 | 10,160,361 | 3,054,903 | 77% | 87% |
| Library Materials | 10,625,923 | 7,401,642 | 3,224,281 | 70% | 67% |
| Capital Outlay | 1,459,422 | 476,041 | 983,381 | 33% | 49% |
| Other | 169,764 | 118,005 | 51,759 | 70% | 73% |
| Sub Total | \$ 63,388,453 | \$ 42,397,606 | \$ 20,990,847 | 67% | 67% |
| Advances Out | 0 | 283,515 | (283,515) | | |
| Transfers Out | 2,050,000 | 2,050,000 | 0 | 100% | 100% |
| Total | \$ 65,438,453 | \$ 44,731,121 | \$ 20,707,332 | 68% | 68% |

Note (1): Certificate from Cuyahoga County Budget Commission dated June 13, 2018 (includes Advances Out).

Note (2): Subtotal Amended Appropriation of \$59,415,109 plus carried forward encumbrance of \$6,023,344.

Note (3): Subtotal includes 57.4% expended and 9.4% encumbered.

**Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending August 31, 2018**

| | | <u>Current Year Appropriation</u> | <u>Total Appropriated Funds</u> | <u>Current Year Expenditures</u> | <u>Encumbered and Unpaid</u> | <u>Unencumbered Balance</u> |
|-------|--------------------------------|---|---|--|--------------------------------------|---------------------------------|
| 51110 | Professional Salaries | 10,852,312.86 | 10,842,712.86 | 7,002,255.69 | 0.00 | 3,840,457.17 |
| 51120 | Clerical Salaries | 10,562,757.75 | 10,562,757.75 | 6,791,887.61 | 0.00 | 3,770,870.14 |
| 51130 | Non-Clerical Salaries | 1,181,064.81 | 1,181,064.81 | 718,736.63 | 0.00 | 462,328.18 |
| 51140 | Buildings Salaries | 4,382,653.86 | 4,382,653.86 | 2,693,173.60 | 0.00 | 1,689,480.26 |
| 51150 | Other Salaries | 616,852.08 | 616,852.08 | 373,766.28 | 0.00 | 243,085.80 |
| 51180 | Severance Pay | 0.00 | 125,681.06 | 178,821.68 | 0.00 | (53,140.62) |
| 51190 | Non-Base Pay | 210,581.61 | 210,581.61 | 243,116.67 | 0.00 | (32,535.06) |
| 51400 | OPERS | 3,931,874.91 | 3,931,874.91 | 2,503,083.13 | 0.00 | 1,428,791.78 |
| 51610 | Health Insurance | 4,000,682.88 | 4,000,682.88 | 2,588,212.29 | 0.00 | 1,412,470.59 |
| 51611 | Dental Insurance | 212,132.16 | 212,132.16 | 139,415.65 | 0.00 | 72,716.51 |
| 51612 | Vision Insurance | 15,736.44 | 15,736.44 | 10,459.03 | 0.00 | 5,277.41 |
| 51620 | Life Insurance | 12,852.00 | 12,852.00 | 9,206.01 | 0.00 | 3,645.99 |
| 51625 | Short Term Disability Insurace | 27,952.56 | 27,952.56 | 18,741.85 | 0.00 | 9,210.71 |
| 51630 | Workers Compensation | 198,828.78 | 198,828.78 | (2,135.85) | 0.00 | 200,964.63 |
| 51640 | Unemployment Compensation | 10,000.00 | 28,613.57 | 2,733.39 | 7,597.30 | 18,282.88 |
| 51650 | Medicare - ER | 377,834.60 | 379,807.23 | 241,224.45 | 16.79 | 138,565.99 |
| 51900 | Other Benefits | 37,045.20 | 46,645.20 | 25,142.83 | 16,163.06 | 5,339.31 |
| | Salaries/Benefits | \$36,631,162.50 | \$ 36,777,429.76 | \$ 23,537,840.94 | \$ 23,777.15 | \$ 13,215,811.67 |
| 52110 | Office Supplies | 53,220.00 | 53,529.98 | 22,390.41 | 5,444.20 | 25,695.37 |
| 52120 | Stationery | 35,022.75 | 38,531.27 | 16,604.19 | 5,374.95 | 16,552.13 |
| 52130 | Duplication Supplies | 34,950.00 | 35,456.36 | 11,971.23 | 3,720.00 | 19,765.13 |
| 52140 | Hand Tools | 7,100.00 | 7,662.91 | 997.90 | 0.00 | 6,665.01 |
| 52150 | Book Repair Supplies | 71,000.00 | 71,015.99 | 39,744.95 | 9,966.45 | 21,304.59 |
| 52210 | Janitorial Supplies | 94,500.00 | 98,496.03 | 73,135.10 | 4,020.79 | 21,340.14 |

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending August 31, 2018

| | | <u>Current Year Appropriation</u> | <u>Total Appropriated Funds</u> | <u>Current Year Expenditures</u> | <u>Encumbered and Unpaid</u> | <u>Unencumbered Balance</u> |
|-------|-----------------------------|---|---|--|--------------------------------------|---------------------------------|
| 52220 | Electrical Supplies | 63,909.00 | 82,851.56 | 44,576.02 | 9,029.19 | 29,246.35 |
| 52230 | Maintenance Supplies | 401,336.00 | 421,065.12 | 132,434.73 | 90,548.36 | 198,082.03 |
| 52240 | Uniforms | 26,000.00 | 27,476.55 | 4,600.28 | 1,351.64 | 21,524.63 |
| 52300 | Motor Vehicle Supplies | 5,200.00 | 54,116.92 | 32,334.03 | 19,242.24 | 2,540.65 |
| 52900 | Other Supplies | 209,300.00 | 250,449.01 | 102,984.97 | 49,467.95 | 97,996.09 |
| | Supplies | \$1,001,537.75 | \$ 1,140,651.70 | \$ 481,773.81 | \$ 198,165.77 | \$ 460,712.12 |
| 53100 | Travel/Meetings | 100,000.00 | 78,511.43 | 57,819.01 | 10,002.69 | 10,689.73 |
| 53210 | Telecommunications | 271,836.00 | 286,838.52 | 171,218.37 | 105,203.58 | 10,416.57 |
| 53230 | Postage/Freight | 79,500.00 | 92,179.68 | 49,829.31 | 43,894.79 | (1,544.42) |
| 53240 | PR/Other Communications | 222,000.00 | 254,935.16 | 91,574.43 | 71,579.09 | 91,781.64 |
| 53310 | Building Repairs | 93,000.00 | 211,169.78 | 94,090.17 | 27,699.28 | 89,380.33 |
| 53320 | Machine Repairs | 10,000.00 | 17,411.84 | 8,234.00 | 1,798.53 | 7,379.31 |
| 53340 | Building Maintenance | 679,918.00 | 787,778.64 | 244,580.55 | 64,173.83 | 479,024.26 |
| 53350 | Machine Maintenance | 382,861.80 | 476,660.60 | 138,567.84 | 115,049.33 | 223,043.43 |
| 53360 | Computer Maintenance | 305,759.79 | 308,583.00 | 192,313.06 | 3,840.04 | 112,429.90 |
| 53370 | Motor Vehicle Repairs/Maint | 13,000.00 | 29,093.10 | 18,334.47 | 10,243.37 | 515.26 |
| 53380 | Contract Security | 1,045,000.00 | 1,093,085.72 | 675,855.78 | 413,897.66 | 3,332.28 |
| 53390 | Landscaping | 87,200.00 | 90,042.00 | 16,213.00 | 30,182.00 | 43,647.00 |
| 53400 | Insurance | 475,299.00 | 403,199.00 | 402,192.00 | 0.00 | 1,007.00 |
| 53510 | Rent/Leases | 183,008.68 | 195,004.09 | 128,027.82 | 59,117.40 | 7,858.87 |
| 53520 | Equipment Rental | 54,022.12 | 66,888.12 | 14,867.34 | 9,668.22 | 42,352.56 |
| 53610 | Electricity | 1,903,400.00 | 2,011,808.61 | 1,295,893.10 | 662,855.57 | 53,059.94 |
| 53620 | Gas | 130,500.00 | 161,682.26 | 112,130.91 | 27,063.93 | 22,487.42 |
| 53630 | Chilled Water | 845,000.00 | 893,924.16 | 430,370.46 | 459,313.96 | 4,239.74 |

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending August 31, 2018

| | | Current Year Appropriation | Total Appropriated Funds | Current Year Expenditures | Encumbered and Unpaid | Unencumbered Balance |
|-------|--------------------------------------|----------------------------------|--------------------------------|---------------------------------|-----------------------------|-------------------------|
| 53640 | Water/Sewer | 126,000.00 | 137,313.12 | 71,965.04 | 58,884.64 | 6,463.44 |
| 53710 | Professional Services | 1,135,755.00 | 2,690,524.36 | 461,350.82 | 449,500.45 | 1,779,673.09 |
| 53720 | Auditors Fees | 622,046.87 | 767,071.37 | 713,522.25 | 51,603.50 | 1,945.62 |
| 53730 | Bank Service Charges | 11,000.00 | 11,000.00 | 7,086.50 | 0.00 | 3,913.50 |
| 53800 | Library Material Control | 265,000.00 | 408,426.14 | 145,341.64 | 254,985.22 | 8,099.28 |
| 53900 | Other Purchased Services | 1,711,079.15 | 1,742,132.90 | 1,687,601.43 | 824.50 | 53,706.97 |
| | Purchased/Contracted Services | \$10,752,186.41 | \$ 13,215,263.60 | \$ 7,228,979.30 | \$ 2,931,381.58 | \$ 3,054,902.72 |
| 54110 | Books | 2,084,000.00 | 2,807,976.25 | 1,250,521.47 | 549,909.47 | 1,007,545.31 |
| 54120 | Continuations | 316,584.01 | 584,708.44 | 270,595.92 | 173,939.52 | 140,173.00 |
| 54210 | Periodicals | 785,013.08 | 1,688,015.32 | 691,064.13 | 697,475.67 | 299,475.52 |
| 54220 | Microforms | 30,625.00 | 218,768.26 | 41,037.90 | 144,688.65 | 33,041.71 |
| 54310 | Video Media | 1,585,000.00 | 2,012,703.47 | 949,437.48 | 323,622.69 | 739,643.30 |
| 54320 | Audio Media - Spoken | 125,625.00 | 170,607.03 | 65,555.74 | 13,172.04 | 91,879.25 |
| 54325 | Audio Media - Music | 280,500.00 | 488,266.53 | 124,699.83 | 207,051.28 | 156,515.42 |
| 54500 | Database Services | 570,000.00 | 1,186,415.04 | 615,492.69 | 137,310.52 | 433,611.83 |
| 54530 | eMedia | 851,000.00 | 1,214,981.32 | 614,973.00 | 375,286.39 | 224,721.93 |
| 54600 | Interlibrary Loan | 5,000.00 | 7,079.00 | 1,384.00 | 2,731.00 | 2,964.00 |
| 54710 | Bookbinding | 20,000.00 | 51,422.00 | 10,775.72 | 20,646.28 | 20,000.00 |
| 54720 | Preservation Services | 45,000.00 | 49,800.00 | 4,877.22 | 4,188.45 | 40,734.33 |
| 54730 | Preservation Boxing | 6,000.00 | 6,229.45 | 1,347.43 | 849.96 | 4,032.06 |
| 54790 | Preservation Reformatting | 30,000.00 | 41,537.00 | 2,144.00 | 9,450.00 | 29,943.00 |
| 54900 | Other Library Materials | 0.00 | 97,413.40 | 3,528.00 | 93,885.40 | 0.00 |
| | Library Materials | \$6,734,347.09 | \$ 10,625,922.51 | \$ 4,647,434.53 | \$ 2,754,207.32 | \$ 3,224,280.66 |
| 55300 | Construction/Improvements | 24,512.00 | 23,536.56 | 4,849.49 | 0.00 | 18,687.07 |

**Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending August 31, 2018**

| | | Current Year Appropriation | Total Appropriated Funds | Current Year Expenditures | Encumbered and Unpaid | Unencumbered Balance |
|-------|-------------------------------|---|---|--|--------------------------------------|---------------------------------|
| 55510 | Furniture | 307,075.00 | 324,535.17 | 34,987.58 | 2,880.55 | 286,667.04 |
| 55520 | Equipment | 222,880.00 | 269,122.50 | 76,235.76 | 13,058.73 | 179,828.01 |
| 55530 | Computer Hardware | 392,000.00 | 663,923.14 | 293,788.07 | 13,058.63 | 357,076.44 |
| 55540 | Software | 144,000.00 | 178,304.22 | 4,321.04 | 32,860.90 | 141,122.28 |
| | Capital Outlay | \$1,090,467.00 | \$ 1,459,421.59 | \$ 414,181.94 | \$ 61,858.81 | \$ 983,380.84 |
| 57100 | Memberships | 84,974.70 | 85,464.70 | 72,616.38 | 6,021.32 | 6,827.00 |
| 57200 | Taxes | 15,000.00 | 15,286.43 | 8,699.07 | 4,810.93 | 1,776.43 |
| 57500 | Refunds/Reimbursements | 55,433.31 | 69,012.75 | 19,714.89 | 6,142.57 | 43,155.29 |
| | Miscellaneous Expenses | \$155,408.01 | \$ 169,763.88 | \$ 101,030.34 | \$ 16,974.82 | \$ 51,758.72 |
| 59810 | Advances Out | 0.00 | 0.00 | 283,515.00 | 0.00 | (283,515.00) |
| | Advances | \$0.00 | \$ 0.00 | \$ 283,515.00 | \$ 0.00 | \$(283,515.00) |
| 59900 | Transfers Out | 0.00 | 2,050,000.00 | 2,050,000.00 | 0.00 | 0.00 |
| | Transfers | \$0.00 | \$ 2,050,000.00 | \$ 2,050,000.00 | \$ 0.00 | \$ 0.00 |
| | TOTAL | \$56,365,108.76 | \$ 65,438,453.04 | \$ 38,744,755.86 | \$ 5,986,365.45 | \$ 20,707,331.73 |

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending August 31, 2018

| | <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 | 24,971,598.35 | 44,728,645.95 | 38,744,755.86 | 5,986,365.45 | 24,969,122.99 |
| Total General Fund | \$ 24,971,598.35 | \$ 44,728,645.95 | \$ 38,744,755.86 | \$ 5,986,365.45 | \$ 24,969,122.99 |
| 201 Anderson | 325,589.18 | 3,547.40 | 72.00 | 0.00 | 329,064.58 |
| 202 Endowment for the Blind | 2,532,943.39 | (3,776.13) | 10,000.00 | 0.00 | 2,519,167.26 |
| 203 Founders | 7,008,252.77 | 343,619.93 | 433,128.63 | 160,193.54 | 6,758,550.53 |
| 204 Kaiser | 69,460.47 | 0.00 | 0.00 | 0.00 | 69,460.47 |
| 205 Kralej | 197,874.90 | 2,016.47 | 1,564.81 | 112.98 | 198,213.58 |
| 206 Library | 167,680.20 | 9,498.65 | 3,119.68 | 741.22 | 173,317.95 |
| 207 Pepke | 148,118.99 | 2,316.97 | 0.00 | 0.00 | 150,435.96 |
| 208 Wickwire | 1,554,880.44 | 3,754.59 | 12,312.16 | 16.45 | 1,546,306.42 |
| 209 Wittke | 102,130.38 | 2,368.33 | 4,075.00 | 5,925.00 | 94,498.71 |
| 210 Young | 4,724,548.65 | 16,612.57 | 10,000.00 | 0.00 | 4,731,161.22 |
| 225 Friends | 4,269.44 | 28,500.00 | 9,396.89 | 3,962.42 | 19,410.13 |
| 226 Judd | 13,363.98 | 118,913.00 | 92,107.87 | 39,700.54 | 468.57 |
| 228 Lockwood Thompson Memorial | 157,078.11 | 92,214.00 | 110,903.73 | 109,051.05 | 29,337.33 |
| 229 Ohio Center for the Book | 25.00 | 2,100.00 | 1,466.70 | 0.00 | 658.30 |
| 230 Schweinfurth | 141,254.75 | 0.00 | 51,293.63 | 5,720.00 | 84,241.12 |
| 231 CLEVNET | 695,202.80 | 4,044,147.63 | 3,752,228.02 | 580,734.71 | 406,387.70 |
| 251 OLBPD-Library for the Blind | 14,843.90 | 1,021,271.00 | 946,970.55 | 47,002.10 | 42,142.25 |
| 254 MyCom | 6,050.00 | 162,952.75 | 114,510.21 | 19,920.04 | 34,572.50 |
| 256 Learning Centers | 86,208.85 | 82,500.00 | 69,614.87 | 30,934.63 | 68,159.35 |
| 257 Tech Centers | 0.00 | 230,000.00 | 132,136.55 | 74,283.26 | 23,580.19 |
| 258 Early Literacy | 148,827.50 | 0.00 | 8,005.39 | 97,048.00 | 43,774.11 |
| Total Special Revenue Funds | \$ 18,098,603.70 | \$ 6,162,557.16 | \$ 5,762,906.69 | \$ 1,175,345.94 | \$ 17,322,908.23 |

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending August 31, 2018

| | <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> |
|------------------------------------|-----------------------------------|----------------------------------|--------------------------------------|--------------------------------------|---------------------------------|
| 401 Building & Repair | 10,649,453.06 | 2,050,000.00 | 2,570,546.11 | 7,189,303.94 | 2,939,603.01 |
| Total Capital Project Funds | \$ 10,649,453.06 | \$ 2,050,000.00 | \$ 2,570,546.11 | \$ 7,189,303.94 | \$ 2,939,603.01 |
| 501 Abel | 258,034.08 | (971.53) | 0.00 | 0.00 | 257,062.55 |
| 502 Ambler | 2,615.85 | 0.00 | 0.00 | 0.00 | 2,615.85 |
| 503 Beard | 150,457.55 | 13,611.14 | 3,684.26 | 6,329.74 | 154,054.69 |
| 504 Klein | 6,187.98 | 0.00 | 0.00 | 0.00 | 6,187.98 |
| 505 Malon/Schroeder | 316,064.52 | 1,681.14 | 3,812.43 | 621.73 | 313,311.50 |
| 506 McDonald | 214,987.95 | 2,351.61 | 0.00 | 0.00 | 217,339.56 |
| 507 Ratner | 105,560.62 | 1,221.57 | 1,243.68 | 3,756.32 | 101,782.19 |
| 508 Root | 45,288.56 | 0.00 | 0.00 | 0.00 | 45,288.56 |
| 509 Sugarman | 217,853.42 | 1,695.26 | 0.00 | 0.00 | 219,548.68 |
| 510 Thompson | 175,569.78 | 2,129.23 | 2,374.99 | 5,724.25 | 169,599.77 |
| 511 Weidenthal | 7,668.86 | 0.00 | 0.00 | 0.00 | 7,668.86 |
| 512 White | 2,398,348.43 | 23,683.30 | 21,925.77 | 672.82 | 2,399,433.14 |
| 513 Beard Anna Young | 92,069.93 | (224.34) | 61.00 | 0.00 | 91,784.59 |
| Total Permanent Funds | \$ 3,990,707.53 | \$ 45,177.38 | \$ 33,102.13 | \$ 17,104.86 | \$ 3,985,677.92 |
| 901 Unclaimed Funds | 6,372.39 | 1,884.88 | 1,798.90 | 0.00 | 6,458.37 |
| 905 CLEVNET Fines & Fees | 9,395.76 | 75,469.69 | 78,114.79 | 0.00 | 6,750.66 |
| Others | \$ 15,768.15 | \$ 77,354.57 | \$ 79,913.69 | \$ 0.00 | \$ 13,209.03 |
| Total All Funds | \$ 57,726,130.79 | \$ 53,063,735.06 | \$ 47,191,224.48 | \$ 14,368,120.19 | \$ 49,230,521.18 |

**Cleveland Public Library
 Depository Balance Detail
 For the Period Ending August 31, 2018**

| | |
|----------------------------------|--------------------------------|
| Balance of All Funds | <u>\$ 63,598,641.37</u> |
| KeyBank - Concentration Acct | 0.00 |
| KeyBank - Checking (ZBA) | 2,791.39 |
| KeyBank - FSAAccount | 5,207.19 |
| Petty Cash | 320.00 |
| Change Fund | 1,585.00 |
| KeyBank-Payroll Account (ZBA) | 255.52 |
| Cash in Library Treasury | <u>\$ 10,159.10</u> |
| PNC - Money Market | 10,113.24 |
| PNC - Investments | 0.00 |
| PNC - Investments Money Market | 0.00 |
| U.S. Bank - Investments | 38,054,208.75 |
| U.S. Bank - Inv - Money Market | 15,152.36 |
| STAR Ohio Investment | 4,055,089.51 |
| STAR Plus Program | 2,502,013.70 |
| Investments | <u>\$ 44,636,577.56</u> |
| PNC- EndowmentAccount | 18,951,904.71 |
| Endowment Account | <u>\$ 18,951,904.71</u> |
| Cash in Banks and On Hand | <u>\$ 63,598,641.37</u> |

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – June 2018

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 issues, Agency issues, and commercial paper 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 June 1, 2018 through June 30, 2018.

| <u>Investment Period</u> | <u>No. of Days</u> | <u>Amount</u> | <u>Bank</u> | <u>Interest Rate</u> | <u>Investment Income</u> | <u>Investment Form</u> |
|------------------------------|--------------------|---------------|----------------------------------|----------------------|--------------------------|------------------------|
| 06/01/18 - 06/30/18 | 30 | Various | STAR Ohio | Various | 3,433.68 | investment Pool |
| 06/01/18 - 06/30/18 | 30 | Various | STAR Plus | Various | 0.00 | Bank Deposit Program |
| 06/01/18 - 06/30/18 | 30 | Various | PNC | Various | 115.64 | Sweep Money Market |
| 06/01/18 - 06/30/18 | 30 | Various | PNC | Various | 6.27 | Money Market |
| 12/06/17 - 06/06/18 | 183 | 500,000 | Federal Home Loan Bank | 1.230% | 3,075.00 | Federal Agency |
| 12/14/17 - 06/14/18 | 183 | 250,000 | Federal Farm Credit Bank | 1.300% | 1,625.00 | Federal Agency |
| 12/28/17 - 06/28/18 | 183 | 250,000 | Federal National Mortgage Assn. | 1.200% | 1,500.00 | Federal Agency |
| 12/23/17 - 06/23/18 | 183 | 500,000 | Federal Home Loan Mortgage Corp. | 1.000% | 3,125.00 | Federal Agency |
| 12/28/17 - 06/28/18 | 183 | 500,000 | Federal National Mortgage Assn. | 1.250% | 3,125.00 | Federal Agency |
| 12/29/17 - 06/29/18 | 183 | 500,000 | Federal Farm Credit Bank | 1.140% | 2,850.00 | Federal Agency |
| 12/27/17 - 06/27/18 | 183 | 750,000 | Federal National Mortgage Assn. | 1.200% | 4,500.00 | Federal Agency |
| 12/10/17 - 06/10/18 | 183 | 500,000 | Federal Home Loan Mortgage Corp. | 2.000% | 5,000.00 | Federal Agency |
| 12/14/17 - 06/14/18 | 183 | 1,000,000 | Federal Farm Credit Bank | 1.870% | 9,350.00 | Federal Agency |
| Earned Interest June 2018 | | | | | \$ 37,705.59 | |
| Earned Interest Year To Date | | | | | \$ 297,642.59 | |

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – July 2018

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 issues, Agency issues, and commercial paper 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 July 1, 2018 through July 31, 2018.

| Investment Period | No. of Days | Amount | Bank | Interest Rate | Investment Income | Investment Form |
|------------------------------|-------------|-----------|----------------------------------|---------------|-------------------|----------------------|
| 07/01/18 - 07/31/18 | 31 | Various | STAR Ohio | Various | 2,813.03 | Investment Pool |
| 07/01/18 - 07/31/18 | 31 | Various | STAR Plus | Various | 0.00 | Bank Deposit Program |
| 07/01/18 - 07/31/18 | 31 | Various | PNC | Various | 87.34 | Sweep Money Market |
| 07/01/18 - 07/31/18 | 31 | Various | PNC | Various | 7.97 | Money Market |
| 12/30/17 - 06/30/18 | 183 | 350,000 | Federal National Mortgage Assn. | 1.200% | 2,100.00 | Federal Agency |
| 01/28/18 - 07/28/18 | 182 | 1,050,000 | Federal National Mortgage Assn. | 1.300% | 6,825.00 | Federal Agency |
| 01/17/18 - 07/17/18 | 182 | 1,000,000 | Federal Home Loan Mortgage Corp. | 1.500% | 7,500.00 | Federal Agency |
| 01/31/18 - 07/31/18 | 182 | 550,000 | United States Treasury Note | 1.375% | 3,781.25 | Treasury Security |
| 12/31/17 - 06/30/18 | 182 | 775,000 | United States Treasury Note | 1.125% | 4,359.38 | Treasury Security |
| 01/25/18 - 07/25/18 | 182 | 250,000 | Federal Home Loan Mortgage Corp. | 1.500% | 1,875.00 | Federal Agency |
| 10/10/17 - 07/03/18 | 267 | 725,000 | Credit Suisse New York | 1.650% | 8,838.96 | Commercial Paper |
| 05/29/18 - 06/30/18 | 33 | 400,000 | Federal National Mortgage Assn. | 1.500% | 516.67 | Federal Agency |
| Earned Interest July 2018 | | | | | \$ 38,704.60 | |
| Earned Interest Year To Date | | | | | \$ 336,347.19 | |

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – August 2018

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 issues, Agency issues, and commercial paper 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 August 1, 2018 through August 31, 2018.

| <u>Investment Period</u> | <u>No. of Days</u> | <u>Amount</u> | <u>Bank</u> | <u>Interest Rate</u> | <u>Investment Income</u> | <u>Investment Form</u> |
|------------------------------|--------------------|---------------|----------------------------------|----------------------|--------------------------|------------------------|
| 08/01/18 - 08/31/18 | 31 | Various | STAR Ohio | Various | 5,895.58 | Investment Pool |
| 08/01/18 - 08/31/18 | 31 | Various | STAR Plus | Various | 2,013.70 | Bank Deposit Program |
| 08/01/18 - 08/31/18 | 31 | Various | PNC | Various | 246.39 | Sweep Money Market |
| 08/01/18 - 08/31/18 | 31 | Various | PNC | Various | 7.73 | Money Market |
| 08/01/18 - 08/31/18 | 31 | Various | U.S. Bank | Various | 0.85 | Money Market |
| 02/28/18 - 08/28/18 | 182 | 625,000 | Federal Home Loan Bank | 1.060% | 5,886.25 | Federal Agency |
| 03/14/18 - 08/06/18 | 146 | 500,000 | Federal Home Loan Bank | 1.125% | 2,228.75 | Federal Agency |
| 02/23/18 - 08/23/18 | 182 | 100,000 | Federal Home Loan Mortgage Corp. | 1.400% | 700.00 | Federal Agency |
| 06/14/18 - 08/30/18 | 78 | 250,000 | Federal Farm Credit Bank | 1.300% | 991.11 | Federal Agency |
| 02/12/18 - 08/12/18 | 182 | 1,000,000 | Federal Home Loan Mortgage Corp. | 1.125% | 5,625.00 | Federal Agency |
| 02/23/18 - 08/23/18 | 182 | 1,000,000 | Federal Farm Credit Bank | 1.990% | 9,950.00 | Federal Agency |
| 02/28/18 - 08/28/18 | 182 | 500,000 | Federal Home Loan Mortgage Corp. | 2.000% | 5,000.00 | Federal Agency |
| 08/06/18 - 08/07/18 | 2 | 500,000 | Federal National Mortgage Assn. | 2.000% | 27.78 | Federal Agency |
| Earned Interest August 2018 | | | | | \$ | 38,573.14 |
| Earned Interest Year To Date | | | | | \$ | 374,920.33 |

CLEVELAND PUBLIC LIBRARY

REPORT C

Board Meeting
September 20, 2018

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR JUNE 2018

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 |
|---|-----------------------|-------------------------|----------|
| MTech Confined Entry Safety Program Bedford, Ohio | 5/9/2018 | Joseph Bulejski | 31.94 |
| Peer to Peer University P2PU Mini-Conference Kansas City, Missouri | 5/16/2018 - 5/18/2018 | Anna Fullmer | 798.97 |
| Ohio STEM Network Success Bound Innovation Faire Sandusky, Ohio | 5/10/2018 - 5/11/2018 | Alison Guerin | 45.00 |
| MTech Confined Entry Safety Program Bedford, Ohio | 5/9/2018 | Arjuna Hakim | 5.67 |
| Ohio Library Council Leading Libraries: Strategies for All Levels of Management Columbus, Ohio | 6/13/2018 | Elizabeth Hegstrom | 171.75 |
| Northeast Ohio Regional Library System A Day for Circ Staff Canfield, Ohio | 5/23/2018 | Diane Hill | 53.75 |
| BookExpo America 2018 Expo New York City, New York | 5/29/2016 - 6/2/2018 | Victoria Kabo | 1,034.36 |
| Ohio Library Council Leading Libraries: Strategies for All Levels of Management Columbus, Ohio | 6/13/2018 | Alexandra Kmiecik | 376.45 |
| Nation of Makers Nation of Makers Conference (and Maker Space Site Visits) Santa Fe, New Mexico | 6/7/2018 - 6/13/2018 | CJ Lynce | 1,460.94 |
| Ohio STEM Network Success Bound Innovation Faire Sandusky, Ohio | 5/10/2018 - 5/11/2018 | CJ Lynce | 293.44 |
| Ohio Library Council Technical Services Division Action Council Meeting Mt. Vernon, Ohio | 6/11/2018 | Pamela Matthews | 109.00 |
| Northeast Ohio Regional Library System A Day for Circ Staff Millersburg, Ohio | 5/24/2018 | Christine Mohan | 96.75 |

| ITEM | DATE | TRUSTEE/STAFF MEMBER | AMOUNT |
|--|-----------------------|-------------------------|-------------------|
| Ohio Library Council Trustee Dinner Wadsworth, Ohio | 4/26/2018 | Anthony Parker | 40.00 |
| Greater Cleveland Safety Council Safety Luncheon Meeting Bedford Heights, Ohio | 6/14/2018 | Sherry Parker | 22.00 |
| Ohio STEM Network Success Bound Innovation Faire Sandusky, Ohio | 5/10/2018 - 5/11/2018 | Suzi Perez | 225.86 |
| State Library of Ohio Consumer Advisory Meeting Columbus, Ohio | 5/24/2018 | William Reed | 137.34 |
| Northeast Ohio Regional Library System A Day for Circ Staff Canfield, Ohio | 5/23/2018 | Reginald Rudolph | 15.00 |
| Ohio Library Council Technical Services Division Action Council Meeting Mt. Vernon, Ohio | 6/11/2018 | Barbara Satow | 107.26 |
| American Library Association Annual Conference New Orleans, Louisiana | 6/22/2018 - 6/26/2018 | John Skrtic | 1,200.00 |
| Northeast Ohio Regional Library System A Day for Circ Staff Canfield, Ohio | 5/23/2018 | Lanecia Smith | 15.00 |
| Ohio Library Council Trustee Dinner Wadsworth, Ohio | 4/26/2018 | Felton Thomas | 40.00 |
| Book Expo America 2018 Expo New York City, New York | 5/29/2018 - 6/2/2018 | Helena Travka | 985.78 |
| MTech Confined Entry Safety Program Bedford, Ohio | 5/9/2018 | Michael Udic | 13.30 |
| Northern Ohio Technical Services Librarians Spring Meeting Parma, Ohio | 4/27/2018 | Erin Valentine | 35.37 |
| Ohio Valley Group of Technical Services Librarians Annual Conference Notre Dame, Indiana | 5/13/2018 - 5/15/2018 | Erin Valentine | 629.80 |
| American Library Association Annual Conference New Orleans, Louisiana | 6/21/2018 - 6/24/2018 | Robin Wood | 1,073.89 |
| TOTAL | | | \$9,018.64 |

| ITEM | DATE | TRUSTEE/STAFF MEMBER | AMOUNT |
|---|-------------------|-------------------------|--------|
| SUMMARY | | | |
| FUND | JUNE | YEAR TO DATE | |
| General | \$8,082.33 | \$41,785.15 | |
| Library for the Blind and Physically Disabled | 137.34 | 274.68 | |
| Lockwood Thompson | 0.00 | 7,514.26 | |
| CLEVNET | 0.00 | 8,751.16 | |
| Founders | 798.97 | 2,507.95 | |
| Tech Centers | 0.00 | 3,283.34 | |
| | | | |
| TOTAL | \$9,018.64 | \$64,116.54 | |

CLEVELAND PUBLIC LIBRARY

REPORT C1

Board Meeting
September 20, 2018

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR JULY 2018

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 |
|---|-----------------------|-------------------------|----------|
| Northeast Ohio Regional Library System Emerging Tech Symposium Twinsburg, Ohio | 6/5/2018 | Jorge Arganza | 25.00 |
| American Library Association Annual Conference New Orleans, Louisiana | 6/21/2018 - 6/26/2018 | Paolo Balboa | 894.37 |
| Northeast Ohio Regional Library System The Iron is Hot: Libraries as Innovative and Dynamic Community Catalysts Twinsburg, Ohio | 6/13/2018 | Steven Capuzzo | 15.00 |
| Northeast Ohio Regional Library System The Iron is Hot: Libraries as Innovative and Dynamic Community Catalysts Twinsburg, Ohio | 6/13/2018 | Jaime Declet | 46.61 |
| American Library Association Annual Conference New Orleans, Louisiana | 6/21/2018 - 6/25/2018 | Maria Estrella | 1,199.75 |
| Northeast Ohio Regional Library System The Iron is Hot: Libraries as Innovative and Dynamic Community Catalysts Twinsburg, Ohio | 6/13/2018 | Angela Guinther | 15.00 |
| American Library Association Annual Conference New Orleans, Louisiana | 6/20/2018 - 6/25/2018 | Olivia Hoge | 910.91 |
| American Library Association Annual Conference New Orleans, Louisiana | 6/23/2018 - 6/26/2018 | Annisha Jeffries | 1,020.80 |
| Northeast Ohio Regional Library System Emerging Tech Symposium Twinsburg, Ohio | 6/5/2018 | Kenneth Knape | 25.00 |
| Northeast Ohio Regional Library System Emerging Tech Symposium Twinsburg, Ohio | 6/5/2018 | Bernadette Lemak | 25.00 |
| American Library Association Annual Conference New Orleans, Louisiana | 6/21/2018 - 6/25/2018 | Erica Maiks | 1,200.00 |
| Institute for Educational Leadership National Family Day and Community Engagement Conference Cleveland, Ohio | 7/11/2018 - 7/13/2018 | Rhonda Pai | 495.00 |
| American Library Association Annual Conference New Orleans, Louisiana | 6/21/2018 - 6/24/2018 | Hilary Prisbylla | 1,005.50 |

| ITEM | DATE | TRUSTEE/STAFF MEMBER | AMOUNT |
|--|-----------------------|----------------------|--------------------|
| National Library Service NLS Biennial Conference Nashville, Tennessee | 6/16/2018 - 6/22/2018 | William Reed | 1,962.40 |
| American Library Association Annual Conference New Orleans, Louisiana | 6/22/2018 - 6/25/2018 | Rachel Senese | 1,200.00 |
| American Library Association Annual Conference New Orleans, Louisiana | 6/22/2018 - 6/25/2018 | Jeremiah Swetel | 1,768.66 |
| American Library Association Annual Conference New Orleans, Louisiana | 6/21/2018 - 6/25/2018 | Felton Thomas | 1,938.38 |
| Ohio Digitization Interest Group July Meeting and CONTENTdm User Group Planning Committee Meeting Kent, Ohio | 7/11/2018 | Amia Wheatley | 43.65 |
| American Library Association Annual Conference New Orleans, Louisiana | 6/22/2018 - 6/25/2018 | Marcie Williams | 1,200.00 |
| TOTAL | | | \$14,991.03 |

SUMMARY

| FUND | JULY | YEAR TO DATE |
|---|--------------------|--------------------|
| General | \$12,023.13 | \$53,808.28 |
| Library for the Blind and Physically Disabled | 1,962.40 | 2,237.08 |
| Lockwood Thompson | 0.00 | 7,514.26 |
| CLEVNET | 1,005.50 | 9,756.66 |
| Founders | 0.00 | 2,507.95 |
| Tech Centers | 0.00 | 3,283.34 |
| TOTAL | \$14,991.03 | \$79,107.57 |

CLEVELAND PUBLIC LIBRARY

REPORT C2

Board Meeting
September 20, 2018

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR AUGUST 2018

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 |
|--|-----------------------|-------------------------|----------|
| MTech Confined Entry Safety Program Bedford, Ohio | 6/14/2018 | Derrick Brown | 22.56 |
| MTech Confined Entry Safety Program Bedford, Ohio | 7/11/2018 | John Coulter | 16.68 |
| Northeast Ohio Regional Library System/OhioNet Opioids in Communities Conference Twinsburg, Ohio | 8/9/2018 | Judy Daniels | 45.00 |
| Kent State University Marantz Picture Book Symposium Kent, Ohio | 8/5/2018 - 8/7/2018 | Amy Dawson | 43.38 |
| University of Illinois Mind the Gaps: The Future of the Field Champaign, Illinois | 8/8/2018 - 8/10/2018 | Amy Dawson | 798.29 |
| Society of American Archivists Annual Conference Washington, D.C. | 8/16/2018 - 8/17/2018 | Chatham Ewing | 200.00 |
| Nashville Public Library Puppetry Exhibit Visit Nashville, Tennessee | 8/8/2018 - 8/10/2018 | Lan Gao | 1,243.68 |
| State Library of Ohio/OhioNet Library Leadership Ohio Columbus, Ohio | 7/17/2018 - 7/20/2018 | Terrence Metter | 135.16 |
| American Payroll Association Chapter Meeting Independence, Ohio | 8/9/2018 | Ronelle Miller-Hood | 30.00 |
| Northeast Ohio Regional Library System/OhioNet Opioids in Communities Conference Twinsburg, Ohio | 8/9/2018 | Jennifer Moncayo | 70.17 |
| Maker Faire Maker Faire Detroit Detroit, Michigan | 7/28/2018 - 7/29/2018 | Carlos Piepenburg | 199.55 |
| State Library of Ohio Consumer Advisory Meeting Columbus, Ohio | 7/26/2018 | William Reed | 137.34 |

| ITEM | DATE | TRUSTEE/STAFF MEMBER | AMOUNT |
|--|-------------------------|----------------------|-------------------|
| Training Services International Asbestos Operations and Maintenance Refresher Eastlake, Ohio | 7/13/2018 | Justin Samsa | 2.29 |
| Northeast Ohio Regional Library System/OhioNet Opioids in Communities Conference Twinsburg, Ohio | 8/9/2018 | Rosa Simone | 73.61 |
| Online Computer Library Center (OCLC) CONTENTdm User Group Meeting Columbus, Ohio | 8/2/2018 | William Skora | 154.78 |
| Northeast Ohio Regional Library System/OhioNet Opioids in Communities Conference Twinsburg, Ohio | 8/9/2018 | Crystal Tancak | 45.00 |
| Northeast Ohio Regional Library System/OhioNet Opioids in Communities Conference Twinsburg, Ohio | 8/9/2018 | Lakitha Tolbert | 45.00 |
| Online Computer Library Center (OCLC) CONTENTdm User Group Meeting Columbus, Ohio | 7/31/2018 - 8/2/2018 | Amia Wheatley | 456.32 |
| American Library Association Annual Conference New Orleans, Louisiana | 6/22/2018 - 6/25/2018 | Tena Wilson | 1,522.94 |
| Cleveland Leadership Center Civic Leadership Institute Cleveland, Ohio | 10/11/2018 - 11/15/2018 | Stephen Wohl | 350.00 |
| TOTAL | | | \$5,591.75 |

SUMMARY

| FUND | AUGUST | YEAR TO DATE |
|---|-------------------|--------------------|
| General | \$4,010.73 | \$57,819.01 |
| Library for the Blind and Physically Disabled | 137.34 | 2,374.42 |
| Lockwood Thompson | 0.00 | 7,514.26 |
| CLEVNET | 0.00 | 9,756.66 |
| Founders | 200.00 | 2,707.95 |
| Tech Centers | 0.00 | 3,283.34 |
| Ratner | 1,243.68 | 1,243.68 |
| TOTAL | \$5,591.75 | \$84,699.32 |

REPORT D

CLEVELAND PUBLIC LIBRARY

Board Meeting
September 20, 2018

PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD
APRIL 1 THROUGH JUNE 30, 2018

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> |
|-------------|-------------------------|---------------|-----------------|---------------|
| 04/06/18 | Computer Hardware | IT/CLEVNET | Business Smarts | 20,042.34 |
| 06/22/18 | Promotional Items | OPS | Janway Company | 8,115.00 |
| 06/29/18 | Software | IT/CLEVNET | OarNet/OSC | 9,542.12 |
| 06/30/18 | Gas for Vehicles | Prop Mgmt. | BP Oil Co. | 11,651.25 |
| 06/30/18 | Electrical Supplies | Prop Mgmt. | Mars Electric | 7,268.10 |
| 06/30/18 | Maintenance Supplies | Prop Mgmt. | Sutton Hardware | 5,803.15 |

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

REPORT E**CLEVELAND PUBLIC LIBRARY****Board Meeting**

September 20, 2018

PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD
APRIL 1 THROUGH JUNE 30, 2018

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.

CLEVNET-RELATED GOODS AND SERVICES

| <u>Date</u> | <u>Description</u> | <u>Agency</u> | <u>Supplier</u> | <u>Amount</u> |
|-------------|----------------------|---------------|-----------------|---------------|
| 04/27/18 | Computer Maintenance | IT/CLEVNET | NeoThink, LLC | 26,916.00 |
| 05/04/18 | Computer Maintenance | IT/CLEVNET | SirsiDynix | 568,868.92 |

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

REPORT FCLEVELAND PUBLIC LIBRARY

Board Meeting
September 20, 2018

**FEES PAID FOR LEGAL ADVICE AND SERVICES TO OGLETREE, DEAKINS,
NASH, SMOAK & STEWART, PC. ("Ogletree")
APRIL 1 THROUGH JUNE 30, 2018**

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 | \$ 2,597.50 |
| General Labor & Miscellaneous Matters | 10,290.00 |
| EEOC/OCRC | 8,352.90 |
| 2nd Quarter Total | <u>\$ 21,240.40</u> |
| Year to Date Total | <u>\$ 50,140.22</u> |

CLEVELAND PUBLIC LIBRARY

Board Meeting
September 20, 2018

Safe, Warm and Dry Construction Project

In accordance with the Board resolution adopted on December 21, 2017, a report to the Board of Trustees on direct expenditures for the materials and services as budgeted for the Project and not covered by the GMP and expenditures made from the Owner's Contingency Fund resulting from changes and additions to the Project that have already been made by the Library, and will be made in the future, and which are not included in the GMP, is hereby submitted:

| For the Period Ending June 30, 2018 | | |
|--|-----------------|---------------------|
| Safe, Warm and Dry Construction Initiative Budget | | \$5,000,000.00 |
| | Encumbered | Expended |
| URS Corporation - Asbestos Survey and Testing | \$ 14,221.79 | \$ 33,728.21 |
| Osborn Engineering Company - Professional Architectural and Engineering Services | 95,079.02 | 354,850.98 |
| Regency Construction Services, Inc. - Construction Manager at Risk | 3,175,760.92 | 998,734.41 |
| Direct Expenditures paid from Contingency Fund | - | 22,536.25 |
| | \$ 3,285,061.73 | \$ 1,409,849.85 |
| Available Budget from Owner's Contingency and Permit Fund | | <u>\$305,088.42</u> |

| Owner's Contingency and Permit Fund | | \$375,937.51 | | | |
|-------------------------------------|-------------------|--------------|--------------------------------|------------|--------------|
| Direct Expenditures | | | | | |
| Date | Vendor | PO | Description | Encumbered | Expended |
| 11/3/2017 | City of Cleveland | 171701 | Building Plan Processing Fee | \$ - | \$ 3,280.00 |
| | | | Permits for Glenville, Harvard | | |
| 1/22/2018 | City of Cleveland | 180314 | Lee, Lorain and Rockport | - | 19,256.25 |
| | | | | \$ - | \$ 22,536.25 |

| Executed Guaranteed Maximum Price (GMP) - Approved by the Board 12/21/18: | | | \$ 4,425,831.31 |
|---|--|--|-----------------|
| Change Orders | Description | | Amount |
| Change Order #2 02/21/18 | Credit for not performing the demo, rework and soil infill of the masonry planters at Rockport | | \$ (17,122.53) |
| Change Order #4 02/21/18 | Change from wall-hung to floor-mounted water closets at Lorain | | (1,191.80) |
| Change Order #5 02/21/18 | Lorain pump changes per the returned submittal | | (460.56) |
| Change Order #6 02/21/18 | Lorain additional work associated with the existing light ballasts located in the basement in lieu of light fixtures | | 2,865.81 |
| Change Order #7 02/21/18 | Credit for hand dryers furnished by CPL in lieu of Regency | | (3,535.00) |
| Change Order #8 02/21/18 | Two additional precast concrete bumper blocks at Glenville per the returned submittal | | 252.50 |
| Change Order #9 02/28/18 | Additional lighting control to create 4 lighting zones at Glenville | | 2,038.21 |
| Change Order #10 02/28/18 | Glenville Emergency Lighting: Furnish and install emergency lights that are required | | 1,078.14 |
| Change Order #11 02/28/18 | Revisions to electrical panel work at Lorain | | (774.67) |
| Change Order #12 02/28/18 | Credit for attaching to basement lights to existing circuit at Lorain | | (356.53) |
| Change Order #13 02/28/18 | Complete installation of emergency exit lighting at Lorain | | 4,672.07 |
| Change Order #14 03/21/18 | Replace 1" water valve at Lorain that failed and needed to be replaced | | 716.09 |
| Change Order #15 03/21/18 | Additional painting at Lorain behind existing removed light fixtures where walls were not painted | | 1,187.76 |
| Change Order #16 03/21/18 | Furnish and install materials to repair the Lorain ramp | | 6,077.71 |
| Change Order #17 03/21/18 | Added occupancy indicators at Lor, Jeff, and Rock | | 169.42 |
| Change Order #18 03/21/18 | Credit for Jefferson thermostats as requested by CPL | | (1,864.46) |
| Change Order #19 03/21/18 | Replace additional GFCI receptacle on the Glenville roof that was in need of replacement | | 445.32 |
| Change Order #20 03/21/18 | Revisions for Harvard Lee dorrs/hardware per the returned HL doors, frames, hardware submittal | | 2,578.89 |
| Change Order #21 03/21/18 | Plumbing camera and investigation work for the sanitary lines completed on 3/6/18 and vent pipe completed on 3/16/18 as requested by CPL | | 1,483.69 |

| <u>Change Orders</u> | <u>Description</u> | <u>Amount</u> |
|--|---|------------------------|
| Change Order #25 04/10/18 | Repair/infill abandoned window opening that was discovered under the exterior ramp during ramp rework | 805.84 |
| Change Order #26 04/10/18 | Added flashing in the Lorain basement to help water infiltration issues | 1,181.70 |
| Change Order #1 03/21/18 rec'd 5/14 | Alternate #2 Carnegie West restroom configuration option budget pricing | 17,546.21 |
| Change Order #22 03/28/18 rec'd 5/14 | Added check valves at Lorain | 755.48 |
| Change Order #23 03/28/18 rec'd 5/14 | Relocation of two exhaust drops at Glenville that conflicted with the toilet partition layout | 855.19 |
| Change Order #24 03/28/18 rec'd 5/14 | Lorain concrete repairs at exterior storage closet door | 3,415.28 |
| Change Order #3 02/21/18 rec'd 5/18 | Credit for signage manufacturer | (858.50) |
| Change Order #33 05/23/18 | Eliminate the Rockport Branch from the project (added to Owner's Contingency and Permit fund) | (299,648.82) |
| Change Order #38 05/23/18 | Steel costs for infilling the unforeseen restroom hole | 7,184.13 |
| Change Order #39 05/30/18 | Jefferson Boiler #1 and #2 cleaning/preventative maintenance and inspection as required by the city inspector | 680.74 |
| Change Order #40 05/30/18 | Jefferson unit heater demo to accommodate updated restroom layout | 680.74 |
| Change Order #42 05/30/18 | Reimbursement for building permits needed for the Addison Branch and Carnegie West Branch | 16,649.55 |
| Change Order #6C 05/30/18 | Repair HL window that was broken due to vandalism per the Glass Doctor quote dated 5/2/18 | 0.00 |
| Change Order #7C 05/30/18 | Jefferson electric door hardware work | 0.00 |
| Change Order #8C 05/30/18 | Carnegie West Hardware and Millwork revisions | 0.00 |
| Change Order #9C 05/30/18 | Additional Jefferson fire alarm work that was not included in the GMP | 0.00 |
| Change Order #10C 05/30/18 | Fulton electrical door hardware clarification | 0.00 |
| Change Order #43 06/06/18 | Modify and reinstall shelving in the Harvard Lee closet that contains ductwork per direction of Eric Herman | 398.92 |
| Change Order #11C 06/20/18 | Necessary rework of the door frame at the Harvard Lee Branch due to the restroom layout revisions | 0.00 |
| Change Order #44 06/20/18 | The removal of loose brick and patching of the chimney on the roof of the Jefferson Branch | 757.50 |
| Total Change Orders to date \$ | | (251,335.98) |
| Updated Guaranteed Maximum Price (GMP): | | \$ 4,174,495.33 |

CLEVELAND PUBLIC LIBRARY

Board Meeting
September 20, 2018

Safe, Warm and Dry Construction Project

In accordance with the Board resolution adopted on December 21, 2017, a report to the Board of Trustees on direct expenditures for the materials and services as budgeted for the Project and not covered by the GMP and expenditures made from the Owner's Contingency Fund resulting from changes and additions to the Project that have already been made by the Library, and will be made in the future, and which are not included in the GMP, is hereby submitted:

For the Period Ending July 31, 2018

| | | Safe, Warm and Dry Construction Initiative Budget | | \$5,000,000.00 |
|--|--|---|-----------------|---------------------|
| | | Encumbered | Expended | |
| URS Corporation - Asbestos Survey and Testing | | \$ 14,221.79 | \$ 33,728.21 | |
| Osborn Engineering Company - Professional Architectural and Engineering Services | | 76,300.44 | 373,629.56 | |
| Regency Construction Services, Inc. - Construction Manager at Risk | | 3,204,996.42 | 998,734.41 | |
| Direct Expenditures paid from Contingency Fund | | - | 41,288.50 | |
| | | \$ 3,295,518.65 | \$ 1,447,380.68 | |
| Available Budget from Owner's Contingency and Permit Fund | | | | <u>\$257,100.67</u> |

Owner's Contingency and Permit Fund \$375,937.51

Direct Expenditures

| Date | Vendor | PO | Description | Encumbered | Expended |
|-----------|-------------------|--------|---------------------------------|------------|--------------|
| 11/3/2017 | City of Cleveland | 171701 | Building Plan Processing Fee | \$ - | \$ 3,280.00 |
| | | | Permits for Glenville, Harvard | | |
| 1/22/2018 | City of Cleveland | 180314 | Lee, Lorain and Rockport | - | 19,256.25 |
| | | | Permits for Collinwood, Fulton, | | |
| 7/15/2018 | City of Cleveland | 181262 | and Langston Hughes | - | 18,752.25 |
| | | | | \$ - | \$ 41,288.50 |

Executed Guaranteed Maximum Price (GMP) - Approved by the Board 12/21/18: \$ 4,425,831.31

| Change Orders | Description | Amount |
|------------------|--|----------------|
| PCO #2 02/21/18 | Credit for not performing the demo, rework and soil infill of the masonry planters at Rockport | \$ (17,122.53) |
| PCO #4 02/21/18 | Change from wall-hung to floor-mounted water closets at Lorain | (1,191.80) |
| PCO #5 02/21/18 | Lorain pump changes per the returned submittal | (460.56) |
| PCO #6 02/21/18 | Lorain additional work associated with the existing light ballasts located in the basement in lieu of light fixtures | 2,865.81 |
| PCO #7 02/21/18 | Credit for hand dryers furnished by CPL in lieu of Regency | (3,535.00) |
| PCO #8 02/21/18 | Two additional precast concrete bumper blocks at Glenville per the returned submittal | 252.50 |
| PCO #9 02/28/18 | Additional lighting control to create 4 lighting zones at Glenville | 2,038.21 |
| PCO #10 02/28/18 | Glenville Emergency Lighting: Furnish and install emergency lights that are required | 1,078.14 |
| PCO #11 02/28/18 | Revisions to electrical panel work at Lorain | (774.67) |
| PCO #12 02/28/18 | Credit for attaching to basement lights to existing circuit at Lorain | (356.53) |
| PCO #13 02/28/18 | Complete installation of emergency exit lighting at Lorain | 4,672.07 |
| PCO #14 03/21/18 | Replace 1" water valve at Lorain that failed and needed to be replaced | 716.09 |
| PCO #15 03/21/18 | Additional painting at Lorain behind existing removed light fixtures where walls were not painted | 1,187.76 |
| PCO #16 03/21/18 | Furnish and install materials to repair the Lorain ramp | 6,077.71 |
| PCO #17 03/21/18 | Added occupancy indicators at Lor, Jeff, and Rock | 169.42 |
| PCO #18 03/21/18 | Credit for Jefferson thermostats as requested by CPL | (1,864.46) |
| PCO #19 03/21/18 | Replace additional GFCI receptacle on the Glenville roof that was in need of replacement | 445.32 |
| PCO #20 03/21/18 | Revisions for Harvard Lee doors/hardware per the returned HL doors, frames, hardware submittal | 2,578.89 |

| <u>Change Orders</u> | <u>Description</u> | <u>Amount</u> |
|--|--|------------------------|
| PCO #21 03/21/18 | Plumbing camera and investigation work for the sanitary lines completed on 3/6/18 and vent pipe completed on 3/16/18 as requested by CPL | 1,483.69 |
| PCO #25 04/10/18 | Repair/infill abandoned window opening that was discovered under the exterior ramp during ramp rework | 805.84 |
| PCO #26 04/10/18 | Added flashing in the Lorain basement to help water infiltration issues | 1,181.70 |
| PCO #1 | | |
| 03/21/18 rec'd 5/14 | Alternate #2 Carnegie West restroom configuration option budget pricing | 17,546.21 |
| PCO #22 | | |
| 03/28/18 rec'd 5/14 | Added check valves at Lorain | 755.48 |
| PCO #23 | | |
| 03/28/18 rec'd 5/14 | Relocation of two exhaust drops at Glenville that conflicted with the toilet partition layout | 855.19 |
| PCO #24 | | |
| 03/28/18 rec'd 5/14 | Lorain concrete repairs at exterior storage closet door | 3,415.28 |
| PCO #3 | | |
| 02/21/18 rec'd 5/18 | Credit for signage manufacturer | (858.50) |
| Amendment No 2 | | |
| 05/23/18-PCO #33 | Eliminate the Rockport Branch from the project (added to Owner's Contingency and Permit fund) | (305,582.46) |
| PCO #38 | | |
| 05/23/18 | Steel costs for infilling the unforeseen restroom hole | 7,184.13 |
| PCO #39 | | |
| 05/30/18 | Jefferson Boiler #1 and #2 cleaning/preventative maintenance and inspection as required by the city Inspector | 680.74 |
| PCO #40 | | |
| 05/30/18 | Jefferson unit heater demo to accommodate updated restroom layout | 680.74 |
| PCO #42 | | |
| 05/30/18 | Reimbursement for building permits needed for the Addison Branch and Carnegie West Branch | 16,649.55 |
| PCO #43 | | |
| 06/06/18 | Modify and reinstall shelving in the Harvard Lee closet that contains ductwork per direction of Eric Herman | 398.92 |
| PCO #44 | | |
| 06/20/18 | The removal of loose brick and patching of the chimney on the roof of the Jefferson Branch | 757.50 |
| PCO #27aR | | |
| 04/25/18 rec'd 7/13 | Plumbing, drywall, and tile work associated with RFIs 20/22 to repair the broken Lorain sanitary pipe. Remaining work will be submitted under PCO 27b. | 14,714.10 |
| PCO #27b | | |
| 04/25/18 | Additional abatement/demo associated with additional LR sanitary work. Remove and replace 2nd floor countertop and install a new mirror. Install two cleanouts as requested by CPI | 4,922.71 |
| PCO #28 | | |
| 04/25/18 | Revised hardware at Lorain | 742.35 |
| PCO #29 | | |
| 04/25/18 | Harvard Lee exit signs and emergency lights per RFI42 | 1,324.69 |
| PCO #30 | | |
| 05/01/18 | Harvard Lee additional lighting zones per RFI 31 and approved zoning suggestion | 3,439.45 |
| PCO #31 | | |
| 05/01/18 | Jefferson emergency lights | 2,878.50 |
| PCO #32 | | |
| 05/01/18 | Glenville lintel repair as directed in the RFI response | 339.94 |
| PCO #41a | | |
| 07/11/18 | Credit for the elimination of the HL handrails | (1,050.40) |
| PCO #41b | | |
| 07/11/18 | Reconciliation for the Rockport handrail credit due to an originally incorrect schedule of values | 7,857.80 |
| Total Change Orders to date | | \$ (222,100.48) |
| Updated Guaranteed Maximum Price (GMP): | | \$ 4,203,730.83 |

CLEVELAND PUBLIC LIBRARY

Board Meeting
September 20, 2018

Safe, Warm and Dry Construction Project

In accordance with the Board resolution adopted on December 21, 2017, a report to the Board of Trustees on direct expenditures for the materials and services as budgeted for the Project and not covered by the GMP and expenditures made from the Owner's Contingency Fund resulting from changes and additions to the Project that have already been made by the Library, and will be made in the future, and which are not included in the GMP, is hereby submitted:

For the Period Ending August 31, 2018

| Safe, Warm and Dry Construction Initiative Budget | | \$5,000,000.00 |
|---|-----------------|-----------------|
| | Encumbered | Expended |
| URS Corporation - Asbestos Survey and Testing | \$ 14,221.79 | \$ 33,728.21 |
| Osborn Engineering Company- Professional Architectural and Engineering Services | 76,300.41 | 373,629.59 |
| Regency Construction Services, Inc. - Construction Manager at Risk | 2,662,264.56 | 1,578,551.55 |
| Direct Expenditures paid from Contingency Fund | - | 41,288.50 |
| | \$ 2,752,786.76 | \$ 2,027,197.85 |
| Available Budget from Owner's Contingency and Permit Fund | | \$220,015.39 |

Owner's Contingency and Permit Fund \$381,871.15

Direct Expenditures

| Date | Vendor | PO | Description | Encumbered | Expended |
|-----------|-------------------|--------|---------------------------------|------------|--------------|
| 11/3/2017 | City of Cleveland | 171701 | Building Plan Processing Fee | \$ - | \$ 3,280.00 |
| | | | Permits for Glenville, Harvard | | |
| 1/22/2018 | City of Cleveland | 180314 | Lee, Lorain and Rockport | - | 19,256.25 |
| | | | Permits for Collinwood, Fulton, | | |
| 7/15/2018 | City of Cleveland | 181262 | and Langston Hughes | - | 18,752.25 |
| | | | | \$ - | \$ 41,288.50 |

Executed Guaranteed Maximum Price (GMP) - Approved by the Board 12/21/18: \$ 4,425,831.31

| Change Orders | Description | Amount |
|------------------|--|----------------|
| PCO #2 02/21/18 | Credit for not performing the demo, rework and soil infill of the masonry planters at Rockport | \$ (17,122.53) |
| PCO #4 02/21/18 | Change from wall-hung to floor-mounted water closets at Lorain | (1,191.80) |
| PCO #5 02/21/18 | Lorain pump changes per the returned submittal | (460.56) |
| PCO #6 02/21/18 | Lorain additional work associated with the existing light ballasts located in the basement in lieu of light fixtures | 2,865.81 |
| PCO #7 02/21/18 | Credit for hand dryers furnished by CPL in lieu of Regency | (3,535.00) |
| PCO #8 02/21/18 | Two additional precast concrete bumper blocks at Glenville per the returned submittal | 252.50 |
| PCO #9 02/28/18 | Additional lighting control to create 4 lighting zones at Glenville | 2,038.21 |
| PCO #10 02/28/18 | Glenville Emergency Lighting: Furnish and install emergency lights that are required | 1,078.14 |
| PCO #11 02/28/18 | Revisions to electrical panel work at Lorain | (774.67) |
| PCO #12 02/28/18 | Credit for attaching to basement lights to existing circuit at Lorain | (356.53) |
| PCO #13 02/28/18 | Complete installation of emergency exit lighting at Lorain | 4,672.07 |
| PCO #14 03/21/18 | Replace 1" water valve at Lorain that failed and needed to be replaced | 716.09 |
| PCO #15 03/21/18 | Additional painting at Lorain behind existing removed light fixtures where walls were not painted | 1,187.76 |
| PCO #16 03/21/18 | Furnish and install materials to repair the Lorain ramp | 6,077.71 |
| PCO #17 03/21/18 | Added occupancy indicators at Lor, Jeff, and Rock | 169.42 |
| PCO #18 03/21/18 | Credit for Jefferson thermostats as requested by CPL | (1,864.46) |
| PCO #19 03/21/18 | Replace additional GFCI receptacle on the Glenville roof that was in need of replacement | 445.32 |
| PCO #20 03/21/18 | Revisions for Harvard Lee dorrs/hardware per the returned HL doors, frames, hardware submittal | 2,578.89 |

| <u>Change Orders</u> | <u>Description</u> | <u>Amount</u> |
|-----------------------------------|--|---------------|
| PCO #21 03/21/18 | Plumbing camera and investigation work for the sanitary lines completed on 3/6/18 and vent pipe completed on 3/16/18 as requested by CPL | 1,483.69 |
| PCO #25 04/10/18 | Repair/infill abandoned window opening that was discovered under the exterior ramp during ramp rework | 805.84 |
| PCO #26 04/10/18 | Added flashing in the Lorain basement to help water infiltration issues | 1,181.70 |
| PCO#1 03/21/18 rec'd 5/14 | Alternate #2 Carnegie West restroom configuration option budget pricing | 17,546.21 |
| PCO#22 03/28/18 rec'd 5/14 | Added check valves at Lorain | 755.48 |
| PCO #23 03/28/18 rec'd 5/14 | Relocation of two exhaust drops at Glenville that conflicted with the toilet partition layout | 855.19 |
| PCO #24 03/28/18 rec'd 5/14 | Lorain concrete repairs at exterior storage closet door | 3,415.28 |
| PCO #3 02/21/18 rec'd 5/18 | Credit for signage manufacturer | (858.50) |
| Amendment No 2 05/23/18-PCO#33 | Eliminate the Rockport Branch from the project (added to Owner's Contingency and Permit fund) | (305,582.46) |
| PCO#38 05/23/18 | Steel costs for infilling the unforeseen restroom hole | 7,184.13 |
| PCO #39 05/30/18 | Jefferson Boiler #1 and #2 cleaning/preventative maintenance and inspection as required by the city inspector | 680.74 |
| PCO #40 05/30/18 | Jefferson unit heater demo to accommodate updated restroom layout | 680.74 |
| PCO #42 05/30/18 | Reimbursement for building permits needed for the Addison Branch and Carnegie West Branch | 16,649.55 |
| PCO #43 06/06/18 | Modify and reinstall shelving in the Harvard Lee closet that contains ductwork per direction of Eric Herman | 398.92 |
| PCO #44 06/20/18 | The removal of loose brick and patching of the chimney on the roof of the Jefferson Branch | 757.50 |
| PCO #27aR 04/25/18 rec'd 7/13 | Plumbing, drywall, and tile work associated with RFIs 20/22 to repair the broken Lorain sanitary pipe. Remaining work will be submitted under PCO27b. | 14,714.10 |
| PCO #27b 04/25/18 | Additional abatement/demo associated with additional LR sanitary work. Remove and replace 2nd floor countertop and install a new mirror. Install two cleanouts as requested by CPI | 4,922.71 |
| PCO#28 04/25/18 | Revised hardware at Lorain | 742.35 |
| PCO#29 04/25/18 | Harvard Lee exit signs and emergency lights per RFI 42 | 1,324.69 |
| PCO#30 05/01/18 | Harvard Lee additional lighting zones per RFI 31 and approved zoning suggestion | 3,439.45 |
| PCO#31 05/01/18 | Jefferson emergency lights | 2,878.50 |
| PCO #32 05/01/18 | Glenville lintel repair as directed in the RFI response | 339.94 |
| PCO #41a 07/11/18 | Credit for the elimination of the HL handrails | (1,050.40) |
| PCO#41b 07/11/18 | Reconciliation for the Rockport handrail credit due to an originally incorrect schedule of values | 7,857.80 |
| PCO #45 8/8/18 | Fabrication and installation of aluminum jacketing to insulate two duct enclosures and make these ducts weathertight per RFI 69 | 8,733.47 |
| PCO#46 8/7/18 | Furnish and install a new flue through the roof for the existing hot water tank at the Addison Branch per RFI 81 | 678.69 |

| <u>Change Orders</u> | <u>Description</u> | <u>Amount</u> |
|--|--|------------------------|
| PCO #47 8/7/18 | Light fixtures called out in RFI 79. Lighting not originally called out for the ceiling area in the toilet rooms. | 2,011.73 |
| PCO #48 8/7/18 | Remove and replace caulk and backer rod at the northeast walkway at the Jefferson Branch | 235.40 |
| PCO #49 8/7/18 | Exploration, excavation and subsequent corrective work at and adjacent to the frost slab at the Jefferson Branch due to an unforeseen pipe. Leech beds were added to the ends of the pipe that was uncovered per CPL direction | 2,140.40 |
| PCO#50 8/7/18 | Credit for not completing the step crack repair at the Jefferson Branch | (2,020.00) |
| PCO#51 8/7/18 | Credit for not installing the book drop at the Jefferson Branch | (151.50) |
| PCO#52 8/14/18 | Cost to add emergency signs and exit lights back into the Carnegie West branch per RFI 90 | 6,155.99 |
| PCO#55 8/14/18 | Cost to install Carnegie West restroom subfloor as directed in RFI 93 | 4,272.30 |
| PCO#56 8/15/18 | Concrete floor infill work and tile patching at the Jefferson Branch due to RFI 65 | 1,143.32 |
| PCO#57 8/22/18 | Addition of 6 vibration isolators for the rooftop AHU at Carnegie West per RFI 99. Purchase of vibration isolators was previously approved to avoid schedule delays. | 3,753.16 |
| PCO #59 (Allowance) 8/22/18 | Purchase and installation of 2 additional privacy hardware sets at the Carnegie West Branch per RFI 102 | (0.00) |
| PCO #60 8/22/18 | Additional terracotta repair at the Carnegie West Branch per RFI 95 | 3,787.50 |
| PCO#61 8/22/18 | Increasing tuckpointing from 50% to 100% at north and west turret structure at the Langston Hughes Branch per RFI 88. Added sealant removal and replacement at the same location | 6,344.82 |
| Total Change Orders to date | | \$ (185,015.20) |
| Updated Guaranteed Maximum Price (GMP): | | \$ 4,240,816.11 |

CLEVELAND PUBLIC LIBRARY

Board Meeting
September 20, 2018

South Branch Renovation Project

In accordance with the Board resolution adopted on January 18, 2018, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to pay the costs resulting from permitting and changes and additions to the Project which may be made in the future by the Library, and which are not included in the GMP, is hereby submitted:

| For the Period Ending June 30, 2018 | | | | Owner's Contingency and Permit Fund | | \$156,131.37 |
|---|-------------------------------|--------|------------------------------|---|---------------|----------------|
| Date | Vendor | PO | Description | Encumbered | Expended | GMP Increase |
| 12/12/2017 | City Salvage | 171932 | Abatement for Air Monitoring | \$ 1,050.00 | \$ 11,050.00 | |
| 2/20/2018 | City of Cleveland | 180447 | Permit fee | - | 37,772.92 | |
| 6/30/2018 | The Albert M. Higley Co., LLC | 161895 | Change Order# 001 | \$ 1,050.00 | \$ 48,822.92 | \$ 3,768.22 |
| | | | | Owner's Contingency and Permit Fund Available Balance | | \$102,490.23 |
| | | | | South Branch Renovation Project Budget | | \$4,500,000.00 |
| | | | | Encumbered | Expended | |
| HBM Architects, LLC - Architectural Design Services | | | | \$ 38,266.68 | \$ 279,233.32 | |
| The Albert M. Higley Co., LLC - Construction Manager at Risk Furniture, Fixtures, Equipment and Technology | | | | 3,493,434.43 | 315,334.42 | |
| Direct Expenditures paid from Contingency Fund | | | | 1,050.00 | 48,822.92 | |
| | | | | \$ 3,532,751.11 | \$ 643,390.66 | |
| | | | | Available Budget as of 06/30/2018 | | \$ 323,858.23 |

CLEVELAND PUBLIC LIBRARY

Board Meeting
September 20, 2018

South Branch Renovation Project

In accordance with the Board resolution adopted on January 18, 2018, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to pay the costs resulting from permitting and changes and additions to the Project which may be made in the future by the Library, and which are not included in the GMP, is hereby submitted:

For the Period Ending July 31, 2018

| | | | | Owner's Contingency and Permit Fund | | \$156,131.37 |
|------------|-------------------------------|--------|------------------------------|---|--------------|--------------|
| Date | Vendor | PO | Description | Encumbered | Expended | GMP Increase |
| 12/12/2017 | City Salvage | 171932 | Abatement for Air Monitoring | \$ 1,050.00 | \$ 11,050.00 | |
| 2/20/2018 | City of Cleveland | 180447 | Permit fee | - | 37,772.92 | |
| 6/30/2018 | The Albert M. Higley Co., LLC | 161895 | Change Order # 001 | | | 3,768.22 |
| | | | | \$ 1,050.00 | \$ 48,822.92 | \$ 3,768.22 |
| | | | | Owner's Contingency and Permit Fund Available Balance | | \$102,490.23 |

| | | | | South Branch Renovation Project Budget | | \$ 4,500,000.00 |
|--|--|--|--|--|---------------|-----------------|
| | | | | Encumbered | Expended | |
| HBM Architects, LLC - Architectural Design Services | | | | \$ 33,600.02 | \$ 283,899.98 | |
| The Albert M. Higley Co., LLC - Construction Manager at Risk Furniture, Fixtures, Equipment and Technology | | | | 3,261,958.97 | 546,809.88 | |
| Direct Expenditures paid from Contingency Fund | | | | 1,050.00 | 48,822.92 | |
| | | | | \$ 3,296,608.99 | \$ 879,532.78 | |
| | | | | Available Budget as of 07/31/2018 | | \$ 323,858.23 |

| Change Order Details | | | |
|----------------------|-----------------------------|--|-------------|
| Change Order # 001 | | | |
| PCO #00001 | Added abatement | | \$ 4,469.22 |
| PCO #00002 | Deducted wall protection | | (1,342.46) |
| PCO #00003 | Deduct fountain drain pipe | | (1,536.00) |
| PCO #00004 | Added drain to water heater | | 2,177.46 |
| | | | \$ 3,768.22 |

CLEVELAND PUBLIC LIBRARY

Board Meeting
September 20, 2018

South Branch Renovation Project

In accordance with the Board resolution adopted on January 18, 2018, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to pay the costs resulting from permitting and changes and additions to the Project which may be made in the future by the Library, and which are not included in the GMP, is hereby submitted:

| For the Period Ending August 31, 2018 | | | | | | |
|---------------------------------------|-------------------------------|--------|------------------------------|---|--------------|--------------|
| Date | Vendor | PO | Description | Encumbered | Expended | GMP Increase |
| 12/12/2017 | City Salvage | 171932 | Abatement for Air Monitoring | \$ 1,050.00 | \$ 11,050.00 | |
| 2/20/2018 | City of Cleveland | 180447 | Permit fee | - | 37,772.92 | |
| 6/30/2018 | The Albert M. Higley Co., LLC | 161895 | Change Order # 001 | | | 3,768.22 |
| 8/6/2018 | The Albert M. Higley Co., LLC | 161895 | Change Order # 002 | | | 40,350.26 |
| 8/27/2018 | The Albert M. Higley Co., LLC | 161895 | Change Order # 003 | | | 31,758.84 |
| | | | | \$ 1,050.00 | \$ 48,822.92 | \$ 75,877.32 |
| | | | | Owner's Contingency and Permit Fund Available Balance | | \$30,381.13 |

| South Branch Renovation Project Budget: \$ 4,500,000.00 | | |
|--|---|---------------|
| | Encumbered | Expended |
| HBM Architects, LLC - Architectural Design Services | \$ 28,933.36 | \$ 288,566.64 |
| The Albert M. Higley Co., LLC - Construction Manager at Risk | 3,334,068.07 | 546,809.88 |
| Furniture, Fixtures, Equipment and Technology | 95,401.99 | - |
| Direct Expenditures paid from Contingency Fund | 1,050.00 | 48,822.92 |
| | \$ 3,459,453.42 | \$ 884,199.44 |
| | Available Budget as of 08/31/2018 \$ 156,347.14 | |

Change Order DetailsChange Order # 001

| | | |
|------------|-----------------------------|-------------|
| PCO #00001 | Added abatement | \$ 4,469.22 |
| PCO #00002 | Deducted wall protection | (1,342.46) |
| PCO #00003 | Deduct fountain drain pipe | (1,536.00) |
| PCO #00004 | Added drain to water heater | 2,177.46 |
| | | \$ 3,768.22 |

Change Order # 002

| | | |
|------------|----------------------|--------------|
| PCO #00005 | Office steel support | \$ 7,976.96 |
| PCO #00006 | Add walk and stairs | 10,639.80 |
| PCO #00007 | Lintel exploration | 21,733.50 |
| | | \$ 40,350.26 |

Change Order # 003

| | | |
|------------|---------------------------|--------------|
| PCO #00008 | Computer desk inset panel | \$ 1,720.32 |
| PCO #00009 | Split cost of items | 1,221.59 |
| PCO #00010 | Book cart credit | (1,396.69) |
| PCO #00012 | Remove pipes at skylight | 1,045.30 |
| PCO #00013 | Landscaping contract | 3,928.84 |
| PCO #00014 | Lintel replacement | 25,239.48 |
| | | \$ 31,758.84 |

CLEVELAND PUBLIC LIBRARY

**Board Meeting
September 20, 2018**

Lakeshore Facility Roof Replacement Project

In accordance with the Board resolution adopted on May 22, 2018, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to cover the cost of Owner-requested changes and unforeseeable conditions uncovered during the removal and replacement of the Lakeshore Facility roof, and if needed, to cover the costs of permitting and inspection fees, is hereby submitted:

For the Period Ending June 30, 2018

| | | | | Owner's Contingency and Permit Fund | | \$64,550.00 |
|--|---------------|-----------|--------------------|--|-----------------|--|
| <u>Date</u> | <u>Vendor</u> | <u>PO</u> | <u>Description</u> | <u>Encumbered</u> | <u>Expended</u> | |
| | | | | \$ | - | \$ |
| | | | | | | - |
| | | | | | | \$64,550.00 |
| | | | | | | Owner's Contingency and Permit Fund Available Balance |
| | | | | | | \$64,550.00 |
| | | | | | | South Branch Renovation Project Budget |
| | | | | | | \$ 1,000,000.00 |
| | | | | | | Encumbered |
| | | | | | | Expended |
| Construction Resources, Inc. - Prepare Specifications/Construction Administration | | | | \$ | 13,200.00 | \$ 36,700.00 |
| Warren Roofing & Insulating Co. - Contractor | | | | 645,500.00 | - | |
| Direct Expenditures paid from Contingency Fund | | | | - | - | |
| | | | | \$ | 658,700.00 | \$ 36,700.00 |
| | | | | | | Available Budget as of 06/30/2018 |
| | | | | | | \$ 304,600.00 |

CLEVELAND PUBLIC LIBRARY

Board Meeting
September 20, 2018

Lakeshore Facility Roof Replacement Project

In accordance with the Board resolution adopted on May 22, 2018, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to cover the cost of Owner-requested changes and unforeseeable conditions uncovered during the removal and replacement of the Lakeshore Facility roof, and if needed, to cover the costs of permitting and inspection fees, is hereby submitted:

| | | | | For the Period Ending July 31, 2018 | | |
|--|---------------------------------|-----------|--------------------|--|-----------------|------------------------|
| | | | | Owner's Contingency and Permit Fund | | \$64,550.00 |
| <u>Date</u> | <u>Vendor</u> | <u>PO</u> | <u>Description</u> | <u>Encumbered</u> | <u>Expended</u> | |
| 7/16/2018 | Warren Roofing & Insulating Co. | 181234 | City permit | \$ - | \$ 10,151.30 | |
| | | | | \$ - | \$ 10,151.30 | |
| | | | | Owner's Contingency and Permit Fund Available Balance | | \$54,398.70 |
| | | | | South Branch Renovation Project Budget | | \$ 1,000,000.00 |
| | | | | <u>Encumbered</u> | <u>Expended</u> | |
| Construction Resources, Inc. - Prepare Specifications/Construction Administration | | | | \$ 13,200.00 | \$ 36,700.00 | |
| Warren Roofing & Insulating Co. - Contractor | | | | 645,500.00 | - | |
| Direct Expenditures paid from Contingency Fund | | | | - | 10,151.30 | |
| | | | | \$ 658,700.00 | \$ 46,851.30 | |
| | | | | Available Budget as of 07/31/2018 | | \$ 294,448.70 |

CLEVELAND PUBLIC LIBRARY

Board Meeting
September 20, 2018

Lakeshore Facility Roof Replacement Project

In accordance with the Board resolution adopted on May 22, 2018, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to cover the cost of Owner-requested changes and unforeseeable conditions uncovered during the removal and replacement of the Lakeshore Facility roof, and if needed, to cover the costs of permitting and inspection fees, is hereby submitted:

For the Period Ending August 31, 2018

| | | | | Owner's Contingency and Permit Fund | | \$64,550.00 |
|--|---------------------------------|-----------|--------------------|-------------------------------------|-----------------|--------------------|
| <u>Date</u> | <u>Vendor</u> | <u>PO</u> | <u>Description</u> | <u>Encumbered</u> | <u>Expended</u> | |
| 7/16/2018 | Warren Roofing & Insulating Co. | 181234 | City permit | \$ - | \$ 10,151.30 | |
| | | | | \$ - | \$ 10,151.30 | |
| Owner's Contingency and Permit Fund Available Balance | | | | | | \$54,398.70 |

| | | | | South Branch Renovation Project Budget | | \$ 1,000,000.00 |
|---|--|--|--|--|-----------------|----------------------|
| | | | | <u>Encumbered</u> | <u>Expended</u> | |
| Construction Resources, Inc. - Prepare Specifications/Construction Administration | | | | \$ 11,660.00 | \$ 38,240.00 | |
| Warren Roofing & Insulating Co. - Contractor | | | | 609,815.00 | 35,685.00 | |
| Direct Expenditures paid from Contingency Fund | | | | - | 10,151.30 | |
| | | | | \$ 621,475.00 | \$ 84,076.30 | |
| Available Budget as of 08/31/2018 | | | | | | \$ 294,448.70 |

**CLEVELAND PUBLIC LIBRARY
Regular Employment Report
6/01/2018 TO 6/30/2018**

| <u>EMPLOYEE NAME</u> | <u>DEPARTMENT</u> | <u>JOB TITLE</u> | <u>TERM/INACT DATE</u> |
|--|-------------------|-------------------------------|----------------------------|
| RESIGNATIONS MARTINEZ, OSCAR | Security | SAFETY&PROTECTIVE SVC OFFICER | 06/11/2018 |

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 06/01/2018 TO 06/30/2018**

EMPLOYEE: CRUZ, RAYMOND A CURRENT GRADE: F EFFECTIVE DATE
JOB TITLE: LIBRARY ASSISTANT-YOUTH CURRENT STEP: 1 FOR GRADE/STEP

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| SALARY AFFECTS BASE W | 38,023.96 | 46,172.62 | PROMOTION |

EMPLOYEE: EUBANKS, ERIC C CURRENT GRADE: F EFFECTIVE DATE
JOB TITLE: LIBRARY ASSISTANT-YOUTH CURRENT STEP: 8 FOR GRADE/STEP

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| TRANSFER | 58,444.88 | 58,444.88 | TRANSFER |

EMPLOYEE: SIMS, JASMINE C CURRENT GRADE: G EFFECTIVE DATE
JOB TITLE: OPERATIONS PROJECT COOR CURRENT STEP: 1 FOR GRADE/STEP

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|-----------------------|----------------------|--------------------------|
| SALARY AFFECTS BASE W | 22,401.08 | 52,282.36 | PROMOTION |

**CLEVELAND PUBLIC LIBRARY
Regular Employment Report
7/01/2018 TO 7/31/2018**

| EMPLOYEE NAME | DEPARTMENT | JOB TITLE | TERM/INACT DATE |
|---------------------------|---------------------|--------------------------------|------------------------|
| RESIGNATIONS | | | |
| ABDULLAH, AALIA J | Langston Hughes | PAGE | 07/24/2018 |
| BALBOA, PAULO A | Tech Central | LIBRARY ASST-COMP EMPH | 07/06/2018 |
| CESAROV, SANDRA | Harvard Lee | LIBRARY ASST-COMP EMPH | 07/12/2018 |
| CRUDUP, DENISE A | Director's Office | ASST TO DIR OF LEARNING & EDUC | 07/27/2018 |
| HEARD, DAIRIAN S | Branch Substitues | LIBRARY ASST SUBSTITUTE | 07/26/2018 |
| HOLLAMAN, ELIZABETH | Sterling | BRANCH CLERK | 07/19/2018 |
| JOHNSON, BRANDON J | Brooklyn | BRANCH CLERK | 07/20/2018 |
| LATEEF, JALILURAHMAN A | Memorial Nottingham | PAGE | 07/05/2018 |
| MESENGER, CORINA E | Jefferson | CHILDRENS LIBRARIAN | 07/20/2018 |
| OLIVER, LESLIE A | Foreign Literarure | PAGE | 07/28/2018 |
| QUINN, LISA S | East 131 | LIBRARY ASST-COMP EMPH | 07/27/2018 |
| WATSON, ERYC | Mount Pleasant | LIBRARY ASST-COMP EMPH | 07/18/2018 |
| RETIREMENTS | | | |
| MURDOCK, TIMOTHY S | Buildings Office | DIRECTOR OF PROPERTY MANAGEMEN | 07/06/2018 |
| OTHER TERMINATIONS | | | |
| STALLWORTH-ESTRADA, TRAC | | LIBRARY ASST-COMP EMPH | 07/05/2018 |

CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 07/01/2018 TO 07/31/2018

EMPLOYEE: JACKSON, KEITH CURRENT GRADE: Z EFFECTIVE DATE
JOB TITLE: PAGE CURRENT STEP: 1 FOR GRADE/STEP

| <u>TYPE OF CHANGE</u> | <u>PREVIOUS VALUE</u> | <u>CURRENT VALUE</u> | <u>REASON FOR CHANGE</u> |
|-----------------------|---------------------------|--------------------------|--------------------------|
| TRANSFER | 10.20 | 10.20 | TRANSFER |

**CLEVELAND PUBLIC LIBRARY
Regular Employment Report
8/01/2018 TO 8/31/2018**

| <u>EMPLOYEE NAME</u> | <u>DEPARTMENT</u> | <u>JOB TITLE</u> | <u>TERM//INACT DATE</u> |
|---------------------------|-------------------------|------------------------------|-----------------------------|
| RESIGNATIONS | | | |
| CASTELLANO, JENNIFER | Branch Substitues | BRANCH CLERK SUBSTITUTE | 08/03/2018 |
| CORBETT, JEFFREY | Branch Substitues | LIBRARIAN SUBSTITUTE | 08/03/2018 |
| JACKSON, ARIANNA R | Shelf Pages | PAGE | 08/24/2018 |
| KHAN, JULIAN J | Mobile Services | BRANCH CLERK | 08/08/2018 |
| MANCUSO, CLAIRE E | Eastman | PAGE | 08/18/2018 |
| NAVROTSKAYA, ANNA E | Literature | PAGE | 08/17/2018 |
| PLISHKA, THERESAA | Fulton | LIBRARY ASST-COMP EMPH | 08/24/2018 |
| STEFANOWICZ, SEAN M | Center for Local & Glol | PAGE | 08/29/2018 |
| THOMAS, TAI N | Collinwood | PAGE - PART TIME REGULAR | 08/03/2018 |
| WATKINS, WILLIAM A | Shelf Pages | PAGE | 08/30/2018 |
| WOLINSKY, YINGLI H | Branch Substitues | LIBRARY ASST SUBSTITUTE | 08/01/2018 |
| RETIREMENTS | | | |
| WARD, KARIMA | Materials Processing | TECHNICAL SERVICES ASSOCIATE | 08/27/2018 |
| OTHER TERMINATIONS | | | |
| FOSTER, IMAN M | Union | PAGE | 08/02/2018 |

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 08/01/2018 TO 08/31/2018**

EMPLOYEE: HARDY, HEATHER A CURRENT GRADE: B EFFECTIVE DATE
JOB TITLE: BRANCH CLERK CURRENT STEP: 1 FOR GRADE/STEP

| TYPE OF CHANGE | PREVIOUS VALUE | CURRENT VALUE | REASON FOR CHANGE |
|-----------------------|----------------|---------------|-------------------|
| SALARY AFFECTS BASE W | 16,400.02 | 33,803.12 | PROMOTION |

EMPLOYEE: KILB, FORREST CURRENT GRADE: F EFFECTIVE DATE
JOB TITLE: LIBRARY ASSISTANT (SUBJ DE CURRENT STEP: 2 FOR GRADE/STEP

| TYPE OF CHANGE | PREVIOUS VALUE | CURRENT VALUE | REASON FOR CHANGE |
|----------------|----------------|---------------|-------------------|
| TRANSFER | 35,854.52 | 48,019.66 | TRANSFER |

EMPLOYEE: KOHR, HANNAH K CURRENT GRADE: F EFFECTIVE DATE
JOB TITLE: LIBRARY ASST-COMP EMPH CURRENT STEP: 1 FOR GRADE/STEP

| TYPE OF CHANGE | PREVIOUS VALUE | CURRENT VALUE | REASON FOR CHANGE |
|-----------------------|----------------|---------------|-------------------|
| SALARY AFFECTS BASE W | 22,401.08 | 34,481.72 | PROMOTION |

EMPLOYEE: KONKOLY, DANIELLE T CURRENT GRADE: F EFFECTIVE DATE
JOB TITLE: LIBRARY ASST-COMP EMPH CURRENT STEP: 1 FOR GRADE/STEP

| TYPE OF CHANGE | PREVIOUS VALUE | CURRENT VALUE | REASON FOR CHANGE |
|-----------------------|----------------|---------------|-------------------|
| SALARY AFFECTS BASE W | 17.33 | 23.68 | PROMOTION |

EMPLOYEE: LEVERT, WILLIAM M CURRENT GRADE: B EFFECTIVE DATE
JOB TITLE: SHIPPING CLERK CURRENT STEP: 1 FOR GRADE/STEP

| TYPE OF CHANGE | PREVIOUS VALUE | CURRENT VALUE | REASON FOR CHANGE |
|-----------------------|----------------|---------------|-------------------|
| SALARY AFFECTS BASE W | 0.00 | 33,803.12 | PROMOTION |

**CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 8/01/2018 TO 8/31/2018**

| | | | | | |
|-------------------|--------------------------------|-----------------------|------------------|---------------------|------------------|
| EMPLOYEE: | AUCHTER, KYLE J | CURRENT GRADE: | F | HIRE DATE: | 8/26/2018 |
| JOB TITLE: | LIBRARY ASST SUBSTITUTE | CURRENT STEP: | 1 | HOURLY RATE: | 23.44 |
| LOCATION: | BRANCH SUBSTITUTES | SALARY: | 22,401.08 | | |
| EMPLOYEE: | BRIGGS, TONYA M | CURRENT GRADE: | J | HIRE DATE: | 8/05/2018 |
| JOB TITLE: | BRANCH MANAGER (MEDIUM) | CURRENT STEP: | 1 | HOURLY RATE: | 33.34 |
| LOCATION: | ADDISON | SALARY: | 65,013.04 | | |
| EMPLOYEE: | CUMMINS, ADALYNE J | CURRENT GRADE: | F | HIRE DATE: | 8/26/2018 |
| JOB TITLE: | LIBRARY ASST SUBSTITUTE | CURRENT STEP: | 1 | HOURLY RATE: | 23.44 |
| LOCATION: | BRANCH SUBSTITUTES | SALARY: | 22,401.08 | | |

CLEVELAND PUBLIC LIBRARY

REPORT J

Human Resources Committee Report
 Meeting Date: September 20, 2018
 Report Period: June 2018

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

| MONTH | 2017 SICK LEAVE HOURS USED | 2018 SICK LEAVE HOURS USED | 2018 TOTAL HOURS |
|--------------|---|---|-----------------------------|
| January | 3694.16 | 3931.18 | 98438.20 |
| February | 4134.06 | 4368.48 | 94464.23 |
| March | 3876.96 | 3941.66 | 92222.37 |
| April | 3739.41 | 3899.74 | 91873.73 |
| May | 3819.00 | 3768.36 | 92124.50 |
| June * | 5529.04 | 5135.95 | 138055.80 |
| July | 3388.19 | | |
| August | 3775.11 | | |
| September | 3806.95 | | |
| October | 3946.00 | | |
| November* | 3767.85 | | |
| December | 6026.33* | | |
| | | | |
| | | | |
| | | | |
| | | | |

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY

REPORT J1

Human Resources Committee Report
 Meeting Date: September 20, 2018
 Report Period: July 2018

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

| MONTH | 2017 SICK LEAVE HOURS USED | 2018 SICK LEAVE HOURS USED | 2018 TOTAL HOURS |
|--------------|---|---|-----------------------------|
| January | 3694.16 | 3931.18 | 98438.20 |
| February | 4134.06 | 4368.48 | 94464.23 |
| March | 3876.96 | 3941.66 | 92222.37 |
| April | 3739.41 | 3899.74 | 91873.73 |
| May | 3819.00 | 3768.36 | 92124.50 |
| June * | 5529.04 | 5135.95 | 138055.80 |
| July | 3388.19 | 3360.54 | 92275.14 |
| August | 3775.11 | | |
| September | 3806.95 | | |
| October | 3946.00 | | |
| November* | 3767.85 | | |
| December | 6026.33* | | |
| | | | |
| | | | |
| | | | |
| | | | |

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY

REPORT J2

Human Resources Committee Report
 Meeting Date: September 20, 2018
 Report Period: Aug 2018

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

| MONTH | 2017 SICK LEAVE HOURS USED | 2018 SICK LEAVE HOURS USED | 2018 TOTAL HOURS |
|--------------|---|---|-----------------------------|
| January | 3694.16 | 3931.18 | 98438.20 |
| February | 4134.06 | 4368.48 | 94464.23 |
| March | 3876.96 | 3941.66 | 92222.37 |
| April | 3739.41 | 3899.74 | 91873.73 |
| May | 3819.00 | 3768.36 | 92124.50 |
| June * | 5529.04 | 5135.95 | 138055.80 |
| July | 3388.19 | 3360.54 | 92275.14 |
| August | 3775.11 | 3710.82 | 91986.26 |
| September | 3806.95 | | |
| October | 3946.00 | | |
| November* | 3767.85 | | |
| December | 6026.33* | | |
| | | | |
| | | | |
| | | | |
| | | | |

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
June 1, 2018 - June 30, 2018
EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT
FULL/PART-TIME EMPLOYEES

REPORT K

Human Resources Committee Report

September 20, 2018

| Totals Job Category | Male | | | | | | Female | | | | | | |
|--------------------------|------------|------------|------------|-----------|----------|----------|------------|------------|-----------|----------|----------|----------|----------|
| | A | B | C | D | E | F | G | H | I | J | K | L | m |
| Officials/Administrators | 81 | 24 | 11 | 2 | | | 25 | 15 | 4 | | | | |
| Professionals | 74 | 14 | 1 | | 1 | | 35 | 13 | 6 | 4 | | | |
| Technicians | 21 | 13 | 2 | 1 | | | 3 | 1 | 1 | | | | |
| Protective Service | 28 | 8 | 13 | 2 | | | 1 | 4 | | | | | |
| Para-Professionals | 139 | 30 | 27 | 3 | 2 | | 41 | 26 | 7 | 3 | | | |
| Administrative Support | 276 | 30 | 55 | 4 | 2 | | 42 | 103 | 12 | 2 | | 1 | |
| Skilled Craft | 13 | 7 | 4 | 1 | | | | 1 | | | | | |
| Service Maintenance | 48 | 9 | 33 | 1 | | | 1 | 3 | 1 | | | | |
| Grand Total | 655 | 135 | 146 | 14 | 5 | 0 | 148 | 166 | 31 | 9 | 0 | 1 | 0 |

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

L= HAWAII

K=American Indian/Alaskan Native

M= Two or more races

CLEVELAND PUBLIC LIBRARY
July 1, 2018 - July 31, 2018
EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT
FULL/PART-TIME EMPLOYEES

REPORT K1**Human Resources Committee Report**

September 20, 2018

| Totals Job Category | Male | | | | | | Female | | | | | | |
|--------------------------|------------|------------|------------|-----------|----------|----------|------------|------------|-----------|----------|----------|----------|----------|
| | A | B | C | D | E | F | G | H | I | J | K | L | m |
| Officials/Administrators | 80 | 23 | 11 | 2 | | | 25 | 15 | 4 | | | | |
| Professionals | 73 | 14 | 1 | | 1 | | 34 | 13 | 6 | 4 | | | |
| Technicians | 21 | 13 | 2 | 1 | | | 3 | 1 | 1 | | | | |
| Protective Service | 27 | 8 | 12 | 2 | | | 1 | 4 | | | | | |
| Para-Professionals | 134 | 30 | 27 | 3 | 1 | | 39 | 24 | 7 | 3 | | | |
| Administrative Support | 276 | 29 | 52 | 4 | 2 | | 42 | 99 | 11 | 2 | 1 | | |
| Skilled Craft | 13 | 7 | 4 | 1 | | | | 1 | | | | | |
| Service Maintenance | 48 | 9 | 33 | 1 | | | 1 | 3 | 1 | | | | |
| Grand Total | 638 | 133 | 142 | 14 | 4 | 0 | 145 | 160 | 30 | 9 | 0 | 1 | 0 |

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

L= HAWAII

K=American Indian/Alaskan Native

M=Two or more races

CLEVELAND PUBLIC LIBRARY
August 1, 2018 - August 30, 2018
EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT
FULL/PART-TIME EMPLOYEES

REPORT K2**Human Resources Committee Report**

September 20, 2018

| Totals Job Category | Male | | | | | | Female | | | | | | |
|--------------------------|------------|------------|------------|-----------|----------|----------|------------|------------|-----------|----------|----------|----------|----------|
| | A | B | C | D | E | F | G | H | I | J | K | L | M |
| Officials/Administrators | 80 | 23 | 11 | 2 | | | 25 | 15 | 4 | | | | |
| Professionals | 72 | 13 | 1 | | 1 | | 34 | 13 | 6 | 4 | | | |
| Technicians | 21 | 13 | 2 | 1 | | | 3 | 1 | 1 | | | | |
| Protective Service | 27 | 8 | 12 | 2 | | | 1 | 4 | | | | | |
| Para-Professionals | 133 | 31 | 27 | 3 | 1 | | 39 | 23 | 7 | 2 | | | |
| Administrative Support | 276 | 28 | 51 | 3 | 2 | | 39 | 94 | 10 | 2 | 1 | | |
| Skilled Craft | 13 | 7 | 4 | 1 | | | | 1 | | | | | |
| Service Maintenance | 48 | 9 | 33 | 1 | | | 1 | 3 | 1 | | | | |
| Grand Total | 624 | 132 | 141 | 13 | 4 | 0 | 142 | 154 | 29 | 8 | 0 | 1 | 0 |

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

L= HAWAII

K=American Indian/Alaskan Native

M= Two or more races

Insurance Report for the Month of June 2018

Human Resources Committee Report
September 20, 2018

Staff Enrollments-Health Care/Dental

| | Single | Family | Total |
|---|----------------------|-----------------------|--|
| Basic | 5 | 3 | 8 |
| Essential | 46 | 9 | 55 |
| Standard | 239 | 147 | 386 |
| Standard with OAD | | 1 | 1 |
| Total MMO | | | 450 |
| | | | |
| Dental Insurance | 296 | 186 | 482 |
| | | | |
| Vision Employee | | | 261 |
| Vision Children | | | 38 |
| Vision Spouse | | | 55 |
| Vision Family | | | 82 |
| Total Vision | | | 436 |
| Workers' Compensation Lost Time Report | | | |
| <i>Classification</i> | <i>Dept/Location</i> | <i>Date of Injury</i> | <i>Total days missed during report month</i> |
| | | | 0 |

Insurance Report for the Month of July 2018

Human Resources Committee Report
September 20, 2018

Staff Enrollments-Health Care/Dental

| | Single | Family | Total |
|---|----------------------|-----------------------|--|
| Basic | 5 | 3 | 8 |
| Essential | 48 | 9 | 57 |
| Standard | 239 | 148 | 387 |
| Standard with OAD | | 1 | 1 |
| Total MMO | | | 453 |
| | | | |
| Dental Insurance | 296 | 188 | 484 |
| | | | |
| Vision Employee | | | 261 |
| Vision Children | | | 38 |
| Vision Spouse | | | 55 |
| Vision Family | | | 83 |
| Total Vision | | | 437 |
| Workers' Compensation Lost Time Report | | | |
| | | | <i>Total days missed during report month</i> |
| <i>Classification</i> | <i>Dept/Location</i> | <i>Date of Injury</i> | |
| | | | 0 |

Insurance Report for the Month of August 2018

Human Resources Committee Report
September 20, 2018

Staff Enrollments-Health Care/Dental

| | Single | Family | Total |
|---|----------------------|-----------------------|--|
| Basic | 5 | 3 | 8 |
| Essential | 45 | 9 | 54 |
| Standard | 239 | 144 | 383 |
| Standard with OAD | | 1 | 1 |
| Total MMO | | | 446 |
| | | | |
| Dental Insurance | 292 | 183 | 475 |
| | | | |
| Vision Employee | | | 258 |
| Vision Children | | | 38 |
| Vision Spouse | | | 55 |
| Vision Family | | | 81 |
| Total Vision | | | 432 |
| Workers' Compensation Lost Time Report | | | |
| | | | <i>Total days missed during report month</i> |
| <i>Classification</i> | <i>Dept/Location</i> | <i>Date of Injury</i> | |
| | | | 0 |

CLEVELAND PUBLIC LIBRARY

FINES AND FEES SCHEDULE: PART A

OVERDUE FINES

| | |
|----------------------------------|---------------------|
| ADULT MATERIALS | |
| Circulating Items | \$0.10 per day/item |
| Reference Item | \$1.00 per day/item |
| Interlibrary Loan Material | \$3.00 per day/item |

NO OVERDUE FINES are charged for:
 Children's materials
 Young Adult materials
 Materials at University/College Libraries

NO OVERDUE FINES are charged to the following patrons:
 CPL-GB (age 60 and over)
 CPL-DISABLD
 CPL-HOMBD

| | |
|--------------------------|-------------|
| OVERDUE FINE LIMIT | \$3.00/item |
| BILL THRESHOLD | \$25.00 |

MATERIAL RECOVERY REFERRAL

Fee for account referral to collection agency..... \$15.00

REPLACEMENT PRICES

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

| | |
|----------------------------------|---------------|
| Hardcover Book | \$26.00 |
| Adult Paperback Book | \$16.00 |
| Children's Paperback Book | \$5.00 |
| Audiobook | \$50.00 |
| Blu-Ray | \$25.00 |
| Comic Book | \$3.50 |
| Compact Disc | \$14.00 |
| DVD | \$15.00 |
| DVD Set | \$60.00 |
| Interlibrary Loan Material | Value of item |
| Magazine | \$6.00 |
| Pamphlet | \$2.00 |
| Reference Material | Value of item |
| Mobile Hotspot Device | \$75.00 |
| Mobile Hotspot Case | \$15.00 |
| Mobile Hotspot Cable | \$6.50 |
| Self-Playing Device | \$80.00 |
| Misc. uncataloged material | \$5.00/item |

LOST OR STOLEN LIBRARY CARD

DAMAGE FINES

Major

PASSPORT APPLICATION FEES

| | |
|----------------------------------|---------|
| Application Processing fee | \$35.00 |
| Passport photo fee | \$10.00 |

INTERLIBRARY LOAN

Knowledge Office
 For Approval by the Board of Library Trustees September 20, 2018
 Effective October 1, 2018

LOAN FEES CHARGED TO LIBRARIES

| | |
|------------------------------|------------------|
| Ohio Libraries | No charge |
| Out-of-State Libraries | \$10.00 per item |
| Foreign Libraries | \$20.00 per item |

DUPLICATION FEES

| | |
|---------------------------|----------------------|
| Scans (1-30 images) | minimum \$15.00/item |
| Paper(1-30 images) | minimum \$30.00/item |

Additional fees may be charged. See Fines and Fees Schedule; Part B for list of fees for scans and printouts made by staff.

FEES CHARGED TO INDIVIDUAL BORROWERS

| | |
|-------------------------|---------------|
| Borrowing | No charge |
| LOST ITEMS | |
| Replacement price | Value of item |

SELF-SERVICE COPY/PRINTING

| | |
|-------------------------------------|-----------------|
| 8½" x 11" and 8½" x 14" B&W | \$0.10 per page |
| 11" x 17" B&W | \$0.20 per page |
| 8½" x 11" and 8½" x 14" Color | \$0.25 per page |
| 11" x 17" Color | \$0.50 per page |

Copies from Microform Reader/Printer:

| | |
|-----------------------------------|-----------------|
| 8½" x 11" and 11" x 17" B&W | \$0.10 per page |
|-----------------------------------|-----------------|

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

FAXING

Self-service faxing from multifunction device

SCANNING

Self-service scanning on MFD sent to email address .. \$0.10 per page
 Self-service scanning on KIC Scanner in CDPL No charge
 Self-service scanning to one's own device No charge

PHOTOGRAPHING/TAPING/FILMING ON LIBRARY PROPERTY

Wedding photography

MISCELLANEOUS

Tote Bags (non-complimentary)

SALES TAX

Ohio sales tax is included in fees charged for self-service copying, printing, scanning, and faxing from library multifunction devices, and for miscellaneous items such as passport photos.

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR JUN 2018**

| CIRCULATION ACTIVITY | Monthly Total | | Average Hourly | | Year-to-Date | | YTD |
|--------------------------|----------------|----------------|----------------|------|------------------|------------------|------------|
| | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | Gain/Loss |
| Main Library | 109,544 | 106,905 | 527 | 514 | 658,328 | 652,364 | 0.9% |
| Branches* | 219,158 | 212,302 | 1,076 | 961 | 1,223,291 | 1,324,706 | -7.7% |
| Mobile Units | 3,417 | 2,866 | | | 22,159 | 16,068 | 37.9% |
| Library for the Blind | 40,049 | 47,788 | | | 239,597 | 268,135 | -10.6% |
| OLBPD BARD | 12,535 | 13,081 | | | 75,527 | 75,623 | -0.1% |
| eMedia | 39,361 | 35,269 | | | 228,267 | 195,086 | 17.0% |
| TOTAL CIRCULATION | 424,064 | 418,211 | | | 2,447,169 | 2,531,982 | -3% |

| ELECTRONIC MEDIA CIRCULATION | Monthly Total | | Year-to-Date | | YTD |
|---------------------------------|---------------|---------------|----------------|----------------|---|
| | 2018 | 2017 | 2018 | 2017 | Gain/Loss |
| eBook | 22,073 | 20,678 | 130,300 | 116,000 | 12.3% |
| eAudiobook | 14,462 | 12,377 | 83,727 | 63,917 | 31.0% |
| eMusic | 312 | 365 | 1,972 | 3,631 | -45.7% |
| eVideo | 590 | 566 | 3,481 | 3,594 | -3.1% |
| eMagazines | 1,924 | 1,283 | 8,787 | 7,944 | 10.6% |
| TOTAL eCIRCULATION | 39,361 | 35,269 | 228,267 | 195,086 | 17.0% Included in circulation activity |

| COMPUTER USAGE | Number of | Average | Number of Sessions | | Hours in Use | | YTD |
|--------------------|------------|------------|--------------------|----------------|----------------|----------------|---------------|
| | Computers | Sessions | 2018 | 2017 | 2018 | 2017 | Gain/Loss |
| Main Library | 107 | 50 minutes | 47,753 | 61,535 | 41,526 | 46,570 | -10.8% |
| Branches | 569 | 40 minutes | 343,671 | 408,632 | 235,581 | 275,590 | -14.5% |
| TOTAL USAGE | 676 | | 391,424 | 470,167 | 277,107 | 322,160 | -14.0% |

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

| WIRELESS SESSIONS | Monthly Total | | Year-to-Date | | YTD |
|-----------------------|----------------|----------------|------------------|----------------|--------------|
| | 2018 | 2017 | 2018 | 2017 | Gain/Loss |
| TOTAL SESSIONS | 183,638 | 144,044 | 1,163,317 | 748,973 | 55.3% |

Each session represents a unique user of public wireless Internet.

| WALK-IN COUNT | Monthly Total | | Average Hourly | | Year-to-Date | | YTD |
|---------------------|----------------|----------------|----------------|------|------------------|------------------|---------------|
| | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | Gain/Loss |
| Main Library | 33,940 | 38,279 | 163 | 184 | 192,742 | 221,653 | -13% |
| Branches* | 151,859 | 185,382 | 746 | 839 | 947,591 | 1,126,041 | -16% |
| TOTAL VISITS | 185,799 | 223,661 | | | 1,140,333 | 1,347,694 | -15.4% |

*Glenville Branch closed 2/5-4/16/18. Lorain Branch closed 2/5-4/14/18. Harvard Lee Branch closed 4/15-6/14/18. Jefferson Branch closed beginning 4/18/18. Addison Branch closed beginning 6/14. Branches were closed as part of the Branch Revitalization Project.

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR JUN 2018**

| Branch | a Branch Circulation | b Sent from Other Branches | c Sent from Main | d Sent from Other CLENVET Systems | e Total Direct Circulation (a+b+c+d) | f Sent to Other CLEVNET Systems | g Total Circulation (e+f) |
|-------------------------|----------------------------|-------------------------------------|------------------------|---|---|--|------------------------------------|
| Addison* | 4,110 | 230 | 149 | 291 | 4,780 | 283 | 5,063 |
| Brooklyn | 4,031 | 206 | 257 | 398 | 4,892 | 255 | 5,147 |
| Carnegie West | 7,917 | 406 | 1,449 | 1,132 | 10,904 | 715 | 11,619 |
| Collinwood | 4,165 | 238 | 287 | 442 | 5,132 | 224 | 5,356 |
| East 131st | 3,754 | 244 | 255 | 437 | 4,690 | 187 | 4,877 |
| Eastman | 13,294 | 469 | 639 | 1,159 | 15,561 | 1,335 | 16,896 |
| Fleet | 9,366 | 337 | 569 | 729 | 11,001 | 472 | 11,473 |
| Fulton | 6,950 | 359 | 414 | 697 | 8,420 | 635 | 9,055 |
| Garden Valley | 3,398 | 140 | 108 | 186 | 3,832 | 166 | 3,998 |
| Glenville | 4,030 | 174 | 225 | 472 | 4,901 | 209 | 5,110 |
| Harvard-Lee* | 2,487 | 163 | 167 | 121 | 2,938 | 65 | 3,003 |
| Hough | 3,862 | 437 | 195 | 414 | 4,908 | 193 | 5,101 |
| Jefferson* | 420 | 54 | 109 | 107 | 690 | 22 | 712 |
| Langston Hughes | 6,176 | 367 | 352 | 614 | 7,509 | 275 | 7,784 |
| Lorain | 4,443 | 290 | 318 | 566 | 5,617 | 329 | 5,946 |
| Martin Luther King, Jr. | 3,590 | 293 | 403 | 513 | 4,799 | 366 | 5,165 |
| Memorial-Nottingham | 8,510 | 531 | 836 | 1,367 | 11,244 | 653 | 11,897 |
| Mt. Pleasant | 3,332 | 221 | 242 | 298 | 4,093 | 169 | 4,262 |
| Rice | 7,490 | 335 | 403 | 619 | 8,847 | 530 | 9,377 |
| Rockport | 13,554 | 577 | 1,064 | 1,727 | 16,922 | 1,071 | 17,993 |
| South | 6,224 | 495 | 391 | 717 | 7,827 | 505 | 8,332 |
| South Brooklyn | 12,370 | 498 | 1,085 | 1,728 | 15,681 | 1,089 | 16,770 |
| Sterling | 3,505 | 127 | 130 | 267 | 4,029 | 218 | 4,247 |
| Union | 3,386 | 162 | 192 | 245 | 3,985 | 225 | 4,210 |
| Walz | 7,955 | 557 | 1,084 | 1,332 | 10,928 | 705 | 11,633 |
| West Park | 11,575 | 794 | 1,418 | 2,413 | 16,200 | 1,395 | 17,595 |
| Woodland | 5,366 | 231 | 244 | 374 | 6,215 | 322 | 6,537 |
| TOTAL | 165,260 | 8,935 | 12,985 | 19,365 | 206,545 | 12,613 | 219,158 |

*Glenville Branch closed 2/5-4/16/18, Lorain Branch closed 2/5-4/14/18, Harvard Lee Branch closed 4/15-6/14/18, Jefferson Branch closed beginning 4/18/18, Addison Branch closed beginning 6/14. Branches were closed as part of the Branch Revitalization Project.

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**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR JUN 2018**

| BRANCH | Monthly Total | | Year-to-Date | | YTD | YTD |
|-------------------------|----------------|----------------|------------------|------------------|-----------------|------------|
| | 2018 | 2017 | 2018 | 2017 | Gain/Loss | %G/L |
| Addison* | 5,063 | 6,722 | 42,360 | 43,349 | -989 | -2% |
| Brooklyn | 5,147 | 4,514 | 24,888 | 26,708 | -1,820 | -7% |
| Carnegie West | 11,619 | 10,464 | 63,614 | 74,405 | -10,791 | -15% |
| Collinwood | 5,356 | 5,010 | 33,099 | 32,058 | 1,041 | 3% |
| East 131st | 4,877 | 3,639 | 24,123 | 20,659 | 3,464 | 17% |
| Eastman | 16,896 | 15,248 | 89,738 | 94,685 | -4,947 | -5% |
| Fleet | 11,473 | 9,631 | 61,249 | 56,833 | 4,416 | 8% |
| Fulton | 9,055 | 10,496 | 51,799 | 62,230 | -10,431 | -17% |
| Garden Valley | 3,998 | 2,988 | 18,866 | 18,296 | 570 | 3% |
| Glenville | 5,110 | 5,250 | 14,959 | 30,952 | -15,993 | -52% |
| Harvard-Lee* | 3,003 | 6,779 | 27,663 | 44,623 | -16,960 | -38% |
| Hough | 5,101 | 3,523 | 29,543 | 23,622 | 5,921 | 25% |
| Jefferson* | 712 | 5,528 | 22,643 | 39,320 | -16,677 | -42% |
| Langston Hughes | 7,784 | 5,911 | 39,485 | 36,787 | 2,698 | 7% |
| Lorain | 5,946 | 7,164 | 22,574 | 41,913 | -19,339 | -46% |
| Martin Luther King, Jr. | 5,165 | 5,362 | 30,256 | 34,923 | -4,667 | -13% |
| Memorial-Nottingham | 11,897 | 10,919 | 66,819 | 64,631 | 2,188 | 3% |
| Mt. Pleasant | 4,262 | 2,765 | 21,872 | 19,271 | 2,601 | 13% |
| Rice | 9,377 | 8,961 | 52,996 | 56,130 | -3,134 | -6% |
| Rockport | 17,993 | 15,325 | 92,718 | 94,201 | -1,483 | -2% |
| South | 8,332 | 6,525 | 45,172 | 43,395 | 1,777 | 4% |
| South Brooklyn | 16,770 | 15,375 | 89,946 | 92,382 | -2,436 | -3% |
| Sterling | 4,247 | 3,545 | 24,502 | 26,428 | -1,926 | -7% |
| Union | 4,210 | 4,111 | 22,793 | 26,074 | -3,281 | -13% |
| Walz | 11,633 | 12,580 | 70,178 | 73,946 | -3,768 | -5% |
| West Park | 17,595 | 16,935 | 100,860 | 103,358 | -2,498 | -2% |
| Woodland | 6,537 | 7,032 | 38,576 | 43,527 | -4,951 | -11% |
| TOTAL | 219,158 | 212,302 | 1,223,291 | 1,324,706 | -101,415 | -8% |

*Glenville Branch closed 2/5-4/16/18. Lorain Branch closed 2/5-4/14/18. Harvard Lee Branch closed 4/15-6/14/18. Jefferson Branch closed beginning 4/18/18. Addison Branch closed beginning 6/14. Branches were closed as part of the Branch Revitalization Project.

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**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE JUN 2018**

| BRANCH | Monthly Total | | Year-to-Date | | YTD | YTD |
|-------------------------|----------------|----------------|----------------|------------------|-----------------|-------------|
| | 2018 | 2017 | 2018 | 2017 | Gain/Loss | %G/L |
| Addison* | 2,322 | 5,105 | 24,439 | 29,747 | -5,308 | -18% |
| Brooklyn | 3,025 | 3,666 | 17,367 | 21,689 | -4,322 | -20% |
| Carnegie West | 7,782 | 8,985 | 50,585 | 55,503 | -4,918 | -9% |
| Collinwood | 4,867 | 4,684 | 29,288 | 35,825 | -6,537 | -18% |
| East 131st | 5,670 | 7,997 | 43,761 | 36,312 | 7,449 | 21% |
| Eastman | 8,757 | 9,508 | 53,765 | 58,413 | -4,648 | -8% |
| Fleet | 9,042 | 9,153 | 49,136 | 54,310 | -5,174 | -10% |
| Fulton | 6,721 | 7,832 | 39,085 | 42,952 | -3,867 | -9% |
| Garden Valley | 4,554 | 3,992 | 22,840 | 20,414 | 2,426 | 12% |
| Glenville | 4,086 | 5,662 | 13,243 | 27,569 | -14,326 | -52% |
| Harvard-Lee* | 193 | 8,129 | 23,513 | 46,093 | -22,580 | -49% |
| Hough | 6,010 | 6,541 | 39,586 | 40,916 | -1,330 | -3% |
| Jefferson* | 1 | 3,620 | 14,326 | 27,960 | -13,634 | -49% |
| Langston Hughes | 6,788 | 6,803 | 37,253 | 40,899 | -3,646 | -9% |
| Lorain | 5,334 | 7,442 | 19,067 | 36,493 | -17,426 | -48% |
| Martin Luther King, Jr. | 3,738 | 4,539 | 29,125 | 40,516 | -11,391 | -28% |
| Memorial-Nottingham | 6,637 | 6,576 | 28,089 | 31,923 | -3,834 | -12% |
| Mt. Pleasant | 3,994 | 3,819 | 21,210 | 24,995 | -3,785 | -15% |
| Rice | 7,160 | 9,527 | 53,781 | 65,498 | -11,717 | -18% |
| Rockport | 6,754 | 7,530 | 40,336 | 48,579 | -8,243 | -17% |
| South | 5,197 | 5,747 | 29,209 | 35,611 | -6,402 | -18% |
| South Brooklyn | 10,569 | 10,828 | 61,231 | 77,009 | -15,778 | -20% |
| Sterling | 7,412 | 9,367 | 41,682 | 51,609 | -9,927 | -19% |
| Union | 4,345 | 4,898 | 34,716 | 31,357 | 3,359 | 11% |
| Walz | 6,580 | 7,226 | 44,330 | 48,640 | -4,310 | -9% |
| West Park | 6,861 | 7,041 | 45,270 | 43,811 | 1,459 | 3% |
| Woodland | 7,460 | 9,165 | 45,380 | 51,398 | -6,018 | -12% |
| TOTAL | 151,859 | 185,382 | 951,613 | 1,126,041 | -174,428 | -15% |

*Glenville Branch closed 2/5-4/16/18. Lorain Branch closed 2/5-4/14/18. Harvard Lee Branch closed 4/15-6/14/18. Jefferson Branch closed beginning 4/18/18. Addison Branch closed beginning 6/14. Branches were closed as part of the Branch Revitalization Project.

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**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS JUN 2018**

| Branch | Total Circulation |
|----------------------------|-------------------|
| 1 Rockport | 17,993 |
| 2 West Park | 17,595 |
| 3 Eastman | 16,896 |
| 4 South Brooklyn | 16,770 |
| 5 Memorial-Nottingham | 11,897 |
| 6 Walz | 11,633 |
| 7 Carnegie West | 11,619 |
| 8 Fleet | 11,473 |
| 9 Rice | 9,377 |
| 10 Fulton | 9,055 |
| 11 South | 8,332 |
| 12 Langston Hughes | 7,784 |
| 13 Woodland | 6,537 |
| 14 Lorain | 5,946 |
| 15 Collinwood | 5,356 |
| 16 Martin Luther King, Jr. | 5,165 |
| 17 Brooklyn | 5,147 |
| 18 Glenville | 5,110 |
| 19 Hough | 5,101 |
| 20 Addison* | 5,063 |
| 21 East 131st | 4,877 |
| 22 Mt. Pleasant | 4,262 |
| 23 Sterling | 4,247 |
| 24 Union | 4,210 |
| 25 Garden Valley | 3,998 |
| 26 Harvard-Lee* | 3,003 |
| 27 Jefferson* | 712 |
| | 219,158 |

| Branch | Attendance |
|-------------------------|----------------|
| South Brooklyn | 10,569 |
| Fleet | 9,042 |
| Eastman | 8,757 |
| Carnegie West | 7,782 |
| Woodland | 7,460 |
| Sterling | 7,412 |
| Rice | 7,160 |
| West Park | 6,861 |
| Langston Hughes | 6,788 |
| Rockport | 6,754 |
| Fulton | 6,721 |
| Memorial-Nottingham | 6,637 |
| Walz | 6,580 |
| Hough | 6,010 |
| East 131st | 5,670 |
| Lorain | 5,334 |
| South | 5,197 |
| Collinwood | 4,867 |
| Garden Valley | 4,554 |
| Union | 4,345 |
| Glenville | 4,086 |
| Mt. Pleasant | 3,994 |
| Martin Luther King, Jr. | 3,738 |
| Brooklyn | 3,025 |
| Addison* | 2,322 |
| Harvard-Lee* | 193 |
| Jefferson* | 1 |
| | 151,859 |

| Branch | Population | |
|----------------------------|----------------|----------------|
| | 2010 | 2000 |
| 1 South Brooklyn | 32,043 | 34,217 |
| 2 West Park | 27,814 | 29,398 |
| 3 Fleet* | 26,727 | 34,598 |
| 4 Eastman | 23,674 | 25,873 |
| 5 Rockport | 19,896 | 21,467 |
| 6 Fulton | 19,647 | 22,575 |
| 7 Rice | 19,462 | 25,893 |
| 8 Memorial-Nottingham | 19,271 | 22,598 |
| 9 Harvard-Lee | 17,655 | 21,246 |
| 10 Walz | 16,063 | 18,497 |
| 11 Collinwood | 14,769 | 19,377 |
| 12 Langston Hughes | 14,439 | 21,224 |
| 13 Glenville | 14,006 | 20,302 |
| 14 Addison | 13,603 | 19,263 |
| 15 East 131st | 13,025 | 18,001 |
| 16 Mt. Pleasant | 12,792 | 17,155 |
| 17 Lorain | 12,588 | 14,589 |
| 18 Martin Luther King, Jr. | 12,392 | 15,483 |
| 19 Carnegie West | 10,487 | 11,716 |
| 20 Union | 8,416 | 12,603 |
| 21 Sterling | 8,267 | 8,712 |
| 22 Woodland | 7,946 | 7,213 |
| 23 South | 6,325 | 7,729 |
| 24 Hough | 5,667 | 7,845 |
| 25 Brooklyn | 5,524 | 6,430 |
| 26 Jefferson | 3,515 | 3,987 |
| 27 Garden Valley | 2,310 | 3,220 |
| 28 Broadway* | | 1,966 |
| | 388,323 | 473,177 |

*Glenville Branch closed 2/5-4/16/18. Lorain Branch closed 2/5-4/14/18. Harvard Lee Branch closed 4/15-6/14/18. Jefferson Branch closed beginning 4/18/18. Addison Branch closed beginning 6/14. Branches were closed as part of the Branch Revitalization Project.

*Broadway and Fleet service areas merged

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

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR JUN 2018**

| OTHER TRANSACTIONS Loans* to: | | Monthly Total | | Year-to-Date | | YTD |
|----------------------------------|-----------------|---------------|---------------|----------------|----------------|-------------|
| | | 2018 | 2017 | 2018 | 2017 | Gain/Loss |
| | CLEVNET | 44,279 | 61,995 | 324,276 | 383,199 | -15% |
| | Other Libraries | 337 | 366 | 2,773 | 3,187 | -13% |
| TOTAL | | 44,616 | 62,361 | 327,049 | 386,386 | -15% |

*Totals included in Main Library and Branch circulation counts

| ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD | | Monthly Total | | Year-to-Date | | YTD |
|---|----------------------------|---------------|---------------|----------------|----------------|-------------|
| | | 2018 | 2017 | 2018 | 2017 | Gain/Loss |
| | Projected | 15,275 | 20,708 | 107,002 | 122,403 | -13% |
| | Mail and Email Reference | 372 | 340 | 1,875 | 2,271 | -17% |
| | Interlibrary Loan Requests | 758 | 873 | 5,890 | 5,488 | 7% |
| TOTAL | | 16,405 | 21,921 | 114,767 | 130,162 | -12% |

| CHANGES IN PERMANENT COLLECTION | | Monthly Total | | Year-to-Date | | YTD |
|------------------------------------|-------------------|---------------|--------|--------------|---------|-----------|
| | | 2018 | 2017 | 2018 | 2017 | Gain/Loss |
| | New Titles Added | 4,273 | 4,634 | 25,245 | 27,312 | -8% |
| | Total Items Added | 20,220 | 20,294 | 118,187 | 132,647 | -11% |

| HOURS OPEN | | Monthly Total | | Year-to-Date | | YTD |
|------------|--------------|---------------|-------|--------------|--------|-----------|
| | | 2018 | 2017 | 2018 | 2017 | Gain/Loss |
| | Main Library | 208 | 208 | 1,216 | 1,216 | 0% |
| | Branches | 5,499 | 5,967 | 32,723 | 34,770 | -6% |

| OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD) | | Monthly Total | | Year-to-Date | | YTD |
|---|-----------|---------------|--------|--------------|--------|-----------|
| | | 2018 | 2017 | 2018 | 2017 | Gain/Loss |
| | Downloads | 12,535 | 13,081 | 75,523 | 75,623 | 0% |
| | Users | 659 | 615 | 3,916 | 3,878 | 1% |

Included in circulation activity

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR JUL 2018**

| CIRCULATION ACTIVITY | Monthly Total | | Average Hourly | | Year-to-Date | | YTD |
|--------------------------|----------------|----------------|----------------|-------|------------------|------------------|------------|
| | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | Gain/Loss |
| Main Library | 131,430 | 108,961 | 632 | 545 | 789,758 | 761,325 | 3.7% |
| Branches* | 238,824 | 212,659 | 1,165 | 1,003 | 1,462,115 | 1,537,365 | -4.9% |
| Mobile Units | 3,740 | 3,255 | | | 25,899 | 19,323 | 34.0% |
| Library for the Blind | 41,700 | 42,840 | | | 281,297 | 310,975 | -9.5% |
| OLBPD BARD | 13,897 | 12,715 | | | 89,420 | 88,338 | 1.2% |
| eMedia | 42,231 | 33,675 | | | 270,498 | 228,761 | 18.2% |
| TOTAL CIRCULATION | 471,822 | 414,105 | | | 2,918,987 | 2,946,087 | -1% |

| ELECTRONIC MEDIA CIRCULATION | Monthly Total | | Year-to-Date | | YTD |
|---------------------------------|---------------|---------------|----------------|----------------|---|
| | 2018 | 2017 | 2018 | 2017 | Gain/Loss |
| eBook | 23,917 | 19,392 | 154,217 | 135,392 | 13.9% |
| eAudiobook | 14,916 | 12,307 | 98,643 | 76,224 | 29.4% |
| eMusic | 283 | 369 | 2,255 | 4,000 | -43.6% |
| eVideo | 864 | 517 | 4,345 | 4,111 | 5.7% |
| eMagazines | 2,251 | 1,090 | 11,038 | 9,034 | 22.2% |
| TOTAL eCIRCULATION | 42,231 | 33,675 | 270,498 | 228,761 | 18.2% Included in circulation activity |

| COMPUTER USAGE | Number of | Average | Number of Sessions | | Hours in Use | | YTD |
|--------------------|------------|------------|--------------------|----------------|----------------|----------------|---------------|
| | Computers | Sessions | 2018 | 2017 | 2018 | 2017 | Gain/Loss |
| Main Library | 107 | 50 minutes | 55,745 | 71,526 | 48,463 | 54,024 | -10.3% |
| Branches | 569 | 40 minutes | 402,945 | 477,719 | 277,278 | 322,716 | -14.1% |
| TOTAL USAGE | 676 | | 458,690 | 549,245 | 325,741 | 376,740 | -13.5% |

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

| WIRELESS SESSIONS | Monthly Total | | Year-to-Date | | YTD |
|-----------------------|----------------|----------------|------------------|----------------|--------------|
| | 2018 | 2017 | 2018 | 2017 | Gain/Loss |
| TOTAL SESSIONS | 179,468 | 150,800 | 1,342,785 | 899,773 | 49.2% |

Each session represents a unique user of public wireless internet.

| WALK-IN COUNT | Monthly Total | | Average Hourly | | Year-to-Date | | YTD |
|---------------------|----------------|----------------|----------------|------|------------------|------------------|---------------|
| | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | Gain/Loss |
| Main Library | 36,320 | 38,476 | 175 | 192 | 269,550 | 260,129 | 4% |
| Branches* | 158,057 | 171,812 | 771 | 810 | 1,109,670 | 1,304,318 | -15% |
| TOTAL VISITS | 194,377 | 210,288 | | | 1,379,220 | 1,564,447 | -11.8% |

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**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR JUL 2018**

| Branch | a Branch Circulation | b Sent from Other Branches | c Sent from Main | d Sent from Other CLENVET Systems | e Total Direct Circulation (a+b+c+d) | f Sent to Other CLEVNET Systems | g Total Circulation (e+f) |
|-------------------------|----------------------------|-------------------------------------|------------------------|---|---|--|------------------------------------|
| Addison | 726 | 1,136 | 207 | 624 | 2,693 | 77 | 2,770 |
| Brooklyn | 3,558 | 618 | 241 | 496 | 4,913 | 288 | 5,201 |
| Carnegie West | 7,064 | 916 | 1,829 | 1,382 | 11,191 | 866 | 12,057 |
| Collinwood | 4,102 | 849 | 409 | 1,511 | 6,871 | 341 | 7,212 |
| East 131st | 4,470 | 475 | 298 | 522 | 5,765 | 256 | 6,021 |
| Eastman | 12,085 | 1,459 | 1,047 | 1,597 | 16,188 | 1,800 | 17,988 |
| Fleet | 8,312 | 1,125 | 823 | 1,147 | 11,407 | 635 | 12,042 |
| Fulton | 6,826 | 874 | 442 | 807 | 8,949 | 751 | 9,700 |
| Garden Valley | 2,690 | 429 | 172 | 294 | 3,585 | 230 | 3,815 |
| Glenville | 3,742 | 857 | 338 | 1,284 | 6,221 | 378 | 6,599 |
| Harvard-Lee* | 3,842 | 699 | 547 | 934 | 6,022 | 513 | 6,535 |
| Hough | 3,687 | 723 | 347 | 856 | 5,613 | 286 | 5,899 |
| Jefferson* | 174 | 500 | 337 | 418 | 1,429 | 33 | 1,462 |
| Langston Hughes | 5,173 | 862 | 513 | 1,129 | 7,677 | 446 | 8,123 |
| Lorain | 4,715 | 780 | 314 | 715 | 6,524 | 414 | 6,938 |
| Martin Luther King, Jr. | 3,600 | 816 | 646 | 959 | 6,021 | 437 | 6,458 |
| Memorial-Nottingham | 7,891 | 920 | 1,116 | 2,602 | 12,529 | 1,055 | 13,584 |
| Mt. Pleasant | 2,714 | 529 | 312 | 777 | 4,332 | 254 | 4,586 |
| Rice | 6,992 | 806 | 605 | 1,611 | 10,014 | 662 | 10,676 |
| Rockport | 12,468 | 1,110 | 1,254 | 2,053 | 16,885 | 1,246 | 18,131 |
| South | 5,987 | 949 | 573 | 902 | 8,411 | 513 | 8,924 |
| South Brooklyn | 11,118 | 945 | 1,205 | 2,126 | 15,394 | 1,407 | 16,801 |
| Sterling | 3,131 | 529 | 269 | 634 | 4,563 | 240 | 4,803 |
| Union | 2,936 | 604 | 262 | 366 | 4,168 | 271 | 4,439 |
| Waiz | 7,558 | 1,261 | 1,278 | 1,697 | 11,794 | 818 | 12,612 |
| West Park | 9,706 | 1,213 | 2,170 | 3,122 | 16,211 | 1,663 | 17,874 |
| Woodland | 5,461 | 736 | 323 | 627 | 7,147 | 427 | 7,574 |
| TOTAL | 150,728 | 22,720 | 17,877 | 31,192 | 222,517 | 16,307 | 238,824 |

*Glenville Branch closed 2/5-4/16/18. Lorain Branch closed 2/5-4/14/18. Harvard Lee Branch closed 4/15-6/14/18. Jefferson Branch closed 4/18/18. Addison Branch closed beginning 6/14. Branches were closed as part of the Branch Revitalization Project.

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR JUL 2018**

| BRANCH | Monthly Total | | Year-to-Date | | YTD | YTD |
|-------------------------|----------------|----------------|------------------|------------------|----------------|------------|
| | 2018 | 2017 | 2018 | 2017 | Gain/Loss | %G/L |
| Addison | 2,770 | 7,064 | 45,130 | 50,413 | -5,283 | -10% |
| Brooklyn | 5,201 | 4,191 | 30,089 | 30,899 | -810 | -3% |
| Carnegie West | 12,057 | 10,437 | 75,671 | 84,842 | -9,171 | -11% |
| Collinwood | 7,212 | 5,130 | 40,311 | 37,188 | 3,123 | 8% |
| East 131st | 6,021 | 3,911 | 30,144 | 24,570 | 5,574 | 23% |
| Eastman | 17,988 | 15,506 | 107,726 | 110,191 | -2,465 | -2% |
| Fleet | 12,042 | 8,811 | 73,291 | 65,644 | 7,647 | 12% |
| Fulton | 9,700 | 9,880 | 61,499 | 72,110 | -10,611 | -15% |
| Garden Valley | 3,815 | 3,130 | 22,681 | 21,426 | 1,255 | 6% |
| Glenville* | 6,599 | 5,465 | 21,558 | 36,417 | -14,859 | -41% |
| Harvard-Lee* | 6,535 | 8,445 | 34,198 | 53,068 | -18,870 | -36% |
| Hough | 5,899 | 4,187 | 35,442 | 27,809 | 7,633 | 27% |
| Jefferson* | 1,462 | 5,910 | 24,105 | 45,230 | -21,125 | -47% |
| Langston Hughes | 8,123 | 5,870 | 47,608 | 42,657 | 4,951 | 12% |
| Lorain* | 6,938 | 6,600 | 29,512 | 48,513 | -19,001 | -39% |
| Martin Luther King, Jr. | 6,458 | 4,961 | 36,714 | 39,884 | -3,170 | -8% |
| Memorial-Nottingham | 13,584 | 10,705 | 80,403 | 75,336 | 5,067 | 7% |
| Mt. Pleasant | 4,586 | 3,110 | 26,458 | 22,381 | 4,077 | 18% |
| Rice | 10,676 | 8,841 | 63,672 | 64,971 | -1,299 | -2% |
| Rockport | 18,131 | 15,542 | 110,849 | 109,743 | 1,106 | 1% |
| South | 8,924 | 7,027 | 54,096 | 50,422 | 3,674 | 7% |
| South Brooklyn | 16,801 | 14,394 | 106,747 | 106,776 | -29 | 0% |
| Sterling | 4,803 | 3,014 | 29,305 | 29,442 | -137 | 0% |
| Union | 4,439 | 3,774 | 27,232 | 29,848 | -2,616 | -9% |
| Walz | 12,612 | 12,688 | 82,790 | 86,634 | -3,844 | -4% |
| West Park | 17,874 | 16,379 | 118,734 | 119,737 | -1,003 | -1% |
| Woodland | 7,574 | 7,687 | 46,150 | 51,214 | -5,064 | -10% |
| TOTAL | 238,824 | 212,659 | 1,462,115 | 1,537,365 | -75,250 | -5% |

*Glenville Branch closed 2/5-4/16/18. Lorain Branch closed 2/5-4/14/18. Harvard Lee Branch closed 4/15-6/14/18. Jefferson Branch closed 4/18/18 Addison Branch closed beginning 6/14. Branches were closed as part of the Branch Revitalization Project.

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE JUL 2018**

| BRANCH | Monthly Total | | Year-to-Date | | YTD | YTD |
|-------------------------|----------------|----------------|------------------|------------------|-----------------|-------------|
| | 2018 | 2017 | 2018 | 2017 | Gain/Loss | %G/L |
| Addison | 0 | 5,273 | 24,439 | 35,229 | -10,790 | -31% |
| Brooklyn | 3,238 | 3,668 | 20,605 | 25,470 | -4,865 | -19% |
| Carnegie West | 7,757 | 7,992 | 58,342 | 63,731 | -5,389 | -8% |
| Collinwood | 5,245 | 5,037 | 34,533 | 41,047 | -6,514 | -16% |
| East 131st | 5,385 | 6,347 | 49,146 | 42,968 | 6,178 | 14% |
| Eastman | 8,525 | 9,148 | 62,290 | 67,845 | -5,555 | -8% |
| Fleet | 8,475 | 8,753 | 57,611 | 63,396 | -5,785 | -9% |
| Fulton | 7,084 | 7,361 | 46,169 | 50,552 | -4,383 | -9% |
| Garden Valley | 5,082 | 3,645 | 27,922 | 24,204 | 3,718 | 15% |
| Glenville* | 4,861 | 5,390 | 18,104 | 33,128 | -15,024 | -45% |
| Harvard-Lee* | 5,191 | 7,081 | 28,704 | 53,438 | -24,734 | -46% |
| Hough | 6,110 | 5,676 | 45,696 | 46,876 | -1,180 | -3% |
| Jefferson* | 63 | 3,789 | 14,389 | 31,882 | -17,493 | -55% |
| Langston Hughes | 7,166 | 6,451 | 44,419 | 47,550 | -3,131 | -7% |
| Lorain* | 5,739 | 6,917 | 24,806 | 43,637 | -18,831 | -43% |
| Martin Luther King, Jr. | 3,883 | 4,012 | 33,008 | 44,658 | -11,650 | -26% |
| Memorial-Nottingham | 6,832 | 6,687 | 34,921 | 38,864 | -3,943 | -10% |
| Mt. Pleasant | 3,701 | 3,490 | 24,911 | 28,624 | -3,713 | -13% |
| Rice | 7,444 | 8,337 | 61,225 | 74,160 | -12,935 | -17% |
| Rockport | 6,783 | 7,433 | 47,119 | 56,314 | -9,195 | -16% |
| South | 5,532 | 5,476 | 34,741 | 41,279 | -6,538 | -16% |
| South Brooklyn | 10,356 | 8,631 | 71,587 | 86,057 | -14,470 | -17% |
| Sterling | 7,852 | 7,939 | 49,534 | 59,920 | -10,386 | -17% |
| Union | 4,564 | 4,266 | 39,280 | 35,791 | 3,489 | 10% |
| Walz | 6,499 | 7,164 | 50,829 | 56,043 | -5,214 | -9% |
| West Park | 6,762 | 7,098 | 52,032 | 51,180 | 852 | 2% |
| Woodland | 7,928 | 8,751 | 53,308 | 60,475 | -7,167 | -12% |
| TOTAL | 158,057 | 171,812 | 1,109,670 | 1,304,318 | -194,648 | -15% |

*Glenville Branch closed 2/5-4/16/18. Lorain Branch closed 2/5-4/14/18. Harvard Lee Branch closed 4/15-6/14/18. Jefferson Branch closed 4/18/18. Addison Branch closed beginning 6/14. Branches were closed as part of the Branch Revitalization Project.

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS JUL 2018**

| Branch | Total Circulation |
|----------------------------|-------------------|
| 1 Rockport | 18,131 |
| 2 Eastman | 17,988 |
| 3 West Park | 17,874 |
| 4 South Brooklyn | 16,801 |
| 5 Memorial-Nottingham | 13,584 |
| 6 Walz | 12,612 |
| 7 Carnegie West | 12,057 |
| 8 Fleet | 12,042 |
| 9 Rice | 10,676 |
| 10 Fulton | 9,700 |
| 11 South | 8,924 |
| 12 Langston Hughes | 8,123 |
| 13 Woodland | 7,574 |
| 14 Collinwood | 7,212 |
| 15 Lorain | 6,938 |
| 16 Glenville | 6,599 |
| 17 Harvard-Lee | 6,535 |
| 18 Martin Luther King, Jr. | 6,458 |
| 19 East 131st | 6,021 |
| 20 Hough | 5,899 |
| 21 Brooklyn | 5,201 |
| 22 Sterling | 4,803 |
| 23 Mt. Pleasant | 4,586 |
| 24 Union | 4,439 |
| 25 Garden Valley | 3,815 |
| 26 Addison* | 2,770 |
| 27 Jefferson* | 1,462 |
| | 238,824 |

| Branch | Attendance |
|-------------------------|----------------|
| South Brooklyn | 10,356 |
| Eastman | 8,525 |
| Fleet | 8,475 |
| Woodland | 7,928 |
| Sterling | 7,852 |
| Carnegie West | 7,757 |
| Rice | 7,444 |
| Langston Hughes | 7,166 |
| Fulton | 7,084 |
| Memorial-Nottingham | 6,832 |
| Rockport | 6,783 |
| West Park | 6,762 |
| Walz | 6,499 |
| Hough | 6,110 |
| Lorain | 5,739 |
| South | 5,532 |
| East 131st | 5,385 |
| Collinwood | 5,245 |
| Harvard-Lee | 5,191 |
| Garden Valley | 5,082 |
| Glenville | 4,861 |
| Union | 4,564 |
| Martin Luther King, Jr. | 3,883 |
| Mt. Pleasant | 3,701 |
| Brooklyn | 3,238 |
| Jefferson* | 63 |
| Addison* | 0 |
| | 158,057 |

| Branch | Population | |
|----------------------------|----------------|----------------|
| | 2010 | 2000 |
| 1 South Brooklyn | 32,043 | 34,217 |
| 2 West Park | 27,814 | 29,398 |
| 3 Fleet* | 26,727 | 34,598 |
| 4 Eastman | 23,674 | 25,873 |
| 5 Rockport | 19,896 | 21,467 |
| 6 Fulton | 19,647 | 22,575 |
| 7 Rice | 19,462 | 25,893 |
| 8 Memorial-Nottingham | 19,271 | 22,598 |
| 9 Harvard-Lee | 17,655 | 21,246 |
| 10 Walz | 16,063 | 18,497 |
| 11 Collinwood | 14,769 | 19,377 |
| 12 Langston Hughes | 14,439 | 21,224 |
| 13 Glenville | 14,006 | 20,302 |
| 14 Addison | 13,603 | 19,263 |
| 15 East 131st | 13,025 | 18,001 |
| 16 Mt. Pleasant | 12,792 | 17,155 |
| 17 Lorain | 12,588 | 14,589 |
| 18 Martin Luther King, Jr. | 12,392 | 15,483 |
| 19 Carnegie West | 10,487 | 11,716 |
| 20 Union | 8,416 | 12,603 |
| 21 Sterling | 8,267 | 8,712 |
| 22 Woodland | 7,946 | 7,213 |
| 23 South | 6,325 | 7,729 |
| 24 Hough | 5,667 | 7,845 |
| 25 Brooklyn | 5,524 | 6,430 |
| 26 Jefferson | 3,515 | 3,987 |
| 27 Garden Valley | 2,310 | 3,220 |
| 28 Broadway* | | 1,966 |
| | 388,323 | 473,177 |

*Glenville Branch closed 2/5-4/16/18. Lorain Branch closed 2/5-4/14/18. Harvard Lee Branch closed 4/15-6/14/18. Jefferson Branch closed 4/18/18. Addison Branch closed beginning 6/14. Branches were closed as part of the Branch Revitalization Project.

*Broadway and Fleet service areas merged

Prepared By: Northam Ohio Data and Information Service - NODIS,
Maxine Goodman Levine College of Urban Affairs, Cleveland State
University

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**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR JUL 2018**

| OTHER TRANSACTIONS Loans* to: | | Monthly Total | | Year-to-Date | | YTD |
|----------------------------------|------------------------|---------------|--------|--------------|---------|-----------|
| | | 2018 | 2017 | 2018 | 2017 | Gain/Loss |
| | CLEVNET | 58,093 | 61,109 | 382,369 | 444,308 | -14% |
| | Other Libraries | 469 | 373 | 3,242 | 3,270 | -1% |
| TOTAL | | 58,562 | 61,482 | 385,611 | 447,578 | -14% |

*Totals included in Main Library and Branch circulation counts

| ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD | | Monthly Total | | Year-to-Date | | YTD |
|---|-----------------------------------|---------------|--------|--------------|---------|-----------|
| | | 2018 | 2017 | 2018 | 2017 | Gain/Loss |
| | Projected | 11,984 | 19,542 | 118,988 | 141,945 | -16% |
| | Mail and Email Reference | 347 | 334 | 2,222 | 2,605 | -15% |
| | Interlibrary Loan Requests | 967 | 884 | 6,857 | 5,488 | 25% |
| TOTAL | | 13,298 | 20,760 | 128,067 | 150,038 | -15% |

| CHANGES IN PERMANENT COLLECTION | | Monthly Total | | Year-to-Date | | YTD |
|------------------------------------|--------------------------|---------------|--------|--------------|---------|-----------|
| | | 2018 | 2017 | 2018 | 2017 | Gain/Loss |
| | New Titles Added | 4,067 | 4,021 | 29,312 | 31,333 | -6% |
| | Total Items Added | 16,208 | 17,169 | 134,395 | 149,816 | -10% |

| HOURS OPEN | | Monthly Total | | Year-to-Date | | YTD |
|------------|---------------------|---------------|-------|--------------|--------|-----------|
| | | 2018 | 2017 | 2018 | 2017 | Gain/Loss |
| | Main Library | 208 | 200 | 1,424 | 1,416 | 1% |
| | Branches | 5,535 | 5,724 | 38,258 | 41,910 | -9% |

| OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD) | | Monthly Total | | Year-to-Date | | YTD | |
|---|------------------|---------------|--------|--------------|--------|-----------|----------------------------------|
| | | 2018 | 2017 | 2018 | 2017 | Gain/Loss | |
| | Downloads | 13,897 | 12,715 | 89,420 | 88,338 | 1% | Included in circulation activity |
| | Users | 659 | 620 | 4,575 | 4,498 | 2% | |

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**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR AUG 2018**

| CIRCULATION ACTIVITY | Monthly Total | | Average Hourly | | Year-to-Date | | YTD Gain/Loss |
|--------------------------|----------------|----------------|----------------|------|------------------|------------------|------------------|
| | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | |
| Main Library | 142,818 | 110,037 | 661 | 509 | 932,576 | 871,362 | 7.0% |
| Branches* | 248,902 | 222,129 | 1,155 | 967 | 1,711,017 | 1,759,494 | -2.8% |
| Mobile Units | 3,179 | 2,397 | | | 29,078 | 21,720 | 33.9% |
| Library for the Blind | 44,181 | 48,722 | | | 325,478 | 359,697 | -9.5% |
| OLBPD BARD | 12,830 | 11,702 | | | 102,250 | 100,040 | 2.2% |
| eMedia | 42,598 | 35,312 | | | 313,096 | 264,073 | 18.6% |
| TOTAL CIRCULATION | 494,508 | 430,299 | | | 3,413,495 | 3,376,386 | 1% |

| ELECTRONIC MEDIA CIRCULATION | Monthly Total | | Year-to-Date | | YTD Gain/Loss |
|---------------------------------|---------------|---------------|----------------|----------------|---|
| | 2018 | 2017 | 2018 | 2017 | |
| eBook | 23,057 | 21,062 | 177,274 | 156,454 | 13.3% |
| eAudiobook | 15,876 | 12,466 | 114,519 | 88,690 | 29.1% |
| eMusic | 339 | 330 | 2,594 | 4,330 | -40.1% |
| eVideo | 907 | 527 | 5,252 | 4,638 | 13.2% |
| eMagazines | 2,419 | 927 | 13,457 | 9,961 | 35.1% |
| TOTAL eCIRCULATION | 42,598 | 35,312 | 313,096 | 264,073 | 18.6% Included in circulation activity |

| COMPUTER USAGE | Number of Computers | Average Sessions | Number of Sessions | | Hours in Use | | YTD Gain/Loss |
|--------------------|------------------------|---------------------|--------------------|----------------|----------------|----------------|------------------|
| | | | 2018 | 2017 | 2018 | 2017 | |
| Main Library | 107 | 50 minutes | 64,696 | 81,726 | 56,177 | 61,595 | -8.8% |
| Branches | 569 | 40 minutes | 467,873 | 550,732 | 321,582 | 371,651 | -13.5% |
| TOTAL USAGE | 676 | | 532,569 | 632,458 | 377,759 | 433,246 | -12.8% |

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

WIRELESS SESSIONS

New wifi session tracking program implemented in August 2018. Complete datasets unavailable at time of reporting.

| WALK-IN COUNT | Monthly Total | | Average Hourly | | Year-to-Date | | YTD Gain/Loss |
|---------------------|----------------|----------------|----------------|------|------------------|------------------|------------------|
| | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | |
| Main Library | 37,513 | 41,734 | 174 | 193 | 269,550 | 301,863 | -11% |
| Branches* | 175,712 | 195,236 | 815 | 850 | 1,285,382 | 1,508,041 | -15% |
| TOTAL VISITS | 213,225 | 236,970 | | | 1,554,932 | 1,809,904 | -14.1% |

*Glenville Branch closed 2/5-4/16/18. Lorain Branch closed 2/5-4/14/18. Harvard Lee Branch closed 4/15-6/14/18. Jefferson Branch closed 4/18-8/6/18. Addison Branch closed beginning 6/14. Carnegie West Branch closed beginning 8/20. Branches were closed as part of the Branch Revitalization Project.

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REPORT M-2

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR AUG 2018**

| Branch | a Branch Circulation | b Sent from Other Branches | c Sent from Main | d Sent from Other CLEVNET Systems | e Total Direct Circulation (a+b+c+d) | f Sent to Other CLEVNET Systems | g Total Circulation (e+f) |
|-------------------------|----------------------------|-------------------------------------|------------------------|---|---|--|------------------------------------|
| Addison* | 280 | 1,988 | 383 | 1,170 | 3,821 | 24 | 3,845 |
| Brooklyn | 2,984 | 892 | 323 | 559 | 4,758 | 350 | 5,108 |
| Carnegie West* | 4,246 | 1,385 | 3,036 | 1,262 | 9,929 | 1,081 | 11,010 |
| Collinwood | 3,678 | 1,308 | 572 | 2,090 | 7,648 | 453 | 8,101 |
| East 131st | 2,869 | 694 | 330 | 632 | 4,525 | 264 | 4,789 |
| Eastman | 11,010 | 2,148 | 1,434 | 2,007 | 16,599 | 1,932 | 18,531 |
| Fleet | 6,905 | 1,674 | 1,040 | 1,343 | 10,962 | 690 | 11,652 |
| Fulton | 5,982 | 1,405 | 667 | 955 | 9,009 | 871 | 9,880 |
| Garden Valley | 2,172 | 562 | 231 | 284 | 3,249 | 243 | 3,492 |
| Glenville | 3,955 | 1,266 | 513 | 1,752 | 7,486 | 516 | 8,002 |
| Harvard-Lee | 3,800 | 1,091 | 751 | 1,285 | 6,927 | 679 | 7,606 |
| Hough | 3,479 | 1,062 | 372 | 867 | 5,780 | 345 | 6,125 |
| Jefferson* | 2,310 | 1,076 | 747 | 864 | 4,997 | 419 | 5,416 |
| Langston Hughes | 4,799 | 1,235 | 667 | 1,671 | 8,372 | 536 | 8,908 |
| Lorain | 4,085 | 1,102 | 512 | 901 | 6,600 | 548 | 7,148 |
| Martin Luther King, Jr. | 2,746 | 997 | 583 | 1,017 | 5,343 | 589 | 5,932 |
| Memorial-Nottingham | 6,037 | 1,026 | 1,268 | 2,997 | 11,328 | 1,113 | 12,441 |
| Mt. Pleasant | 2,072 | 1,073 | 455 | 757 | 4,357 | 278 | 4,635 |
| Rice | 6,681 | 1,313 | 793 | 2,090 | 10,877 | 792 | 11,669 |
| Rockport | 11,477 | 1,707 | 1,544 | 2,271 | 16,999 | 1,573 | 18,572 |
| South | 4,806 | 1,359 | 641 | 933 | 7,739 | 743 | 8,482 |
| South Brooklyn | 9,437 | 1,357 | 1,389 | 1,945 | 14,128 | 1,651 | 15,779 |
| Sterling | 3,216 | 924 | 471 | 690 | 5,301 | 238 | 5,539 |
| Union | 2,987 | 1,019 | 287 | 639 | 4,932 | 379 | 5,311 |
| Walz | 7,376 | 1,890 | 1,288 | 1,755 | 12,309 | 1,022 | 13,331 |
| West Park | 8,558 | 1,968 | 2,777 | 3,791 | 17,094 | 2,110 | 19,204 |
| Woodland | 5,055 | 1,403 | 498 | 919 | 7,875 | 519 | 8,394 |
| TOTAL | 133,002 | 34,924 | 23,572 | 37,446 | 228,944 | 19,958 | 248,902 |

*Glenville Branch closed 2/5-4/16/18. Lorain Branch closed 2/5-4/14/18. Harvard Lee Branch closed 4/15-6/14/18. Jefferson Branch closed 4/18-8/6/18. Addison Branch closed beginning 6/14. Carnegie West Branch closed beginning 8/20. Branches were closed as part of the Branch Revitalization Project.

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR AUG 2018**

| BRANCH | Monthly Total | | Year-to-Date | | YTD | YTD |
|-------------------------|----------------|----------------|------------------|------------------|----------------|------------|
| | 2018 | 2017 | 2018 | 2017 | Gain/Loss | %G/L |
| Addison* | 3,845 | 7,570 | 48,975 | 57,983 | -9,008 | -16% |
| Brooklyn | 5,108 | 4,258 | 35,197 | 35,157 | 40 | 0% |
| Carnegie West* | 11,010 | 10,826 | 86,681 | 95,668 | -8,987 | -9% |
| Collinwood | 8,101 | 5,333 | 48,412 | 42,521 | 5,891 | 14% |
| East 131st | 4,789 | 4,535 | 34,933 | 29,105 | 5,828 | 20% |
| Eastman | 18,531 | 15,307 | 126,257 | 125,498 | 759 | 1% |
| Fleet | 11,652 | 9,928 | 84,943 | 75,572 | 9,371 | 12% |
| Fulton | 9,880 | 12,172 | 71,379 | 84,282 | -12,903 | -15% |
| Garden Valley | 3,492 | 3,395 | 26,173 | 24,821 | 1,352 | 5% |
| Glenville | 8,002 | 5,285 | 29,560 | 41,702 | -12,142 | -29% |
| Harvard-Lee | 7,606 | 7,848 | 41,804 | 60,916 | -19,112 | -31% |
| Hough | 6,125 | 4,228 | 41,567 | 32,037 | 9,530 | 30% |
| Jefferson* | 5,416 | 6,105 | 29,521 | 51,335 | -21,814 | -42% |
| Langston Hughes | 8,908 | 6,421 | 56,516 | 49,078 | 7,438 | 15% |
| Lorain | 7,148 | 5,967 | 36,660 | 54,480 | -17,820 | -33% |
| Martin Luther King, Jr. | 5,932 | 5,170 | 42,646 | 45,054 | -2,408 | -5% |
| Memorial-Nottingham | 12,441 | 11,155 | 92,844 | 86,491 | 6,353 | 7% |
| Mt. Pleasant | 4,635 | 4,171 | 31,093 | 26,552 | 4,541 | 17% |
| Rice | 11,669 | 8,876 | 75,341 | 73,847 | 1,494 | 2% |
| Rockport | 18,572 | 15,829 | 129,421 | 125,572 | 3,849 | 3% |
| South | 8,482 | 7,282 | 62,578 | 57,704 | 4,874 | 8% |
| South Brooklyn | 15,779 | 15,344 | 122,526 | 122,120 | 406 | 0% |
| Sterling | 5,539 | 3,269 | 34,844 | 32,711 | 2,133 | 7% |
| Union | 5,311 | 3,886 | 32,543 | 33,734 | -1,191 | -4% |
| Walz | 13,331 | 13,271 | 96,121 | 99,905 | -3,784 | -4% |
| West Park | 19,204 | 17,312 | 137,938 | 137,049 | 889 | 1% |
| Woodland | 8,394 | 7,386 | 54,544 | 58,600 | -4,056 | -7% |
| TOTAL | 248,902 | 222,129 | 1,711,017 | 1,759,494 | -48,477 | -3% |

*Glenville Branch closed 2/5-4/16/18. Lorain Branch closed 2/5-4/14/18. Harvard Lee Branch closed 4/15-6/14/18. Jefferson Branch closed 4/18-8/6/18. Addison Branch closed beginning 6/14. Carnegie West Branch closed beginning 8/20. Branches were closed as part of the Branch Revitalization Project.

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE AUG 2018**

| BRANCH | Monthly Total | | Year-to-Date | | YTD | YTD |
|-------------------------|----------------|----------------|------------------|------------------|-----------------|-------------|
| | 2018 | 2017 | 2018 | 2017 | Gain/Loss | %G/L |
| Addison* | 0 | 5,675 | 24,439 | 41,149 | -16,710 | -41% |
| Brooklyn | 3,452 | 3,627 | 24,057 | 29,271 | -5,214 | -18% |
| Carnegie West* | 4,987 | 8,913 | 63,329 | 73,024 | -9,695 | -13% |
| Collinwood | 5,437 | 5,958 | 39,970 | 47,214 | -7,244 | -15% |
| East 131st | 7,524 | 9,105 | 56,670 | 52,449 | 4,221 | 8% |
| Eastman | 9,431 | 11,269 | 71,721 | 79,603 | -7,882 | -10% |
| Fleet | 8,320 | 9,067 | 65,931 | 72,875 | -6,944 | -10% |
| Fulton | 6,862 | 7,515 | 53,031 | 58,457 | -5,426 | -9% |
| Garden Valley | 5,134 | 4,052 | 33,056 | 28,426 | 4,630 | 16% |
| Glenville | 5,266 | 5,451 | 23,370 | 38,867 | -15,497 | -40% |
| Harvard-Lee | 6,007 | 8,122 | 34,711 | 61,907 | -27,196 | -44% |
| Hough | 7,143 | 7,170 | 52,839 | 54,416 | -1,577 | -3% |
| Jefferson* | 3,816 | 5,466 | 18,205 | 37,508 | -19,303 | -51% |
| Langston Hughes | 7,632 | 7,216 | 52,051 | 55,125 | -3,074 | -6% |
| Lorain | 5,762 | 7,083 | 30,568 | 51,090 | -20,522 | -40% |
| Martin Luther King, Jr. | 4,385 | 5,694 | 37,393 | 50,521 | -13,128 | -26% |
| Memorial-Nottingham | 6,511 | 6,201 | 41,432 | 45,359 | -3,927 | -9% |
| Mt. Pleasant | 3,503 | 4,401 | 28,414 | 33,227 | -4,813 | -14% |
| Rice | 10,220 | 10,365 | 71,445 | 85,025 | -13,580 | -16% |
| Rockport | 7,975 | 8,959 | 55,094 | 65,661 | -10,567 | -16% |
| South | 5,257 | 6,279 | 39,998 | 47,806 | -7,808 | -16% |
| South Brooklyn | 12,285 | 7,955 | 83,872 | 94,388 | -10,516 | -11% |
| Sterling | 8,484 | 9,019 | 58,018 | 69,274 | -11,256 | -16% |
| Union | 6,064 | 5,702 | 45,344 | 41,684 | 3,660 | 9% |
| Walz | 7,742 | 8,280 | 58,571 | 64,604 | -6,033 | -9% |
| West Park | 7,955 | 7,639 | 59,987 | 59,142 | 845 | 1% |
| Woodland | 8,558 | 9,053 | 61,866 | 69,969 | -8,103 | -12% |
| TOTAL | 175,712 | 195,236 | 1,285,382 | 1,508,041 | -222,659 | -15% |

*Glenville Branch closed 2/5-4/16/18. Lorain Branch closed 2/5-4/14/18. Harvard Lee Branch closed 4/15-6/14/18. Jefferson Branch closed 4/18-8/6/18. Addison Branch closed beginning 6/14. Carnegie West Branch closed beginning 8/20. Branches were closed as part of the Branch Revitalization Project.

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS AUG 2018**

| Branch | Total Circulation |
|----------------------------|-------------------|
| 1 West Park | 19,204 |
| 2 Rockport | 18,572 |
| 3 Eastman | 18,531 |
| 4 South Brooklyn | 15,779 |
| 5 Walz | 13,331 |
| 6 Memorial-Nottingham | 12,441 |
| 7 Rice | 11,669 |
| 8 Fleet | 11,652 |
| 9 Carnegie West* | 11,010 |
| 10 Fulton | 9,880 |
| 11 Langston Hughes | 8,908 |
| 12 South | 8,482 |
| 13 Woodland | 8,394 |
| 14 Collinwood | 8,101 |
| 15 Glenville | 8,002 |
| 16 Harvard-Lee | 7,606 |
| 17 Lorain | 7,148 |
| 18 Hough | 6,125 |
| 19 Martin Luther King, Jr. | 5,932 |
| 20 Sterling | 5,539 |
| 21 Jefferson* | 5,416 |
| 22 Union | 5,311 |
| 23 Brooklyn | 5,108 |
| 24 East 131st | 4,789 |
| 25 Mt. Pleasant | 4,635 |
| 26 Addison* | 3,845 |
| 27 Garden Valley | 3,492 |
| | 248,902 |

| Branch | Attendance |
|-------------------------|----------------|
| South Brooklyn | 12,285 |
| Rice | 10,220 |
| Eastman | 9,431 |
| Woodland | 8,558 |
| Sterling | 8,484 |
| Fleet | 8,320 |
| Rockport | 7,975 |
| West Park | 7,955 |
| Walz | 7,742 |
| Langston Hughes | 7,632 |
| East 131st | 7,524 |
| Hough | 7,143 |
| Fulton | 6,862 |
| Memorial-Nottingham | 6,511 |
| Union | 6,064 |
| Harvard-Lee | 6,007 |
| Lorain | 5,762 |
| Collinwood | 5,437 |
| Glenville | 5,266 |
| South | 5,257 |
| Garden Valley | 5,134 |
| Carnegie West* | 4,987 |
| Martin Luther King, Jr. | 4,385 |
| Jefferson* | 3,816 |
| Mt. Pleasant | 3,503 |
| Brooklyn | 3,452 |
| Addison* | 0 |
| | 175,712 |

| Branch | Population | |
|----------------------------|----------------|----------------|
| | 2010 | 2000 |
| 1 South Brooklyn | 32,043 | 34,217 |
| 2 West Park | 27,814 | 29,398 |
| 3 Fleet* | 26,727 | 34,598 |
| 4 Eastman | 23,674 | 25,873 |
| 5 Rockport | 19,896 | 21,467 |
| 6 Fulton | 19,647 | 22,575 |
| 7 Rice | 19,462 | 25,893 |
| 8 Memorial-Nottingham | 19,271 | 22,598 |
| 9 Harvard-Lee | 17,655 | 21,246 |
| 10 Walz | 16,063 | 18,497 |
| 11 Collinwood | 14,769 | 19,377 |
| 12 Langston Hughes | 14,439 | 21,224 |
| 13 Glenville | 14,006 | 20,302 |
| 14 Addison | 13,603 | 19,263 |
| 15 East 131st | 13,025 | 18,001 |
| 16 Mt. Pleasant | 12,792 | 17,155 |
| 17 Lorain | 12,588 | 14,589 |
| 18 Martin Luther King, Jr. | 12,392 | 15,483 |
| 19 Carnegie West | 10,487 | 11,716 |
| 20 Union | 8,416 | 12,603 |
| 21 Sterling | 8,267 | 8,712 |
| 22 Woodland | 7,946 | 7,213 |
| 23 South | 6,325 | 7,729 |
| 24 Hough | 5,667 | 7,845 |
| 25 Brooklyn | 5,524 | 6,430 |
| 26 Jefferson | 3,515 | 3,987 |
| 27 Garden Valley | 2,310 | 3,220 |
| 28 Broadway* | | 1,966 |
| | 388,323 | 473,177 |

*Glenville Branch closed 2/5-4/16/18. Lorain Branch closed 2/5-4/14/18. Harvard Lee Branch closed 4/15-6/14/18. Jefferson Branch closed 4/18-8/6/18. Addison Branch closed beginning 6/14. Carnegie West Branch closed beginning 8/20. Branches were closed as part of the Branch Revitalization Project.

*Broadway and Fleet service areas merged

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

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR AUG 2018**

| OTHER TRANSACTIONS Loans* to: | Monthly Total | | Year-to-Date | | YTD |
|----------------------------------|---------------|---------------|----------------|----------------|-------------|
| | 2018 | 2017 | 2018 | 2017 | Gain/Loss |
| CLEVNET | 68,900 | 64,531 | 451,269 | 506,726 | -11% |
| Other Libraries | 382 | 437 | 3,624 | 3,571 | 1% |
| TOTAL | 69,282 | 64,968 | 454,893 | 510,297 | -11% |

*Totals included in Main Library and Branch circulation counts

| ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD | Monthly Total | | Year-to-Date | | YTD |
|---|---------------|---------------|----------------|----------------|-------------|
| | 2018 | 2017 | 2018 | 2017 | Gain/Loss |
| Projected | 13,734 | 23,868 | 132,722 | 165,813 | -20% |
| Mail and Email Reference | 477 | 385 | 2,699 | 2,990 | -10% |
| Interlibrary Loan Requests | 848 | 824 | 7,705 | 7,196 | 7% |
| TOTAL | 15,059 | 25,077 | 143,126 | 175,999 | -19% |

| CHANGES IN PERMANENT COLLECTION | Monthly Total | | Year-to-Date | | YTD |
|------------------------------------|---------------|--------|--------------|---------|-----------|
| | 2018 | 2017 | 2018 | 2017 | Gain/Loss |
| New Titles Added | 4,177 | 4,545 | 33,489 | 35,878 | -7% |
| Total Items Added | 18,982 | 18,256 | 153,377 | 168,072 | -9% |

| HOURS OPEN | Monthly Total | | Year-to-Date | | YTD |
|--------------|---------------|-------|--------------|--------|-----------|
| | 2018 | 2017 | 2018 | 2017 | Gain/Loss |
| Main Library | 216 | 216 | 1,640 | 1,632 | 0% |
| Branches | 5,820 | 6,200 | 44,077 | 46,704 | -6% |

| OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD) | Monthly Total | | Year-to-Date | | YTD | Included in circulation activity |
|---|---------------|--------|--------------|---------|-----------|----------------------------------|
| | 2018 | 2017 | 2018 | 2017 | Gain/Loss | |
| Downloads | 12,830 | 11,702 | 102,250 | 100,040 | 2% | |
| Users | 642 | 642 | 5,217 | 5,140 | 1% | |

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